



Grand County  
Christian Academy

Student Handbook

2021-2022

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### **GCCA Motto**

Love God. Love Others. Love Learning

Matthew 22:34-40

### **GCCA Vision**

To educate the next generation of believers to engage the world with grace and wisdom, loving both God and neighbor well.

### **GCCA Mission**

To serve Christian **parents**<sup>1</sup> by offering excellent, **classical**,<sup>2</sup> **Christ-centered**<sup>3</sup> education in order to develop students' unique, God-given potential and equip them to lead God-honoring lives.

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. We also recognize that few in our generation received a classical education, including the staff and faculty of GCCA. 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!

#### 2. **Classical:**

**We train students to lead with eloquence.** Our unique method, based in the tradition of the Trivium, works with the age of the child through grammar (K-5), logic (grades 6-8), and rhetoric (grades 9-12) to develop clear thinking and a masterful command of spoken and written language.

**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 God's 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.

#### **For additional information:**

- Visit the following websites- Association of Classical Christian Schools (<https://classicalchristian.org/>), Circe Institute (<https://www.circeinstitute.org/>), or Society for Classical Learning (<https://societyforclassicallearning.org/>).
- "What Is CCE?" Association of Classical Christian Schools (ACCS), <https://classicalchristian.org/what-is-cce/>
- Read Dorothy Sayers essay, "The Lost Tools of Learning" (available online at <https://classicalchristian.org/the-lost-tools-of-learning-dorothy-sayers/>)
- Or visit the school office to pick up a copy of *Shaping Hearts and Minds* by Monica and Shawn Whatley

### **3. 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.

- A. **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). Classical education in ancient times desired to develop virtuous earthly citizens; Classical Christian education, however, desires to develop virtuous earthly and heavenly citizens.
- B. **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.
- C. **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.
- D. **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).

- E. **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.

## **I. 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

**Bob Cartmel**

**Brett Payne**

**Hal Simmons**

**Gary Stanfill**

**Chris Welch**

### School Board Members

**Jack Dugwyler, Chairman**

**Jim Jonez, Vice-Chairman**

**Rhonda Cartmel, Board Secretary**

**Peter Hammond**

**Dave Plumer**

**Stephanie Miller, Non-Voting**

**Richard Moren, Teacher Liaison**

**Samuel Ruiz, Elder Board Liaison,**

**Jon Widdifield, HOS, Non-Voting**

### Faculty/Staff

**Rachel Beickman, Kindergarten**

**Lyn Swope, 1<sup>st</sup> and 2<sup>nd</sup> Grade**

**3<sup>rd</sup> and 4<sup>th</sup>, TBD**

**Katy Blaser, Paidea**

**Sarah Carlson, K-6<sup>th</sup> Music, Latin**

**Deena Petersen, Jr. High Humanities**

**Catherine Widdifield, Learning Coach**

**Dan McGrail, Chemistry**

**Richard Moren, Jr and Sr High Science**

**Gina Behrens, Dir. Of Cur. and Instruct.**

**David Garlow, Jr and Sr High Math**

**Jackie Finley, Jr. High Bible**

**Rebecca Reed, Jr and Sr High Music**

**Stephanie Miller, Strategic Plan**

**Dalia Ruiz, Sr. High Bible, Spanish**

**Jon Widdifield, Head of School**

**Paula Sinclair, Administrative Assistant**

## **II. Grievance Policy**

According to GCCA's vision statement, the school's goal is to educate the next generation of believers to engage the world with grace and wisdom, loving both God and neighbor well. 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 offended).
4. If the problem is not resolved, discuss the matter with the appropriate supervisor who can join you in directly addressing the other party once again.

### **III. Parents**

As stated in our mission statement 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.

### **IV. 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.



## **V. Students with Special Learning Needs**

### **Accommodations/Modifications**

Students with special needs (as diagnosed with the use of academic and special needs testing and as verified by the Head of School & Director of Curriculum and Instruction) are eligible for various accommodations or possibly even modifications. The classroom teacher, in collaboration with the Director of Curriculum and Instruction, Head of School, and parents, will determine learning accommodations and/or modifications. In order for a student to receive modifications, they must be officially tested and diagnosed with a learning need. Based upon the degree of intervention and modification, a remedial grade may be given. A remedial grade means that a student has had a reduction in the assessment expectation, and therefore his or her evaluation is based on a different scale. If a student has a remediated grade on any assessment, then the grade on the report card will be identified with an R after the letter grade.

*Accommodations do not constitute a remediated grade. Modifications do constitute a remediated grade.*

The following is a summary of various potential accommodations/remediation, which may be implemented by GCCA teachers:

#### **Accommodations** (No remediated grade)

- Spelling and/or grammar mistakes are not weighted in evaluation of the final paper or project. Emphasis will be on content- with the exception of Grammar assessments.
- Oral reading of test questions with oral responses are used in lieu of written tests.
- Tests are given apart from class in study hall.
- Extra time is given to finish a test or the student is NOT penalized when test is not completed within the given time.
- Visual notes, key terms and/or key ideas are given to the student when lecture is used.
- Teacher's contact information is given to the student for assistance outside of school hours (at teacher discretion).

- Teacher contacts parent/guardian biweekly, if student is maintaining a D or F or unusual changes in student's work or behavior is observed.

**Modifications** (Remediated grade, designated by R on the report card)

- Content of a lesson or assignment is modified. (R)
- Length of reading/writing assignments is shortened. Emphasis on smaller amount of content material. (R)
- Textbooks, class notes, study notes, and/or note card (size designated by teacher) are used for completion of tests. (R)
- Points are added to tests scores for completing notes or some other study skill designated by the teacher. (R)
- Test questions are reduced at teacher's discretion. (R)
- Re-take or re-do options are given consistently, not occasionally. (R)

## **VI. 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 and Love Others* 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 teacher permission. Music, blogs, & emailing may be allowed with teacher permission.
- Cell phones should not be used at school. If a student brings a cell phone to school, it should be turned off and given to their first hour teacher who will either keep it in the classroom or give it to the office. If a student uses a cell phone at school, it will be confiscated and the following steps will take place:
  1. 1st offense--Phone will be turned in to the office. The student may pick up the phone at the end of the day.

2. 2nd offense—Phone will be turned in to the office. The student may pick up the phone at the end of the day.
  3. 3rd offense—Phone will be turned in to the office. \$5 fine, and a parent may pick up the phone at the end of the day. Fine must be paid first.
  4. 4th offense—Phone will be turned in to the office. \$15 fine and a parent may pick up the phone at the end of the day. Fine must be paid first.
  5. 5th offense—Phone will be turned in to the office. \$15 fine and a parent may pick up the phone 2 weeks after the offense. Fine must be paid first.
- Electronics toys, game boys, music, IPODS, game CD's, and video games are not permitted on campus or at school-related functions.
  - We have been blessed with a new building. In an effort to help keep the facility looking nice, gum is not allowed at any time.
  - Students are expected to treat all of 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 staff is not in attendance, vehicles, kitchen, and staff working areas.

### **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 (Ms. Behrens 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. School Clothes**

GCCA recognizes that there are many different opinions regarding a school's dress code. Some schools have a specific uniform, while others set standards of dress. The dress code at GCCA is designed to reflect the standards that we have set for our students and staff. We do not believe that the way that a student dresses is necessarily a spiritual issue. The following standards reflect how we want our students to present themselves to the community at large while embracing the unique mountain environment we call home.

### **PANTS, CAPRIS, SHORTS, OR SKIRTS/DRESSES:**

- Sized to fit; not skin-tight or oversized.
- Capris need to go past the knee.
- Shorts must be denim or khaki material, non-athletic type material/style and at the knee.
- Underwear, boxer shorts, or athletic shorts under regular pants or skirts/dresses may not show. If students have a difficult time keeping their pants or skirts/dresses from falling down, a belt should be worn.

- Skirts must be no shorter than the young woman's hand width above the kneecap (measured across the palm).
- Leggings may be worn under a skirt, dress or shorts; the skirt, dress or shorts must be the required length or longer (in other words, no wearing leggings as pants, even if they are designed to look like jeans or pants).
- Clothing should not be in disrepair (holes, tears, frays), and it should be clean. Neatly repaired pants are ok.
- Sweatpants/sweatpant material, yoga pants, athletic pants, or pajama bottoms are not permissible.

### **SHIRTS:**

- Upper School (7<sup>th</sup>-12<sup>th</sup> Grade) : Any solid color polo shirt in school colors (navy, white or burgundy). Students may also opt for a collared shirt that has buttons from the top to the bottom of the shirt (a button up shirt). Button up shirts can be any color and may have a design on them (plaid, stripes, solid color, etc.) Shirts should not have any logos on them.
- Grammar School (K-6<sup>th</sup> Grade Boys and Girls): Any solid color polo shirt in school colors (navy, white or burgundy). Students may also opt for a collared shirt that has buttons from the top to the bottom of the shirt (A button up shirt). Button up shirts can be any color and may have a design on them (plaid, stripes, solid color, etc.) Shirts should not have any logos on them. Shirts should be tucked in as best as possible. Shirts should not have any logos on them.
- Further explanation for all students:
  - Choose appropriately sized clothing (neither too big nor too tight fitting): All shirts should cover stomach /undergarments when arms are raised and go no longer than the lower portion of your bottom. Tight-fitting shirts (pulls across the chest) or shirts that reveal bra straps or cleavage are not appropriate.
  - A thin solid layer may be worn under your dress code shirt (eg. solid t-shirt, long-sleeved tech gear or turtleneck.) No pictures or words should be visible.
  - Button-down shirts must be buttoned.
  - Shirts should not be worn as dresses (eg. long shirt with leggings). Remember dress/skirt lengths.
  - Fabric should not be sheer or see-through.
  - Please replace stained, worn, or torn clothing.

**WARM LAYERS WORN INDOORS:** (Must be worn over dress code shirt)

- Sweaters / vests / blazers are allowed
- A navy blue zip-up hoodie is allowed on cold days.
- No messages, logos, or pictures on hoodie.

**WARM LAYERS WORN OUTDOORS:**

- Any outdoor/snow jacket is allowed for outside recess/PE.
- Snow pants may be worn **outside the building**.
- Hats, caps, beanies, bandanas, or any other head covering may be **worn outside only**.

**ACCESSORIES:**

- Large chains, key chains, or other objects may not hang from belts or clothing or be worn as jewelry. Students/families may speak to the school administrator for any clarification on “large.”
- Spikes or other sharp metal objects are not allowed on school grounds.
- Grammar School--shoes must always be worn while on school property; beach style flip flops or slippers may not be worn. Tennis shoes and socks are a requirement for PE.
- Secondary School—shoes must be worn while on school property. On dress up days, girls may wear nice sandals with their outfit. Girls may wear dress sandals when the weather is appropriate. Beach style flip-flops should not be worn. Sandals may not be worn during PE or other physical activities.
- Tattoos of any kind may not be visible. No drawings on skin.
- No facial piercing/ornamentations on girls or boys (nose, cheek, eyebrow, chin, lip, tongue etc.). One or two ear lobe earrings in each ear is allowed for girls only.
- No gauges allowed.
- No ear piercings/ornamentations on boys.
- Make-up and nail polish should be modest and minimal and only worn by girls.

**GENERAL:**

- Hair must be of a natural color, well-kept, and neatly groomed.
- Boys' hair/facial hair should be well-kept and neatly groomed.
- For both boys and girls, hair must be out of the face – we must be able to see your eyes.
- No mohawk styles – in part or whole – nor designs or words cut into the hair.

**REQUIRED DRESS /PRESENTATION ATTIRE:**

Worn the last Thursday of every month and on other special days throughout the year.

- ALL YOUNG MEN (K-12<sup>th</sup> grade):  
Dress pants (no jeans or denim), plain dark-colored belt, collared-dress shirt, tie, and appropriate shoes. Suit jackets and/or a vest and dress shoes will be a great (but optional) addition. Shirts must be tucked in (K-12<sup>th</sup> grades).
- ALL YOUNG WOMEN (K-12<sup>th</sup> grade):  
Nice skirt or dress pants and nice shirt, or a dress.
  - Dress and skirt must follow the length guidelines.
  - Wear appropriate shoes that can be comfortably walked in.
  - Shirts and dresses must have sleeves or straps that cover at least 3 fingers width on the shoulder.
  - Tight-fitting shirts (pulls across the chest) or shirts that reveal bra straps or cleavage are not appropriate.
- Please note: for those in high school and music performances, these dress requirements may occasionally need to be black/white.
- If a student has PE on these days, they may bring athletic clothing to change into.

## **DRESS CODE VIOLATIONS:**

**Minor Violations:** The following are some examples of minor violations...

Forgetting to wear a belt when required, shirts not tucked in, wearing a polo shirt that is not in school colors, wearing a shirt with advertising on it, forgetting a tie on dress-up days.

### **Consequences:**

**1st offense**—The teacher will work with the student to correct the problem in the classroom. This would include changing the shirt, putting on a belt, etc. If the student does not have the appropriate clothing, they will be asked to go to the office to use some of the clothing that is kept in the school office. Student should go to the office during recess or lunchtime. To the best extent possible, a student should not be sent from class for minor dress code violations.

**2nd offense**—the same steps as with the 1st offense, however, a student will also miss 5 minutes of recess time (grammar school), or 10 minutes of lunch (Jr and Sr high school)



**3rd offense**—same as the 1st offense, however, the student will also miss 10 minutes of recess time (grammar school), or 15 minutes of lunch (Jr. and Sr. High school)

**4th Offense**—Same as the 3rd offense, and the parents will be called

**5th Offense**—same as the 3rd offense, and a conference with the student and the parents

**Major dress code violations:** The following are some examples of major dress code violations...

Clothing that is too tight fitting, clothing that is revealing, piercings on boys, shorts/skirts/dresses that are too short, inappropriate wording on clothing, extreme hairstyles (Mohawks, words buzzed into the hair, unnatural hair colors)

**Consequences:**

**1st offense**—Student will be sent to the office to change into appropriate clothing. If not available, the school office will, if possible, provide clothing for the student to change into. If no such clothing is available, the parents will be called to bring in appropriate clothing. The student will return to class until he/she has changed. If it is a hairstyle violation, the Head of School will determine whether or not the student will be allowed back in class. The same applies for tattoos and piercings. If the Head of School determines that a student may return to class, the student must correct the violation before returning to school the next day.

**2nd offense**—same as the 1st offense, plus the student will receive a 15-minute lunch detention (Grammar school) or a full lunch detention (Jr. and Sr. high school)

**3rd offense**—same as the 2nd offense, student will receive a 45 minute after school detention, and parents will be called.

**4th offense**—same as the previous offense, plus a conference with the parents will be required.

## VIII. 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 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.

**Most discipline problems 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 regularly meet together to discuss school policy concerning discipline.

### **After School Detention—Grades 5<sup>th</sup>-12<sup>th</sup>**

Consequences for an infraction may include an after-school detention during a set period, supervised by a staff member. After school detentions will take place on Thursday afternoons from 3:45-4:30. Students who are involved in extra-curricular activities will not be excused from an after-school detention to attend the activity. It is the responsibility of the student to let their coach, team leader, or group leader know that they will be late and/or miss the activity. A student who misses their assigned detention will be required to serve their original detention plus they will receive a 2<sup>nd</sup> after school detention.

## **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.

## **Student Drug Testing Policy**

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

## **IX. 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 fieldtrip or any other class activity.

Unplanned absences are any unforeseeable absence. 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 the 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 5<sup>th</sup>-12<sup>th</sup> 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 ten days in one semester, the student will not receive credit for that semester.

**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 MySchoolWorx 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 fieldtrip, the teacher may assign an additional assignment to a student.

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

- Assignment due date: Students will usually have no more than half of the time they were absent to complete all assigned work. Specific due dates will be set by the teacher. Schoolwork should be turned in before the absence occurs.
- 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:

- 1-4 tardies in a quarter—no consequence
- 5-9 tardies in a quarter—student will receive a 15-minute lunch detention for each tardy. For example, if a student receives their 6th tardy for the 1st period, and is again tardy for 2nd period, that student will receive two 15-minute lunch detentions.
- 10-11 tardies in a quarter—student will receive a 45 minute after school detention. (5<sup>th</sup>-12<sup>th</sup> grade only)
- 12+ tardies in a quarter—students who receive 12+ tardies will receive an in-school suspension A meeting with the head of school, student, and parents will be required.

### **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 group 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 cost may apply. Parents will be informed at least 3 weeks prior.

## X. Chapel and Devotion Services

Chapel will be held once a month for both the grammar school and Jr and Sr. high. We will invite various speakers to come and share with our students. We will have All School Devotions every Thursday in the sanctuary Tuesday mornings have been set aside for teacher devotions.

## XI. Grading Guidelines

### Grading Scale for 3<sup>rd</sup>-12<sup>th</sup>:

%	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-2<sup>nd</sup>

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. Progress reports are e-mailed home each mid-quarter. Report cards are e-mailed home with the students at the end of each quarter. Parents are encouraged to use myschoolworx.com, email, or other communication whenever concerns or questions arise.

### **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.

## **XII. 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 year.

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

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

### **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 a 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.

### **XIII. GCCA Graduate Requirements** (Beginning in the class of 2021)

#### **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). We are exploring accreditation options with ACCS and other organizations. 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:

<b>Bible</b> 1 credit per year	<b>Foreign Language</b> 2
<b>English/Lit</b> 4	<b>Finance</b> .5
<b>Humanities</b> 4	<b>Civics/Govt</b> .5
<b>Math</b> 3	<b>Speech/Debate</b> .5
<b>Science</b> 3	<b>Electives</b> 1
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<b>TOTAL</b> 21.00	

### **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.

### **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 B 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.

## **XIV. General Information**

### **Office Hours**

The school office opens at 7:45a.m. and closes at 4:00 p.m.

### **School Hours**

School begins promptly at 8:00 a.m. for junior and senior high and 8:45 for grammar school. 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 7:45 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 887-9784, check **MySchoolWorx**, or go to the GCCA website. Should 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.

### **Lunch Procedures**

Students may eat in assigned areas. The kitchen, including the refrigerator and microwave, is not available to students without authorization. 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.

### **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 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. Students who require prescription medication should give that 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 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.

- **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**

The family will receive emails periodically from the school via **MySchoolWorx** informing them of activities, needed information, homework etc. Students in grades K-6<sup>th</sup> 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 MySchoolWorx, 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). 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:

- No pushing or scuffling.
- No throwing sand, rocks, or other objects (including snowballs).
- No taking things from other children.
- No fighting and/or watching fights.
- No bare feet.
- No use of playground equipment other than for its designed use.

## **Building and Grounds**

Please help keep the school property in good repair by respecting it. Never deface or harm it and do 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) or via the ten-month plan which starts August 1<sup>st</sup> , and ends with the May 1<sup>st</sup> payment. FACTS will automatically withdraw the payment from a parent's bank account on the 10<sup>th</sup> of every month.

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

- All tuition and fees are due the 1<sup>st</sup> of each month.
- A late charge of \$25 will be assessed if funds are not available on the 10<sup>th</sup> 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 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 transfer of credits will be the responsibility of the parents. A report card will be issued to the parent showing progress in the classes taken. Part-time students are

responsible to follow all 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 practices. 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.

### **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.