

Information to Know



GCA
GRACE CHRISTIAN ACADEMY

GCA is a Christ-centered environment that:

- Empowers students to pursue academic excellence
- Ignites a passion for God
- Strengthens gifts and talents
- Cultivates a heart for service
- Prepares transformational leaders.

School Hours

- 8:00 am - 3:30 pm
- Students are tardy after 8:00 am
- Students are tardy if they arrive at class after the designated start time
- Students who need to leave early for an appointment must be checked out in the main office
- Please note that students may not be checked out of the office after 3:10 pm.
- Doctors' or excuse notes must be turned in to the receptionist

Dismissal

- Elementary students dismiss at the front entrance of the school
- Secondary students dismiss out the main office entrance
- Secondary students that have elementary siblings will join them at the front entrance for dismissal

Lunch On-Campus

- If students forgot their lunch, they can receive a sandwich lunch through the cafeteria
- If parents need to bring lunch to campus, they must notify the school office, and it should be in rare instances
- Students are not allowed to order or have outside food delivered to school from delivery companies
- Students are not permitted to leave campus for lunch

2026- 2027

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Security

- For the security and safety of our faculty, staff, and students, all visitors must check in at the main school office entrance
- All visitors must present their Driver's License, be issued a Visitor Badge, and the badge must be worn while in the building
- All staff and secondary students will be required to wear an ID badge daily
- All adults must present ID, be on the student pick-up list, and physically sign students "in" and "out" for early or late check-ins/outs.

Cell Phones /Electronics

- Students are not allowed to use their cell phones during the school day (8:00 am -3:30 pm).
- All students are required to keep all electronic devices off and in their backpacks or lockers for the entirety of the school day. Devices should not be in clothes pockets or visible at any time.
- This includes smartwatches, Bluetooth-enabled headphones or accessories, tablets, and gaming devices.
- Students in 9th -12th grade are allowed the use of a laptop for academic assignments only during approved instructional times.
- Students violating the electronics policy will face disciplinary consequences of confiscation, fines, parental notification, and parent pick-up of the confiscated device only.

Chapel

- Thursdays, Elementary at 9:15 am & Secondary at 11:30 am
- Parents are always welcome to join

Basic Dress Code (Review Dress Code Policy)

- Navy Collared Polo Shirt, School Crest must be worn on Chapel Days
- Pants, Shorts, Skirts (Khaki) (Skirts may only be from French Toast)
- Tennis shoes/athletic shoes only. Socks must be worn at all times

2026- 2027

Enrollment Agreement



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Partnership is a core value of Grace Christian Academy. As a part of this partnership, the timely enrollment of students is necessary for effective school planning. It is important that you read the enrollment policies stated in the handbook and enrollment packet you signed for this year's enrollment. We hope that it is your intention to remain at GCA through graduation. However, if it becomes necessary to withdraw your student, you must notify the school by completing the Student Withdrawal form.

Discounted re-enrollment fees for the following school year will be open in January each year until March 1st. The enrollment fee is non-refundable for all families who choose to withdraw after February 28. However, GCA recognizes that family plans change. For the following circumstances, families withdrawing after February 28 of each year will be exempt from financial obligations for the upcoming academic year only and will be refunded their enrollment fee. Any previous year balances will remain.

Unique Withdrawal Circumstances:

- Educational needs for your student can no longer be met at GCA as determined by GCA Administration.
- Withdrawal at the request of GCA Administration
- A relocation of 25 miles or more from the family's current address
- The family has completed the application for FACTS Tuition Assistance by the March 31 deadline, and the award is not sufficient for the family.

WITHDRAWAL POLICY

Grace Christian Academy relies on registration and tuition income to meet operating expenses. Since salary obligations are contractual and based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is canceled or in the event of separation for any reason between the student and the school, other than the stated exceptions, the financial obligations are as follows:

IF ENROLLMENT IS CANCELLED IN WRITING PRIOR TO THE FIRST DAY OF SCHOOL, parents or guarantors are obligated to pay 10% of the yearly tuition amount and the forfeited non-refundable, non-transferable enrollment fee.

FINANCIAL OBLIGATIONS FOR WITHDRAWAL DEADLINES

- Withdraw anytime during 1st quarter: 40% of tuition owed
- Withdraw anytime during 2nd quarter: 60% of tuition owed
- Withdraw anytime during 3rd quarter: 80% of tuition owed
- Withdraw anytime during 4th quarter: Full tuition owed

Parents/Guardians will be expected to honor their commitment to the school. Requests for exceptions must be addressed to the Business Office in writing and will only be considered in extreme (unique) circumstances.

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DISCIPLINE

A Culture of Excellence

The philosophies and programs of Grace Christian Academy are built upon the principles of God's Word and we strive to provide an environment that is conducive to the spiritual growth and development of all our students. One of the prerequisites for success in life is self-discipline. Christian discipline is learned by submitting to the authority of the home, church and school. Accountability is a part of growing up and a part of Christian living. GCA students should be noted for their conduct as Christians and good citizens demonstrating good manners and responsible lifestyles.

Biblical principles used by GCA for guiding children to predetermined discipline goals include 1) instruction, 2) correction, 3) exhortation, 4) rebuke and 5) suspension and expulsion. The goal of discipline is to help the student learn to be self-disciplined. Real love for children is demonstrated by firm, yet loving discipline, where the goal is to not only change the behavior but also the heart.

For discipline to be effective, both the school and the home must be supportive of the measures. The school expects parents to support the school in administering its disciplinary program in order to insure a proper academic climate and develop a sense of responsibility in students. The school and home must partner together to produce students who become happy, healthy, and productive adults.

ABSENCES

Regular attendance and promptness are required. Emergency situations are understood but vacations should be planned during normal school holidays. A student who exhibits excessive absences will be placed on Behavioral Probation. A student who is absent more than the 10% limit of allowable absences in a semester (for grades 7-12) or year (for grades K-6) will lose credit for that semester or year.

TARDIES

GCA is placing a greater emphasis on tardiness. A notification email will be sent to parents after each designated tardy. Students will be given an unexcused tardy for late morning drop off and individual class periods.

TARDY CONSEQUENCES

1-3 Tardies - Unexcused Tardy

Recorded in FACTS

4-6 Tardies - \$15 fee each time

7+ Tardies - \$50 fee - All

Students/Parent Conference

scheduled- Secondary Students

Cell Phone Policy

In compliance with House Bill 1481, students are not allowed to use their cell phones during the school day (8:00 am -3:30 pm). All students are required to keep all electronic devices off and in their backpacks for the entirety of the school day. Devices should not be in clothes pockets or visible at any time. This includes smart watches, Bluetooth-enabled headphones or accessories, tablets, and gaming devices. Students violating the cell phone policy will face disciplinary consequences of confiscation, fines, parental notification and parent pick-up only.

Dress Code Policy

Students must be appropriately dressed and groomed upon arrival for school in compliance with the published GCA Dress Code. If the student is out of uniform expectations, they will be sent to the office to call home. The student will remain in the office until the dress code infraction is corrected. Multiple infractions will result in additional consequences.

Bullying and/or Harassment

Bullying is a specific type of harassment defined as the repeated and intentional behavior purposefully done to hurt or harm another person. The harassment may be in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a school-operated vehicle. Bullying or harassment of any kind will not be tolerated at GCA

CELL PHONE CONSEQUENCES

1st Offense -

Student will have the cell phone /electronic device confiscated, \$15 fine (\$20 Credit Card), infraction recorded in FACTS Discipline Log

2nd Offense -

Device confiscated, \$25 fine (\$30 Credit Card), infraction recorded in FACTS Discipline Log

3rd Offense -

Device confiscated, parent only pick-up, \$50 fine (\$55 Credit Card), infraction recorded in FACTS Discipline Log, parent conference required.

4 or more-No devices allowed on campus. Student is subject to suspension.

“Not Seen, Not Heard, Not Taken”

DRESS CODE CONSEQUENCES

1-3 Violations -

Warning, infraction recorded in FACTS Discipline Log

3rd-5th Violations -

Recorded in FACTS, Assigned After School Detention

6 or more Violations -

Recorded in FACTS, Saturday Detention, \$45 fine (\$50 Credit Card)