

2025-2026

Student Handbook

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**GCCA Motto**

Love God. Love Others. Love Learning

Matthew 22:34-40

**GCCA Vision**

To equip our next generation to engage the world with grace, wisdom and love through a Christ-centered education.

**GCCA Mission**

To teach truth that transforms hearts and minds.

1. **Parent Directed:**

Parents are the overseers of their children’s education. GCCA takes its delegated role to act *in loco parentis* very seriously. To that end, we highly value and expect parent participation in the life of our school. We strive for a culture of mutual support, of honoring parents by listening well, of welcoming involvement, and of partnering together to build a Christ-centered and fruitful community of faith and learning. Life in the GCCA community is much more than an excellent education for our children; as adults, we are co-laboring lifelong learners. Many parents find journeying through GCCA with their children to be immensely rewarding. We welcome you on this mutual adventure!

1. **Philosophy:**

***We train students to lead with eloquence.*** We are not a school that simply imparts knowledge. We see our role to inspire, motivate and engage our students so that they have a clear understanding of the subject matter and more importantly and understanding of God’s Word.

***We inspire depth and wisdom.***Students engage with great books containing rich stories that shape both the soul and literary understanding.  A rich and nuanced command of language plays an unsung role in understanding Gods Word, and in understanding our fellow man.  And a thorough immersion in the study of history using original sources helps students *“live in many times and therefore in some degree [be] immune from the great cataract of nonsense that pours from the press and the microphone of [their] own age.”* (C.S. Lewis)

***We cultivate rightly-ordered affections (the ancient concept of virtue).***  We realize this sounds strange, or foreign.  But since the time of the early church, Christians have been about training students to love the true, the good, and the beautiful.  And, to “rightly order” those loves so that we love first our God, and then our neighbor.  This means that we order our affections as God would.

***We imprint a biblical framework to understand everything.*** This is more than adding a bible verse to the curriculum.  When every facet of history, science, math, philosophy, art, and other subjects is integrated around the truth of the Christian worldview, students gain a unique and important perspective.

1. **Christ-centered:**

The goal is not to merely “talk about the gospel while living under the curse of the law… A true Christian education immerses students in the grace of the gospel” (Graham 7-9). GCCA seeks to apply biblical themes, concepts, and doctrines to all we do, in order to help guard against the human tendency towards legalistic hypocrisy. This approach requires that we consider process as much as content. In many ways, the process IS content. Students must experience the gospel through GCCA’s processes, policies, and procedures as much as in the content we teach. A truly Christian education applies biblical principles to every aspect of the educational process, including A) its purpose, B) the nature of the learner, C) the nature and role of the teacher, D) the learning process, and E) the subjects taught.

1. **The purpose of education** is to know and understand God and his creation, using that knowledge to exercise creative-redemptive dominion over the world in which we live. Such an education will lead to wholehearted worship, as well as loving both God and neighbor well (p. 54-55).
2. **The nature of the learner** is fallen but made in God’s image. As co-image bearers, we must remember that all students reflect certain attributes of God, including his purposefulness, rationality, creativity, morality, responsibility, faithfulness, stewardship, relationship, love, and mercy. Because of the fall, each student’s image is distorted. Distorted but not eliminated, however. GCCA realizes that students, like all of us, are idolatrous, estranged, insecure, self-centered, and incapable of remedying the effects of the fall on their own. The goal of Christian education is to disciple students, directing their God-reflecting attributes and curbing their fallen attributes, pointing them to Jesus in the process. As redeemed image bearers we want to imitate Christ, who carried out his redemptive activity in the material as well as the spiritual realm. Therefore, we should exemplify our motto (to love God and others) by making a difference in our corner of the world.
3. **The nature of the teacher** is likewise created and fallen but also redeemed image bearer of God. As believers, we should exhibit the fruit of the spirit in all we do (Galatians 5:22-23). Jesus is our role model. Therefore, GCCA teachers should seek to live what we teach, focus on relationships before rules, individualize interactions with students depending on their need, interpret reality through the lens of scripture, pray for and with students, lead by serving, and shepherd students with love and concern.
4. **The learning process** should encompass an understanding of points 1-3 above: students & teachers as fallen but redeemed (or redeemable) image bearers of God. Our learning techniques should demonstrate this reality. True learning must affect the learner’s heart, not only his or her mind. True learning also leads to action on the part of the learner, rather than mere passive, mental storage (James 1:22).
5. **The subjects are taught** through the framework of biblical truth. Knowledge, in all its diversity, is unified. There is no sacred/secular divide; Christ is over all, and all truth is God’s truth.

Graham, Donovan L. *Teaching Redemptively: Bringing Grace and Truth into Your Classroom*. Purposeful Design Publications, 2009.

**Principle-Aligned Practices**

Please keep in mind that the school handbook is intended to be a guide to students and families.  We do not wish to make a long list of rules and regulations that students are expected to follow.  Rather, we want our students to grow to be who God has called them to be.  We recognize that part of the growing process is learning from mistakes.  We desire to have a grace, love-filled school, where students see Jesus in the way we live our lives.  It is important to note that when discipline issues arise, the goal is that the student experiences a true heart change.  We are more interested in matters of the heart than we are in following rules.  This means that when two students need correction for the same incident, the consequence may not be the same for each student.  When dealing with matters of the heart, what brings change in one student won’t necessarily bring the same change in another.

# **Administration, Staff, And Faculty**

The administration, staff, and faculty of GCCA is here to serve parents and their students. We are excited to partner with you. If you have any questions, concerns, or suggestions please contact us.

**Board of Elders**

|  |  |
| --- | --- |
| **Samuel Ruiz,** Senior Pastor WPCC | **Hal Simmons** |
| **Brett Payne** | **Chris Welch** |
| **Dave Prather** |  |

**GCCA Advisory Committee**

|  |  |
| --- | --- |
| **Dave Plumer, Chairman** | **Jim Jonez, Vice-Chairman** |
| **Martha Acker, Secretary** | **Kristin Beck** |
| **Mike Blevins** | **Samuel Ruiz,** Elder Board Liaison |
| **Tara Prather,** Teacher Liaison | **Keith Beickman** |
| **Jon Widdifield,** HOS |  |

**Faculty/Staff**

|  |  |
| --- | --- |
| **Rachel Beickman,** Kindergarten | **Catherine Widdifield,** 1st & 2nd Grade |
| **Anastasia Panov,** 3rd & 4th Grade | **Micaiah Meyers,** Paideia |
| **Kristen von Edeskuty,** 5th & 6th Grade, | **Sarah Carlson,** K-6th Music |
| **Nat Leakey,** 6th-12th Grade Math | **Deena Petersen,** Jr. High Humanities, Jr. High Debate |
| **Sharon Thorne,** 5th & 6th Science, Jr and Sr High Science | **David Turner**, Sr. High Humanities |
| **David Garlow,** Sr High Math | **Tara Prather,** Sr. High Literature, Director of Curriculum & Instruction |
| **Dalia Ruiz,** Sr. High Bible, Spanish | **Juliette Smethurst,** Senior Thesis |
| **Jon Widdifield,** Head of School |  |
| **Christy Blazek,** Office Manager | **Heather Montandon,** Admin. Asst. |

# **Grievance Policy**

According to GCCA’s vision statement, the school’s goal is to equip our next generation to engage the world with grace, wisdom, and love through a Christ-centered education. Our hope is that we model this vision even in the midst of inevitable conflict, whether between students, parents, staff, volunteers, administration, or any combination thereof. To facilitate this, we use Matthew 18:15-17 (in context with all of scripture) as our guide.

**The general conflict resolution pattern involves:**

1. Pray for discernment.
2. Own your contribution to the conflict.
3. Approach the other party with humility and love (whether you are the offender or the one offended).
4. Follow the Matthew 18 principle: go to the person who has offended you and discuss the matter. If that does not solve the issue, both parties should meet with the immediate supervisor of the employee. If the issue is still unresolved, then the issue should be brought to the attention of the school advisory committee.

# **Parents**

As stated above, we firmly believe that parents are the primary caretakers of their children’s education. GCCA exists to support parents in that role. To facilitate this, we offer the following:

**Parent-Teacher Conferences**

Parent-teacher conferences will be held twice a year, once at the end of the 1st quarter and once at the end of the 3rd quarter. We look forward to meeting with at least one parent at each conference.

**Parent Visitation Procedure**

Parents are welcome and encouraged to visit the school and observe their child’s classroom. If you would like to visit your child’s classroom, please make arrangements ahead of time with the teacher and the school office.

**Forgotten Item Drop-off**

If your son or daughter forgets something at home, please bring the item to the school office and we will deliver it to the student.

# **Admissions**

Grand County Christian Academy accepts applications for prospective students at any time for any school year.  Please complete the online school application. As part of the application process, prospective families will meet with the head of school and if necessary, the pastor of Winter Park Christian Church.

# **Students with Special Learning Needs**

Students who are identified with special needs through professional evaluation of academic and special testing shall be eligible for various accommodations. Based on the degree of modification, the strategy may or may not constitute the need for a remedial grade to be given. GCCA can accommodate most 504 plans. GCCA may or may not be equipped to accommodate IEPs. The head of school and the Director of Curriculum and Instruction will consult with parents to determine if GCCA is the best fit for their child.

GCCA will use the following steps to determine the level of need a student may have:

* Identify a learning need
* Initial Screening
* Consult with Stakeholders
* Parent notification and involvement
* Design a support plan
* Implement interventions
* Monitor progress
* Review with Stakeholders
* Continue/modify support
* Transition plan

# **Student Conduct:** Love God/Love Others

“Teacher, which is the great commandment in the Law?” And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment.And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.” Matthew 22:36-40

**Etiquette**

Our behavior at school is one way GCCA staff and students can live out our school’s motto to *Love God, Love Others, Love Learning* as Jesus instructed in Matthew 22. The following list offers several examples of ways students should show love and respect to others while at school:

* Address their teachers by Mr., Miss, or Mrs.
* Offer help to teachers (or anyone else) with physical tasks.
* Obey promptly and cheerfully when asked to do something. As the grammar school teachers are fond of saying: “Do all things right away, all the way, with a good attitude every day!”
* Cheerfully acknowledge fellow students, teachers, visitors, etc. in the hall (or anywhere else) with a smile, eye contact, and a brief greeting.
* Welcome visitors to your classroom. Teachers will assign a designated student greeter in each class. When a guest enters the room, the assigned student will show the guest to an available seat, quietly and briefly informing the guest what the class is currently studying. The teacher will make the determination as to the length of time a student will be assigned as the greeter. The other students in the class should carry on with the lesson as if no one entered the room.
* Make a special effort to welcome students who are new to GCCA. We would like GCCA to be a place where visitors sense the Lord’s love. II Corinthians 2:14-15
* Let the Fruit of the Spirit identified in Galatians 5:22-23 be our guide in behavior and conversation: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.”

**Basic School Rules**

* Dating/Public displays of affection: Older students are expected to demonstrate exemplary conduct before the younger students. Therefore, inappropriate public displays of affection are not permitted at school or school activities. GCCA realizes that a student’s personality develops over time through many relationships and personal interactions. We encourage the growth of godly personal friendships; however, in the school environment dating relationships are not encouraged.
* Drugs, alcohol, tobacco, vaping, pornographic and inappropriate reading materials, guns, matches, lighters, and knives are not permitted on campus or school-related functions.
* Laptops are allowed with authorized use. Games, movies, and instant messaging are not allowed. YouTube may only be used with a teacher’s permission. Music, blogs, & emailing may be allowed with teacher permission.
* Cell phones are not allowed to be used during the school day. When a student enters the building, they will turn their phone off and place it in the cell phone locker that will be in the fellowship hall. The locker will be taken to the school office at the start of the school day. The phone locker will be brought out to the fellowship hall at the end of the day for retrieval. Students may use their phones at the end of the school day to communicate with parents. Students may not use their phones for any other purpose until after 4:00. The following consequences will be given for misuse of this policy:
  + Students who do not turn off their phones will be assessed a $2 fine that must be paid before the phone is retrieved.
  + Students who do not turn in their phone will have the phone placed in the phone locker by a GCCA staff member. Students will be given 2 opportunities before further consequences are given.
  + 3rd offense—Cell phone will be held in the office and may be retrieved by a parent. A $5 fine will be paid before the phone can be retrieved.
  + 4th offense—Cell phone will be held in office and may be retrieved by a parent. A $5 fine will be paid before the phone can be retrieved.
  + 5th Offense—Cell phone will be held in office and may be retrieved by a parent. A $10 fine will be paid before the phone can be retrieved. The student will receive an after-school detention.
  + 6th Offense—The student and at least one parent will meet with the HOS to determine whether the student may continue to bring their cell phone to school. The student will receive 2 after-school detentions and a determination on any further consequences will be discussed.
* Students who are doing online work with Colorado Christian University may take their laptop to the school office and use their phone for logging into their CCU account. Once a student is logged in, they will need to return their phone to the locker, ensuring that the phone is turned off.
* Smartwatches will follow the same policy as cell phones.
* Electronic games are not allowed during the school day.
* Gum is only allowed when given special privileges by the classroom teacher. Gum is never allowed in the fellowship hall or the church sanctuary.
* Students are expected to treat all the school’s materials and facilities with respect and care. Students will be charged for lost or damaged textbooks.
* The following, without permission of the staff or teacher, are off limits to students: school office, teacher’s lounge, other students’ property, teachers’ desks, classroom files, any classroom while a staff is not present, vehicles, and staff working areas.

**Ministry Offices**

Grand County Christian Academy is a ministry of Winter Park Christian Church. Because of this relationship, students have access to the sanctuary, the kitchen and the ministry offices. Students are encouraged to use the church’s resources to help them grow in their faith. The following guidelines will help maintain a strong relationship between the two ministries:

* Students are welcome to go the ministry offices to speak with a pastor. It is best for a student to make an appointment with the church’s office manager.
* Students are welcome to speak to church staff when the staff person states that they have time available to speak with the student. Students should respect the staff member’s work time and not distract from what the staff member is trying to accomplish.
* Students need written permission from their teacher to go and speak with someone from the church staff.
* Students who are involved with the worship team may ask Mrs. Smethurst or Ms. Miller for assistance in printing lyrics and/or chord charts for all school devotions. Only one or two students should come to the offices for this assistance.
* Students may use the sanctuary for worship practice when an adult is directly supervising them.
* The sound booth is reserved for students and staff who have been trained in using the sound system, Proclaim, and the projection system. Students who have not been trained are not allowed in the sound booth.
* The church restrooms are available for student use during lunchtime or when students have a class in the parking lot, the sanctuary, or the fellowship hall. Teachers will limit the number of students who can be in the restrooms at any given time.
* Students may be in the kitchen when a teacher is present and is given permission to be in the kitchen with the teacher. Teachers may use the kitchen from time to time for classroom purposes.
* Food that is in the kitchen is for church and school staff only. Students may not take food from the kitchen, unless the food has been prepared specifically for a class that the student is involved in.
* Students may use plastic utensils and paper plates when they forget to bring them from home. Students need to get permission from the lunchroom teacher before taking. Students who abuse this will have the privilege removed.

**Bullying/Sexual Harassment Policy**

* GCCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect - an environment that is free from all forms of intimidation, bullying, cyber bullying, exploitation, and harassment, including sexual harassment. We are prepared to take action to prevent and correct any and all violations of this policy. Anyone in violation of this policy will be subject to discipline, up to and including expulsion. The severity of disciplinary action will be based upon the circumstances of the infraction. This includes, but is not limited to, employee-student and student-student bullying or sexual harassment.
* “Sexual harassment” includes, but is not limited to, unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in a work or an educational setting. “Bullying” is physical or psychological intimidation that occurs repeatedly over time, and cyber bullying is any use of social media as a platform for intimidation and/or harassment. Students who believe that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a designated school official (Mrs. Blazek for females, Mr. Widdifield for males). Students who witness conduct that is sexually harassing or bullying in nature are also encouraged to report the matter to a GCCA school official. All complaints will be investigated promptly and thoroughly.
* When a GCCA staff member receives a complaint, the campus Head of School and Director of Curriculum and Instruction will be informed immediately, and an investigation will begin. If the investigation confirms the allegations, prompt corrective actions shall be taken. The severity of disciplinary action will be based upon the circumstances of the infraction.
* Students who believe that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a school official or staff member. Students who witness conduct that is bullying or sexually harassing in nature are also encouraged to report the matter to a staff member. All complaints will be investigated promptly and thoroughly.

**VII. Dress Code**

**Purpose**

At GCCA, our dress code is designed to reflect our **Christian values** by encouraging **modesty**, **respect**, and **readiness for learning**. While we value individual expression, students are expected to present themselves in a way that honors God and promotes a focused, distraction-free educational environment.

These standards also reflect how we want our students to represent the school community, especially within the unique mountain environment we call home.

**1. General Guidelines**

* Clothing must be neat, clean, and respectful.
* Modesty is essential: avoid clothing that is too tight, revealing or distracting.
  + No exposed undergarments
* Fabric must not be sheer or see-through.
* Clothing must not display inappropriate messages, logos or images including:
  + Violence
  + Drugs or alcohol
  + Profanity
  + Offensive or anti-Christian messages
* Hair must be out of the eyes and clothing should not interfere with learning.
* No clothing that is stained, overly worn, torn, or has holes.

**2. Tops**

* Shirts must cover the midriff, even when arms are raised. No cleavage or lower back should be visible.
* The following are not permitted:
  + Spaghetti straps
  + Tank tops
  + Strapless tops
  + Crop tops
  + Muscle shirts

**3. Bottoms**

* Shorts, skirts, and dresses must extend to mid-thigh or longer.
* Leggings are allowed only under clothing that meets the mid-thigh requirement.
* Torn pants are not permitted.
* Sweatpants and pajamas are not permitted.

**4. Shoes & Accessories**

* Shoes must be worn at all times on campus.
  + House slippers are not permitted.
* Athletic shoes and socks are required for participation in PE.
* Hats, caps, and beanies are not permitted indoors.

**5. Dress Code Violations**

Violations of the dress code are at the sole discretion of the school’s administration and may require the student to change clothing or contact home. Repeated violations may result in disciplinary action.

# **Discipline Policy**

In keeping with GCCA’s motto, vision, mission, and philosophy of education as articulated above, we strive to operate from the following framework when disciplinary action is required:

* Treat students as fallen and redeemed image bearers of God.
* Move beyond outward compliance to reach the heart.
* Build a sense of true community through relationship.
* Deal with the fallen nature by setting appropriate boundaries and natural consequences.

With the above principles in mind, if your child faces school discipline, we ask the following:

* Give the staff the benefit of the doubt, and in a spirit of love contact the school for more information.
* Take into consideration that your child’s perception and reporting may be emotionally biased and may not include all the information.
* Parents should talk to the teacher first, and if your concern is not resolved you should then follow the procedure identified in the Grievance Policy.

### Whenever possible, discipline will be dealt with at the classroom level, i.e., largely through wise prevention and warnings. In order to maintain consistency, teachers and staff will meet together regularly to discuss school policy concerning discipline.

In order to maintain consistent standards more effectively, GCCA has adopted a code system for students in 7th-12th grade. There are 4 main tiers for codes:

* 0-point code—used for minor offenses such as chewing gum, minor dress code violations, cell phone misuse, and other inappropriate classroom behavior that a teacher believes a 0-point code is warranted.
* 1-point code—used for more significant offenses such as any classroom disruption that interferes with the ability of other students to learn, or interferes with ability of the teacher to deliver the lesson; significant dress code violations (repeated violations after being given an opportunity to correct), repeated misuse of cell phones, computer misuse (video games, music videos, using the computer for something other than classwork), swearing, excessive tardiness (per tardy policy), minor disrespect to a person in authority, other classroom behavior that a teacher believes warrants a 1 point code.
* 3-point code—used for significant offenses such as: cheating on a homework assignment; consistent, willful disobedience; excessive swearing; unexcused absence from a class (while at school); tardiness beyond a 1-point code; plagiarism on a homework assignment; significant misuse of a computer (inappropriate joke sites, repeated misuse, tik tok, Instagram, etc.); blatant disrespect towards a teacher.
* 6-point code—fighting, bullying, cheating on a major assessment, sexual harassment, racist conduct (including spoken and written words), willful blasphemy towards God, unexcused skipping of school, sexual misconduct (including viewing of pornography and/or other inappropriate websites, sexting), use of illicit substances (drugs, alcohol, vaping, tobacco, etc.), stealing, vandalism, bringing a weapon to school.

Students who receive a code will be expected to serve the following consequences:

* 0-point code—lunch detention (0-point codes may become after school detentions for repeated behaviors)
* 1-point code—after school detention
* 3-point code—1 day of Friday detention
* 6-point code—1-2 days of out of school suspension. Student and parents will need to meet with the HOS.
* Students who receive 3 points within a 9-week period will receive a Friday detention
* Students who receive 6 points within a 9-week period will receive an out of school suspension and will be required to meet with HOS with the parents present.
* Students who receive 12 points within a 9-week period will be considered for disenrollment from GCCA.

After school detentions will be served on Thursday afternoons from 3:50-4:50. Students who are involved in after school activities, either at GCCA or other locations, will be required to serve their detention on the first Thursday after receiving the detention. Students who are involved in a sport will miss any practice that occurs during the detention time. If a student has a game during their detention, s/he may reschedule the detention **1 time** during the school year. After s/he has rescheduled the detention, any subsequent after school detention must be served on the first Thursday.

Parents will receive a notification anytime their child receives a code with a point value. In most cases, an e-mail will be sent to the parent e-mail address on file.

Bus behavior is subject to codes as well.

**Plagiarism**

Dishonesty, such as plagiarism, may result in an academic penalty at the discretion of the teacher**.** Plagiarism is the theft of words, information, pictures, ideas, or opinions of others, either intentionally stolen or unintentionally borrowed. Students are expected to give credit to others by using the latest edition of MLA format for both in-text citations as well as their works cited page. Teachers can provide grade specific requirements for citations.

**AI**

GCCA recognizes that as new technology is developed, students have more information available to them. The use of AI has brought exciting possibilities, while at the same time, concerns about how this new technology is used. As such, GCCA has developed the following policy on the use of AI:

* AI may be used to help a student better understand a topic.
* AI may be used for students to see an artistic rendering of a topic that may help their understanding.
* AI may be used in the classroom under the supervision of a teacher.
* AI may NOT be used to write a paper, create a presentation, or create an artistic rendition of a topic that will be turned in for a grade.
* Students may not use AI to complete any assignment that is turned in for a grade.

Should a student submit any assignment having used AI, that assignment will be considered plagiarized and appropriate consequence(s) will be given.

**Student Drug Testing Policy**

When deemed appropriate, GCCA reserves the right to require drug testing for any student at the expense of the parent.

# **Attendance Policy**

Planned absences are any absences that are the result of a parent *deciding* to excuse their student from attendance at school for reasons that are *foreseeable*. Examples are absences due to family vacations, doctor or dentist visits, programs that are not school-related, etc. Additional homework assignments may be given by a teacher if a student misses a classroom educational field trip or any other class activity.

Unplanned absences are any unforeseeable absences. Specific examples are illnesses or family emergencies.

Students enrolled in GCCA are expected to attend all prescribed classes. A record of attendance for each student will be kept. The total number of days absent and days present (based on *periods* missed) will be recorded on the student's quarterly report card.

The office must receive written notice of the reason for the student’s absence from school by the day the student returns to school. Otherwise, the absence will be counted as an unexcused absence on the student’s record.

Students in grades 7th-12th grade must complete final exams/projects before a semester grade will be given. Final exams will not be given early. Students must take the final exam on the day and time that they are assigned. Students who do not take their final exam will be given a 0 for the exam. Final exams will count for a minimum of 15% of the semester grade.

In the event the total number of planned or unplanned absences is equal to or exceeds 8 days in one semester, the student will not receive credit for that semester. Exceptions will be considered for extended health related issues.

**Unplanned absences:**

* Assignment due date: An extension will be given. The extension will not exceed the number of school days missed during the absence. Due dates will be established by the classroom teacher.
* Students must complete all work assigned during their absence. The teacher will work with students who have had an extended absence to determine a realistic time frame for turning in missing work.
* Note: It is the student's and/or parent’s responsibility to find out what work was assigned. In the case of extended illness, it is recommended that the parents contact the teachers directly in order to find out what assignments were missed. Students should check FACTS SIS first to see if they missed any work.

**Planned absences:** (One or two days)

* Assignment due date: Generally, no extension of due dates will be given. However, one additional day may be given for absences resulting from attendance at school-related events. Due dates will be set by the teachers. Students must complete all work assigned during their absence. If a student misses a classroom field trip, the teacher may assign an additional assignment to a student.

**Planned absences (Three days or more):**

* Assignment due date: Schoolwork will be due on the day that it is due if the student was at school.
* Teachers may reduce the assignment grade for assignments turned in late. The amount of reduction may not exceed 10% per day late.

**Tardies:**

* A tardy may be excused at the discretion of the teacher.
* Students are expected to be at school for their first period at the proper time. Tardies will be given if students are not either in their seats or lined up with their class at the appropriate time.
  + The consequences for excessive tardiness will be as follows:
* 1-6 tardies in a quarter—no consequence
* 6+ tardies in a quarter—student will receive an after school detention for each tardy after 6.
* 10+ tardies in a quarter—students will receive a Friday detention. The student and at least one parent will meet with the HOS to work on a plan to reduce tardiness.

**Late Homework/Assignment Policy:**

If a student turns in an assignment late, the teacher has the option of reducing the grade for that assignment. The amount of reduction will be at the discretion of the teacher and will not exceed 10% per day late. In most cases, the teacher will meet with the student to determine the reason for the late assignment.

After meeting with the student, the teacher will decide what, if any, grade reduction is warranted. Late work will not be accepted within one week of the end of a quarter.

**Church Attendance**

Regular church attendance is encouraged and required for school admissions. Church attendance includes youth groups and AWANA type clubs.

**Additional Required Days**

Fridays or Saturdays may be used for additional classroom time if needed. Field trips, National History Day etc. may be scheduled on an occasional Friday or Saturday and required for student attendance. Some additional costs may apply. Parents will be informed at least 3 weeks prior.

# **All School Devotions**

All school devotions will occur every Tuesday and Thursday. Students are required to attend. Parents are welcome to join at any time.

# **Grading Guidelines**

Grading Scale for 3rd-12th:

% Grade Grade Point Honors

100-97 A+ 4.0 5.0

96-94 A 4.0 5.0

93-90 A- 4.0 5.0

89-87 B+ 3.0 4.0

86-84 B 3.0 4.0

83-80 B- 3.0 4.0

79-77 C+ 2.0 3.0

76-74 C 2.0 3.0

73-70 C- 2.0 3.0

69-65 D 1.0 2.0

64-0 F 0.0 0.0

I - Incomplete

Grading Scale for K-2nd

|  |  |
| --- | --- |
| E | Excellent |
| G | Good |
| S | Satisfactory |
| U | Unsatisfactory |
| NI | Needs Improvement |
| I | Incomplete |

**Grade Reporting:**

Grade point averages (G.P.A.s) are computed at the end of each semester for high school students. Report cards are e-mailed home at the end of each quarter. Parents are encouraged to use FACTS SIS, email, or other communication whenever questions or concerns arise about grades. Teachers will have assignments graded and recorded in FACTS within one week of the assignment being turned in. For significant writing assignments, more time may be needed. Teachers will communicate with parents and students when more time is needed for the grade to be recorded.

**Student Academic Probation:**

Students who have two D’s or one F will be placed on academic probation. Students who are on probation will be ineligible for extra-curricular activities, both at GCCA or any sports activities through MPHS, including the school worship team.

# **Honors and Awards**

At GCCA we recognize that every student is made in the image of God, and as such each bears attributes of the Creator. Through our awards, we seek to recognize the unique way that each child displays these attributes of God. In addition, we want to recognize individual efforts towards excellence in character and academic achievement. We have an opportunity to counter the culture by acknowledging the value every student holds in Christ, as well as by recognizing their unique giftedness in various areas of scholarship and character. Some students achieve more, some work harder, and some seek to serve more. We want to recognize and reward a good work ethic, as we encourage it in others.

**Honor Rolls**

Students earning placement on one of the honor rolls will be recognized every quarter.

***Faculty Honor Roll*** - an average grade of 97-100% for all classes in one quarter.

***High Honor Roll*** - an average grade of 94-96.9% for all classes in one quarter.

***Honor Roll*** - an average grade of 90-93.9% for all classes in one quarter.

**Awards and Recognition**

* **Faculty Commendation Award**: This award is based on three factors: 1) Exemplary conduct, 2) Academic achievement, and 3) A positive attitude toward school. In order to receive this honor, a student must be unanimously selected by their teachers. This award is presented at the end of the year celebration.
* **(Student) Peer or Paladin Award**: the student body will nominate for this award. This award is presented at the end of the year celebration.
* **Christian Life Award**: At the discretion of the administration and teachers, this award may be given at the end of the year celebration to recognize any student who, in some very notable way, practically exemplified the Christian life before their peers and younger students.
* **Valedictorian and Salutatorian:** Each spring, the administration and a committee of teachers will select the senior class valedictorian and salutatorian. In order to determine the senior who best represents and articulates the goals and vision of GCCA, the committee will evaluate the seniors based on the following criteria (in order of priority): spiritual testimony, academic performance, extracurricular activities, and honors received. To be eligible to receive either award, a student must have attended GCCA for at least two years and have a cumulative grade point average of 3.5 or higher. After ranking by the teachers, the highest scoring student will be valedictorian and the next highest will be salutatorian.
* **Graduation Honor Cords**: Graduating seniors may be awarded honor cords to be worn in the commencement ceremony. Students earning an average grade of 97-100% wear gold cords.
* **Character Recognition Awards**: Each student will be given special recognition of specific character traits that have been noted by school faculty and staff. Parents will be invited to attend the presentation of the award.

# **GCCA Graduation Requirements**

**Accreditation**

The State of Colorado does not accredit private schools. Grand County Christian Academy is a member of the Association of Classical Christian Schools (ACCS) and is accredited by ACSI (Association of Christian Schools International) and Cognia. Our students have been accepted at such schools such as Colorado School of Mines, Cal Poly, Colorado State University, Hillsdale College, Denver University, University of Northern Colorado, Colorado Christian University, among others.

If you have questions, please contact the GCCA office or your chosen college for further information.

**Graduation**

To graduate from GCCA a student must earn 21.00 credits. The following are the required credits:

|  |  |
| --- | --- |
| **# of Credits** | **Subject** |
| 4 | English |
| 4 | Humanities |
| 3 | Math |
| 3 | Science |
| 1-4 | Bible (at least 1 class for every year attending GCCA) |
| 1-2 | Music (at least .25 credit for each year of attending GCCA) |
| 2 | Foreign Language |
| .5 | Personal Finance/Practical Math |
| .5 | Economics or Civics |
| .5 | Rhetoric (Speech) |
| 1 | Senior Thesis (capstone project) |
| .25-.5 | College and Career |

**College Days**

Juniors and seniors will be allowed two school days off per year to travel to visit prospective colleges. These days may ONLY be used for college visits and parents are encouraged to try to arrange visits on a non-school day. Students must communicate with their teachers when deciding on appropriate days to be absent and all assignments must be completed within the time allotted by the teacher.

**Guidance Services**

GCCA provides advisement services via the Head of School. Students and parents are encouraged to actively seek out this support. Students and parents are welcome to meet one on one with the advisor for assistance with college applications, transcripts, college and career searches, and tools for how to best

align the students’ God-given strengths with appropriate post high school options. In addition, all high school students will take a College and Career class before graduating.

**Senior Privileges**

Seniors who have an A average for the year in any class may be exempt from taking that class’s final exam with teacher approval. Seniors who have at least a C+ in every class may leave campus for lunch and study halls. Parents must sign a permission slip before seniors will be allowed to leave campus.

# **General Information**

**Office Hours**

The school office opens at 7:40a.m. and closes at 4:00 p.m.

**School Hours**

School begins promptly at 7:50 a.m. for junior and senior high and 8:45 for K-6th Grade. All classes will be completed by 3:45 p.m., Monday through Thursday. Certain Fridays are also required as listed in the school calendar. Parents are expected to pick up their child/ren at those times unless other arrangements have been made.

**Arrival and Dismissal**

Students should proceed to their classroom upon arrival. Students are not to arrive before 7:40 a.m. when school supervision begins. Students who take the school bus may be on campus once the bus drops them off. Dismissal will be at 3:45 p.m. Students are expected to be picked up by 4:00 pm unless other arrangements have been made. Parents should pick up their child in the fellowship hall. Students not picked up by 4:00 p.m. will be in a supervised classroom until their parents pick them up.

**Inclement Weather**

In case of extremely bad weather, please call the school at 970-887-9784, check FACTS, or go to the GCCA website. Should the weather become increasingly severe during the course of the day, parents are free to pick up their children early.

**Lost and Found**

The Lost and Found will be in the school office. All items that have not been picked up will be the property of the school and will be disposed of.

**Leaving Campus**

If a student needs to leave school during school hours, a parent must notify the administration either by calling or sending a note.

Students who need to leave school for any reason, such as a doctor, dentist, or orthodontist appointment, must check in with the office upon leaving and returning to school. If a student is driving himself or herself, he or she must have a parental note giving them permission to leave campus.

**Student Drivers**

Students who drive to school are expected to do so responsibly. Special attention should be paid to students in the parking lot before and after school. Driving to school is a privilege, which may be revoked if necessary. Due to our insurance policy, students may not drive other students during school hours or functions.

Colorado law states students between the ages of 16 and 18 may not drive any non-family members under the age of 21 for the first 6 months. After 6 months these drivers may not have more than one non-family member under the age of 21 as a passenger. These restrictions will be lifted after 12 months of driving or at age 18 (whichever comes first).

GCCA will always follow Colorado state law, including for after school pick-up.

# **Lunch Procedures**

Students may eat in assigned areas. The kitchen may be used by high school students for warming up food. High school students may be in the kitchen during lunch time. All other times, high school students may only be in the kitchen with permission. Put trash in wastebaskets, clear off tables and clean up any messes. Food is to be eaten only during the snack/recess time and lunch unless pre-approved.

**Reporting Injuries**

If a student is injured on school property, or during a school activity, an injury report will be filled out. The supervising teacher will complete the report and keep it on file in the school office. In the event the injury requires immediate medical attention, the parents will be notified. Unless it is an extreme emergency, ambulances will not be called without parental permission. Parents will be responsible for any medical costs associated with the injury, including ambulatory care.

**Email and School Management System**

Families will receive emails periodically from the school via **FACTS SIS** informing them of activities, needed information, homework etc**.** Students in grades K-6th will receive a weekly newsletter informing families of homework, school activities, helpful hints, and other important information regarding the school week. Information for Junior high and Senior high students will be given to students via FACTS, verbal instructions, or take-home permission slips.

# **Computer Use Policy**

GCCA believes that the appropriate computer use has much to offer students with its wide variety of resources. It is GCCA’s goal to educate students about efficient, ethical, and appropriate use of these resources.

Internet access for students is a privilege and not a right. The Internet user is held responsible for their actions whenever using the Internet. Unacceptable use of the network may result in the suspension or revocation of these privileges. The student and the parent must sign an agreement before the student will have access to the school network (this includes student’s personal laptops). It is the student’s responsibility to inform a teacher if inappropriate material is found on the Internet. A teacher or administrator will address unauthorized use.

GCCA student computers may only be used for homework purposes (no checking email, playing games, listening to music or watching videos). Teachers and/or administration may view a student’s history at any time while at school. This includes a student’s personal computer. Internet use is only for school assignments. If anything suspicious is suspected, the student’s Internet privilege will be revoked and a meeting with the administration will be required.

# **Telephone**

The school phone is not intended for personal communication. If there is an emergency, **the office will make all appropriate phone calls.**

Children are discouraged to use the school phone except in case of a real necessity. Forgetting homework will not be considered an emergency.

**Playground Safety**

In keeping with the school’s desire to love one another well (see vision and motto), the following rules apply:

* This playground only has adult supervision when school is in session.
* This playground is under 24/7 video surveillance. Use it at your own risk.
* Be safe. Be kind. Take turns.
* Keep the wood chips on the ground.
* Use the platforms for walking.
* Use your hands on the monkey bars.
* Use the swings when you are sitting down.
* Keep the swings from twisting.
* Only one person on each slide at a time.
* Use the slides to go down, not to walk up.

**Building and Grounds**

Please help keep the school property in good repair by respecting it. Never deface or harm it and report anything that is broken.

**Transportation**

Individual families are responsible for arranging their own transportation to and from school. GCCA does not arrange rides for students. EGSD, however, does provide bus transportation from Granby. Further information regarding pick-up and drop-off, etc. will be given at parent orientation.

**Billing Procedures**

# GCCA uses the FACTS Management System to manage tuition payments. This system also manages tuition assistance. FACTS will e-mail reminders to families about their upcoming bill. Tuition may be paid in full, two payments (1 each semester), the ten-month plan which starts August 1st, and ends with the May 1st payment or the 12-month plan. FACTS will automatically withdraw the payment from a parent’s bank account on the 1st of every month.

GCCA’s tuition and fees payment policy is as follows:

* All tuition and fees are due the 1st of each month.
* A late charge of $25 will be assessed if funds are not available on the 10th of the month.
* Parents should contact the school administration if financial difficulties arise to make necessary arrangements.

**Transfers and Withdrawal**

Students who withdraw or transfer to another school will have their records forwarded to the new school only after their account has been paid in full. Transcript requests must be made in writing and the office is given at least seven (7) business days for the records to be copied and mailed.

**Part-Time Students**

Part-time students are considered home-schooled students. Therefore, these students will not graduate from GCCA. All graduation requirements or the transfer of credits will be the responsibility of the parents. A report card will be issued to the parents showing progress in the classes taken. Part-time students are responsible to follow all the rules and regulations of the school and must also check in with the office when they arrive at school for attendance purposes.

**Sports and Eligibility**

We realize that students may be involved in community sports. If a game occurs during school, it is the student’s responsibility to inform the teacher at least one week in advance and to complete all assignments within the time allotted by the teacher, usually by the normal due date established. Students are not allowed to miss school for practice. Grades are checked on Monday at noon. All GCCA students participating in sports at EGMS or MPHS must be eligible.

# **Physical Education**

All students are expected to participate in physical education classes when offered. If a student needs to be excused from physical activity, a note from the parent explaining the reason should be sent to the office. Students in grades 7-12 need to have proper athletic shoes and clothing.

# **Field Trip Inclement Weather Policy**

The GCCA Head of School will make the final decision if a field trip proceeds as scheduled due to inclement weather. Field trips may be cancelled at the last minute. Families will be kept informed of any unscheduled pass closures (eg. Berthoud Pass). Proper car seats must be used when transporting students. We follow the current Colorado Seat Belt Law.

**Health and Medical Regulations**

Students who are feeling unwell will be sent to the office for a temperature check. Any student who has a temperature of 100 degrees or higher will be required to leave campus. Parents will be called to come and pick up their child. Students must be fever free (100 degrees or higher) for 24 hours before returning to school.

**Student Medications**

The school will not give out any non-prescription medication to students unless the office has a signed permission form from the parents.  The office will keep ibuprofen, Tylenol and aspirin in the medical closet.  The office will not give out any other type of over-the-counter medication.  This includes antacids and allergy medication.  If a student requires prescription medication, the parent should give it to the office, along with directions on how to administer the medication.

# **Immunization**

Colorado law requires a completed Immunization Card for each student attending school. The Immunization Card must be on file with the school office before enrollment. Forms will be provided through the school office. Parents may opt their students out of the required vaccinations. Parents must provide a signed waiver from a doctor. Alternatively, Colorado law permits parents to opt their child out of the vaccination requirements. Parents must provide the school with a signed letter stating that they will not have their child immunized.

**Vaccines required to enter school** (K-12)

* Hepatitis B
* Diphtheria, tetanus, pertussis (DTap)\*
* Inactivated poliovirus (IPV)\*
* Measles, mumps, rubella (MMR)\*
* Varicella (chicken pox)\*
* Tetanus, diphtheria, pertussis (Tdap)\*\*

\*Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR and Varicella prior to kindergarten entry.

\*\*Students are required to have Tdap prior to entry into 6th grade. One dose of Tdap is required for 6th through 12th grades.

**Nondiscrimination Policy**

It is the intent and resolve of Grand County Christian Academy to comply with the requirements and spirit of the law in admissions practices. There will be no discrimination on the basis of race, color, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.

**School Policy Changes**

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be encountered during the school year. Notices will be given to all concerning these changes. We encourage parents and students to be familiar with the regulations and procedures of the school.