

# Greenville

CHRISTIAN ACADEMY

## Student/Parent Handbook 2022-2023

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 [GreenvilleChristian.com](http://GreenvilleChristian.com)

Greenville Christian Academy is a non-profit organization. We receive no federal or state financial assistance other than a tax-exempt status.

Greenville Christian Academy is fully accredited by the Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS), the National Council for Private School Accreditation (NCPA), the North American Christian School Accrediting Agency (NACSAA), and the North Carolina Christian School Association(NCCSA), and is approved by the North Carolina Division of Non-Public Education. GCA is also a member of the American Association of Christian Schools (AACCS).

Greenville Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

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## OUR MISSION

To educate in Biblical truth and righteousness, to prepare students to be life-long learners by pursuing excellence, and to distinctively operate as a Christian school.

## OUR PHILOSOPHY

### 1. Christian Education

The purpose of Christian Education is to assist the family and church in the ministry of reconciliation through instruction centered upon Jesus Christ and founded upon the absolute truths of His Word (II Corinthians 5:18; John 1:1-5). Jesus Christ is the center of all truth/education; therefore, GCA only selects curriculum that keeps Christ at the center of all learning.

### 2. Classroom Authority

GCA believes in absolute knowledge and authority. As the creation of God, man is ultimately responsible to his Creator, regardless of man's view of God. Man's view of God does not change the reality that he is accountable to God (Col. 1:17; Rom. 1:20). There is also a standard structure for authority on this earth (I Tim. 2). When man steps outside his designated authority, there are consequences.

Likewise, GCA believes that the best learning environment is created when the teacher is in charge of the classroom. Though this may appear to be common knowledge and commonly accepted, that is not the case. There is a philosophy of education that believes that the student and teacher are co-learners and that the student constructs his own knowledge by experience and social interaction. In this environment (the notion of no authority), not only are textbooks looked down upon, but grading and other set objectives are also. This philosophy of no authority is contrary to GCA's philosophy. The teachers at GCA lead their classrooms and set the learning outcomes and standards. The teachers at GCA do not believe that knowledge is constructed or subjective, but rather that knowledge is objective (as given by God); therefore, GCA will still teach facts, concepts, and textbooks.

### 3. Child's Nature

The Bible is clear that all men are sinners by nature (Rom. 5:12). Because GCA holds to this philosophy, this affects how the teachers manage their classrooms. There are classroom rules that each student must abide by in order to create the best learning environment for each child (Ps. 58:3). GCA does not believe that each child is naturally good, nor does GCA believe in a neutral, behavioristic philosophy that teaches that the students are shaped by their environment and no one can change that, not even the students. GCA believes that a child left to himself will grow up in conformity to his sinful nature. He must be taught and trained (Prov. 22:6). A child must learn how to study, to be self-disciplined, to focus, and to discern the difference between right and wrong.

#### 4. Learning vs. Education

Every educational institution battles with the realm of time. The school only has so many hours in a day with each student. Therefore, GCA will not be able to offer every possible elective that is available. The goal of GCA is to provide each student with the best liberal arts education so that he can be ready for God's calling. Liberal arts is defined as providing many areas of core study (math, English, science, history, etc.) as opposed to STEM, Art schools, or other specialized subjects. Because it is not possible for GCA to satisfy every area of interest, we recommend that the student continue to pursue his interest through hobbies or other extracurricular outlets.

#### 5. Parent/School Relationship

Throughout the Scriptures, parents are commanded to raise their children in the "nurture and admonition of the Lord" (Eph. 6:4). GCA strives to assist the family and church in fulfilling this charge. The school cannot take the place of the parents or church in this calling and, therefore, cannot relieve them from their responsibilities. Rather, it serves as an extension of both in rearing future generations to be followers of Jesus, well prepared for the fulfillment of God's desire for their lives.

### **OUR HISTORY**

As the need became more apparent for a Christian day-school to assist parents in providing a Christian education for their children, Greenville Christian Academy was started in 1969. GCA was established as a ministry of People's Baptist Temple (later changed to People's Baptist Church). The school began with 110 students on September 2, 1969, under the leadership of Pastor John T. Woodley. The first graduating class was in 1977 with three students. In October of 1976, Greenville Christian Academy moved to its present location on Greenville Boulevard. Pastor Tim Butler became the pastor of People's Baptist Church in April 2011. From its inception, Greenville Christian Academy has graduated 815 students.

### **OUR GOALS**

GCA seeks to educate your child to his fullest potential so that he is ready to answer God's special call on his life, whatever that may be. We seek to educate him academically, spiritually, and socially. Our goal is to answer the question "what will my child do as a result of attending GCA?"

#### **Academically**

- Demonstrate ability to follow directions
- Demonstrate competency in math, language, history, geography, science, and Bible
- Demonstrate ability to type and manage basic computer skills

- Demonstrate ability to think critically
- Exhibit superior oral and written communication skills
- Comprehend and discuss age/grade-appropriate narratives
- Appreciate and explain the greatness of the American heritage
- Appreciate all subjects, even though he may not be particularly gifted in some

### **Spiritually**

- Recognize the Bible as divine inspiration and authority for faith and practice
- Honor God-given authority in obedience to Christ
- Be able to quote large portions of Scripture
- Demonstrate the ability to share his faith
- Demonstrate knowledge in the doctrines of the Christian faith
- Be able to reason from Scripture regarding his position on controversial social/political issues of the modern age
- Develop a love for serving in his local church
- Demonstrate a sincere concern for all aspects of God's will for his life
- Appreciate the preaching of God's Word and then respond to it
- Exhibit a burden for local and world missions

### **Socially**

- Demonstrate a genuine love and respect for others
- Demonstrate a servant-minded attitude
- Conduct himself as a moral, godly, upstanding Christian-American citizen
- Show thoughtful use of words, actions, and choices
- Appreciate and understand the importance of being physically and emotionally fit

## OUR STATEMENT OF FAITH

*We believe* there is one God, eternally existent in the Persons of Father, Son, and Holy Spirit.

*We believe* the Bible to be the only inspired and infallible Word of God.

*We believe* in the virgin birth and Deity of the Lord Jesus Christ, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, pre-millennial return in power and glory.

*We believe* that for the salvation of sinful men, regeneration by the Holy Spirit is absolutely essential.

*We believe* in the resurrection of both the saved and the lost; those who are saved unto the resurrection of the pretribulation coming of Christ, and those who are lost unto the resurrection of damnation.

*We believe* in the spiritual unity of believers in Jesus Christ.

*We believe* in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life.

*We believe* that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. *We believe* that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. *We believe* that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; I Cor. 5:1; 6:9; I Thess. 4:1–8; Heb. 13:4) *We believe* that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22–23)

## OUR COMMITMENT

The teachers at Greenville Christian Academy realize the solemn responsibility before God in molding the life and character of their students in order to give each of them a good foundation for the future. The Greenville Christian Academy staff and faculty is a well-qualified team that demonstrates a caring concern for each student under their care.

## OUR LEADERSHIP TEAM

Understanding that each student's academic success is directly related to the cooperative influence of parents and teachers, the leadership team is available to assist in communication, address individual needs, and guide the overall learning environment. Please do not hesitate to contact us so that we may better serve you.



Pastor/President

Tim Butler

[Tbutler@peoplesbaptist.org](mailto:Tbutler@peoplesbaptist.org)

Board of Directors (serves as an advisory and policy board)

- Harold Stiltner
- Josh Letchworth
- Chris Haddock
- Mark Smith

Administrator

Mike Lopez

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Principal

Dave Weaver

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Dean of Men

Jim Cratty

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Dean of Women

Amanda Dail

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Athletic Director

Josh Bovard

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Office Administrator

Brenda Vermiglio

[gcanc@greenvillechristian.com](mailto:gcanc@greenvillechristian.com)

## **OUR CAMPUS**

GCA goes to great lengths to maintain a campus that is modern and clean. To set the proper example for our students and to provide a safe and healthful school environment, we ask that all persons refrain from the possession or use of alcohol, drug, and tobacco products on campus.

## **BEGINNING OF SCHOOL**

**Orientation Day**

All students must attend Orientation and will be expected to comply with the regular school dress and hair standards. (See “Standard of Dress” under “Parents” tab on website) Students will be given schedules, course outlines, and will meet their teachers.

Orientation will be scheduled during the same week as the first day of school.

### **First Full Day of School**

K3-12

Aug. 13

## **ADMISSIONS**

Entrance requirements and procedures have been established to maintain spiritual and academic standards. These standards are established with the understanding that we are expected by God to do all things with excellence. Therefore, certain skills are necessary at each grade level in order for a student to perform to his fullest potential.

How to join the GCA family in 5 steps!

You can also apply online here: <https://gv-nc.client.renweb.com/oa/?memberid=2526>

Step

**1**

Complete and turn in admission forms with registration fee.

- Online Application Process is Required
- Reference Letter from Your Pastor

Step

**2**

Submit copy of birth certificate, test scores, most recent report card, and immunization records.<sup>1</sup>

Step

**3**

Schedule a time for the child(ren) to take an entrance test (cost of \$35).

Step

**4**

Schedule an interview with the school administrator. (Student must attend the interview.)

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<sup>1</sup> The immunization law allows only 30 days for parents to bring a student’s immunization record to the school office.

Receive a written confirmation of acceptance or rejection within one week from the date of the interview.

**Note:** *All students are accepted on a nine-week trial period.* Parents will be notified in writing if any problems arise during this period, which could jeopardize a student's enrollment.

## FINANCES

### Registration Fee

Beginning March 1, the Registration Fee will be in effect for newly enrolled students for the following school year. This must accompany the application. A place cannot be reserved until the Registration Fee is paid. The Registration Fee is nonrefundable and nontransferable, unless we cannot accept a student. If a change in parent's employment would cause them to move away from the community (50+ miles), the Registration Fee will be refunded when we receive a request for your child's records.

### Re-Enrollment Fee

The Re-Enrollment Fee in February is a Registration Fee for presently enrolled school families, and is due by February 28. The Re-Enrollment Fee is nonrefundable and nontransferable.

### Tuition

The tuition has been divided up in to 10 equal payments and is due on the 1<sup>st</sup> of each month (August-May). Every family is given a ten-day grace period on tuition payments with the exception of May. The May payment must be paid on or before May 1<sup>st</sup> with no grace period. Tuition payments are considered late if not paid by the 10<sup>th</sup> of the month, at which time a \$10.00 late charge will be added to your past due account.

Junior high and high school students will not be allowed to remain in school for review and final exams unless accounts are up to date. Elementary students will not be allowed to remain in school past May 20<sup>th</sup> if accounts are not up to date.

Families will not be allowed to have their account fall in arrears in excess of the granted sixty-day period (two month's tuition). Once an account exceeds the sixty-day period, students will not be allowed to remain in class attendance unless arrangements are made with the office to rectify the account by bringing it to a zero balance.

## Tuition

GRADE LEVEL	10 MONTHS	ANNUAL
<b>Kindergarten</b> (8am-12pm)	<i>(Extended Care info on the next page- 12pm-3pm)</i>	
K3, K4, K5	\$399	\$3,990
<b>Grades 1-6</b>		
1 Child	\$539	\$5,390
2 Children	\$944	\$9,440 (≈25%)
3 Children	\$1,321	\$13,210 (≈30%)
<b>Grades 7-12</b>		
1 Child	\$575	\$5,750
2 Children	\$1,006	\$10,060 (≈25%)
3 Children	\$1,408	\$14,080 (≈30%)
4 <sup>th</sup> Child and above	Free	Free

\*No combination rates for ½ days.

\*1<sup>st</sup>-12<sup>th</sup> always use the higher rates (e.g. 3 children; 2 elementary; 1 high school. Use 3 children rate on 7-12 grade schedule.

### CONDITIONAL FEES (Non-refundable)

FEES	DUE	COST
Registration (new families)	w/ application	\$230
Re-Enrollment (current students)	February	\$180
Re-Enrollment (current students)	Beginning March 1st	\$230
Parking (students who drive)	Orientation	\$30/\$15
Graduation (K5 & 12th only)		\$75
Choir (grades 7-12)	Orientation	\$50
Band (5-12)	Orientation	\$50
Athletic (6-12)*		1 <sup>st</sup> sport- \$125 2 <sup>nd</sup> sport-\$75 3 <sup>rd</sup> sport- \$25
Books (K3-9)**	September 10	K3-4--\$150 K5---\$250 1-6--\$375 7-9--\$400
Books (10-12)**	December 10	Based on student schedule

\*Per student, per sport. \*\*Explanation and pay options given in financial policy form

## FINANCIAL POLICIES

### REGISTRATION FEE

The new family Registration Fee must accompany the student application. A place cannot be reserved until the Registration Fee is paid. The Registration Fee **is not refundable or transferable**, unless we cannot accept a student. If a change in parent's employment would cause them to move away from the community (**50+ miles**), the Registration Fee will be refunded when we receive a request for your child's records.

### RE-ENROLLMENT FEE

The Re-Enrollment Fee in February is a reduced Registration Fee for **presently enrolled** school families, and is due by February 28. Beginning March 1<sup>st</sup> the Re-Enrollment Fee increases to the new family rate. The Re-Enrollment Fee **is not refundable or transferable**. If a change in parent's employment would cause them to move away from the community (**50+ miles**), the Registration Fee will be refunded when we receive a request for your child's records.

### GRADUATION FEE

A Graduation Fee is charged to each student graduating from kindergarten or high school to help cover the cost of diplomas, decorations, awards, etc. In addition to the fee, high school seniors will need to purchase their cap and gown. This fee is **non-refundable or transferable**.

### CONSUMABLES AND BOOK FEE

This pays for the consumable workbooks and hardbound textbooks that are issued to the students. Hardbound books remain the property of GCA. The amount of this fee will vary from grade to grade.

**K3-9<sup>th</sup>** - The Consumable Fee for K3-9 is billed in July. In order to avoid a late fee, this fee must be paid in full by September 10. Only books and items that have not been cut and collated can be returned if a child withdraws and the account is up to date.

**10<sup>th</sup>-12<sup>th</sup>** - High School consumables cannot be determined until the student's schedules are finalized. The Consumable Fees will not be billed until September, and this fee must be paid in full by December 10 in order to avoid a late fee.

### CONSUMABLE REFUND POLICY

If consumable/paperback materials have been ordered and the student is not planning to return to GCA even though he/she is enrolled, there will be a **50% refund** of the original cost and the materials remain the property of GCA. The remaining 50% of the original cost will be to cover over-stocking and return shipping costs. Consumables will be ordered June 1. **Therefore, it is absolutely necessary that the parents notify the school before June 1 if their child(ren) will not be attending.**

### TUITION

Tuition is due on the 1<sup>st</sup> of each month, beginning with the month of August and running through the month of May. The May payment must be paid on or before May 1 with no grace period. Every family is given a ten-day grace period on tuition payments. Tuition payments are considered late if not paid by the 10<sup>th</sup> of the month, at which time a **\$10.00 late charge** will be added to your past due account. GCA has set procedures for collecting past due accounts. It is absolutely necessary for us to collect our tuitions and fees as they are due.

**Junior high and high school students will not be allowed to remain in school for review and final exams unless accounts are up to date. Elementary students will not be allowed to remain in school past May 20 if accounts are not up to date.**

Families will not be allowed to have their account fall in arrears in excess of the granted sixty-day period (two month's tuition). Once an account exceeds the sixty-day period, students will not be allowed to remain in class attendance and Renweb access will be cut-off, unless arrangements are made with the office to rectify the account, by bringing it to a zero balance.

#### **WITHDRAWAL AND DISMISSAL**

Upon withdrawal or dismissal from school, **report cards and academic records will only be forwarded when all tuition and fees are paid in full and textbooks returned. If a student has been withdrawn from GCA twice, then he/she will not be allowed to return.** When students are withdrawn from GCA, a withdrawal form must be signed so parents are no longer charged tuition. If you have not registered your child(ren) by June 1 (of current school year), they will automatically be withdrawn as of June 1, **and if they return, Registration and Late Fees will apply.**

#### **LATE CHARGES**

A \$10.00 Late Charge will be added to accounts on FACTS for **all fees and tuition** not paid by the 10<sup>th</sup> of the month due.

#### **REPORT CARDS**

In order for a student to receive his/her report card, the account must be current with FACTS. Therefore, the account must be brought **up-to-date.**

#### **RETURN CHECK CHARGE**

A \$50.00 charge will be added to all accounts for returned checks. Checks will not be accepted from any family after the second returned check for a period of 24 months.

#### **TUITION DISCOUNT**

Current families may receive a 5% discount on their tuition by referring another family to GCA. A referral coupon card must be filled out and presented to the office when the new family enrolls their child(ren). The discount is applicable as long as the new family is accepted into GCA and keeps their child(ren) enrolled at GCA for the school year they are applying for.

## **PAY-IN-FULL DISCOUNT**

All families who pay their full tuition on or before July 10<sup>th</sup> will receive a 5% discount on their tuition.

## **OPPORTUNITY SCHOLARSHIP PARTICIPANTS**

Those awarded the Opportunity Scholarship should be aware that it only pays for the tuition amount that you qualify. While you are awarded a certain amount, you are still responsible to pay the remaining tuition balance on a monthly basis (i.e. if your remaining balance is \$1,000, you would pay \$100 each month). Other fees are payable as stated on this sheet.

## **LUNCH**

GCA offers vending options to its students. Students can also bring meals from home and keep them in their locker or classroom until lunchtime. Microwaves are available to those in 4<sup>th</sup>-12<sup>th</sup> grade in the cafeteria.

GCA cannot accommodate keeping lunch boxes in facility coolers.

## **MUSIC DEPARTMENT**

### **Private Lessons**

Enroll for lessons at Orientation. Music teachers will be available to teach private piano lessons to those in K4-12th grade. Students in 4-12th grade are offered an opportunity to take piano, woodwind, brass, and percussion private lessons during the school week. The scheduling of a 30-minute lesson is coordinated between the classroom teacher and the music instructor. Piano students are given an opportunity to participate in an end-of-the-year recital.

The cost of private lessons is \$70 per month. Ask the office for more information.

### **Band**

Interested students will have an opportunity to participate in band.

Elementary Band (4-6 grade)  
Middle School Band (7-8 grade)  
Concert Band (9-12)

### **Choir**

All those in 4-6 grade will participate in a music class that meets once per week. Those in 8-12 grade will have an opportunity to participate in choir.

## **GENERAL INFORMATION**

## **Absences and Tardies**

According to The Compulsory Attendance Law in North Carolina (GS 115C-378), “Every parent, guardian or custodian in this State having charge or control of a child between the ages of 7 and 16 years shall cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy.”

*[[http://www.ncga.state.nc.us/enactedlegislation/statutes/html/bysection/chapter\\_115c/gs\\_115c-378.html](http://www.ncga.state.nc.us/enactedlegislation/statutes/html/bysection/chapter_115c/gs_115c-378.html)]*

## **School Hours**

Kindergarten: 8:00 a.m. – 12 noon  
Elementary: 8:00 a.m. – 3:05 p.m.  
Jr./Sr. High: 8:00 a.m. – 3:00 p.m.

## **Absences**

In order for each student to receive the maximum benefit academically, regular attendance in school is essential. We recognize that there are times when the parents would want their son or daughter to participate in a family activity, an out-of-town trip, or church retreat.

The policy for attendance for elementary is that in order to be counted as present, a student must be in school for more than half a day (kindergarten students- more than 2 hours). Ex: A student (grades 1-6) who is in school until 11:15 a.m. and is checked out for the rest of the day would be considered absent for that day since the total number of minutes out of school exceeded the total number of minutes in school. An elementary student’s promotion may be in jeopardy if they are absent (excused/unexcused) for more than twenty days, or if they accumulate more than thirty tardies (excused/unexcused). Elementary students who accumulate more than five tardies in a school year will forfeit their status for Perfect Attendance at the end of the year.

The policy for attendance for high school (grades 7-12) students at GCA is recorded on a “class period” basis. If a high school student is absent (excused/unexcused) for more than twenty periods of any one class in a year, his/her successful completion of that class is in jeopardy regardless of the grade he earns.

## **Excused Absences**

All parents in each grade must notify the school via phone call, text, or email by 8:30 a.m. It is imperative that the parent contacts the school; this informs us that you are aware your son or daughter is not in school. If the parent does not contact the school office via phone or texting the contact number, the office will call the parent to confirm that he or she is aware of the absence. If a reason is not provided, either by phone or email, the absence will be considered unexcused (which has academic penalties). A dated note that states the reason for their absence may also be provided. The student will be able and expected to make up **all** their academic work when they return.



Qualified excused absences would include:

- Student illness or injury that prevents the student from being physically able to attend school
- Death in the immediate family
- Doctor or dentist appointments
- The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C- 379)
- Religious observation (2 days)
- Prearranged absences (vacations, church retreat, etc.)

## **Unexcused Absences**

There are no excused absences except for those mentioned above. GCA does not accept “Mental Health Days,” “Sad Days,” or other such excuses.

Any unexcused absence will result in zeros for all classes missed. Any quizzes and graded homework due the day of the unexcused absence will result in a zero and an automatic 20% deduction on tests and projects. If no tests, quizzes, graded homework, or due projects are missed, a zero will be recorded as a daily/homework grade for any classes missed due to an unexcused absence.

If a student finds that an unexcused absence will be unavoidable, he should see the administrator several days in advance for approval.

Once ten unexcused absences are accumulated in a school year, it is the responsibility of GCA to turn that family over to the local authority for investigation (GS 115-378).

## **Make-Up Work**

It is very important for each parent to evaluate their son’s or daughter’s academic progress, their work habits, and the timing of the absences as they make decisions regarding whether to allow their son/daughter to be absent. In most cases, students do not do as well academically when they are making up missed work than if they had been in attendance.

Those with an excused absence have two days for each day missed to make up their work (e.g. if a student is absent on Monday, they have until the end of the day on Wednesday to make up their work), with the exception of long-term projects/assignments. Long-term projects are announced well in advance; therefore, students should be prepared to turn them in upon returning.

## **Doctor/Dental Appointments**

When a student has a doctor or dental appointment during school, the parent needs to come to the office and check them out and back in when they return. Student drivers will need their parent to call, text, or email the school office to let us know that their son/daughter has an appointment and needs to sign out.

## **Athletes/Other Extracurricular**

Being involved in extracurricular activities requires more discipline than the average student. In a sense, they are held to a higher standard because they have the same requirements as other students, but with less time. Therefore:

- If school is missed, extracurricular activities that day are to be missed as well. The student must be in class by second period to participate that day.
- Student athletes must attend school the day after an event, or he jeopardizes playing in the next game. The student must be in class by second period the following day.
- If a student leaves school early for an extracurricular event, ALL assignments due that day must be turned in that day. This means that the student will need to go out of his way to turn in his assignment to his teacher.

## **Tardiness**

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving after 8 a.m. must come through the office and check in before going to the classroom. Students who are not in the room when the bell rings will be marked as tardy.

Three tardies in a semester will carry the penalty of an unexcused absence, which results in a zero daily grade.

## **After and Before School Hours**

We encourage parents to pick up students promptly after school activities are over. The school cannot be responsible for students who remain after 6 p.m. (when after school care ends).

It is against school policy for students to stay after school in the parking lot or on the school grounds. Students may not wait around until a ball game starts that evening if it does not directly involve them.

In general, students are not to arrive before 7:00 a.m. Any student remaining after 3:15 p.m. must go to After School Care unless they are involved in some form of extra-curricular activity sponsored by the school. Families will be responsible for all applicable rates. Any student who attends After School Care must be in attendance that day. Before School Care opens at 7:00 a.m. After School Care ends at 6:00 p.m. Both are located in the school cafeteria. Students arriving between 7:40 a.m. and 7:55 a.m. must do the following:

Grades K – 6: (see diagram on school website) If arriving after 7:40 a.m. students must go directly to the school auditorium.

Grades 7 – 12: Enter the high school hallway and go directly to the Cafeteria – Students may not go to their lockers until dismissed at 7:50 a.m.

## **Athletics**

The purpose of the athletic program of Greenville Christian Academy is to serve in the educational training of our students. Christian character and leadership are taught through athletic competition. All students participating in athletics at GCA are to be aware of their responsibilities to God, to their school in regard to their sportsmanship and Christian testimony, and to their teammates in regard to cooperation, preparation, dedication to practice, academic eligibility, etc.

The Athletic Handbook, which explains our program and eligibility in greater detail, is available on our website under the Athletics tab (Athletic Forms). This is an extracurricular activity.

## **SPORTS PROGRAM**

### BOYS

Fall - Soccer, Cross-Country  
Winter – Basketball, Shooting team  
Spring - Baseball

### GIRLS

Fall – Volleyball, Cross-Country  
Winter -Basketball  
Cheerleading, Shooting team  
Spring – Soccer

## **AUTOMOBILE POLICIES**

It is a privilege to be able to bring an automobile to school.

- All student-driven vehicles are to be registered in the Academy office immediately when the student begins driving to school.
- Each driver should be an example of courteous, careful driving habits. Follow the normal traffic pattern. Use vehicle turn signals.
- Any student driver arriving before 7:40 a.m. may wait in the parking lot until 7:40 a.m.
- Vehicles are to remain parked until students leave for the day.
- A parking visor and parking area will be assigned when the car is registered. There will be no assigned parking spot.
- Cars are not to be occupied during school hours, nor are students to sit in parked cars after school dismisses.
- The parking fee is \$30 per year (\$15 if not until the 2<sup>nd</sup> semester) and must be paid upon registration.

## **BIBLE**

Bible study is recognized here as of fundamental importance and is a required subject. It

augments the study of english, history, geography, and science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

Because of the importance GCA places on the study of the Bible, a student who fails Bible must attend summer school. A student who repeatedly fails Bible will be asked to withdraw.

Only the King James Version will be recognized for classroom study, quotation, and memorization at GCA.

### **CHAPELS AND ASSEMBLIES**

The student body usually attends chapel on Wednesday. Speakers from around the area are invited to challenge and inspire students to practice the truths of God’s Word.

Students will be assigned a class section in which they are to sit. All students must take their Bible (King James Version) to chapel.

Chapel disturbances are irreverent and will not be permitted. This includes talking, excessive noise, doing school work, or any distraction to another student or speaker. This rule applies to the song service as well as announcements, the message, or program.

Attendance at our weekly chapel services is mandatory for all students of Greenville Christian Academy.

### **CLASSROOM SUPPLIES**

Individual student supplies must be provided by parents. School supply lists can be found on our website under the “Parents” tab.

### **CLOSED CAMPUS**

GCA operates a “closed campus.” This means that no visitor may visit with any student during their class time without getting prior approval from the school office. Students may not leave school grounds without permission. All parents arriving during normal school hours to pick up students must report to the office and not to the child’s classroom. The office will notify the teacher who will send your child to meet you at the office.

## COMMUNICABLE DISEASES

GCA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall mean an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator. See reportable diseases below.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, GCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. GCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Any student who has a contagious issue cannot return to school without a doctor's note. A student who is determined too ill to remain in school must be picked up within thirty minutes of the time when called.

### Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Legionnaires' Disease
Aids Related Complex (ARC)	Leptospirosis
Amebiasis	Lymphogranuloma Venereum
Animal Bite of Humans only by a potentially rabid animal	Measles (rubeola)
Anthrax	Meningitis
Botulism	Meningococcal Disease
Brucellosis	Mumps
Campylobacteriosis	Paralytic Shellfish Poisoning
Chancroid	Pertussis
Chickenpox	Pesticide Poisoning
Coronavirus (COVID-19)	Pink Eye
Dengue	Plague
Diphtheria	Poliomyelitis
Encephalitis	Psittacosis
Enterovirus D68	Rabies
Giardiasis (acute)	Relapsing Fever
Gonorrhea	Ringworm
Granuloma Inguinale	Rocky Mt Spotted Fever (Rickettsia)
Hansen's Disease (Leprosy)	Rubella including congenital
Hemorrhagic Fevers	Salmonellosis
Hepatitis	Scabies
Histoplasmosis	Schistosomiasis
Human Immunodeficiency Virus (HIV)	Shigellosis
	Smallpox
	Syphilis

Tetanus  
Toxoplasmosis acute  
Trichinosis  
Tuberculosis  
Tularemia

Typhoid Fever  
Typhus  
Vibrio Cholera  
Vibrio Infections  
Yellow Fever

## CONFLICT RESOLUTION

Many times problems arise in an educational setting due to a lack of communication. GCA is committed to keeping each parent involved in their child's education through such means as the yearly calendar and the school web-site.

When a problem surfaces, teachers are encouraged to contact the parent in an attempt to work out a solution. At the same time, parents are encouraged to contact their child's teacher when they have a concern. If after the teacher and parent have conferred the problem is still not resolved, parents are encouraged to ask the administration to become involved. The above stated guidelines are based on the principles found in Matthew 18.

## DISCIPLINE

The goal of Greenville Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures (Prov. 22:15; Heb. 12:6-7; Prov. 23:13).

A discussion can be misleading if terms are not clarified. What is discipline? Discipline in its noun form, according to the *Concise Oxford English Dictionary* (COED), is "the practice of training people to obey rules or a code of behavior." It also states that it is "controlled behavior resulting from such training." The verb form is "train (someone) to obey rules or a code of behavior by punishment or rebuke." The source of the English word discipline is from the Latin *discipulus*, which means "instruction, knowledge, a learner, to learn." Interestingly enough, the COED says to see "Disciple." Disciple, according to COED, is "a personal follower of Jesus Christ . . ." with a secondary meaning as "a follower or pupil of a teacher, leader, or philosophy." Both have the same Latin root word *discipulus*. Christian discipline can therefore be defined as discipleship—following Christ, which in turn leads to a certain life-style, one of self-discipline.

According to COED, self-discipline is defined as "the ability to control one's feelings and overcome one's weakness." In light of defining discipline, this definition of self-discipline gains a certain perspective. It is evident already that one cannot be a true follower of Christ if he has not first learned a certain measure of self-discipline. If self-discipline is intrinsic to discipleship, how does one learn self-discipline? This leads to the next term, Imposed Discipline. By nature of the word, imposed discipline is when discipline is or has been compulsory. This should be done by the parents of every child and by the teachers of every student. Richard Taylor, in his book, *The Disciplined Life*, summarizes these thoughts perfectly. Speaking of imposed discipline, he says,

“It is the salt in child training and youth directions without which the character putrefies before it ever reaches maturity.”<sup>2</sup> It is overwhelming to think that the character of a young person is dependent upon the imposed discipline provided by his parents. In summary, discipline can only be learned through imposed discipline, which in turn leads to self-discipline.

Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support and cooperate with the discipline standards of Greenville Christian Academy should withdraw their child(ren) from the school. This will prevent the child from being placed in a position of conflict between the parent and the school. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student’s behavior is indicative of an uncooperative spirit, he/she may be requested to withdraw. GCA will not retain a student whose attitude is a liability and not an asset to the institution. GCA is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him.

The discipline system in the high school is designed to simply change behavior that is not appropriate, while attempting to reach the heart of each student. The school recognizes that some behaviors that result in discipline at school are perfectly acceptable in other settings. (Chewing gum may be the most common example). It is our hope that the desired change will take place at the lowest possible level in the progression.

Attendance at Greenville Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Greenville Christian Academy.

## **Elementary Discipline**

The classroom teacher will handle most problems. On occasion, the child may be sent to the dean for further disciplinary action if he does not respond to classroom correction. We make it a policy to call parents after serious or repeated offenses. If a student is out of harmony with GCA, he/she may be asked to withdraw whenever the administration determines it is necessary. Students who have repeated offenses will be required to serve an after school detention from 3:10 – 4:10 p.m. and must pay \$10.

### PK3–2<sup>nd</sup> Grade Discipline Policy

Each teacher establishes a three tiered discipline system through their own creative means (i.e. green, yellow, red or 3 strikes/baseball theme, etc). Every student will start his or her day with a clean slate before moving to tier 1.

- **Tier 1**

A student may move to tier 1 after an oral reminder has been provided by the teacher and the student still chooses to disobey.

- **Tier 2**

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<sup>2</sup> Richard S. Taylor, *The Disciplined Life* (Kansas City: Beacon Hill Press, 1962), 72.

A student may move to tier 2 throughout the day after an oral reminder has been provided by the teacher and the student still chooses to disobey.

- **Tier 3**

If the student continues to choose to disobey, they will reach the third tier, at which point the student will be sent to the office. A student may also jump from tier 1 to tier 3 if an extreme action is committed (such as pushing, fighting, bad language, etc.). Once a student reaches tier 3 three times in a given semester, the student will be suspended from school for one day.

### 3<sup>rd</sup>–5<sup>th</sup> Grade Discipline Policy

Each teacher establishes a three tiered discipline system through their own creative means (i.e. green, yellow, red or 3 strikes/baseball theme, etc). Every student will start his or her day with a clean slate before moving to tier 1.

- **Tier 1**

A student may move to tier 1 after an oral reminder has been provided by the teacher and the student still chooses to disobey.

- **Tier 2**

A student may move to tier 2 throughout the day after an oral reminder has been provided by the teacher and the student still chooses to disobey.

- **Tier 3**

If the student continues to choose to disobey, they will reach the third tier, at which point the student will be sent to the school office. A student may also jump from tier 1 to tier 3 if an extreme action is committed (such as pushing, fighting, bad language, etc.). Once a student reaches tier 3 three times in one semester, the student will serve an after school detention on a specified date. A \$10 detention fee will be incurred.

- 3 detentions will earn a student a Saturday school detention.
- 2 Saturday school detentions will earn a student an out of school suspension.
- Once two out of school suspensions have been reached, future enrollment will be discussed.

### 6<sup>th</sup> Grade Discipline Policy

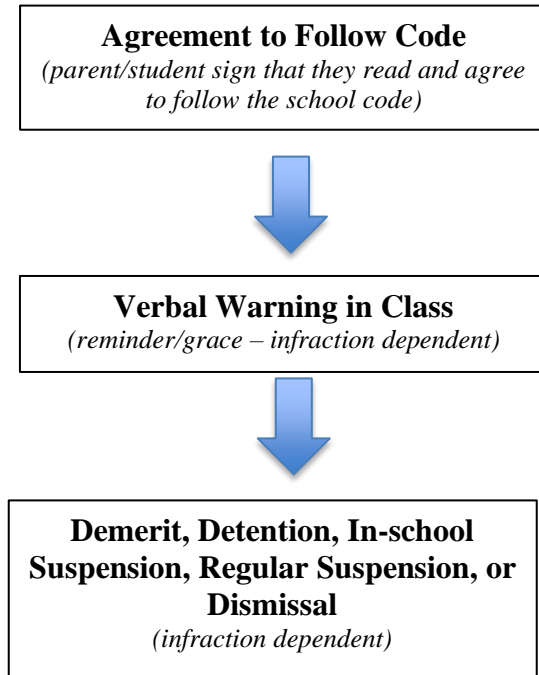
The 6<sup>th</sup> grade discipline system is a hybrid of elementary and middle school. The teacher will be able to handle most situations within the classroom between the teacher and the student, but will at times invoke the participation of the parent. Starting the second semester each sixth grader will be under the middle school/high school demerit system of discipline.

## **High School Discipline**



## Detention/Suspension System

The normal progression would include the following:



The following list is compiled for your benefit in achieving a better understanding of our disciplinary system. It is not meant to be an exhaustive list. The administration of Greenville Christian Academy reserves the right to take any and all disciplinary measures that it deems appropriate as it relates to acts of misconduct on the part of our students.

### Summary/Overview of Offenses

5 demerits	After school detention
10 demerits	After school detention
15 demerits	After school detention
20 demerits	Saturday school detention
25 demerits	Saturday school detention
30 demerits	In-school suspension (1 day)
35 demerits	In-school suspension (2 day)
40 demerits	Out of school suspension (1 day)
45 demerits	Out of school suspension (2 day)
50 demerits	Expulsion

#### 1 Demerit Offenses

These are essentially written warnings. Five demerits will result in a detention. For other offenses, the student may be referred to the administration for detention or suspension.

- Talking in class
- Class disruption

- No textbook in class
- Driving/parking violation
- Chewing gum
- Eating in the classrooms
- Minor dress code violations (things that you would not be sent home for or have new clothes brought to you in order to change)
- Tardy to a regular class (not school)

### **Detention Offenses**

The first 5-25 demerits

A student who receives four or more detentions in a given school year, receives a Saturday detention.

#### **1. After School Detention Offenses** *(each of these offenses equal 5 demerits)*

Every 5 demerits up to 15 demerits, the student will be assigned an after school detention. The first 3 detentions will be served after school from 3:10 to 4:10 p.m. and a \$10 fee will be assessed to defray the cost of hiring a detention supervisor, who is appointed by the administrator.

- Reading non-educational related materials during class instructional time
- Using headphones, earbuds, etc. is not permitted unless directed by a teacher. Headphones or earbuds may not be used on school sanctioned activities, nor may they be used on campus (that includes before and after school care).
- Listening to, possession of or promotion of ungodly, unwholesome music (pop, rock, rap, country, etc.) on school grounds or school related trips
- Loitering on any school property before or after school
- Physical contact with members of the opposite sex such as hugging or holding hands
- Being involved in unsafe activities on school property
- Violating dress code repeatedly (beginning on the fourth offense)
- Unauthorized absence from class while on school premises
- Major dress code violations (things that you would be sent home for, or have new clothes brought to you in order to change)

#### **2. Saturday Detention Offenses** *(each of these offenses equal 20 demerits)*

A Saturday detention will be assigned for more serious infractions or for a fourth detention (on the 20<sup>th</sup> demerit). Saturday detentions will be served from 8:00 to 10:00 a.m., and a \$25 fee will be assessed to defray the cost of hiring a detention supervisor, who is appointed by the

administrator. Further detentions may result in expulsion. Skipping a scheduled detention may result in an additional detention being assigned for the first offense. Subsequent offenses of skipping may result in a suspension.

- Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages.)
- Use of inappropriate language, such as obscenities, vulgarity, or profanity (i.e. traditional or new curse words, taking the Lord's name in vain, etc.)
- Horseplay, bullying, rough housing, or other forms of rowdy behavior
- Violation of Computer/Internet policies/Student Personal Technology policy
- Direct disobedience
- Disrespect to those in authority
- Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
- Intentionally being in an unsupervised area; avoiding faculty/staff supervision (i.e. aftercare, class, before school care)
- Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception (a zero will also be given)
- Possession of knives or pocketknives

### **Suspension Offenses**

30-45 demerits

- Fighting (provoking a fight or failure to avoid a fight)
- Leaving the school premises without permission from the office
- Possession of weapons, chemicals, or explosives (possible expulsion). Any object used with the intent to injure or harm may be considered a weapon.
- Willful misuse of or damage to computer hardware/software
- Inappropriate use of social media

### **1. In-School Suspension (30-35 demerits)**

The thirtieth demerit will result in a one-day in-school suspension. An additional detention will result in a two-day in-school suspension. Suspensions will be served in school from 8:00 a.m. – 3:00 p.m. at the earliest available time. In-school suspension students must go to the school office immediately upon arrival at school.

The student will be required to pay a \$75 ISS fee to defray the cost of hiring a suspension supervisor, who is appointed by the administrator. All students who have received a suspension will be barred from their next extra-curricular event during the quarter within which the suspension is administered. Further action will be at the discretion of the administration.

When a student receives an in-school suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor.

## **2. Out of School Suspension Offenses (40-45 demerits)**

Any out of school suspension will result in a zero on quizzes and homework for the days missed and an automatic 20% deduction on tests and projects. If there are no quizzes or homework due that day, a daily quiz grade of a zero will be given for each class. Any out of school suspension will be served the day after the offense, regardless of school events, tests, or other inconveniences.

### **Suspension or Expulsion (45-50<sup>th</sup> Demerit)** Offenses Enforceable by GCA on or off School Grounds:

- Once a student reaches 50 demerits, the administration will review that student's discipline record to evaluate if dismissal is needed, but earning 50 demerits will result in an expulsion in most cases.
- Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- Possession or use of tobacco products
- Possession or viewing of pornographic material
- Stealing
- Publicly and knowingly disparaging the testimony of Greenville Christian Academy either by word or deed
- Repeated or severe bullying
- Using the internet for blasphemy, pornography, inappropriate language, or harassment
- Fighting, provoking a fight, failing to avoid a fight, or communicating threats

## Automatic Expulsion

### Offenses Enforceable by GCA on or off School Grounds:

A student who has been expelled must have prior administrative approval to be on campus. For the safety and welfare of others, reasonable suspicion of any of the following activities gives the school the right to examine lockers and any other school-owned property.

- Any illegal or criminal behavior
- Use, distribution, or possession of alcoholic beverages
- Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
- Participation in sexual immorality<sup>3</sup>

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#### <sup>3</sup> Sexual Immorality

Demonstrations of romantic involvement between students on school property are forbidden. Any contact of a sexual nature that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Boys and girls must maintain an appropriate distance at all times. Behavior should be above reproach in accordance with the ministry's statement of faith and in recognition of biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, transgenders, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

#### *Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

#### *Definition of "identifying statement"*

A statement that a student is a homosexual, bisexual, transgender, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral, transgender, and/or homosexual acts.

*Examples:* "I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Greenville Christian Academy and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

#### *Definition of "identifying act"*

Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

*Examples:* Wearing apparel and/or accessories that shows and/or implies support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Greenville Christian Academy and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

- Possession of a firearm on school property is a felony and will result in dismissal.
- **DRUGS AND ALCOHOL:** Greenville Christian Academy believes that buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at GCA. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend Greenville Christian Academy will be revoked.
- **NOTE:** A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense herself/himself.

### Desire for Reinstatement

If expelled, a student cannot come back within the same school year and must sit out one semester.

Any readmission is contingent upon the parents and student first meeting with the school administrator to evaluate the student's standing.

Based on the student's standing, the school administrator will recommend that the student and the parent(s) write a request for readmission to the school board.

The school board will then evaluate the letter, and based upon their assessment, the school board will request that the parent(s) appear before the board, followed by the student. The school board will make the final decision.

If reinstatement is granted, the student will be under a probation period that is determined by the school board based on the severity of the situation. The probation standards are determined solely upon the discretion of the administration.

### **Cell Phone/Smart Watch Policy**

Students may have cell phones and Smart Watches during the school day, but the phones should not be used without permission from the school office. Use of phones without permission from the school office will result in the penalties listed below. If an uncooperative spirit is detected at any offense, the consequence will automatically jump to the 4<sup>th</sup> offense. Smart Watches should be used as watches only. Text messaging, calls, and internet use will be treated as a cell phone violation.

1st offense: Student will receive two demerits, and the phone will be sent to the school office to be returned at the end of the school day.

2nd offense: Student will receive a detention, and the phone will be kept in the office until claimed by the student's parents.

3rd offense: Student will receive an additional detention, and the student must check in their phone to the office at the beginning of every day for one week.

4th offense: Student will receive a Saturday detention and forfeit the privilege to have a phone on campus the remainder of the school year.

## **FUNDRAISERS**

Individual class or group fundraisers must be approved by the administration and placed on the school calendar. No fundraiser may coincide with a school-wide fundraiser.

All of our athletic department programs rely heavily on fund-raising activities. Athletic teams, Knight's Club, yearbook staff, and the junior/senior class will be the only groups allowed to sell any commercial items outside the school.

## **HARASSMENT, ABUSE, AND DISCRIMINATION: A VIOLATION OF THE DIGNITY OF MAN**

The safety and well-being of students is of utmost importance. Because every human being is created and loved by God, each student will be treated with dignity and respect. Therefore, GCA does not tolerate hazing, physical or verbal abuse, coercion, stalking, intimidation, harassment (verbal or sexual), discrimination, or any other behavior that places the health and safety of other students in jeopardy. Students must avoid the use of divisive or inflammatory comments, symbols, or actions of any kind, even in jest. (*Col. 3:8; 4:6; Eph. 4:29-32*). In some cases, the term for this is bullying.

## **LOST AND FOUND**

Any items left in the hall, classroom, bathroom, locker rooms, or outside (not in an approved storage area) will be placed in "lost and found," in the office or the gym. Please label all items of clothing, etc. so that they can be returned to the owner. If your child is missing something, please check with our office.

Lost and Found items will be placed on tables in the elementary hallway as deemed necessary by the office. Notification will be sent home when this occurs. Unclaimed items, other than selective attire, will be given to Salvation Army. At the end of the school year, unclaimed selective attire will be sold at the clothing consignment sale.

## **MEDICATION**

All medications (including Tylenol, etc.) for student usage must be brought to the school office by the parent or legal guardian of the student who needs it. Only office personnel will distribute

medicine. Students are not to take medication without following this procedure unless special permission is granted. No student is to give or receive any type of medication/drug to or from other students or teachers.

Any student who becomes sick and cannot go to class must report to the school office right away. If a student is too sick to attend class, they must go home. The student must contact a parent, and either check out (if they drove to school), or wait in the office for the parent to arrive. If a student cannot get to the school office due to his or her condition, someone must be sent to get a faculty member. Absence from a scheduled activity without contacting a faculty or staff member will be considered unexcused (for all students involved).

## **MUSIC POLICY**

Greenville Christian Academy does not differentiate between so-called “genres” of secular pop music such as heavy metal, soft rock, new age, oldies, rap, hip-hop, or country rock. GCA considers listening to this kind of music to be detrimental to the spiritual, moral, and intellectual life of every young person. Therefore, any form of secular pop music and/or paraphernalia (CD’s, smart devices, pictures, posters, magazines, emblems, etc.) are prohibited and will be confiscated. This includes the singing and/or whistling of any secular pop song or the drawing of any rock emblem/symbol/name. Any of the above will be considered an infraction of school rules and will be dealt with through the disciplinary system. Headphones should not be used at school or any school-related function, unless used for approved academic reasons. Smart phones and earphones are not to be used to listen to music or download videos/movies during any school function, including ball trips, field trips, etc.

## **PARENT ORGANIZATIONS**

Parents are encouraged to join the Knight’s Club, which provides support for the athletic department through fundraisers and volunteer work. The funds which are raised through the Knight’s Club are used to purchase uniforms and equipment each year for the various athletic teams. Parents who join the Knight’s Club are given a pass for free admission to all athletic events.

Our Athletic Program relies heavily on our fan and parent support both financially and through personal involvement. We appreciate all of your efforts in our various fundraising activities, as well as your generous gifts.

## **PARENTS AND VOLUNTEERS**

Parents are asked to dress appropriately when visiting our school or attending school functions. We realize that parents will not own selective attire, but we would ask that you conform to the “general” guidelines of modesty and appropriateness that our students adhere to each day.

We would also ask that our parents adhere to our general standards of conduct when visiting the school or school-related functions (i.e. no drinking, smoking, offensive language, etc.).

## **REENROLLMENT**



During the month of February, reenrollment for the fall term for present students is accepted on a first-come, first-served basis. GCA admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **SCHOOL CANCELATIONS AND DELAYS**

GCA may at times need to cancel school due to inclement weather. Each parent will receive a Parent Alert (phone call/voicemail/Text/Email) from our automated system informing parents of the cancellation or delay. It will also be posted on the school website ([Greenvillechristian.com](http://Greenvillechristian.com)). GCA does not necessarily follow the public school in this manner due to the fact GCA does not run buses.

## **SENIOR TRIP**

Each year, members of the senior class raise funds to help finance their senior trip. Those who participate enthusiastically in the fundraising project(s) may earn the entire amount required. All funds that are raised under the auspices of the senior trip are considered a part of the senior class fund. Each senior and his/her parents will be required to sign a consent form acknowledging that they plan to raise the funds for the trip and that they plan to travel on the trip. Should a senior decide not to travel on the senior trip, he/she will be required to stay in school for the remainder of the school year and take his final exams with the underclassmen. No alternative trips will be approved by the administration during the week of the senior trip. In addition, seniors who cancel after signing the consent form indicating they intend to go on the trip and do not travel on the senior trip will be required to reimburse the class for non-refundable expenditures that the class has already incurred such as plane tickets, lodging reservations, pre-paid activities, etc.

## **STUDENT ORGANIZATIONS**

### **Honor Society**

Students in Grades 10-12 who meet the established criteria may be inducted into the Greenville Christian Academy chapter of the National Honor Society. The criteria for induction is:

1. Exercises scholarship—maintains a cumulative scholastic average of 90%
2. Leadership
3. Service
4. Character

Students in the National Honor Society fulfill their responsibilities in the area of service by being involved in various community projects such as volunteering at the local Special Olympics, assisting at the Howell Center (a local institution for mentally handicapped children), organizing a blood drive, and volunteering in nursing homes.

### **Student Government Association (SGA)**

Students in SGA are voted in by their classmates (7-12 only) every spring. Students interested in being involved in SGA must apply and maintain a GPA of 2.5 and may not exceed 20 demerits (individual situations may vary). Students learn how to conduct official meetings, put on events, produce the daily school news station, and other valuable leadership skills.

### **TELEPHONE USAGE**

In the event of illness or emergency, students should come to the office with a phone pass from the teacher. Students are not allowed to use cell phones. Phone usage does not constitute an excuse for tardiness.

### **TEXTBOOKS**

Each student must purchase or rent textbooks from GCA. In case of loss of any textbooks, students will be charged for the total price of replacement. Damaged rentals will be assessed accordingly. Students are required to have book covers for protection of their rented books. It is considered unethical for parents or students to have access to teacher guides or test/quiz answer keys. Use of these items will be considered as cheating.

### **WITHDRAWALS**

Withdrawal from school must be made through the school office. Report cards or school records will not be issued/released to any student whose account is not current.

## **ACADEMIC INFORMATION**

### **ACADEMIC ACHIEVEMENT**

Honor Roll (A & A/B) will be recognized for those in 1-6 grade each marking period; however, the end of the year certificates will be based on final grades.

*A* Honor Roll: Students in grades 1-12 are considered “*A* Honor Roll” when they receive a grade of 90 or above in all academic classes (has received no *B*'s).

*A/B* Honor Roll: Students in grades 1-12 are considered “*A/B* Honor Roll” when they receive a grade of 80 or above in all academic classes (has received no *C*'s).

National Honor Society: Those in grades 10-12 with an average of 90 or better will be considered for induction into the National Honor Society. New members are inducted each fall.

### **ACADEMIC HONORS**

Valedictorian and Salutatorian awards are determined based upon the weighted Grade Point

Average (GPA) earned for all courses taken in high school as calculated through May 1 of the senior year. The Valedictorian must have attended GCA all four years of high school and have the highest overall GPA. The Salutatorian must have attended GCA for at least two full years and have the second highest overall GPA. If there is a tie in the GPA calculation, numeric averages will be used to determine the honor.

## COURSES

### Elementary

The elementary program is designed to develop the learning and study skills necessary for all subject areas, including daily instruction in Bible. The reading program uses the intensive phonics method with comprehension and enjoyment. Language, spelling, reading, arithmetic, science, social studies, history, and Bible are taught in grades 1-6. Elementary music, P.E., art, creative writing, penmanship, and computers are also an important part of the curriculum. The elementary program is designed for the average to above average student.

### Middle School

English, math, science, history, Bible, Pre-Latin, P.E., home economics (girls), keyboarding, band, and choir are taught in grades 7-8

(1) If a student earns a grade of 69–60 in english, math, or Bible, they must attend a three-week remedial summer school.

(2) If a student earns a grade of 59 or below in english, math, or Bible, they must attend a four-week failing summer school.

(3) If a student fails (with a 59 or below) more than one core subject, the student may need to repeat the entire grade.

### High School Course Planning Guide

Freshman Year	Credits	Sophomore Year	Credits
English 9*	1	English 10*	1
Geography	1	World History	1
Physical Science	1	Biology*	1
Algebra 1*	1	Algebra II*	1
Bible 9*	1	Bible 10*	1
Physical Education/Health	1	Foreign Language I	1
Elective	1	Elective	1

Junior Year	Credits	Senior Year	Credits
English 11*	1	English 12*	1
U.S. History*	1	Government	½
Chemistry	1	Economics	½
Geometry or <i>PreCal*</i>	1	<i>Physics*</i>	1
Bible 11*	1	<i>Precal or Calculus*</i>	1
Foreign Language II	1	Bible 12*	1
Elective	1	Speech/Creative Writing	1
		Elective	1

**College Preparatory Classes** (*italicized above*)

English Honors and AP  
 AP U.S. History  
 Physics (*Pre Cal prereq.*)  
 Pre-calculus  
 AP Calculus  
 Foreign Language II\*  
 Dual Enrollment\*\*

**Dual Enrollment Courses** (*at GCA in partnership with the College at Southeastern*)

ENG1110	English Composition I
ENG1120	English Composition II
ENG2110	Survey of British Literature
ENG2120	Survey of American Literature
MAT1600	College Algebra
SCI1600	Natural Science

**Electives**

Band  
 Choir  
 Computers  
 Yearbook\*\*  
 Latin (qualifies as a Foreign Language credit)  
 Business Math  
 Advanced Biology  
 Art  
 Intro to Class Student Assistant

Intro to Library Student Assistant  
Intro to Office Student Assistant

\*Prerequisite for class is a grade of 70 or higher (7-11) in previous level class or successful completion of summer school program (or retake course the following school year).

\*\*Special administrative permission only

### **Failing**

If a student earns a grade between 60–69, they are required to attend a three-week remedial summer school.

If a student earns a grade between 50–59, they are required to attend a four-week failing summer school.

Any course that earned a grade below a 50 must be repeated the following school year.

### **Exam Exemption**

All students in grades 7-12 are required to take fall and spring semester exams. However, an exception is any senior who has maintained an “A” average would be exempt in that class for the spring semester only. Seniors not participating in their senior trip will be required to attend classes and take all spring semester exams scheduled at the regular time for grades 7-11.

### *Grading Scale*

The grading scale is as follows:

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	0-59
I	Incomplete

### **Graduation Requirements**

Greenville Christian Academy requires successful completion of an academic program that exceeds the mandated requirements for the State of North Carolina.

In order for a student to attend one of the universities in the North Carolina System, they must have taken Algebra I and II, Geometry, Pre-Calculus or Adv. Functions and/or AP Calculus, 3 sciences, and 2 credits of the same foreign language.

To graduate from GCA, a student must accumulate a minimum of 23 credits in grades 9-12 (including one credit in Bible for each year at GCA), and the final semester must be taken at GCA. GCA does not permit early graduation. Seniors who have not completed the requirements for graduation will not participate in the graduation ceremony nor participate in the senior trip.

To receive a credit, a student must earn at least a 60 for his/her yearly average in a subject, which meets for 36 weeks (one school year), five days per week. (e.g. if a student receives a 58 the first semester, he may pass for the year if he receives at least a 62 for the second semester).

Required credits are as follows:

- 4 credits in Bible
- 4 credits in English
- 3 credits in Math (Alg. I, II, Geom.)
- 3 credits in Science
- 4 credits in History (Geography, World History, U.S. History, and Economics and American Government)
- 1 credit in Foreign Language
- 1 credit in Practical Arts
- 1 credit in P.E.
- 2 credits in Electives

## Help Classes

Students who need extra help in any course, and will profit from it in the estimation of the teacher, may be asked to attend help classes. Others who feel the need for special help are welcome to check with any teacher for such help.

## Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments. Homework may be assigned nightly. In deference to Wednesday evening worship services, no homework (other than Math) will be given on that day. Also, the only subject that may be tested on Thursdays is Mathematics (semester exam week may be an exception to this).

Homework is given for several reasons:

1. **For preparation:** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For practice:** Following classroom explanation and illustration, homework is given so that the material will be mastered.

3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's suspension.

### **Parent-Teacher Meetings**

GCA does not observe a formal Parent-Teacher Meeting. With the use of Renweb, grades can be seen on a daily basis and parents can schedule meetings with their teachers at any time.

### **Report Cards**

Report cards are issued every nine weeks and can be accessed through Renweb.

### **Testing Program**

Greenville Christian Academy uses the Iowa Test of Basic Skills (ITBS) to measure the students' (K-12) abilities and progress in the areas of English, math, science, and social studies. The results of this testing are used to aid the teachers and administration in improving the curriculum. In addition to the ITBS, 10-11 grade students take the PSAT, which is a preliminary college entrance exam. Juniors are recommended to register for the SAT in the spring. All seniors are required to take either the ACT or SAT in the fall. This gives them sufficient time to retake the test if they are not pleased with their score.

### **Transfer Students**

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he will be placed in the grade best suited for his achievement. It is the policy of GCA not to accept transfer students whose accomplishments have not been up to acceptable standards. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and earned credits.