

# Grace Academy Parent and Student Handbook 2018-2019



13321 CEARFOSS PIKE  
HAGERSTOWN, MARYLAND 21740

Phone 301-733-2033  
Fax 301-733-4706  
Weather line 301-733-5091  
[www.graceacademyonline.org](http://www.graceacademyonline.org)

## **Handbook Purpose**

This Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of Grace Academy. In order to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and the rules outline in this handbook.

This handbook's content may be changed from time to time throughout the 2018-19 school year. An up-to-date version will be maintained online at [www.graceacademy.org](http://www.graceacademy.org) . Grace Academy will provide notice of those changes through e-mail. These changes will take effect once that notification is given, regardless of whether a student or parent actually reads the particular noticed received.

***If you have any questions regarding this handbook, please contact your student's principal.***

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## **Board of Directors/Administration**

### **Grace Academy Board of Directors**

Board Chair	Doug Nigh	<a href="mailto:doug@serafinifinancial.com">doug@serafinifinancial.com</a>
	Dana Jenkins	<a href="mailto:DanaJenkins@myactiv.net">DanaJenkins@myactiv.net</a>
	Kathy Griffith	<a href="mailto:kgriff99@gmail.com">kgriff99@gmail.com</a>
	Patrick Grach	<a href="mailto:patrick@lifehousechurch.org">patrick@lifehousechurch.org</a>
	Joshua Barnhart	<a href="mailto:g_josh@handhwell.com">g_josh@handhwell.com</a>

School Board meetings are held every second Thursday of the month beginning at 6:30 PM in Room 24 of Grace Academy. Please contact the Board Chair if you wish to be put on a meeting agenda.

### **Administration**

Lower School Principal/Chief Academic Officer	Christina Hammer-Atkins
Lead School Principal	Warren Barrett
Dean of Students/Athletic Director	Kevin Smoot
Director of Student Success	Amy Valentine Walker
Director of International and Special Programs	Amy Casto
Communications Director	Jessica Klick
International Agent	Charles Dawson
Registrar	Joann Buwalda
Administrative Executive	Carol Barger
Controller	

Grace Academy Website : <http://www.graceacademyonline.org/>

Grace Academy Facebook: <https://www.facebook.com/GraceAcademy1976/>

Grace Academy Instagram: <https://www.instagram.com/GraceAcademy76>

School Contact: 13321 Cearfoss Pike, Hagerstown, MD 21740

Phone Number: 301-733-2033

## **ADMINISTRATIVE INFORMATION**

### **School Hours**

*Monday through Friday*

*7 a.m. – 7:50 a.m.*

*Before School Extended Care*

*8:20 a.m. – 3:15 p.m.*

*School Day all Grades*

*3:30 PM – 5:30 p.m.*

*After School Extended Care*

### **Office Hours**

*7:30 a.m. – 4:30 p.m.*

*School year regular office hours*

*9:00 a.m.– 3:00 p.m.*

*Summer office schedule (Tuesday-Thursday)*

### **School Visits**

All parents/guardians or other visitors are to report to the school office first. For school security concerns please do not go directly to the classrooms. Lunches, homework, books, etc. must be labeled and left in the office to be delivered to the student. All snack, field trip, or other money sent to school with preschool and early elementary children should be labeled.

### **Teacher & School Contacts**

We encourage parents to first contact teachers via email. Often it is easier and more convenient for the teacher to respond electronically. If it is necessary to contact a teacher directly, please leave a message with the secretary for the teacher to return your call.

Sycamore is an excellent resource to view students grades. Teacher are asked to update grades each Monday. You are also encouraged to review the school calendar and order items from the lunch menu on Sycamore. If you have any questions regarding grades, school functions, classroom practices, or disciplinary actions, please contact the school office.

If you feel the need to request a conference with your child’s teacher, send a note to the teacher, or contact the front office, or leave a message in the front office requesting such a conference.

## **SCHOOL MASCOT**

Knights

## **SCHOOL COLORS**

Crimson, Navy Blue, White

## **SCHOOL SONG**

Grace Academy Alma Mater

## **WELCOME TO PARENTS**

We would like to welcome you to Grace Academy. You have chosen a school that is based on Biblical principles and effective teaching methods. Our teachers and staff members are dedicated Christians. We offer a well-balanced program for students in K4 through twelfth grade.

## **MISSION**

To enhance the God-given potential in each student through quality Christian education so they may be servants of Jesus Christ in the world.

## **VISION**

To be a global innovator of exceptional Christian education and experiences

## **SCHOOL HISTORY**

Grace Academy was founded by Mrs. Mary Michael, a teacher, who recognized the growing need for christian education in America. Mrs. Michael began holding classes for five students on November 28, 1976. In December 1976, Mrs. Michael moved the school and students into the old Downsville School building.

Growing to about 45 students in just five years, Grace Academy moved once again to a building on Locust Street (the former Broadway Elementary School) in Hagerstown, where the school continued to grow. In 1986, Grace Academy began to compete in athletics with high school girls softball and junior high soccer teams.

In 2001, Grace Academy transitioned to a brand new school building located on a beautiful 33 acre campus on Cearfoss Pike, where the school continues to thrive. The new facility included 26 classrooms, a science lab, computer lab, gymnasium, playground, and several athletic fields. Over time, philosophies and distinctive features of Grace Academy were developed, always reaching toward the vision of excellence in Christian education.

## **PHILOSOPHY**

A Christian school is dependent on a biblical philosophy that provides the correct worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the Church, and the community. Grace Academy believes that all truth is God's truth and that the Bible should be the basis for all academic pursuits (2 Timothy 3:16-17). Accordingly, the following points summarize the Philosophy of Education for Grace Academy

- Education - We will provide a safe and loving environment for students to learn. We will seek excellence in all that we do. We will work with parents to prepare and equip their student for college, his or her future vocation, and the rest of his or her life.
- Service - With Christ as our example, students will learn the power of serving others with humility. We will teach students to look not only to their own interests, but also to the interests of others.
- Character - Students and staff will strive to live like Jesus Christ and be a light at home, at school, and in the community. Whether in school or out, students and staff will be challenged to honor those in authority, be characterized by the fruit of the Spirit, behave responsibly, treat everyone respectfully, and excel in all they do, for the glory of God.
- Faith - Students will receive biblical training to help them grow in their knowledge of and faith in Jesus Christ. By God's grace, students and families will come to know Jesus Christ as their Savior and will communicate God's love to those with whom they interact.

## **STATEMENT OF FAITH**

### **We believe:**

- We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is only one God, eternally existent in three persons —Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His Resurrection (John 11:25), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that we are justified only by faith in the shed blood of Christ; and that it is only by God's grace and through faith alone that we are saved. (John 3:16-19, 5:24; Romans 3:21-26; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)



- We believe that followers of Christ are to live holy lives in service to God out of the gratitude for who He is and what He has done for them, and in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:9-14, 1 Corinthians 2:12-13, 3:16; 6:19-20; Ephesians 4:30, 5:18; Titus 3:8)

## **ADMISSION POLICY**

Grace Academy admits students on the basis of compatibility with the school's stated philosophy and statement of faith along with consideration of whether the students will fit academically into the existing program. Students are accepted regardless of race, ethnic background, gender, or national origin. Students enrolling in K4 must be four years old by **September 1** of current year, potty trained, and in Kindergarten, students must be five years old by **September 1** of current year.

Grace Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. If the moral principles of the applicant are in conflict or do not align with those of the Grace Academy Statement of Faith, Grace Academy reserves the right to refuse admission of an applicant or discontinue enrollment of a student as pursuant to Title IX of the Civil Rights Act: Section 714a.

This includes, but is not necessarily limited to:

Sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Students not in good standing or with an outstanding debt at another school will not be accepted. In all cases, the Principal and Headmaster have the final decision regarding the admission of any student(s).

### **Procedure**

Families who wish to enroll a student(s) need to:

Complete a Grace Academy application (online or hardcopy) to include student contact information, health history, academic history, family information and parental commitments.

- Submit an application fee.
- Schedule and attend a family interview.
- Arrange for testing if necessary.
- Submit a registration fee upon notification of acceptance.

## **FINANCIAL POLICY**

Operating expenses are covered only in part by tuition fees. The remaining expenses are underwritten through fundraising and the gifts of churches, families, and individuals interested in supporting Grace Academy.

Current information regarding tuition, fees, and other costs are available in the office as well as on our website ([www.graceacademyonline.org](http://www.graceacademyonline.org)). All financial obligations must be met before report cards, records or diplomas will be released.

## **TUITION**

### **Payment Options**

Tuition payments are processed online through the [FACTS](#) Tuition Management process. Several options are available in spreading the cost over the course of a school year. Discounts may apply and tuition assistance is available to families who qualify.

### **Multi-Child Discounts**

Eligibility for the second or subsequent child discount from the same family is based on three guidelines:

1. Family eligibility shall be determined in a manner consistent with a traditional, Biblical interpretation of marriage and family.
2. The child resides more than 50% with the eligible family.
3. The eligible family is responsible for the majority of care for the child to qualify for the discount.
4. Final authority regarding determination of eligibility rests with the Principal and Headmaster.

### **Withdrawal Fee**

If a student withdraws from the school during the school year, the tuition charges apply only to the actual number of days the student was enrolled at Grace Academy, plus a \$500 withdrawal fee. In the event of unexpected circumstances (i.e. death in the family, medical diagnosis), the withdrawal fee will be excused.

### **Withdrawal**

All withdrawals must be handled through the school office. Communication from the parents will initiate the process of withdrawal from the school. All textbooks and technological devices must be turned in and financial obligations must be current in order to withdraw in good standing. School records will not be sent to other schools until all accounts are paid in full.

## **MEDICAL POLICIES**

### **Immunizations**

Grace Academy requires all students to be in compliance with the immunization regulations of the State of Maryland for school age children. **All Health Forms must be on file in the school office before a student can begin to attend classes or the Aftercare program.** Forms are available in the school office and the Grace Academy website and must be complete with signatures from your student's health care provider.

### **Health Screenings**

The Washington County Health Department will conduct vision and hearing screenings at Grace Academy during the spring semester. These screenings meet the county and state requirements.

### **Medication**

Prescription and non-prescription medications may be administered at school, if necessary, but it is preferable that only medications that are absolutely necessary be administered at school. In order to make this service available to students and maintain compliance with the laws of the State of Maryland, selected staff members complete a Medication Assistant Training Program.

In order for any medication of any kind to be administered during school hours, a completed Maryland State School Medication Authorization form must be on file in the school office (no exceptions). These forms and guidelines, which detail the state requirements for administering medication, are available in the school office as well as on the Grace Academy website.

### **First Aid**

In the event of injuries, all faculty members and aides have been instructed to bring or send (as the situation dictates) the student to the office, so that first aid may be administered. School staff is able to care for minor injuries, which can be treated with soap and water, bandages, ice packs, etc. If the injury requires more extensive treatment, parents will be contacted in order to seek additional medical attention for their student. In the event of an emergency situation, emergency procedures will be followed per instructions of the Emergency Procedures Booklet.

### **Emergency Medical Treatment**

A completed Student Emergency Information/Medical Treatment Authorization form must be on file in the school office before a student can begin to attend classes. This form allows Grace Academy to seek emergency medical treatment for your student in the event of a serious injury or accident. Parents will be contacted as soon as possible in the event of any serious incident.

## **Illness**

Students who have a contagious illness should not attend school. The student should be symptom-free for at least 24 hours before returning to school. A student may also return to school if a physician's note states that he is able to resume classes. Symptoms that may prevent a student from attending school include, but are not limited to, fever (100 degrees or more), vomiting and diarrhea. If a student develops any of these symptoms, parents will be notified to pick up their student from school.

In the event of an outbreak of a communicable disease, such as the flu, head lice, pinkeye, or chicken pox, parents will be notified. If a communicable disease affects a significant percentage of the student body, the school may be closed for a number of days. A school closure would allow time for applicable hygienic precautions to be instituted for the physical building.

## **ATTENDANCE POLICY**

Students should be in school and on time every day. A normal school day begins at 8:20 AM and ends at 3:15 P.M. for all students.

Attendance is also **required** for school programs such as athletics, musicals, or evening Christian Soldiers Club presentations. This is part of the student's music and Bible curriculum. Unexcused absences will result in a grade reduction.

Students who miss more than **twelve** school days during the academic year could be retained in the same grade or high school credits may be denied, unless the student meets the following conditions:

- The majority of the absences were due to a significant health problem. The nature of the illness and the necessity of absences must be **documented by a physician.**

## **Tardiness**

Tardiness is defined as a full day student arriving late to school between 8:20 - 11:15. Students who arrive after the 8:20 a.m. bell must report to the office to receive a tardy slip (excused or unexcused) signed by the Executive Assistant or Registrar. In order to be admitted to class, the signed tardy slip must be given to the teacher. **Unexcused tardiness, over six per semester, may result in Saturday School or Conduct Ineligibility.**

Heavy traffic is not an excused tardy, with the exception of a vehicular accident causing heavier-than-normal traffic. Tardiness will be determined on the cause of the delay, such as weather delays and medical appointments. As much as possible, parents should schedule medical appointments during non-school hours. A parent note with his/her signature is required in order to excuse any tardiness. The Principal or Dean of Students has final authority in judging whether tardiness is excused or unexcused.

## **Absence**

Arrival between 8:20 - 11:15 = Tardy

Arrival between 11:15 - 1:15 and must stay until 3:15 = 1/2 day absent

Arrival after 1:15 = full day absent

This scale will be adjusted for 2 hr. delays and early dismissals

In order to excuse an absence, a parent/guardian note must be sent to the school upon the student's return. The note should include the student's name, the grade, the date(s) of the days involved, the reason for the absence, and a parental/guardian signature. Students must turn in notes to their homeroom teacher. A student returning to school without a parental note will be issued an unexcused absence.

Make-up time for homework and test(s) will be equal to the number of days of excused absence. It is the **student's responsibility** to make arrangements for covering and completing the missed classroom work with the appropriate teacher(s) in the time allotted. In the case of a family trip, class work can be made up either before the trip or after school hours upon the student's return with the teacher's approval.

In order for a full-time student to be eligible to participate in any extracurricular activity, the student must be in attendance for 4 1/2 hours the day of the event. A part-time student must attend ALL regular scheduled classes. International students will not be excused from class prior to the completion of all regularly scheduled exams.

## **Excessive Absences**

Students who miss more than twenty consecutive school days due to health reasons (physician documented) will be charged 50 percent of the normal tuition rate for the days missed, as long as they are still enrolled at Grace Academy. Students who miss more than **12** days throughout the school year will be subjected to an academic evaluation by the Principal and could risk the possibility of being retained in the current grade or the possible loss of credits.

## **Pre-Arranged Absence**

Classroom work for all pre-arranged absences must be requested at least one week in advance. Any family who does not give one week's notice will not be honored with family days.

**Secondary students may not request family days the last two weeks of the semester**, with the exception of medical emergencies, a death in the family or other extreme situations. All family days must receive Principal approval.

## **Early Dismissal**

Grace Academy will honor legitimate requests for early dismissal for medical appointments, family emergencies, and school related activities. Students must have written permission from a parent to leave school early. If the student is to be picked up by anyone besides a parent, the note must specify who will be picking up the student. Grace Academy may require identification from anyone picking up a child. Early dismissal requests for all students are to be turned in to

the office at least two hours in advance. **Students may not leave from Christian Soldiers Club until dismissed by their teacher.** All students must be signed out from the office before leaving the building.

## **ACADEMICS**

### **Curriculum**

Grace Academy currently uses curriculum from Christian and other recognized publishers to meet national standards. Our curriculum has been approved by the Maryland State Department of Education and the Association of Christian Schools International.

### **Bible Version**

NIV will be primary translation used in the classroom as well as for memory work for Christian Soldiers Club. Students in grades 6-12 are required to bring their own Bibles to school.

### **Records**

Parents and legal guardians have the right to review their children's school records in the presence of the Principal or other staff person designated by the Principal to review the files. Generally, copies of records are not made unless needed by another educational institution or as may be required by law. Fees may be applied.

The school will make copies of records for a student transferring to another school or applying to a college. Grace Academy will send records directly to the requesting school upon receipt of an official records request. No records will be sent to another school if the financial account is not current.

Eligible students, eighteen years of age or older, may have access to review their own files with the Principal or other staff person designated by the Principal.

Files are the property of Grace Academy and will be retained by the school.

## **Grading Scale**

### **Elementary (K3 - Grade 5)**

#### ***K4***

K4 students will be given a Progress Report by their teacher after Terms 2 & 4.

#### **Kindergarten through Grade 2**

Students in kindergarten through second grade receive numbers of a general grade on the following scale:

- 4 – Proficient
- 3 – Developing
- 2 – Beginning
- 1 – Needs Help
- NA – Not assessed at this time

### **Grades 3 through Grade 5**

Students in third through fifth grade are eligible for the school honor roll and will receive numerical grades for academic classes as follows:

- A – 90-100 Excellence
- B – 80-89 Above Average
- C – 70-79 Average
- D – 60-69 Poor
- F – 0-59 Failing

### **Specials**

Academically supportive classes such as physical education, music, art, penmanship, phonics, and also for a student's behavior grade, they will receive a 4, 3, 2, 1, NA. (See above)

### ***Distinguished Honor Roll***

All grades 90 or above.

### ***Honor Roll***

All grades 80 or above.

Behavior, citizenship marks, and subheadings on the report card have no bearing on Honor Roll criteria.

## **Secondary (Grade 6 - Grade 12)**

Students on the secondary level will be graded on the following scale:

### **Regular**

A – 90-100 (4.0)  
B – 80-89 (3.0)  
C – 70-79 (2.0)  
D – 60-69 (1.0)  
F – 0-59\* (Failing )

### **Honors/Essence/AP Classes**

A – 90-100 (5.0)  
B– 80-89 (4.0)  
C – 70-79 (3.0)  
D – 60-69 (2.0)

\*No high school credit will be earned for grades of 59 or below.

### ***Distinguished Honor Roll***

All grades 90 or above.

### ***Honor Roll***

All grades 80 or above.

Students in grades 9 - 12 will be given a yearly grade point average (GPA) based on a graduated grading scale.

### **Transfer of High School Credits**

High School credits can be accepted from other sources in the following instances:

***Public and Private Schools*** – Transfer students must go through the admissions policy outlined in the admissions section of the handbook. For high school transfer students, credits are accepted from all public schools and diploma-granting private schools.

***Summer School*** – Summer school credits will be accepted for students in grades nine through twelve if a passing grade was obtained, the course was taught by a qualified teacher, and the coursework was completed prior to the beginning of the new school year. **The Principal must approve all summer course work.**

***Home School*** – Credits from home-schooled students may be accepted. The records must indicate that standard time requirements for credit have been met, a recognized Christian school or homeschool curriculum was used, and the student is able to demonstrate proficiency by scoring at grade level on achievement tests.



## **Graduation Requirements**

Graduating students from Grace Academy must receive a minimum of 31 credits in the required core subjects and 75 hours of community service. A detailed listing of subjects is recorded in the Grace Academy Program of Studies Guide.

Students must be enrolled, a full year, their senior year at Grace Academy to be eligible for a diploma. In some instances, transfers from another Christian school outside Washington County, Maryland, will be eligible for a diploma with less than a full year at Grace Academy; this is upon the recommendation of the previous school and from references provided by the student's family. In the case of extenuating circumstances, exceptions may be made at the discretion of the administration.

## **General Information**

### **Cell-Phone Policy**

Student use of cell phones is prohibited during the instructional day. All cell phones must be muted or turned off and placed in assigned lockers from 8:20 A.M. to 3:15 P.M. Additional electronic devices include, but are not limited to, ear buds, head phones, e-readers, and i-pods/mp3 players. Failure to comply will result in administrator confiscation and a \$25.00 Fine. Repeat violations may result in Saturday School.

### **Lockers**

All Upper School students are assigned a locker. A refundable \$5 deposit is required for a school lock that must be returned at the end of the school year in good condition. Students are not permitted to take items out of another student's locker without permission. Lockers are school property and are, therefore, subject to search at any time without a student present in order to uncover dangerous weapons, drugs, or other prohibited items.

### **Gym Lockers**

Gym lockers are assigned to each student in Physical Education, and each gym locker must be locked. Gym lockers are also assigned to student athletes. A refundable \$5 deposit is required for a school lock that must be returned at the end of the school year in good condition.

### **School Closings and Delays**

In the event of possible closings or delayed openings due to weather conditions or other emergencies, parents are requested to listen to the local radio stations for an announcement, or call the weather line. Parents may also sign up for text-messaging through their Sycamore account.

- Radio Station – WCRH (FM 90.5)
- TV Station – WDVM TV (TV 25 Hagerstown)
- Grace Academy Website - [graceacademyonline.org](http://graceacademyonline.org)
- Facebook

## **Parents Involved or “PI”**

Parents Involved invites you to “Be a Piece of the Grace Academy Pie!” It is the desire of “PI” to encourage every family member to become involved in Grace Academy at a variety of levels. Volunteering presents the opportunity to be a part of the education of your student(s) to a different degree.

Here is how you can get involved:

- A. Be a Prayer Warrior
- B. Box Tops Coordinator and Helpers
- C. Hospitality & A+ Martin’s Program
- D. Teacher Luncheon
- E. Grandparents Day (Lower School)
- F. Athletic Boosters

If you wish to be involved in Parents Involved please contact the office at 301-733-2033.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences for Elementary will happen at the end of the 1st semester.

## **Parent-Teacher Communication**

Teachers will use the Sycamore system to communicate the progress of students to the parents/guardians. We also encourage parents/guardians who have student concerns to first contact the teacher via this system or by e-mail to make an afternoon conference after the instructional day. As teachers have much to do to prepare for the day during the morning hours, please avoid monopolizing their time as they prepare the class for the daily lessons.

## **Dress Code**

Updated August 2017

At Grace Academy, we believe all of our students should “dress for success.” The information below details appropriate dress for all enrolled students. Uniforms are available from approved vendors and must be worn according to code. Administration reserves the right to interpret and enforce the school dress code.

### **Acceptable uniform apparel and appearance:**

- All uniform apparel must be appropriate and orderly.
- White, crimson, navy blue and grey polo shirts with the new Grace Academy shield/logo embroidered on the left chest area.
- White Oxford shirts with the Grace Academy shield/logo embroidered on the left chest area.
- Pants, skirts and shorts must be navy or khaki color (no athletic shorts). Shorts and skirts must be knee-length. Shorts are appropriate to wear during the first and fourth quarters of the academic year.
- Cardigan sweaters, sweater vests or sweaters may be worn over a Grace Academy uniform polo or Oxford shirt and may be crimson, navy, grey or white in color
- Grace Academy sweatshirts with logo may be worn and must be navy, grey, crimson or white.
- Closed-toe and closed-heel shoes - no flip flops.
- Any color socks are acceptable.
- No inappropriate body piercings or tattoos.
- Hats and sunglasses are prohibited inside the school building during school hours.
- Hairstyles must have a natural and orderly in look.
- On game days, student athletes may wear school sports jerseys with uniform dress code pants. No warm up or athletic pants (i.e. compression pants/shorts).

### **Dress Down Days (DDD) - the second and fourth Friday of each month.**

- Grace Academy shirts (uniform, sports, clubs or spirit wear) or school colored shirts .
- Jeans with an appropriate fit and no holes or tears or appropriate athletic pants .
- Shorts must be knee-length.
- Closed-toe and closed-heel shoes.
- Students MAY NOT WEAR athletic shorts or workout attire. (i.e. compression pants/shorts).

### **Christian Soldiers Club (CSC) - Grades K3 - 5**

- Boys
  - White, Oxford, button-down shirt with navy tie.
  - Navy uniform pants .
  - Dark dress shoes (no sneakers or boots).
- Girls
  - White, Peter Pan or Oxford, button-down shirt.
  - Navy skirt or jumper (purchased from an approved vendor).
  - Dark dress shoes (no sneakers or boots).
  - White or blue socks or tights.

### **Approved vendors**

School colors and logos are approved with the vendors listed below. We encourage families to purchase uniforms online. Vendors have special sales and discounts throughout the year.

- Grace Academy school store (limited quantities)
- Flynn & O'Hara - [www.flynnohara.com/school/MD214](http://www.flynnohara.com/school/MD214)
- Land's End - [www.landsend.com](http://www.landsend.com), school number 900137076

### **Approved local (embroidery) vendors:**

Families are able to purchase their uniform polos independently and embroider them from a third party vendor. However, if the shirt color or logo does not adhere to dress code or branding standards, administration will ask you to replace the shirt.

The local vendors below have been approved by Grace Academy to embroider uniform shirts:

- F & G Services
  - [jimholly54@myactv.net](mailto:jimholly54@myactv.net)
  - 240-338-2768
- Screentique
  - 301 Park Lane, Hagerstown, MD 21742
  - 301-797-1370
- Jerry's Sports & Designs
  - 633 W Franklin Street, Hagerstown, MD 21740
  - 301-745-5065
- BJ's Custom Designs
  - 900 Sweeney Drive, Hagerstown, MD 21740
  - 301-733-9500

(If you have questions about uniform colors or branding, please contact the Director of Communications).

# STANDARDS OF CONDUCT

## General Guidelines

- No public displays of affection between opposite genders.
- The following items are strictly prohibited. Violation of these guidelines could be grounds for automatic law enforcement notification, extended suspension, or expulsion.
  - Use and/or possession of tobacco or tobacco like products.
  - Use and/or possession of alcoholic and intoxicating beverages.
  - Use and/or possession of illegal drugs, look-a-like drugs, unapproved prescription drugs, drug paraphernalia, unapproved over the counter medication.
  - Use and/or possession of weapons including explosives, firearms, knives, look-a-like weapons, weapon materials.
  - Arson, false alarm - Maryland State Fire Marshall notification.
- Sexual immorality - No sexual immorality on or off campus.
- Students **may not** go off school property during the school day except for medical appointments, family matters, and school sponsored events with written parental/guardian permission. Verbal permission from parent/guardian may be granted in an emergency situation, but must be approved through a staff member in the front office.
- Students and parents may not solicit orders which support out-of-school organizations.
- Students are to respect all school personnel, school property, and fellow students. Students are responsible for their actions. Any willful or careless actions resulting in damage or defacement of equipment or school property will be the responsibility of the student and/or family to pay restitution for any repair or replacement.
  - On occasion, parents may make a written request for a student to be excused from physical education class because of illness, but prolonged illness (more than 1 week) or repeated excuses will require a physician's note.
  - During a fire, lockdown, drop cover and hold, reverse evacuation, or shelter in place drill, students should be ready to follow the directions of the teacher.
- Plagiarism is strictly prohibited. This includes cheating on school work, projects, quizzes and/or test.
- Unsafe and dangerous driving patterns during school and non-school hours.
- Students are not permitted inside the school on non-school hours unless attending extracurricular or school sanctioned activities. Unauthorized entry may result in consequences from the administration.

## **DISCIPLINE**

The mission of Grace Academy is to enhance the God-given potential in each student through quality Christian education so they may be servants of Jesus Christ in the world. Therefore, consistent and just discipline is essential in creating a safe and secure environment that will enable the teacher to teach and students to learn. We also desire that our students want to learn Biblical truths and principles because of the Godly example of the staff as they exercise their authority in the area of discipline.

The main purpose of our discipline system is not to punish students, but to bring students up in the nurture and admonition of the Lord and to help them in their development into Godly citizens. The school desires, through discipline, to change the behavior of the student by teaching the student to take personal responsibility through his/her actions. We also know that failure to apply discipline would ultimately result in a chaotic atmosphere that would be detrimental to all students. Therefore, the administration and faculty will make every effort to apply discipline justly and objectively.

Grace Academy's school discipline procedures are guided by the principles of God's Word. Students are held accountable for their actions with appropriate consequences for disobedience, negligence, or disrespect. The school maintains that each student must give an account of his own behavior just as all believers must do at the judgment seat of Christ (Romans 14:10). It is a mark of maturity for each student to be able to accept responsibility for his actions without blaming others or justifying wrongdoing. It is the school's goal for each student to be able to confess his faults and sins to the Lord (1 John 1:9) and to the appropriate school authority (James 5:16). Doing so gives maximum freedom to the student who will therefore not be encumbered with the burden of guilt, which accompanies all disobedience. It brings great joy when we are in a right relationship with our Lord and Savior, Jesus Christ.

Grace Academy holds to the philosophy that students learn best when they are in a structured, disciplined environment. We also believe that students are to respect and obey the authority while in this environment. Clear establishment of rules and consistent consequences for failure to comply with rules are equally important. It is best for the student's development if the home and school cooperate in this regard. Each student is expected to develop and maintain self-discipline.

Serious offenses should be avoided. If committed, these offenses are severe enough in nature to warrant a visit to the Dean of Students or Principal. Any offense severe enough in nature, may result in suspension pending parent conference, Saturday School, out of school suspension, or expulsion as the situation warrants.

The discipline code at Grace Academy is structured in a way to be consistent at all levels. It is our prayer that we are consistent and just in the implementation of the code and that parents be consistent in their support of the discipline code. It is not our intent to lead the children into frustration over rules, but we do believe a structured environment will be most beneficial for the children as we seek to carry out the mission of Grace Academy. It is the desire of Grace Academy's staff, faculty and administration to lead the students into behavior and character that

is God-honoring. All aspects of this discipline code have been developed in an attempt to meet this goal and to ensure the safety of the student body.

Please note that a critical, complaining, and uncooperative attitude on the part of the students and parents in reference to the school's policies and their administration is considered counterproductive and un-Christian. If an attitude of Christian humility and cooperation is not possible by either student or parent, then the student may be asked to withdraw from the school.

As a representative of Grace Academy, **ALL** school guidelines apply on or off property as well as during any school sponsored sanctioned event.

### **Class Rules**

Classroom teachers may have additional rules and/or requirements in order to accommodate their teaching styles or fine-tune their classroom management. All students are expected to comply with these class rules. Classroom teachers will make their rules known to the students early in the school year. They will be readily available for a substitute teacher. Parents may request a copy of the class rules from their child's teacher.

### **Bullying**

Bullying is when a student is being exposed, repeatedly and over time, to negative actions on the part of one or more students. It is a negative action when someone intentionally inflicts injury or discomfort, either physically or psychologically, upon another.

- **Direct Bullying:** When someone hits, pushes, kicks, pinches or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening taunting, teasing and calling names.
- **Indirect Bullying:** Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or ignoring a person when they say "No!" or "Stop!".
- **Cyber Bullying:** Making threats or malicious slander of another student or teacher on Facebook, Email, Instagram, Twitter and other unidentified social media outlets.

The following are possible consequences:

- Conference with student, Parent notification, Counselor intervention, Saturday School, which could include in cleaning restrooms, floors or other parts of the building; writing letters of apology; Suspension, or other community service.
- Repeated or Serious Offense — Saturday School, Suspension to Parent Conference, Out of School Suspension, Extended Suspension, or Expulsion.

## **Lower School (Elementary) Discipline**

The Grace Academy Code of Conduct will be followed in all areas of the school. A quick way to remember the expectations:

### **Grace Academy Code of Conduct**

**Give respect to everyone and everything!**

**Responsible for your choices, actions, and work.**

**Always be safe and have self control.**

**Cooperate and work together!**

**Expect the best work from yourself!**

## **Lower School (Elementary) Behavior Management Plan**

### **Color Code System**

Blue -- Ribbon Day (Exceeding expectations)

Green -- Ready to learn (Meeting expectations)

Yellow -- Caution (5 minute recess loss)

Red -- Stop (Parent contact and 10 minute recess loss)

Students will be able to earn their color back at teacher's discretion.

Students are expected to follow Grace Academy Rules.

Each teacher will explain to their students the expected responsibilities for the classroom. The parent will also be informed of these responsibilities. The student will be encouraged to fulfill responsibilities and the parents will be notified if a specific responsibility is consistently not being accomplished, such as returning homework or putting names on paper.

These expectations will also be reflected on child's report card.

### **Disciplinary Actions**

Certain behaviors will result in the child being sent to the office. These include, but are not limited to, malicious intent to harm another student, biting, spitting, stealing, continued defiant behavior, refusing to comply with what is being asked. The parent will be notified of this occurrence.

## **Upper School (Middle/High) Discipline**

The focus of our discipline system is to disciple children, as Jesus did, by having them assume responsibility for their choices and behavior. Expected behaviors are clearly communicated to both students and parents at the beginning of the school year. The system includes not only corrective actions for improper behavior, but also includes supportive feedback in the form of behavior rewards and privileges for proper behavior. The Grace Academy Standards of Conduct will be followed in all areas of the school during and after school hours and representing Grace Academy off campus.



## **Grace Academy Code of Conduct**

**Give respect to everyone and everything!**

**Responsible for your choices, actions, and work.**

**Always be safe and have self control.**

**Cooperate and work together!**

**Expect the best work from yourself!**

At the Upper School level, teachers and administration expect respectful and appropriate behavior from students at all times. Teachers approach student misbehaviors through problem solving, class-specific consequences, and further steps outlined below:

Any Upper School student receiving After School Detention or Out of School Suspension **may not participate** in any extracurricular activities, clubs, or sports representing Grace Academy for that day.

**Level One: general classroom/school misbehavior.** The consequences for these violations are handled by the classroom teacher. They may include a conference with student, contacting parents, lunch detention. Level one infractions include, but are not limited to the following:

Failure to return signed papers	Throwing objects
Failure to follow reasonable request	Tardiness to class
Running/yelling in the building	Class disruption
Littering	Unauthorized presence in hall
Unpreparedness	Unacceptable social behavior
Foul language in class	Inappropriate attitude
Put downs	Food or drinks

**Level Two: repeated violation of basic classroom or school rules and for more serious infractions.** The consequences for these violations may include lunch detention, after school detention, parent/teacher/administrator conferences. Level two infractions include, but are not limited to the following:

Horseplay in classroom or hallways	Failure to follow directions
Personal displays of affection	Disrespect
Misbehavior for a substitute	Repeated misbehavior
Failure to attend aftercare	Repeated tardiness to class
Electronic Device Policy Violations	Dress Code Violations

**Level Three: dealt with by the Principal or Dean of Students.** The consequences for these violations range from parent notification/conference, detention, Saturday School, Suspension to Parent Conference, Conduct Ineligibility, Behavior Contracts, Out of School Suspension, Restitution. Repeated level three violations may result in disciplinary probation or dismissal. Level three infractions include, but are not limited to the following:

Plagiarism/Cheating	Lying
Obscene/Profane Language	Insubordination (blatant defiance)
Forgery of a signature or note	Repeated misbehavior (Referral)

Leaving school property without permission  
Theft  
Disrespect toward staff  
Threatening/intimidating/bullying others

Physical fighting  
Cutting class  
Destruction of school property

**Level Four**: result in **immediate action taken by the Principal at the Principal's discretion**. This may include notification of law enforcement. **Consequences may include Out of School Suspension, Extended Suspension, and include expulsion from Grace Academy**. These types of behaviors include, but are not limited to the following:

Violations of Grace Academy's Standards of Conduct or Dress Code  
Possession, Sale, and/or use of illegal substance (drugs, alcohol, tobacco)  
Serious incidences of threatening or intimidating others, including the following:  
Repeated Bullying  
Displaying/Showing Pornographic Images  
Arson, Explosives, Fire Producing Materials  
Sexual Harassment  
Sexual Misconduct

### ***Uniform Code***

- If a student is not in compliance with the dress code, the student may be assigned a garment. Parents may also be contacted to bring the student an appropriate change of clothes.
- If a student is not in compliance with the dress code by wearing a non-Grace Academy hoodie or jacket, the item will be confiscated by the teacher and a student will have to pick it up from the front office at the completion of the academic day, with a \$5 fine. Repeated uniform violations may result in disciplinary consequences including a parent conference, Suspension to Parent Conference, and Saturday School.

### **Specific Discipline Action**

#### ***Silent Lunch Detentions (SLD)***

- If a student fails to attend SLD, he/she will serve a SLD the next two days.
- **It is Grace Academy's desire to communicate with the home concerning disciplinary matters. However, parent notification may not take place prior to the consequence. The student, however, will have received a detention slip and one will be emailed to the parent.**

#### ***After School Detention***

- This detention will be held daily from 3:20-3:50 p.m.
- If a student has a game or practice on the after school detention date, the detention will still be held and the student will be ineligible for participation.
- Dress code will strictly be observed.
- No cell phones are permitted in detention.
- If a student is late or fails to attend detention, he will receive another after school detention for the next school day.

### ***Out of School Suspension***

- Students will complete assignments generated by the classroom teacher during out of school suspension.
- Students may not participate in any extracurricular activities on day(s) of their suspension.

### ***Saturday School***

After students have accrued multiple disciplinary infractions or serious incidents, students will be required to attend Saturday School. This will run twice a month from 9 a.m. to 12 noon at a cost to the student of \$30. Failure to attend SS will result in out of school suspension or possible dismissal from Grace Academy

### ***Conduct Ineligibility***

Students may be placed on Conduct Ineligibility for violations of the Grade Academy discipline policy. The school administration has the right to declare a student ineligible for a time to be assigned by an administrator. During the assigned time frame a student is ineligible to practice or participate in any and all after school extracurricular activities. The administration may modify the conduct ineligibility at their discretion for good behavior and place the student on a behavior contract.

### ***Student Driving***

- **Student Drivers-** Student drivers are to park in Row D in the front of the building. Once a car is parked, no student is to remain inside the vehicle. Students are not permitted to return to their vehicles at any time during the school day, except at departure time. No loitering is allowed. No playing of loud music on car radios/stereos or mobile devices is permitted. The driving privilege will be revoked if a student drives recklessly on or near the campus. Cars should be locked at all times. Damage to any vehicle is not the responsibility of Grace Academy. No student may ride with another student without written permission from his or her parent/guardian and the Grace Academy Principal. Student Driver Permit and Rider Permit forms are available in the office.

### ***Violations of driving on school campus***

- First Offense — Verbal Warning, Parent Notification
- Second Offense — Loss of driving privileges on school property for one school week
- Third Offense — Loss of driving privileges on school property for remainder of the marking period or one month, whichever is greater
- Fourth Offense — Loss of driving privileges on school property for the remainder of the school year

## Parental Contract with Grace Academy

The administration, faculty, and staff of Grace Academy have committed themselves to the highest of personal and professional Christian conduct. No one becomes spiritual by merely observing or following rules and guidelines. The school does hold to a standard of developing students academically, socially and, most importantly, spiritually. We pray our young people profess Christ as their personal Savior and allow Him to be Lord of their lives.

The following factors must be read, understood, and agreed upon by each and every parent in order to maintain a spirit of unity between the family and the school. It is imperative that every family read and understand the school handbook.

1. We are in full and complete agreement with the Mission and Vision of Grace Academy and confirm our desire for Grace Academy to assist us in the total education of our student(s).
2. We will fully cooperate with the school by making every effort to be involved as much as possible in the education experience of our student(s).
3. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to the source of the concern so that they may be properly considered, rather than choosing to publicly voice our criticisms (Matthew 18).
4. We believe that God is the head of our school and that all discipline should be given in love. Our school believes we should follow Biblical truths regarding discipline. We agree to support the faculty, staff and administration at all times by demonstrating therein, personal attitudes and respect.
5. We agree to strive faithfully to meet our tuition obligation every month in which it is due. We recognize that tuition alone does not totally cover the budget and we pledge ourselves to give as regularly as possible to meet the financial needs of the school as God provides.
6. We agree to faithfully pray for the total ministry of the school, and to perform services when able, qualified and requested.
7. If the need arises, or if we are ever asked to do so, we agree to remove our student(s) from the school quietly and with the proper attitude.

**Parents/Guardians, please complete this page, detach it and return to school office during Back to School Night.**

I have reviewed this handbook and agree to abide by all policies and procedures.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Print Name(s) of Student(s): (grades K-12)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Grace Academy**

## **Technology Acceptance Use**

### **Policy School Year 2018-19**

#### Purpose:

Grace Academy provides computers and networks to their faculty, staff and students to enhance the learning experience. This hardware and software is provided as a privilege and not an inherent right. To be allowed to utilize the computer networks, systems, and software at the school, one must agree to the following documents.

#### Responsible Usage and Accountability:

- Each user is liable for any and all activity on his/her own account. Improper usage or usage contrary to the guidelines of this policy will result in disciplinary action which can include revoking a user's privileges, detention, suspension or expulsion from the school or termination of employment.
- Parents are expected to support the faculty and administration in enforcing the policy which is for the ultimate good and protection of the school, students and staff.
- Each user must protect the privacy of his/her own passwords. Each user is to notify the proper authority whenever any password may have been compromised.
- Users cannot attempt to access inappropriate content.
- Users need to protect their privacy and respect the privacy of others.
- Users are not allowed to bypass security or filtering at the school.
- Users are not allowed to install software.
- Users are not allowed to access other user's files without permission.
- Users must obey copyright laws in using the Internet and materials available on the school's network.
- Users must not attempt to discover or share passwords.
- Users must complete the logout process.
- No vulgar, sexually explicit, or other inappropriate language or materials will be allowed. This includes e-mails, attachments, communications, documents, etc.
- User's use of the Network is closely monitored – there is no explicit or implied privacy. Network administrators may view and monitor user's network usage in order to keep compliance and protect users.
- Users need to respect school's property and avoid damage to property.
- Users must receive permission from students/teachers involved in the video before posting it on a social media website.
- Users must surrender passwords to staff if necessary.
- All devices are subject to inspection by an agent of the school's technology department in order to find issues and facilitate open and secure access.
- The running of programs, services systems, process or servers by a single user, or group of users, that may substantially degrade network performance or accessibility will not be allowed.

- Downloading large files or images are not allowed as it will degrade network performance.
- Network usage is at user’s own risk – the network should be considered public, and any data sent over it should not be considered secure or private.
- All devices brought onto school property must keep current real time virus protection on computers.
- Users sharing this wireless network do so at their own risk.
- The school is not responsible for unintentional damage to personal property.
- Devices may be banned from the network for inappropriate use or security violations.
- Cellular use is prohibited. Re-broadcasting of cellular signal into wifi hotspot is also prohibited (called “tethering”).
- Users are not allowed to use their devices to take pictures and/or video of students, parents or staff without prior permission.
- Users are not allowed to share pictures and/or video of students, parents or staff without prior permission.
- Cell phone use of any form is prohibited during the school day unless given permission by the Principal/Teacher for educational reasons.

**STUDENTS AND PARENTS**

Understanding that the use of computers, internet and other technology at GA is both a privilege and a responsibility, we agree in full and without reservation to the attached Grace Academy Technology Acceptance Use Policy.

As Student /Parent/Guardian of a student, we will fully support the administration’s enforcement of the policy for the ultimate protection and good of all users of Grace Academy’s technology and media resources. We agree that such disciplinary action can include loss of user privileges, reminders, suspension and expulsion from the school. We (parents/guardians) will support faculty and administration efforts to enforce the policy for the ultimate good and protection of the students and staff.

I (student) agree to the above mentioned rules and understand that these are guidelines and not a conclusive list. I accept responsibility and accountability for any and all activity on my personal account.

Agreement by students and parents/guardians.

We hereby agree to adhere to all provisions of Grace Academy’s Technology Acceptance Use Policy for computers, technology, the internet, and all other devices.

\_\_\_\_\_  
Printed Name of Parent/Guardian \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student \_\_\_\_\_  
Date

