



# **Student/Family Handbook 2023-2024**

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Dear GCA Family,

Welcome to the new school year at Grace Christian Academy!

As we start a new year, let's take a moment to remember why we do, what we do. Why have we chosen Christian education for our children? We believe an excerpt from a poem by Carolyn Caines says it very well . . .

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart,  
I have not been educated.

If I can recite the Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country, I have not been educated.

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have never been taught to listen to the Director of the universe and worship Him, I have not been educated.

In a world that teaches our children knowledge but not necessarily wisdom, we are fortunate to be able to attend Grace Christian Academy, where students are grown to live Christ honoring lives AND flourish academically.

We are thankful for each family God has brought to GCA and look forward to what God will do here this year. We, as school board members, have been blessed to see God providing the talent and skills in our staff and volunteers that will propel GCA forward as we strive to provide excellence in teaching and learning that is biblically sound, academically rigorous, socially engaged, and culturally relevant.

As we continue to grow our fine arts and STEM programs, improve campus security, and enhance our science lab and athletic field, it is more important than ever that you be praying for our students, staff and volunteers and that you get involved in PTF and your child's classroom. It won't be the same without you! Thank you for choosing GCA as your partner in educating your children!

In Christ,

GCA School Board



## GRACE CHRISTIAN ACADEMY

### **School Motto:**

EDUCATION IN CHRIST - PREPARATION FOR LIFE

### **GCA Mission Statement**

The Mission of Grace Christian Academy is to partner with families in growing students who live Christ honoring lives and flourish academically.

### **School Verse**

*“Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths”.  
Proverbs 3:5-7*

### **Accreditation**

Grace Christian Academy is accredited by the Association of Christian Schools International (ACSI). This process holds schools to a standard of excellence: a higher standard academically, administratively and spiritually.



## **STATEMENT OF SPIRITUAL COMMITMENT AND DOCTRINE**

Grace Christian Academy (GCA), as a ministry of Grace Community Church, is committed to the development of a student's spiritual life while pursuing academic excellence. The following information clearly states the school's position on spiritual and educational priorities and perspectives.

### **Philosophy and Objectives of Grace Christian Academy**

GCA is committed to the Christian perspective of life as set forth only in the Bible, acknowledging the following aspects of the Christian faith:

First, that God is a physical, intellectual, social, and spiritual being and is the sovereign creator and sustainer of the universe.

Second, that Jesus Christ is the Son of God and extends salvation to all who place their faith in Him.

As an extension of the spiritual education of the home, the school endeavors to aid each student's understanding of God and man to assist the student in growing in Christian maturity and utilizing the individual's unique potential in Christ to the fullest.

#### **From these premises stem particular goals:**

For the Spiritual Growth of the students, the school aims:

1. To teach the Bible as the only Word of God, a source of doctrine, and a guide for daily living.
2. To encourage each student to come into a personal relationship with Jesus Christ, honoring Him as Lord and Savior, and seeking to know and do the will of God.
3. To stimulate a pattern of life based on the standards set forth in the Bible.
4. To aid each student in the formation of a personal Christian philosophy which will permeate and integrate every area of life.

For the Intellectual Growth of the students, the school aims:

1. To teach the skills for effective comprehension, communication, and computation.
2. To provide a versatile curriculum which will furnish thorough preparation of each student's future study or occupational competence.
3. To stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences.
4. To aid the students to recognize, in every area of study, the revelation of God in creation, and in the Holy Scriptures.

For the Social Growth of the students, the school aims:

1. To encourage an individual sense of personal worth as a special creation of God and a recipient of His love.
2. To foster the establishment of wholesome personal relationships through an acceptance of one another in Christian love, learning to understand and respect the views of others.
3. To help the students practice good citizenship, recognizing and assuming their responsibilities to their homes, their community, and their country.

For the Physical Development of the students, the school aims:

1. To promote health, fitness, coordination, and skillful use of the body.
2. To encourage good sportsmanship.

## Christian Perspective Relating to Education

- Life:** Human life is a gift of God. God created mankind to live their lives in total commitment to Him. He demands us to educate our children to that end.
- Bible:** The Bible, as the only written Word of God, is the truth by which the Holy Spirit enlightens our understanding of God, ourselves, and the world. It is the infallible authority by which He directs and governs all our activities, including the education of our children.
- Creation:** The creation, preservation, and ultimate restoration of the world is the work of the triune God. We can only rightly understand the world when it is studied in the relationship of God for the purpose of glorifying His name.
- Mankind:** Mankind was created in the image of God to enjoy fellowship with their Creator. Mankind is to reflect in their person and works, the excellence of their Maker. Mankind is instructed to exercise dominion over the world in loving obedience to God and interpret all reality in accordance with His design and will.
- Sin:** Sin is the disobedience to God's will. Mankind, by sinning, estranged themselves from God and their neighbor, and brought God's curse upon the creation. As a result, mankind has become corrupt in heart and blind to the true meaning of life. They repress and misuse the knowledge of God, which confronts them in creation and Scripture.
- Christ:** Jesus Christ, our living Lord, of whom the Scriptures speak, has reconciled the world to God and redeemed our lives in their entirety. Until His return, our lives should express themselves in constant gratitude to Him in Christian service for His redeeming and reconciling work.
- Holy Spirit:** The Holy Spirit renews our hearts to love God and our neighbors. He directs our understanding to rightly know our God, ourselves, and our world. The Holy Spirit guides us into a personal relationship to Jesus Christ.
- Purposes of Education:** The purposes of Christian education are to direct our understanding, wisdom, knowledge, and righteousness in order to perform competent and responsible service to God in the home, church, and society. To encourage each child into a personal relationship with Jesus Christ and make Him Lord of his/her life.
- Parents:** God gives parents the responsibility to nurture and train their children. Christian parents may choose to share this responsibility with institutions able to carry forward their God-given task.
- The Child:** The child, entrusted by God to the parents, needs ordering, correcting, and instructing. Children of Christian homes share in the Gospel and are, therefore, entitled to study the Word and deal with life's issues and problems from a Christian perspective.
- The Teacher:** The teacher is a servant of God, and is therefore, called to walk in the ways of the Lord and teach the child the same. The teacher must be committed to Christ and help the child experience relationships that can guide the child toward a personal relationship and a committed life in Christ. The teacher partners with the parent, because the school is the extension of the Christian home.

### The Apostles Creed

"I believe in God the Father Almighty, Maker of heaven and earth. I believe in Jesus Christ, His only begotten Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried. He descended into Hades. The third day He rose again from the dead. He ascended into heaven, and sits on the right hand of God, the Father Almighty. From thence He shall come to judge the quick and the dead."

"I believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen."

### **Pledge to the American Flag**

"I pledge allegiance to the flag of the United States of America, and to The Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **Pledge to the Christian Flag**

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe."

### **Pledge to the Bible**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

## **FOUNDATIONS**

### **History**

Grace Community Church began a Preschool in 1968 called Grace Community Children's Center. Many of the parents of the preschoolers made inquiries about beginning an elementary school to continue their children's Christian education. In 1975, Grace Community Church met that challenge by starting a primary school, which has now grown into a K-8 academic school with approximately 200 students and a Preschool of nearly 100 students. The school has now positioned itself for the future with changing the name to Grace Christian Academy (2016-2017 year) and placing added emphasis on academic achievement while strengthening our commitment to developing students who live a life that honors Christ.

### **Leadership**

The school is a ministry of Grace Community Church under the direct authority of the GCA Governing Board appointed by the Grace Community Church Council of Elders. The School Administrator is responsible to the Governing Board for the daily operation of the school.

### **Students**

GCA offers a Preschool program for 3, 4 and 5 year olds; and classes for Kindergarten – grade 8. Our maximum class size is 20 students for Kindergarten, 24 for grades 1-5, and 26 students for Grades 6- 8.

### **Financial Support**

GCA is a ministry of Grace Community Church to Christian families. Our support comes through tuition, and private donations. Various fundraising projects are conducted to help defray operating costs, capital improvements, special activities, and projects. All voluntary contributions are income tax deductible and may qualify for employer/employee matching donations.

### **Facilities**

GCA campus is maintained by the GCC Church Facilities Staff.

Asbestos Hazard Emergency Response Act (PL 99-519: USC 2641 et seq.) Asbestos has been identified in the existing classrooms. To obtain information please contact the school office. The annual management plan: constituents will receive annual notification of this information through the inclusion of the above in our annual Handbook.

### **Staff & Faculty**

The staff of GCA consists of teachers, support staff, and health coordinators. The administrator is careful to select teachers who have a personal commitment to and relationship with Jesus Christ and have high academic qualifications. Our teachers in the K-8 program have college degrees and many are certified by the state of Arizona (or equivalent) and ACSI.

## **SCHOOL POLICIES AND PROCEDURES**

(All policies are subject to change without prior notice. If a policy is changed, parents and students will be notified.)

### **Admission**

The school is open to all children regardless of race, color, sex, or national origin, whose parents show evidence of genuine, positive interest in Christian education. At least one parent/guardian professes to believe in Jesus Christ as their personal Lord and Savior and attends a Bible-believing church. All rights and privileges are afforded to all students.

### **Application and Registration**

Registration of new students is handled on an individual basis. Please call the school office for proper forms and procedures.

Reenrollment begins in January; siblings of existing families are considered first and then all Grace Community Church families. Children of alumni and staff will be given special consideration.

### **Student Information**

Student Information is on FACTS Family Portal (a software program specifically designed for school use) and available at all times. ***Parents are responsible to notify the office of any changes as it relates to student information. Parent demographics can be made in FACTS Family Portal by parents, under Family Demographics.***

### **Student Records**

Student records may be viewed by making arrangements with the school office.

### **Withdrawal**

In order to withdraw a student, a form may be obtained in the school office and must be completed by parent or guardian. Billing will continue until all paperwork has been turned in per the Financial Commitment Form.

## **Financial Matters**

### **Commitment Fee**

A Commitment Fee is due at time of enrollment and is non-refundable, if the student is accepted. This fee is not eligible to be paid with STO (State Tax Credit Organization) funds. This applies to students enrolled for the full term or for part of the term.

### **Testing Fee**

Testing for grade placement may be necessary. A \$30 fee may be charged to cover the expense of administering the test.

### **Tuition**

Each year the needs of the school are assessed by the GCA School Board and a tuition schedule is published. Since these costs vary from year to year, the school should be contacted for up-to-date information.

### **Billing Procedures**

Financial statements will be sent by email through the FACTS Family Portal system. Statements will be sent before the beginning of each month and will remain active for viewing for 14 days. Please run a copy for your convenience. If you are unable to view your statements, please contact the school office.



Parents are ultimately responsible for their children's tuition. Tuition payments may come from other sources such as grandparents, trust fund, etc., but the parents are the responsible party.

Payment is due on the first of each month and must be in the office on or before the 15th of the month. A \$30 late fee will be assessed on the 16<sup>th</sup> of the month to any account not paid in full.

**If there is an outstanding balance a late fee will be assessed every month. Late fees accumulate until there is no longer a balance.**

- **All eighth grade** students must have all tuition and outstanding fees paid in full by the first Friday in May or final exams will not be administered to those students. Additionally, eighth grade students that have an outstanding balance may not participate in the 8<sup>th</sup> grade trip, year-end school activities or graduation until balances are paid.
- **6<sup>th</sup> and 7<sup>th</sup> grade** students that have an outstanding balance after the first Friday in May will not be able to take final exams or participate in school activities until the outstanding balance is paid in full.

### **Monthly Statements**

Parents are responsible for viewing the monthly statements. As a reminder, if there is an outstanding balance, a late fee will be assessed every month, after the 15<sup>th</sup>, and this fee accumulates until there is no longer a balance.

### **Delinquent Accounts**

Parents are responsible for contacting the school if their account is delinquent in order to set up a payment plan. When an account is 30 days past due, the bill must be paid or a payment plan must be set up. The GCA Finance Committee must approve all payment plans. It is the parent's responsibility to verify if the payment plan has been approved. If financial arrangements are not made within 30 days (60 days overdue), the child may be dismissed from the school.

**No student may be enrolled in the school unless past accounts are brought current or arrangements are made with the administrator.**

If satisfactory arrangements have not been made with the administrator, report cards, school records, and graduation privileges will be withheld from those students whose tuition and miscellaneous fees are delinquent.

### **Returned Checks**

A \$30 fee will be assessed for any returned checks or autopay. Two returned checks in a one year school period will require that all future payments be made in cash.

### **Half Day Dismissal - Students Not Picked Up On Time**

Any student remaining after 12:15pm will be charged at the rate of \$5.00 for the first 15 minutes. After 12:30pm there will be a charge of *one dollar for every minute* until student is picked up. A student not picked up by 12:15pm must come to the school office and must be signed out.

## **Tax Credits**

Individuals may donate funds to various tax credit organizations. A certain portion of donations may qualify as a state tax credit. Contact the school office for forms and information.

### **Tax Credit Scholarships**

The tax credit laws have become stricter due to Supreme Court rulings and GCA will abide by those rules. Tax credit scholarship donations recommended for students are only a recommendation and not a guaranteed scholarship. Families must apply to each Scholarship Tuition Organization (STO) every year to be eligible for scholarships.

Scholarships can only be applied to accounts after the actual funds are received (notice of awards do not indicate receipt of funds by GCA). Tax Credit Scholarships received prior to 3 business days before the 15<sup>th</sup> of each month can be applied to the current month's tuition due to adjust the total balance due that month. Tax Credit Scholarship funds received after that will be applied to tuition starting the next month. Families cannot delay payment beyond the 15<sup>th</sup> of any month in anticipation of expected Tax Credit Scholarship funds and late fees will apply to any unpaid balance.

### **Empowerment Scholarship Accounts**

**Important Note:** *Tax Credit Scholarships (aka STO funds) and Empowerment Scholarship Account (ESA) funds may not be accepted or utilized at the same time.*

Any family accepting an ESA contract for their student must forward a copy of the signed contract to GCA immediately after signing (GCA-Accounts@grace-az.org). Tuition for students using ESA Funds will be billed on a quarterly basis to coordinate with the ESA quarterly funding cycles. ESA's payment provider (currently, ClassWallet) will retain a portion of the total ESA contract amount (currently 2.5%), and GCA will receive the remaining amount (hereafter, "expected ESA funding"). The expected ESA funding amount will be communicated to the family and the family is responsible for keeping note of this amount. In the months the quarterly ESA billing occurs (normally July, October, January, and April), the family is expected to pay the difference between the quarterly tuition and the expected ESA funding, in addition to any other charges due that billing month.

Families must submit a request that GCA be paid immediately upon their ESA/ClassWallet account being funded (no later than 7 days after funding). Failure to promptly submit charges causes a delay in payment to GCA and will result in the remainder of tuition (the expected ESA funding amount) being due from the family in the month following the quarterly tuition being billed, and late fees will apply on any unpaid balances.

### **Refunds of Out-of-Pocket Paid Tuition**

If you pay toward your student's tuition during the school year and later receive tax credit scholarships or ESA Funds to cover that tuition, a refund of the tuition you paid out-of-pocket will only be considered once a year in June after all other year-end charges have been satisfied. Parents of continuing students must request a refund or the credit will remain on the account for use the next academic year. Refunds for families who are not continuing (e.g., last student graduated from 8<sup>th</sup> grade) will be refunded after all account charges are satisfied.

### **Special Fees**

Sports and extra-curricular activities, including camps, may require additional fees. The parent will be notified in advance. GCA makes every attempt to keep these fees minimal, recognizing that each family has made sacrifices to place their student(s) in a Christian school.

## **School Schedule**

### **Daily Schedule**

- Monday – Thursday: Kindergarten – 8<sup>th</sup> Grade 8:15am – 3:15pm
- Friday: Kindergarten – 8<sup>th</sup> Grade 8:15am – 1:30pm

## Student Achievement

### Mid-Term Reports

A mid-term report will be available on FACTS Family Portal in grades 1- 8 during each quarter. Optional reports may be sent to students who are achieving below grade level.

### Report Cards

Report cards will be available on FACTS Family Portal at the close of each nine-week quarter and emailed to parents.

### Grading Scales

Kindergarten uses a percentage-based method of grading:

E = Excellent	S = Satisfactory	N = Needs Improvement
E+ 100	S+ 87-89	N Below 80
E 93-99	S 83-86	
E- 90-92	S- 80-82	

Grades 1-3 use a percentage-based method of grading as follows:

O = Outstanding	G = Good	S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
O+ 100	G+ 87-89	S+ 77-79	N+ 67-69	U Below 60
O 93-99	G 83-86	S 73-76	N 63-66	
O- 90-92	G- 80-82	S- 70-72	N- 60-62	

Grades 4-8 use a percentage-based method of grading as follows:

A	B	C	D	F
A+ 100	B+ 87-89	C+ 77-79	D+ 67-69	F Below 60
A 93-99	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

### Testing

Each year the IOWA Test of Basic Skills, a standardized test, is given to all students in grades K-8. Time does not permit students to make up tests that are missed. Every effort should be made to have the student in school during the testing week. The purpose of standardized testing is to evaluate the individual progress of each student for the duration of his or her education at GCA.

Test results are placed in the student's permanent file in the school office and a copy is sent home to parents with the final report card.

### Honor Roll

Middle School 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade students with a grade point average of 97-100% will be named to the Administrator's Honor Roll and those with a grade point average of 92-96% will be named to the quarter's Honor Roll. A student with any grade below 78% will not be considered for the Honor Roll.

Valedictorian and Salutatorian for eighth grade are selected by the Middle School Administration. Grade point average, service and character are all considered in the selection process.

## **Curriculum and Student Activities**

### **Chapel and Devotions**

All grades have prayer and devotions in their own classrooms. Grades K-8 have a weekly chapel. Preschool students attend chapel services once a month.

### **Textbooks**

The school provides all necessary textbooks, workbooks, and some supplies. Textbooks and curriculum are reviewed on a regular schedule and replaced when deemed appropriate.

Textbooks are the property of the school and should be cared for properly. Students will be assessed fees for unreasonable damage to any textbook at the end of the year.

### **School Supplies**

All personal supplies for the student are to be provided by the parents. A list of all necessary supplies for each grade is sent home at the beginning of the school year. We require all students in Grades 1-8 to purchase a Bible (version to be listed on the current Supply List). The Supply List is available on the website.

### **Homework**

Grades K-4 will have homework depending upon subject matter. Expect projects or large assignments and more time at home to finish these.

Grades 5-8 will have homework. Students are expected to have their homework completed on time. Expect projects or large assignments and more time at home to finish these.

### **Music Activities**

Students in Kindergarten-6<sup>th</sup> grade have music or choral classes several times weekly with a certified music teacher. Band and Choir is offered in Grades 5-8.

Music programs are scheduled throughout the year. All performing students are required to attend programs. Lack of attendance will reflect in the lowering of the student's music grade. Exceptions must be requested in writing two weeks prior to the program.

### **Physical Education**

All students in Grades K-8 participate in physical education classes. Grades K-4 places special emphasis on muscular development and movement. Grades 5-8 begin to develop the skills necessary for various organized sports.

A written note from a parent is required if a student is unable to participate in physical education classes. A note from a doctor must be sent to the school if a child needs to be kept from P.E. classes for more than one week.

Students in K-8 will participate in P.E. with their normal school attire. Students in all grades must wear tennis shoes or soft-soled shoes during P.E.

### **Computer, Library, Art Programs**

In addition to our core curriculum we provide Computer for grades K-8. Art may be offered in each class up to grade 5.

### **After School Clubs/Enhancement Programs**

GCA has a vision for high academics, STEM, Fine Arts, and strong spiritual development. A variety of classes are offered throughout the year depending such as; Encore (drama, music), Chess Club, Robotics, Sewing Club, STEM, and Coding Club.

### **Education Enhancement**

The purpose of the Educational Enhancement (EE) program at Grace Christian Academy is to provide Christ-centered academic support for students who have demonstrated signs of learning challenges. Students who show signs of learning challenges may receive additional help in that specific area. Parents and teachers will work together to help identify learning challenges and a plan may be set up.

### **Field Trips and Camp**

Each class may have several field trips throughout the year. Field trips are a privilege and a student's behavior and attitude will determine participation.

5<sup>th</sup> grade students will attend science camp in the spring. Attendance at this camp is mandatory. Parents are encouraged to volunteer as counselors. A fee will be assessed to parents who attend.

6<sup>th</sup>, 7 and 8<sup>th</sup> grade students will attend leadership camp in the fall. Attendance at this camp is mandatory. Parents are encouraged to volunteer as counselors. A fee will be assessed to parents who attend.

### **California Trip**

Those students who have successfully completed their eighth grade year are rewarded with a trip to Southern California. An extra fee is charged. Fund raisers are available throughout the year to help cover this cost. Parents are encouraged to come along. If a student is sent home due to a discipline issue the parent is responsible for all related expenses.

### **Volunteers – Background Check**

All volunteers are required to have a background check. Volunteers are considered anyone who will be acting in the role of a chaperone, driver, coach, classroom volunteer or other such capacity where that adult may be interacting with our students. If you already have a Level 1 Fingerprint Clearance Card on file with GCA you do not need to complete a background check.

**Drivers for Field Trips and Athletics-** In addition to a background check, all drivers need to supply a copy of their Driver's License and copy of current auto insurance. Volunteer drivers for field trips are to take the students directly to and from the field trip destination. If a route is designated by the teacher, the volunteer driver is to take the designated route. Stopping for food and/or drink is prohibited.

### **Parties**

Parties will be scheduled by each homeroom teacher. Invitations to personal parties are not to be distributed at school unless the entire class is invited, or all girls or all boys.

A student may bring a treat for his/her birthday. Please check with your child's teacher for an acceptable date and type of treat. Birthday celebrations are treats only, no game time.

### **Gifts for Teachers**

Students may present their teachers with a gift at Christmas or other special occasions; however, there is no obligation to do this.

The school does not condone or sponsor dances.

## Extra-Curricular Activities

### Team Sports

Middle school students (grades 6-8) are eligible to participate in after-school competitive team sports. Grace Christian Academy is a member of the Valley Christian Schools League; a competitive league encompassing charter, private and non-parochial schools. Teams are arranged in a varsity, junior varsity format (when applicable). Placement on a sports team is decided upon a tryout process (see Athletic Contract; Tryout Information for details). Sports seasons are approximately ten weeks in duration and consist of practices, home and away games and tournaments. Practices will be held after school (time to be announced). Any student not picked up after practice on time will be sent to after-school care. Normal after-school care fees will apply.

**Fall Sports:** Co-Ed **Soccer**; Girls **Volleyball**

**Winter Sports:** Girls **Softball**; Boys **Baseball**; **Cross Country**

**Spring Sports:** Boys **Basketball**; Girls **Basketball**; Girls **Cheer**; Co-Ed **Golf**  
(Note: Cheerleaders are not eligible for Girls Basketball due to a conflict of schedules.)

For each sports team, an athletic fee for league-related expenses will be due prior to tryouts. *(With each sport or activity, there may be some added expense for equipment or outfits such as shoes, dresses, pants, cheerleading uniform, etc.)*

An athletic contract must be signed by parents and students participating in GCA team sports. This contract must be returned to the Athletics Office prior to trying out for a team.

If a student-athlete is placed on probation, they may be prohibited from participating in team sports (see Discipline and Middle School Academic Probation).

### Student Council

Middle School students develop leadership skills, demonstrate servanthood and build school spirit as they plan GCA student activities and volunteer projects for the whole school. Students must desire to lead by example in creating, organizing, working and serving in all planned events. These include spirit Week, See You at the Pole, various service projects, campus open houses, school socials, prayer walks, etc. Students who are selected as officers are expected to be in Student Council for the entire year.

## Parent Involvement

### Parent Volunteers/Background Check

All volunteers are required to have a background check. Volunteers are considered anyone who will be acting in the role of a chaperone, driver, coach, classroom volunteer or other such capacity where that adult may be interacting with our students. If you already have a Level 1 Fingerprint Clearance Card you do not need to complete a background check. Please provide the office with your card and we will copy it for your records. All drivers need to supply a copy of their Driver's License and copy of current auto insurance.

### Classroom Volunteers

- Dress modestly when in the classroom or helping with parties, field trips, etc.
- You may be asked to help with chapels, school programs, class parties, and/or special projects.
- If you have a question about your child's progress, make an appointment with the teacher for an appropriate time.
- All fliers must be approved through the school administration prior to distribution. Please allow one day turn-around to have fliers approved.

- **Remember:** The teacher is the person in charge. All arrangements and plans must be approved by the teacher. Be sure to check with the individual teacher on what they may want you to do and how they want it done. We appreciate your willingness to serve in so many different capacities.

### **Parent-Teacher Fellowship (PTF)**

This fellowship consists of all faculty, staff, and parents of GCA. Its purpose is to promote fellowship of parents and staff and to provide service and assistance to the school and its families. General membership meetings are held periodically, usually to correspond with a special event. All parents are encouraged to become involved.

### **Parent-Teacher Conferences**

A formal parent-teacher conference is held each fall at the end of the first nine-week quarter. The report card is given to parents at this conference when the student's grades, conduct, and progress are discussed. Other conferences may be arranged between parents and teacher as desired.

### **Visitors to Classrooms**

Parents are encouraged to visit the school and become acquainted with the teachers and students. Classrooms are open to any visitor, providing permission has been obtained from the administrator or teacher. These arrangements should be made through the school office; preferably, only one visitor at a time. Visits should not be more than 30 minutes. Parents of students who are currently attending GCA should not request or expect to observe teachers of the next grade during the month of May.

### **Teacher Requests**

Except for special needs or circumstances, requests for a specific teacher by the parents or guardians will not be considered. Any special needs or circumstantial requests must be submitted to the Administrator on or before May 15. The Administrator will evaluate all special needs or circumstantial requests and, at his/her sole discretion, determine whether the request will be approved. The Administrator's decision on such requests is final and there shall be no right of appeal.

### **Communication between Parents, Teachers, and Administrators**

GCA is committed to positive communication and resolution of potential conflicts before they arise. This can best be accomplished with open communication between individuals at the beginning of the year or at the first appearance of difficulty. Expectations and issues related to specific student or family situations should be communicated at the earliest possible time, remembering that the school and family are partners in the bringing up of a child "in the training and instruction of the Lord" (Ephesians 6: 4, NIV). When there is a potential misunderstanding or conflict, parents should contact the teacher first and try to resolve the problem (see Matthew 18). If this fails, then the parent may contact the administrator. If this does not resolve the issue, the administrator may arrange for a parent/teacher/administrator meeting to be held with or without the student involved. Every effort will be made to handle all conflicts according to Biblical guidelines, with the expected result being the edification of all involved.

## **Student Services**

### **Pictures**

Individual and group pictures are taken early in the school year. There is NO obligation to purchase these pictures, but all students' pictures will be taken for the school yearbook.

### **Transportation**

No bus transportation is available through GCA.

### **Lost and Found**

Articles found anywhere on the campus should be taken to the Lost and Found area near the school office. All unlabeled and unclaimed items will be donated to Gracie's Thrift Store.

### **Telephone Usage**

Students must obtain permission and telephone passes from their teachers before going to the office to make calls during school hours. Students will be permitted to use an office phone for necessary phone calls only. Telephone calls should be made before or after school when possible. If parents call, messages will be transmitted upon request. The phones in the church Connection Center are off-limits.

### **Electronic Devices (cell phones, iPods or other)**

Electronic devices may be brought to school, but must be turned off and put away during school hours (8:15-3:15). If electronic devices are used during school hours, they will be sent to the school office and released to parents.

### **Lunches**

Lunches are available for purchase through My Hot Lunchbox @ <https://www.myhotlunchbox.com/>. Vendors and pricing vary and will be made available starting with each new school year. Typically, local food chains deliver individualized packaged meals Monday - Friday each week.

Students not purchasing a school lunch are to bring their own lunches. Lunch containers should be selected which do not have questionable decals, slogans, or pictures. K-5 eat lunch in their classrooms. Middle School has designated areas.

Students leaving campus for lunch must return in time to resume classes and must be checked out and checked in at the office by the adult taking them to lunch.

### **Extended Day Care**

Before school care is available from 7:00-8:15am at the rate of \$6.00 per day. After school care is available from 3:30-4:30pm for \$7.00 per day. Any child remaining after 4:30 until 6:00pm will be charged \$12 per day. If a child is picked up after 6:00pm, late fees will apply. Childcare charges for after care do not start until 3:30pm. **No childcare will be provided on days when school is dismissed at noon or on school holidays, unless otherwise noted.**

Children in the before/after care area are supervised by GCA staff. Families will be charged even if parents are present on campus.

Any student remaining after 6:00pm will be charged at the rate of **\$5.00** for the first 15 minutes. After 6:15pm there will be a charge of **one dollar for every minute**. All students in Grades K-8 must be under supervision and will be required to be in extended care after 3:30pm unless participating in a supervised, extra-curricular activity.

## **Student Health and Safety**

### **Supervision of Students**

Once students are dropped off in the morning they may not leave campus for any reason without being signed out by a parent or an adult designated by parent. Parents must sign students out in the school office.

A note must be sent to the teacher at the beginning of the day stating the time the student is to be dismissed. If the student returns to the campus that day, he/she must be signed back in by an adult at the school office before returning to class.

Please note that no student may remain unsupervised on campus at any time. Unsupervised students will be taken to extended care 15 minutes after dismissal and appropriate fees will be assessed.



## Health Care

All students are required to have a health form on file in the school office. Each student **is required** to submit a physician certified immunization record stipulating that the student has received the immunizations prescribed by the Arizona Department of Health. The school reserves the right to request a parent to obtain a health physical any time there is a question regarding the child's health and its reflection on his/her school work. For any questionable disease, the school reserves the right to consider attendance on an individual basis.

## Medication

A school nurse will be on duty each school day, and available to administer medications. ***All medications must be brought to the school health office in the container in which it was dispensed by the pharmacist.*** Parents must sign a form authorizing the nurse/office staff to administer prescription and over-the-counter medications. Students are NOT allowed to carry medications or keep them in their classrooms. EXCEPTION: inhalers, and EPI-PENS may be carried in a student's backpack after a signed consent form is received by the health coordinator. Please contact the health office for the Authorization Form.

## Hearing and Vision Screening

Hearing and vision screening are given periodically in all grades. Parents will be notified if a student needs additional testing.

## Treatment of Head Lice

To protect students from the spread of head lice the following procedures will be followed:

1. A student presenting symptoms that may indicate an infestation of head lice will be screened by the school nurse.
2. If the student is found to have head lice or nits (eggs); the student's guardian will be notified and asked to pick up the student from school and follow the directions for effective treatment provided by the school nurse.
3. The student should be treated immediately including removing all of the nits by hand.
4. Before returning to the classroom, the student must be declared lice and nit free by the school nurse.

# Student Conduct

## Arrival and Dismissal

Students should not be at school before 7:55am or 15 minutes after dismissal unless involved in a supervised extra-curricular activity. Please see Extended Day Care section above regarding being on campus before or after these times.

## Parking Lot Policy & Procedures

Students must conduct themselves in an orderly manner when they are dropped off or waiting to be picked up. For the safety of our students and surrounding community, students may not be picked up or dropped off on or across Terrace Road. Any students seen crossing Terrace Road or being dropped off or picked up along Terrace Road will receive a detention to be served from 3:15-4:00pm on an assigned day.

Refer to the Parking Lot Policy & Procedure information sheet for additional information.

## Absences and Tardiness

"Direct your children onto the right path, and when they are older, they will not leave it." Proverbs 22:6 (NLT)

At Grace Christian Academy we value responsibility and punctuality. In Colossians 3:23 we're given this instruction: "Whatever you do, work at it with all your heart, as working for the Lord..." We expect our students to give their very best effort to the educational program, including not missing or being late to class.

## Absences

If a student is absent, the absence will be excused with a parent's phone call and/or a doctor's note. Parents are responsible to notify the school of a student's absence before class sessions begin that day. If calling outside school office hours, please leave a message at 480-966-5022, ext. 8249.

Parents of a student not accounted for will be called by the school staff. Without parental notification, the student's absence will be considered "unexcused." Parents of students with excessive unexcused absences will be called by school administration to discuss the child's academic progress. Students with six or more unexcused absences in a semester may be required to repeat the grade.

If a student is expected to be absent for an extended period of time, the parents are responsible for discussing the extended absence in advance with the teacher and/or administration and to gather together, as much as possible, all class assignments the student will need to complete during the extended absence. With any absence, it is the responsibility of the student to make up all missed assignments and turn them in.

### **Tardy Policy**

Students are considered tardy if they are not seated in the classroom when the tardy bell rings at 8:15 a.m. We recognize that a student may be late on occasion due to transportation problems or other challenges. Tardiness is defined as arriving to class at any time after 8:15 up until 10:30. Students who arrive after 10:30 will be counted as only being present for half the school day.

**If your child will be late to school, please plan to park and escort your child(ren) to the front office to sign them in.** Tardiness due to medical appointments or to circumstances beyond a student's control will be excused. Within the middle school, if a student is late in arriving to class after a passing period, the tardy is considered unexcused unless it is excused by a member of the faculty, staff, or administration. Repeated tardiness will result in a phone call to parents from the teacher or administrator. For middle school students, three unexcused period-tardies within the same day will count as a full day absence.

Persistent tardiness interrupts instruction and undermines morale, which, in turn, affects all students and families. If a student accumulates unexcused tardies in a quarter, they will receive consequences as follows:

- 5 Tardies: Parents will receive an email from the Assistant Administrator.
- 10 Tardies: Parents will receive an email from the Assistant Administrator.
- 15 Tardies: Meeting with administration regarding tardiness and create a plan.

### **Personal Property**

*All personal property that is worn or brought to school should be labeled with student's name.* (Clothes, purses, shoes, notebooks, bikes, lunches, etc.)

Students riding a bike to school must walk the bike on campus and park and lock the bike in the bike racks provided. Students riding a skateboard, scooter, or wearing skates (including shoes w/wheels) to school must carry them on campus and place them in the classroom or locker. No bike riding or skating is permitted on the campus. If a bike, skateboard, scooter, shoes with wheels, or skates are ridden on campus, they may be confiscated and kept at the school office until a parent or guardian claims them.

### **Extraneous Items**

Students are NOT to bring sharp objects such as knives, flammable materials or any other potentially dangerous items to school. If such items appear at school, they will be confiscated and returned only to a parent or guardian at the school office. Inappropriate items are determined at the discretion of administration.

### **Damage to School Property**

Any church or school property (windows, desks, etc.) carelessly broken or damaged by a student(s) will be paid for by the student(s) involved.

# Grace Christian Academy Dress and Grooming Standards

Dressing appropriately reflects the desire of Grace Christian Academy to hold our students to a Christ-honoring standard of excellence. The school administration reserves the right to make “modifications” to the dress standard for special occasions. Students will be expected to adhere to the guidelines as outlined below.

All students in grades K-8 are required to wear an authorized GCA shirt Monday - Friday. Uniforms (royal blue polo & khaki bottoms) are to be worn **for Chapel**, field trips, ACSI Meets and special school events. All GCA shirts may be ordered from the GCA website.

## **School Days (M,T,TH)**

GCA embroidered logo t-shirt or GCA polo shirt available on our website

## **Chapel Day (Wednesday)**

GCA blue polo shirt and khaki bottoms (skort, shorts, or pants)

## **Designated Spirit Day (Friday)**

Any of the above, including any year GCA Spirit Shirt, or GCA Athletic event shirt

## **Outerwear**

Any purchased GCA logo sweatshirt/hoodie or any solid color sweatshirt, sweater, or hoodie (preferably in school colors) free of images and designs. Students must wear a GCA logo shirt underneath outerwear.

## **Bottoms**

Students can wear any appropriate shorts, pants, or skirts on non-chapel day. On Chapel Day, students must wear Khaki bottoms (skort, shorts, or pants)

- Pants and shorts must have a waistband with a zipper and closure (no athletic wear, sweats, leggings, or jeggings allowed)
- All bottoms need to be free of rips/holes, no cut-off shorts
- Grades 5-8 shorts (and skorts) must have a 6-inch inseam, K-4<sup>th</sup> should be mid-thigh or longer
- All skirts and dresses must be mid-thigh or longer (Even when shorts or tights are worn underneath)
- Girls in grades K-4 are encouraged to wear shorts under dresses, jumpers, and skirts

**Note:** Proper dress is expected at all school related events. (i.e. – music concerts, sporting events, graduation)

## **ADDITIONAL REQUIREMENTS**

### **Hair:**

- Needs to be kept neat
- Hair cannot obstruct vision or be a safety issue
- Extreme styles and coloring are not allowed

### **Shoes:**

- Shoes designed for laces must be laced properly.
- Backless shoes may not be worn.
- Shoes with any type of wheel are not permitted

### **Makeup:**

- Students in Grades K-5 may not wear makeup of any kind.
- Girls in Grades 6-8 may wear makeup with modesty.

### **Chains:**

- Chains may not be worn by students, with the exception of necklaces and bracelets.

#### **Hats/Sunglasses:**

- Hats may not be worn in the classroom. (Hats/sunglasses may be worn outdoors for sun protection during recess and P.E.)

#### **Body piercing & tattoos:**

- Tattoos and Body Piercing (other than the piercing of girl's ears) are not allowed.

Any student in violation of the dress standard will be referred to the GCA school office. A student may be asked to wear clothing provided by the health coordinators office or parents will be called to bring proper attire. The decisions of appropriateness will be determined by administration or designee. Clothing checked out from the school office must be cleaned and returned the following day.

Parents should consult administration if they have questions regarding the dress code.

The school administration reserves the right to make "**modifications**" to the dress standard at any time.

#### **8<sup>th</sup> Grade Graduation Attire:**

- Ladies shoulders must be covered. Strapless or spaghetti strap dress may be worn provided they wear a shrug or sweater over the dress. No cleavage is to be showing.
- Ladies dress or skirt length must be mid-thigh or longer and heels may not exceed 3 inches.
- Gentlemen must wear dress slacks and dress shirt. Ties are not required but encouraged.

#### **Dress Code Violations**

1<sup>st</sup> occurrence:

- Verbal warning and email home

2<sup>nd</sup> occurrence:

- Call home and parent will need to bring proper uniform

3<sup>rd</sup> occurrence:

- Call home, parent will need to bring proper uniform and lunch detention

## **Student Behavior**

Expected student behavior includes respect for authority, respect for one another, and consideration of the safety of others. Violation of these behaviors will result in discipline according to the schools discipline policy. The guide for discipline is II Timothy 3:16,17 (NIV), "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

The goal of discipline is that students might learn a lifestyle in conformity with God's Word, not just a set of facts, standards, or skills.

Self-control and responsibility are encouraged by rewarding acceptable behavior and by taking actions against misbehavior. Any activity that interferes with the learning environment is considered undesirable and will be dealt with accordingly.

**Harassment and Intimidation** are unacceptable and will not be tolerated. Harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and displaying suggestive visual material.

#### **Anti-Bullying Policy**

*"My command is this: Love one another as I have loved you."* John 15:12

GCA strives to create an environment of love and support for all children. Recognizing that sin is in the world and children will not always interact with each other in love; it is important to correctly identify bullying and deal with it accordingly and appropriately.

### **Definition of Bullying**

Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Bullying may be physical, verbal, relational, or carried out via technology. (Psychology Today)

Bullying is differentiated from being rude or mean.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once or a few times

### **Consequences of Bullying**

Protocol for teachers and administration for dealing with interpersonal issues identified as bullying:

- Teacher- Student conference (to involve parties involved)
- Teacher- Parent conference
- Teacher- Parent- Administration conference
- Consequences will be determined by teacher/ administration and will follow school's progressive discipline plan.
- Administration reserves the right to "fast track" discipline plan based on circumstances
- In extreme cases the administration's recommendation may be sent to the school board for approval  
(As with all discipline issues other steps may be needed and utilized)

### **Matters of Discipline**

GCA expects full cooperation from the home in matters of discipline. There must be a team effort, and only when the school and home work together, will the goals of Christian education be realized.

If the student continues to be unresponsive to discipline, a behavior plan will be sent home to be signed by the parents and student and returned on the next school day. Disciplinary actions will continue to be administered until the student chooses to comply with the rules of the school, the student is withdrawn from the school, or the student is expelled by the School Governing Board. The decision rests with administration as to whether the student will be admitted for the following school year.

Examples of disciplinary actions which may occur are loss of privileges, detention, class suspension (student designated to one class for the period of time), and in-school suspension.

**In-Home Suspension:** In the case of serious offenses, students may be suspended from school for a designated period of time. Students must complete all class assignments before re-admission. Assignments will receive a "zero" grade. Parents and the GCA School Board will be notified of the suspension.

**Expulsion:** A student may be expelled by the GCA School Board for serious and/or repeated misconduct. Parents will be notified of the action and will be permitted a hearing before the GCA School Board.

### **Illegal Substances**

The use, possession, or distribution of illegal substances on the school campus or at any school function on or off campus, or in other circumstances verified by facts deemed to be detrimental to the school's image is prohibited and will result in immediate disciplinary action.

### **Sexting Policy**

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." *Sexting* is the act of sending, receiving, or

forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## K-5 Discipline

Discipline issues will be handled within the classroom by the teacher. In addition, a progressive discipline plan will be followed with the classroom teacher and may have these components involved:

- Step 1 – Warning
- Step 2 – Teacher meeting with student
- Step 3 – Possible morning recess and/or lunch detention (loss of recess time), parent contact
- Step 4 – Personal contact with parents
- Step 5 – Teacher, parent meeting
- Step 6 – Teacher, parent, administration meeting

*Documentation will be given to the office that involves all discipline procedures.*

As with any discipline issue, steps may increase and/or administration will become involved as necessary.

## Middle School Discipline

The following discipline procedures will be followed for the current school year.

### **Detention Policy**

As consequences for the lack of obedience to God's Word and stated GCA rules, the following steps will be followed:

- Step 1 – warning
- Step 2 – discussion with student
- **Step 3 – lunch detention (phone call to parents)**
- **Step 4 – phone call and personal contact with parents**

*Documentation will be given to the office on all discipline procedures issued after the first warning.*

If problems continue after these steps have been implemented, the following procedures will occur:

#### Level I

- 1 detention – 45 minute work detention after school
- 2 detentions – 45 minute work detention after school
- 3 detentions – One 1 ½ hour or two 45 minute work detentions after school

After 3 detentions, parents may be called in to meet with the teacher(s), and intervention by the administration may be required.

#### Level II (Referral from office)

- 4 detentions – ISS (In School Suspension)
- 5 detentions – home suspension

#### Level III

- If a student reaches a 6<sup>th</sup> detention, a behavior plan will be developed for the student and parent to sign and must be adhered to in order for the student to remain at GCA.

❖ *Each referral given will result in a one week suspension of athletic activity.*

## Middle School Academic Probation Policy

The purpose of the Grace Christian Academy Academic Probation Policy is to hold students accountable for academic achievement and to facilitate time management skills.

A student who wishes to be involved in athletics or be eligible for middle school activities at GCA must adhere to the following requirement:

Each student must maintain a 75% or higher average in **ALL** classes in their schedule.

Grade Check Format:

- Cumulative student grades will be reviewed every **Tuesday** morning by the middle school staff beginning the 3<sup>rd</sup> Tuesday of every quarter. (All missing work is due Fridays by 1:30pm)
- Students will be notified of advisement status or probation by the end of the day Tuesday.
- Probation period is **one week** from Wednesday through the following Tuesday.

### Policy Consequences

#### **Student-Athletes**

- 1<sup>st</sup> Offense (Advisement Status)
  - Lunch Study Hall
- 2<sup>nd</sup> Offense
  - Lunch Study Hall
  - Practice No Play
- 3<sup>rd</sup> Offense
  - Lunch Study Hall
  - Practice No Play
  - After School Detention
- 4<sup>th</sup> Offense
  - Lunch Study Hall
  - Removal from Team
  - After School Detention
  - Plan for Success Form

#### **Student Non-Athletes**

- 1<sup>st</sup> Offense (Advisement Status)
  - Lunch Study Hall
- 2<sup>nd</sup> Offense
  - Lunch Study Hall
- 3<sup>rd</sup> Offense
  - Lunch Study Hall
  - After School Detention
- 4<sup>th</sup> Offense
  - Lunch Study Hall
  - After School Detention
  - Plan for Success Form

\*A student will be placed on advisement status for the first offense if he/she fails to meet the policy requirement. There are no consequences associated with this status. However, the student is expected to show improvement in the class or classes during this period. (*Advisement status may be used only once per student per semester.*)

#### Life Lines

- The purpose of the Life Lines is to provide the student with an opportunity to demonstrate mastery in the subject and may be used to raise the student's grade percentage in the class.
- Two (2) Life Lines may be used per semester per class.
- Each teacher will provide points and standard for each Life Line with no guarantee of raising the grade above the 75% threshold.

Each student will receive a clean slate 2<sup>nd</sup> semester.

The winter season carries over into 2<sup>nd</sup> semester. The policy states that students receive a 'clean slate' at the beginning of the new semester. However, current GCA student-athletes will receive their 'clean slate' – as noted in the policy – after the student-athlete's final winter season game.

## **Cheating Policy**

One of our goals is to prepare our students to become people of integrity. Therefore, we want student's work (class work, homework, tests, quizzes, projects, etc.) to be the actual representation of who that child is and what they actually know. When students share answers/take answers or change answers when grading their own work, it is considered cheating. When a parent revises and/or changes student's work, it is considered cheating. When students copy the words of another person without giving credit to that person, this is considered plagiarism, a form of cheating.

Cheating may also include:

- Looking at someone else's paper during a test
- Copying someone's homework
- Copying an internet source and turning it in as your own work
- Whispering, talking or any behavior that leads the teacher to believe that cheating is taking place

## **Cheating Consequences**

GCA has a zero tolerance for cheating. The consequences are as follows:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | The assignment will be recorded as a zero, the student will receive a double detention and parents/guardians will be notified.  |
| 2 <sup>nd</sup> offense | The assignment will be recorded as a zero, the student will receive an in-school suspension and a conference with administration will be scheduled.                                   |
| 3 <sup>rd</sup> offense | The assignment will be recorded as a zero and the student will be suspended for two days. A conference with administration will be scheduled and a behavior plan will be implemented. |
| 4 <sup>th</sup> offense | The assignment will be recorded as a zero, the student will be suspended for up to one week and student dismissal could be recommended.   |

## **Discipline Referrals**

Referrals will continue to be issued as a result of severe behavioral problems; the consequences will be handled by the administration on an individual basis. For repeat offenders, a behavior plan will be developed for the student and parent to sign and must be adhered to in order for the student to remain at GCA.





## **GCA PARKING LOT POLICY AND PROCEDURE**

To ensure a more **safe, secure, and efficient** school campus,  
the following procedures are required.

### **TRAFFIC DIRECTION AND TIMES – See map**

- All traffic will flow from **east to west** from **7:45 – 8:45am** and from **2:45 – 3:45pm**
- **Drop-off** time is **7:55am for grades K-8**
- K-8 students arriving before 7:55am are to be at Before-School Care or participating in a school program (music, sports, etc.)
- No parking behind E-Building on K-8 school **half-days from 11:00am – 12:30pm**

### **ENTRANCE**

- **ALL TRAFFIC FLOW IS EAST TO WEST!!** Enter campus from Dorsey Lane.
- **Form two lanes as you enter the parking lot** – left lane for Zone A; right lane for Zone B and Zone C.

### **DROPOFF / PICKUP ZONES**

All students in grades 1-8 will be dropped off and picked up in one of the two loading zones: (1) By the Information Center or (2) Behind the E-Buildings. Kindergarten – see Zone C below for pickup.

Students may enter / exit vehicles in the following zones:

- **ZONE A:** After turning at the Connection Center, the right lane is used for unloading/loading, which is located adjacent to the sidewalk at the Worship Center and going all the way to the stop sign. Pull forward as spaces open up (never crossing into handicapped spaces.)

Students can only load into a vehicle from a loading zone – no crossing through parking.

Once students are unloaded / loaded, pull out into continuously moving lane to your left. There will be **NO drop-off or loading from this moving lane**. Proceed to stop sign and alternate turns.

Zone A has three exit options: (1) Turn right at crosswalk and proceed to Southern Avenue, (2) Turn right past basketball court and proceed to Southern Avenue, (3) Proceed to Dorsey Lane.

- **ZONE B:** The left lane behind the E-building is used for unloading/loading. The zone starts at the lockers. In the morning, be prepared to unload immediately to facilitate a smooth continuous traffic flow. Pull forward toward the stop sign as spaces open up. (Please, no multiple stops within a zone to unload different grade level students.)

Once students are unloaded/loaded, pull out into continuously moving lane to your right. There will be **NO unloading/loading from this moving lane**. Proceed to stop sign and alternate turns. Zone B exits onto Terrace Road.

- **ZONE C - KINDERGARTEN PICKUP:** Kindergarten students will be picked up in the secure, gated, shady area next to the Terrace Center. Only Kindergarten drivers are allowed in this drive area.
  - 1) Enter at Dorsey Lane (even at midday pickup).
  - 2) Continue behind the E-buildings (Zone B) and turn left to proceed toward the Terrace Center.
  - 3) Your child will be walked to you by a staff member and loaded into your vehicle.
  - 4) Students in grades 1-8 with a sibling in Kindergarten Full-Day may be picked up with the Kindergarten students in Zone C.
  - 5) Exit at the Terrace Center driveway.

### **PRESCHOOL PARKING**

All Preschool parents will bypass Zone A by the Worship Center to access the designated Preschool spaces east of the Worship Center. Students are encouraged to hold their parent's hand in the crosswalk.

Choose one of two exit options: (1) Turn right past basketball court and proceed to Southern Avenue, or (2) Proceed to Dorsey Lane.

Preschool can park behind E-Building to pick up at 11:30am or 1:00pm except on K-8 half day dismissals.

## HANDICAP PARKING

There will be **no parking in any handicapped spots** between the Connection Center and the crosswalk behind the Worship Center directly south of the median (without official insignia permit) for the following reasons:

- 1) It is against the law to park in a handicap spot. By ignoring the law, we are giving a very negative message to our children and to campus visitors.
- 2) We share our campus with the church. During the week and at unscheduled times these parking spaces are needed for handicapped visitors.

## TEACHER PARKING

The spaces north of loading Zone B and the gym are designated teacher/staff parking **only**. No parking at any time please.

## PARKING NOTES

- In loading zones, stopped cars must always be placed in Park. Driver must always remain behind the wheel.
- No parking in Zone B behind E-Buildings during unloading/loading times (7:45-8:45am & 2:45-3:45pm).
- No parking in the spaces reserved for teachers/staff.
- No parking in the designated Preschool parking spaces east of the Worship Center unless you are a Preschool driver.
- No backing in. Parked cars should always pull forward into spaces.
- Never leave cars **unattended** in loading zones.

## IMPORTANT

- To ensure the safety of all students and the efficiency of the loading process, the school desires that all students wait in a designated loading zone when being picked up after school. This will decrease foot traffic through the parking lot and in the crosswalks.
- It is understood that some students walk to and from school. These students will walk in appropriate crosswalks when leaving the campus.
- When the need arises for parents to park and come onto the campus, please use appropriate crosswalks.
- When school is dismissed, students should go directly to the loading zone that their parents have determined to insure an efficient pick-up time (Zone A or Zone B). Kindergarten students (and their siblings) go directly to Zone C.
- When school is dismissed, students who participate in After-School Care should go directly to the After-School Care area.
- All athletes going to Jason Field after school are required to use the crosswalks and sidewalks instead of walking within the parking lot.
- Students on campus 15 minutes after dismissal must go to After-School Care unless they are participating in a school activity. Students may NOT wait at Dorsey Center to be picked up at the end of the school day.

## IF YOU NEED TO PARK, PLEASE PARK

- Anywhere beyond the crosswalk; a crossing guard will assist students in the afternoons.
- To the north of the median by the Connection Center. If you park here, you **MUST** use crosswalks.

