



Great Rock Christian Academy

Family Handbook

2025–2026

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Introduction

Mission Statement

The mission of Great Rock Christian Academy (GRCA) is to provide an exemplary Christian education that instructs, nurtures, and equips students with a biblical worldview in order to positively impact their world for Jesus Christ.

Vision Statement

Great Rock Christian Academy (Pre-K through 12th grade) exists as a ministry of Great Rock Church to provide a rigorous and biblically integrated curricular and extra-curricular program which promotes the growth of the whole child through a balanced and integrated focus on: academics, arts, technology, faith, and social/emotional development.

Core Values

We integrate Biblical Truth into everything.

Biblical studies, as a core subject, is taught at every grade level and a Christian worldview, integrating both faith and learning, is implemented in all areas of the curricular and extra curricular programs.

We educate the whole child with excellence.

Great Rock Christian Academy is committed to academic excellence, educating the whole child, maximizing each student's potential, encouraging critical thinking, problem solving, and effective communication within the context of a Biblical worldview.

We live out what we believe as followers of Christ.

Our faculty and students will not only study Biblical truth, but will demonstrate Christian character: godly living, healthy relationships, Christian ministry, and sharing of our faith.

We partner with parents.

Great Rock Christian Academy believes that parents have the primary responsibility for the education of their children and our role is to partner with them in the training and instruction of their children.

Expected Schoolwide Learning Results (ESLRs)

The mission of Great Rock Christian Academy is to develop, nurture and equip students to positively impact their world for Jesus Christ.

Great Rock Christian Academy will prepare its students to:

1. **grow spiritually**, and be individuals who:
 - a. have accepted or been challenged to accept Jesus Christ as their personal Savior.
 - b. recognize God's love, will, and authority in their lives.
 - c. prayerfully look to God and His Word daily as the source of truth and direction.
 - d. are able to lead someone to Christ.
2. **pursue knowledge**, and be individuals who are **self directed learners** who:
 - a. take personal responsibility in the learning processes.
 - b. set realistic goals and prioritize to achieve those goals.
 - c. access and assess information effectively from a variety of sources.
 - d. demonstrate organizational and time management skills.
3. **become critical thinkers** who:
 - a. analyze, evaluate and synthesize information.
 - b. apply problem-solving strategies.
4. **become effective communicators** who:
 - a. receive and interpret messages accurately.
 - b. convey messages reflectively, critically, and clearly.
 - c. express themselves creatively through art, drama, foreign language, music, or sports.
 - d. express and defend their faith.
5. **develop emotionally, and physically**, and become individuals who:
 - a. are emotionally and physically fit.
 - b. effectively deal with stress.
 - c. accept consequences for life choices.
6. **develop socially** and be individuals who are **collaborative workers** who:
 - a. are emotionally and physically fit.
 - b. effectively deal with stress.
 - c. accept consequences for life choices.
7. **develop socially** and be individuals who are **collaborative workers** who:
 - a. contribute and function in various group roles.
 - b. manage interpersonal relationships within culturally and organizationally diverse settings.
 - c. are able to effectively and courteously resolve conflicts.
 - d. are accountable for their words and actions.
 - e. demonstrate consideration of others.
8. **become community participants** who:
 - a. demonstrate Christian ethics and integrity through positive and productive citizenship.
 - b. contribute time, energy, and talents to improve the quality of life in their school, community, state, nation, and world.

Philosophy of Education

The philosophy of Christian education at Great Rock Christian Academy is based upon the existence of a living God Who created all things and has revealed Himself to us. The revelation has come through the written Word, the Bible, and through the living Word, Jesus Christ, and through creation. The educational philosophy at GRCA, therefore, is to teach students from a biblical worldview, based on the literal interpretation of the Bible, using the New King James version.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death, and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education at Great Rock Christian Academy is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for personal individual development in matters physical, mental, social, and spiritual. All members of the educational process at Great Rock Christian Academy are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit. We believe that proper relationships among family, church, and school are essential to Christian education. It is the responsibility of the parents to teach and train a child. Great Rock Christian Academy, as a ministry of the church, is an extension of the educational process of the home.

The education offered at Great Rock Christian Academy is designed to meet the student on his/her level of development and growth. GRCA believes that academic achievement, centered on a strong and prominent biblical foundation (Proverbs 1:7), will nurture students to become worldwide ambassadors for Christ. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The school is governed by the church's pastoral staff who are actively involved with the students through Bible courses, academic teaching, academic advising, and extracurricular activities. The educators at Great Rock Christian Academy are committed to these basic principles and must be able to communicate them effectively.

Statement of Faith

GRCA is a ministry of Great Rock Church (GRC) in Danvers, Massachusetts. The school adheres to the Statement of Faith as provided in GRC's By-Laws. The GRC Statement of Faith is reflected below in concise form.

GRC was formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ.

The following are the core beliefs of Great Rock Church based on the foundational truths taught in the bible. All of our teaching and ministry is rooted in and flows out of these biblical doctrines.

The Scriptures

We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which the church operates and is the basis for which the church is governed. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures (Isaiah 28:13; Nehemiah 8:8; John 17:17; II Timothy 3:16-17; Hebrews 4:12; I Peter 1:23-25; II Peter 1:3-4, 21).

The Trinity

We believe that there is one living and true GOD, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all things (Genesis 1:1; Deuteronomy 6:4; Isaiah 44:8, 48:16; Matthew 28:19-20; John 10:30; Hebrews 1:3).

God the Father

We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ (Deuteronomy 33:27; Psalm 90:2, 102:27; John 3:16, 4:24; I Timothy 1:17; Titus 1:3).

God the Son

We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth (Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2, 8:58, 11:25; I Corinthians 15:3-4; I Timothy 3:16; Hebrews 1:8; I John 1:2; Revelation 1:8).

God the Holy Spirit

We believe in the person of the Holy Spirit, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ (John 16:8-11; Acts 1:8; Romans 8:26, 15:13,16; II Corinthians 3:18; Hebrews 9:14). We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide (John 16:13, 14:16-17, 16:8-11; Romans 8:26). We believe in the Baptism with the Holy Spirit as a distinct and separate experience to that of regeneration, occurring either subsequent to or simultaneous with salvation, evidenced by a greater dynamic in the Christian's life, enabling that person to be a bold and more effective witness. The supreme evidence of the Spirit-filled life is the fruit of the Spirit, love. We believe in the present day ministry of the Holy Spirit in regard to the exercise of all biblical gifts of the Holy Spirit according to the instructions given to us (I Corinthians 12-14).SIN

We believe that all people are sinners by nature and choice, falling short of God's standard and breaking His commandments – and therefore are under God's righteous judgment. Yet, God saves and gives new life to all who come to Him in repentance and faith, trusting in the Person and work of Jesus Christ. At the cross, Jesus Christ died in our place as our substitute, absorbing God's wrath that should have come upon us. Because Jesus died for the sins of the world the invitation to believe is open to all, and whoever desires may come unto Jesus for new life and the forgiveness of sins (Matthew 11:28; John 3:16; Acts 3:19, 20:21; Romans 3:23; Ephesians 2:1-3, 8-9; I John 2:2; Revelation 22:17).

Male Leadership in the Church

We believe in the pattern and principle of male leadership and responsibility in both the home and the church, according to the sacrificial example of Jesus. We believe this limits the roles of pastoral leadership and doctrinal authority to qualified men (I Corinthians 11:1-12; I Timothy 2:1-15). We believe in the universal church, the living spiritual body, of which Christ is the head and all who are born again are a part of the Body of Christ (I Corinthians 12:12-13; Ephesians 4:15-16).

Ordinances

We believe that the Lord, Jesus Christ instituted two ordinances for the church: the full-immersion water baptism of believers and the Lord's Supper (Matthew 28:19; Luke 22:19-20; Acts 2:38; I Corinthians 11:23-26).

Heaven and Hell

We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord. Those who reject Jesus' free gift of salvation will spend eternity separated from the Lord (Psalm 9:17; Matthew 5:3, 5:22, 18:9, 25:31-34; Mark 9:42-49; Luke 12:5; John 3:18; Hebrews 12:23; I Peter 1:4; Revelation 14:10-11, 20:11-15).

Christ's Second Coming

We believe in the Second Coming of Jesus Christ, which is His personal, visible return to Earth, and that all of the Millennial positions are within the pale of orthodoxy. We believe in the resurrection of the body, the final judgment and eternal blessing of the righteous, and eternal separation of the wicked (Matthew 16:27; Acts 1:11; Revelation 19:11-16, 20:11-15). We believe that the details and study of the timing of the second coming need to be continual without

dividing the Body of Christ.

Marriage

We believe that God created man and that He created them male and female. As such, He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. Therefore, we perform marriages in accordance with the Bible consistent with the Old and New Testament (Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; I Corinthians 5:11, 6:9-11,18-20, 7:1-3,8-9; Galatians 5:19-21; Ephesians 5:3-7; I Timothy 1:9-11).

Non-Discriminatory Policy

Great Rock Christian Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Arrival at School / Departure from School

Elementary School (Grades pre-K - 6)

For the safety and well being of the children, students must be signed in and out each day by someone authorized to do so, indicating the time for each as it occurs. Only someone over 18 years of age and authorized to do so may sign a student in and out. The only authorized persons allowed to pick up a student are those whose names are indicated on the child's records. If someone not already authorized will be picking up a student, please contact the Administrative Assistant. Each parent or guardian will be given a unique identification number and will use this PIN to sign their child(ren) in and out of school.

Failure to sign in and/or out will result in the following:

- 1st Offense: Parents will be reminded of their daily obligation to sign in and out and indicate the time.
- 2nd Offense: Parents will be informed of their obligation to sign in and out and assessed a \$10.00 charge.
- 3rd Offense: A \$10.00 charge will be assessed and parents will be informed that any further infraction may result in the loss of extended care privileges

Extended care is provided Monday through Friday before school and after school free of charge. Extended care is not available on holidays; please refer to the school calendar for a list of these dates. Structured and supervised activities may include coloring, puzzles, study hall/homework, special projects, movies, and other appropriate activities.

The Extended Care program ends promptly at 4:00 p.m. If, due to an emergency (not including traffic), a student cannot be picked up within the first 30 minutes after the close of the Extended Care program, a parent must immediately notify the school. Failure to receive parental notification by 4:30 p.m. will result in the Danvers Police Department being contacted. The Police Department will attempt to locate the parents or emergency contacts listed on the child's emergency card. If no one can be reached, the Police Department will assume custody of the child. In non-emergency situations where a child is repeatedly picked up past the 4:00 end time, a fee of \$15 will be implemented and the student(s) will not be permitted to return to school until that fee is paid. Additional restrictions to the Extended Care program may be implemented if the 4:00 p.m. pick-up time is repeatedly not honored.

If families want to carpool, parents must make their own arrangements. Parents must notify the school office in writing (office@greatrockchristianacademy.org) indicating the person(s) who will have permission to drop off and pick up their children.

ELEMENTARY SCHOOL (GRADES pre-K - 6) ARRIVAL

Before 8:15AM Students must be checked in at the front desk with assigned personnel.

8:15AM School begins.

After 8:15AM Students arriving after school begins must be signed at the front desk with assigned personnel.

Students arriving after school begins will be marked tardy (please see Tardy Policy). Students who arrive after 8:15AM must check in at the front desk before reporting to class.

Carpooling If families want to carpool, parents must make their own arrangements. Parents must notify the school office in writing (office@greatrockchristianacademy.org) indicating the person(s) who will have permission to drop off and pick up their children.

MIDDLE & HIGH SCHOOL (GRADES 7 - 12) ARRIVAL

Before 7:00AM For safety purposes, **students must not be dropped off prior to 7:00AM**, as there will not be supervision before that time.

7:00AM - 7:30AM Students must proceed to the designated supervised area.

7:30AM School begins.

After 7:30AM Students arriving after school begins will be marked tardy (please see Tardy Policy). Students must sign in at the front desk before reporting to class.

ELEMENTARY SCHOOL (GRADES pre-K - 6) DEPARTURE

Before 2:15PM Students picked up before school is dismissed at 2:15PM must be signed out at the front desk by a parent/guardian.

2:15PM School dismissed.

2:15PM - 2:30PM Parents must park in the designated area and sign out their child at the front desk using the assigned PIN. If the parent/guardian wants

someone whose name is not listed on the student's account to pick up his/her student, the parent/guardian must contact the school office (office@greatrockchristianacademy.org or 781-960-8840). The person picking up the student must be at least 18 years of age.

After 2:30PM Students not picked up by 2:30PM will be walked to Extended Care.

Wednesdays Students will be dismissed at 1:30PM. Parents must park in the designated area and sign out their child at the front desk using the assigned PIN. If the parent/guardian wants someone whose name is not listed on the student's account to pick up his/her student, the parent/guardian must contact the school office (office@greatrockchristianacademy.org or 781-960-8840). The person picking up the student must be at least 18 years of age.

Students not picked up by 1:45PM will be walked to Extended Care.

Carpooling If families want to carpool, parents must make their own arrangements. Parents must notify the school office in writing (office@greatrockchristianacademy.org) indicating the person(s) who will have permission to drop off and pick up their children.

MIDDLE SCHOOL & HIGH SCHOOL (GRADES 7 - 12) DEPARTURE

Before 2:15PM Students picked up before school is dismissed must be signed out by a parent/guardian at the front desk. If the parent/guardian wants someone whose name is not listed on the student's account to pick up his/her student, the parent/guardian must contact the school office. The person picking up the student must be at least 18 years of age.

2:15PM School dismissed.

2:15PM – 2:30PM Students will wait in the lobby to be picked up. Parents should wait in the pick-up lane for their child(ren).

After 2:30PM Students not picked up by 2:30PM will report to Homework Club or Extended Care.

Wednesdays Students will be dismissed at 1:30PM. Students will wait in the lobby to be picked up. Parents should wait in the pick-up lane for their child(ren).

Students not picked up by 1:45PM will report to Homework Club or Extended Care.

Attendance

Attendance Policy and Procedure

Students are expected to be in attendance during all scheduled school days throughout the year. Frequent absences impede the student's education. Excusable absences include illness of the

student verified by the parent; medical quarantine by a health official; medical, dental, or optical services rendered to the student; and attendance at a funeral of an immediate family member.

Any absence, which does not fall into one of the above categories, is considered an unexcused absence and may negatively impact the student's grade.

Five or more absences in a quarter will require a parent meeting. Five tardies equals one absence.

According to Massachusetts General Law, "a school-aged child, not excused from attendance under the lawful and reasonable regulations of [GRCA], who willfully fails to attend school for more than 8 school days in a quarter" is considered truant (Massachusetts General Law, Part I, Title XVII, Chapter 119, Section 21).

Note: A student participating in an all day school sponsored event on or off campus is considered in attendance at school.

The procedure for reporting and verifying a student absence is as follows:

- A parent of the student who is absent from school needs to call the school office before 8:30 a.m. on the day of the absence, providing the reason for the absence (voicemail is available during non-office hours).
- It is not necessary to send a note to school when the student returns after a parent has already verified the reason for the absence.

Tardy Policy and Procedure

Students who arrive to school more than 10 minutes late must report to the Administrative Assistant before reporting to class. Teachers must send late students to the Administrative Assistant for a tardy slip if they come to class first. Tardies are noted by Classroom Teachers and recorded on report cards each quarter. The only excused tardies are doctor's appointments with verification. Students are allowed one exception per quarter, including car (pool) problems, a flat tire, lost keys, and traffic caused by accidents. Exceptions do not include important phone calls, a missed alarm, sibling drop-off, or heavy traffic.

Elementary School (pre-K to 6):

Students who receive more than four tardies in a quarter will have a letter mailed home requiring parent's signature.

Middle & High School (grades 7 to 12):

Tardy 1, 2, and 3 - Verbal reminder to the student.

Tardy 4 – Letter mailed home requiring parent's signature.

Tardy 5 – Two after school detentions.

A student with a pattern of excessive tardies (five or more per quarter) may lose their privilege to re-enroll at GRCA.

Leaving Campus Before School is Dismissed

If a student will be leaving campus during normal school hours, the following procedures must be followed:

- Before a student may leave campus, the **parent must sign the student out** with the Administrative Assistant and notate the reason for leaving.
- To avoid a student missing class time, your student will be called from class when you arrive at the front desk.
- Upon return to campus, the **Elementary School parent must sign the student back in at the front desk**, and the **Middle School and High School student must sign themselves back in at the front desk**.
- Students are not allowed to wait for parents in a parking lot, on the sidewalk, or any location other than the school office. Parents **must not** go to the classroom to pick up their child.

Bike Riding / Walking Home

Riding a bike or walking home is a student privilege for 7th-12th grade. Students must provide a parent note to the Administrative Assistant giving them permission to do so. Bikes must not be ridden on school sidewalks, driveways, or parking lots and must be kept in racks provided by GRCA during school hours.

All bike riders are required to wear approved safety helmets (Massachusetts General Law, Part I, Title XIV, Chapter 85, Section 11B). Great Rock Christian Academy students who ride his/her bike to school will need to wear a helmet that meets the helmet law safety standards established by the United States Consumer Product Safety Commission. While at school, students may lock their helmet to their bike or place it in the designated area. Students who choose not to wear a helmet will lose their bike privilege for two weeks. If there is a second violation, the bike privilege will be lost for the remainder of the year.

Campus Pride and Care

Great Rock Christian Academy students are expected to take pride in their school. All students should cooperate in keeping our school clean, free from vandalism, and common sense should prevail at all times. It is our goal to work together in creating a positive Christ-like atmosphere at school. Each student should evidence personal responsibility. Parents will be charged for vandalism or improper use of supplies or equipment, etc.

Gum is not allowed on campus except when approved by the principal for a special class or activity. A student who does not abide by this policy will receive a discipline referral.

Chapel

Chapels will be held daily for all grades pre-K through 12th and include prayer, singing, and a message from a speaker or presentation from a class. Chapel will be school-wide on Mondays and Fridays. Students will be divided into small groups based on grade levels for chapel on Tuesdays, Wednesdays, and Thursdays. For school-wide chapel services, classes will sit together with the Teacher in an assigned location. Please maintain respectful order and encourage worshipful participation throughout the chapel program. Chapel is not an appropriate time to complete assignments or use a cell phone. Special assemblies will be announced prior to the event with a location and schedule.

Award chapels are held periodically throughout the school year. Parents are informed of award dates for their child(ren) by email one to two weeks prior. Please also check the school newsletter for more information.

Class List / Student Placement

Teacher recommendations play an important role in the placement of students and development of class lists for the following school year. Each student's individual needs and abilities are considered, along with boy/girl ratios. If parents have social or academic input concerning their child, it must be submitted to the school Principal in writing, prior to May 15th. **By policy, parents may not request a specific teacher.** Class placement is confidential until the annual Family Welcome Night in August. Public discussion of placement among other parents or employees is inappropriate. **The final decision for class placement rests with the Principal.**

Middle School and High School student schedule changes will be reviewed and considered only during the first two weeks of school. Changes beyond the first two weeks of the school year will only be considered if approved by the Teacher and Principal.

Communication

Communication between Great Rock Christian Academy and student families is central to the student's overall success. QuickSchools is used as the official communication system by the school for disseminating student and school information. This may include homework, report cards, newsletters, lunch menus, school calendar, and corresponding emails.

Parents are encouraged to contact teachers by email. Parents may call or email the school office at any time to leave a message for a teacher or other employee with whom they would like to speak, or they may email the teacher/employee directly. If your request is time sensitive, please inform the school office. Please only call the teacher/employee on their cell phone if they have given permission to do so. Parents can expect a response by any GRCA employee within 72 hours (excluding weekends, school vacations, and holidays). If you have difficulty connecting with a teacher/employee, please contact the Administrative Assistant for further assistance.

Requests for scheduled teacher conferences can be made with the school office or the teacher directly. Please remember, teachers are unavailable to conference during lunch hours or when supervising students (both in the classroom and on the playground). Teachers also have

responsibilities before and after school and are unavailable to conference at a moment's notice. Following this procedure ensures quality time that has been set aside for the purpose of conferencing. **Attempting to conference at an unscheduled time places the teacher in a difficult situation and may be unsuccessful.**

Conflict Resolution

Scripture (I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20) commands believers to make every effort to live at peace and resolve conflicts with each other in private or within the Christian community.

As members of a community bound by the Great Rock Christian Academy Philosophy and Biblical guidelines specified above, expectations are that any issue or concern be brought directly to the person(s) involved for resolution and not to other parents or GRCA employees. If the issue or concern is unresolved, the school Principal is available for follow-up. If a resolution is not obtained, the Head of School is available to resolve the issue or concern.

Contact Information

Emergency contact and authorized pick up information is completed each year by parents during the registration process. In case of accident or extreme illness, it is essential all names, addresses, and home or work phone numbers be accurate and up-to-date during the school year. If there are any changes (home addresses, phone numbers, custody agreements, etc.) during the school year, please contact the school immediately.

Curricular Programs

Great Rock Christian Academy offers a biblically integrated academic program. The classroom teacher can answer questions about specific grade level curriculum and the Principal can answer questions about the overall curricular program.

Art, Music, Physical Education

The program at Great Rock Christian Academy ministers to the whole child. One of the ways this is accomplished is through instruction by teachers specializing in art, music, and physical education. The following guidelines apply to P.E. class:

- All students must wear appropriate running/tennis shoes: no slippery soles, shoes that slip off, boots, or sandals. Regular school uniforms are appropriate for P.E. class. Girls who wear dresses/skirts need to wear shorts underneath.
- Students who have physical limitations which prevent them from participating in P.E. for one or more days must bring a note of explanation signed by their parent to the P.E. teacher (Grades 7 - 12) or the classroom teacher (Grades pre-K - 6). **Restrictions over three days require a doctor's note.**

S.E.R.V.E. Blocks

- (Grades 7 - 12) Students will participate in directed studies throughout the year. There will

also be opportunities to incorporate direct instruction of study skills, special assemblies, and service opportunities.

Co-Curricular Student Activities (policy under review)

Co-curricular activities are available to GRCA students at various grade levels. Information will be provided as opportunities arise.

ACADEMIC ASSISTANCE / ACCOMMODATIONS: STUDENT SUPPORT PROGRAM

Elementary, Middle and High School students who have learning disabilities or significant learning challenges will be evaluated by the Student Support Coordinator with the goal of creating a plan to provide support for students within the classroom environment. The program allows students to receive instruction in the regular classroom and approved accommodations implemented by the Classroom Teacher to support student learning. Students who exhibit at-risk achievement may receive additional assistance during the school day in a separate classroom with the Student Support Coordinator. Elementary School students may receive assistance in all subject areas as well as with executive functioning skills. Middle and High School students may receive assistance in Language Arts and/or Math as well as with executive functioning skills. Parents who have academic concerns about their student should contact the Classroom Teacher who will contact the Student Support Coordinator. If the Student Support Coordinator decides that further evaluation and support is needed, the parents will be contacted to establish a partnership in meeting the needs of the student.

TUTORING POLICY

The school office may be contacted for a list of suggested tutors, including Great Rock Christian Academy teachers. GRCA teachers may tutor an enrolled GRCA student if they are not a current student of the teacher in the subject area being tutored, except for pullout classes (i.e. Music, Art, etc.). Tutoring may only begin after the teacher's contracted hours are completed and must not interfere with school or church activities. Parents of the student must complete an Insurance Waiver-Tutoring Program form and the teacher must complete a Staff Insurance Waiver-Tutoring Program form. Siblings are not allowed with the student being tutored.

Digital Citizenship Policy

Great Rock Christian Academy students may use the Internet for educational purposes only after reading and agreeing to the following guidelines.

Students have the responsibility to display exemplary behavior when using the Internet and must conduct themselves as representatives of Jesus Christ and Great Rock Christian Academy. The rules for Internet use have been established to protect and help students. The use of the Internet is a privilege. Since it is a privilege and not a right, its use can be taken from the student for breaking the rules.

ACCEPTABLE USE

- Use the computer as instructed by the teacher.
- Use the Internet only when a teacher/adult gives permission to do so.
- Do not download any files or software without the permission of the teacher/adult.

SAFE USE

- Do not give out personal information over the Internet about yourself or others.
- Do not use your name when completing projects online.
- Inform the teacher immediately of any online content that is inappropriate.

INTERNET ETIQUETTE (NETIQUETTE)

- Be polite and only use language acceptable by GRCA. Offensive, obscene, harassing, abusive, profane, or inflammatory language, pictures, or materials and/or personal attacks are abuses of this policy and students who engage in such communication on the Internet will be subject to disciplinary action.

RESPONSIBILITIES

- Accept responsibility for your actions on the Internet.
- Do not plagiarize (taking the ideas or writings of others and presenting them as your own).
- Respect copyright laws and rules regarding software, information and attribution of ownership. Ask the teacher or an adult if you are unsure about usage.
- Recognize the privacy rights of others and refrain from re-posting personal communications without the original author's prior consent.
- Do not engage in illegal acts such as tampering with computer hardware, software, computer piracy, hacking, or knowledgeable vandalism or destruction of computer files.
- Avoid the spread of computer viruses.

Disciplinary Action Process

The process taken to discipline students who do not abide by the rules and guidelines stated above, may include the following steps:

- The teacher will confront the student when the infraction occurs.
- The Principal will be alerted.
- The teacher or Principal will contact the parents with the issue, review this policy, and explain disciplinary consequences.
- The school will take disciplinary action. Any disciplinary action, which the parent may choose to take, is separate from the disciplinary action taken by the school.
- Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.

Note: Any Middle School or High School students engaged in the above infractions will be subject to any and all of the following consequences:

- The student will be referred to the Principal.
- The student will receive an automatic zero/failing grade on the assignment; no makeup work will be offered to compensate for the zero/failing grade.
- The student may face suspension, removal from any special programs offered, and/or expulsion from Great Rock Christian Academy.
- The student may be referred to law enforcement authorities if a crime has occurred.

Because this is a Digital Citizenship Policy, its application extends to both on and off campus

and includes Internet postings, emails, text messaging, and all social media.

Discipline

Philosophy

- We believe that it is the responsibility of Great Rock Christian Academy to maintain sound biblical control and discipline. (I Corinthians 14:33, I Corinthians 14:40)
- We believe that biblical examples cause us to address the conduct of the student rather than his/her status as a person. (John 8:11)
- The discipline policy is designed to reflect a biblical method of resolving conflict and providing for correction.
- To produce the desired environment for applying the discipline policy, school employees will work together, using these guidelines to:
 - Provide for a warm, friendly, congenial atmosphere conducive to a relaxed attitude on the part of the students in and out of the classroom within the framework of a fair, firm, and consistently enforced set of school and classroom procedures.
 - Orient the students fully to school and classroom procedures concerning discipline. Adequate time will be taken to do this as early in the school year, and as needed throughout the school year.
 - Provide for individual differences in and out of the classroom so that opportunity for success and challenge is present for all involved persons.
 - Provide for the growth of orderly transfer from adult leadership to dependence upon the leadership of the Holy Spirit on the part of the students. This is accomplished through establishment of graduated behavioral objectives in the area of self-discipline just as in academic areas.

Purpose

- Discipline is necessary to help promote a quiet spirit. The Bible says we need authority *"...in order to lead a tranquil and quiet life in all godliness and dignity. This is good and acceptable in the sight of God our Savior."* (I Timothy 2: 2–3)
- Discipline is necessary to help promote safety. The principle is shown in Scripture when we fail to obey the Lord. *"Like the nations that the Lord makes to perish before you, so you will perish; because you would not listen to the voice of the Lord your God."* (Deuteronomy 8:20)
- Discipline is necessary to allow the educational process to occur. *"All discipline for the moment seems not to be joyful...yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness."* (Hebrews 12:11) *"Whoever loves discipline loves knowledge."* (Proverbs 12:1)
- Discipline is a shared responsibility with the parent(s). To increase effectiveness and strengthen the family, we desire to involve the parent(s) in the correctional process. (Proverbs 19:18–20; Ephesians 6:1–4)

Procedure

School, classroom, and playground standards will be posted and explained during the first week of school to students and by the Classroom Teachers throughout the year. Students are

expected to comply with all standards established in their individual classes as well as playground and school rules. Any behavior that violates the content of the Family Handbook, negatively impacts the reputation of Great Rock Christian Academy or Great Rock Church, or causes discord among students and/or employees, whether at school or away from school, can result in appropriate disciplinary action that may include suspension or expulsion from GRCA.

Any disciplinary action taken with students will be administered after careful evaluation of all information pertaining to the incident, including an opportunity for the student to respond.

Discipline may include counseling the student, contacting the parent(s), losing an activity privilege, or detention. In more extreme cases, a student may be removed from class for the day or suspended from school. The School Board allows expulsion from school after appropriate steps have been taken.

Classroom Management

A classroom management plan must be implemented for each class, which includes minimum standards of acceptable behavior, consequences when standards are not met, and a positive reinforcement system. Basic examples of standards include:

Elementary School (Grades pre-K through 6)

- Talk only with permission.
- Leave your seat only with permission.
- Keep hands to one's self and respect other's personal space.
- Demonstrate personal responsibility.

Middle School and High School (Grades 7 - 12)

- Be on time:
 - Enter quietly and in an orderly manner.
 - Be in assigned seat at the start of class time (not walking through the door).
- Be prepared:
 - Have pencil, paper, books, and materials.
 - Have homework ready at the beginning of class.
- Be courteous:
 - Remain at assigned seat.
 - Wait to be recognized before speaking.
 - Work quietly.
 - Show respect for others.
- Be obedient:
 - Follow all directions promptly.
 - Listen.
 - Wait to be dismissed before leaving the room.

Other academic and classroom management rules are expected, but the basic examples above are foundational.

PLAYGROUND CONTROL – “BE KIND ONE TO ANOTHER” (Ephesians 4:32)

Physical and emotional safety is the main concern during times of outside activity. Adequate adult supervision is maintained at all times. Any activity that could lead to physical harm or place a student in danger will be stopped. Any unsafe location is off limits.

Basic playground rules are as follows but not limited to:

- Follow the directions of the adult(s) on duty.
- Be courteous and demonstrate a respectful attitude, safety, and control.
- Stay in the designated playground area.
- Do not play or loiter in or around the restrooms, the fences/gates, on the grass or plant covered slopes, or anywhere without adult supervision.
- Do not enter buildings, rooms, up the stairs to classrooms or leave the field and/or playground areas without adult permission.
- Do not eat while playing. Eat food only in designated eating areas (never on the stairs). Properly dispose of trash.
- **Do not throw objects** including but not limited to rocks, stones, pebbles, bark, etc. Do not participate in unsupervised games involving aggressive play, grabbing others clothing or tackling, etc.
- Treat others like you want to be treated.

Rewards (under review)

Rewarding a student for a job well done is encouraged at Great Rock Christian Academy. Reinforcement for applying Biblical principles in speech and action takes place at all grade levels throughout the year. Elementary students receive weekly recognition, and Middle School and High School students receive monthly recognition in chapel for exhibiting character traits that follow Christ's example. Christian Service awards are given quarterly to Middle School and High School students who consistently demonstrate a servant's heart according to Galatians 5:13. Student and Citizen of the Month awards are given to students in grades K-12 for Christ-like citizenship. Bible Memory awards are given to students pre-K through 5 who have successfully committed to memory the Bible verses for the quarter. The Principal will share information throughout the year with Teachers concerning awards given and criteria for choosing recipients.

Consequences

Students who do not follow the standards will receive appropriate consequences. Disciplinary notices may be sent home to parents for a signature. Students who frequently violate the standards may be referred to the Principal for more severe disciplinary action. Any serious behaviors will be immediately referred to the Principal.

Citizenship marks are evaluated by adherence to school, classroom, and playground standards and cooperation and participation in classroom procedures. Students may be asked to serve a restricted recess or a lunch detention (after eating lunch) in the Student Support Office or designated area. Students who are tardy to restricted recess or lunch detentions will serve additional detention time. Students who serve restricted recess or lunch detentions will not be able to participate in playground activities. Failure to attend detention or return signed notices the next school day may result in additional disciplinary action.

Bullying

Great Rock Christian Academy will not tolerate the bullying of students, employees, or volunteer workers. A bully is defined as one who hurts or continually bothers those who are perceived to be weaker. This includes a single incident or repetitive physical or verbal confrontations. This also includes occurrences where a student tells another student to carry out bullying behavior. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation, manipulation, or negative phone or social media messages.

Incidents will be evaluated to determine if bullying has occurred and if it has, immediate disciplinary action will be taken. Incidents in grades pre-K - 6 will be dealt with by age appropriate consequences such as, but not limited to, a detention, parent conference, and in-school suspension. Incidents in grades 7 - 12 could include measures such as, but not limited to, a detention, parent conference, in-school suspension, or suspension at home. For extreme or repetitive bullying, the consequence may be an expulsion from school.

Detention

Students may be asked to serve a restricted recess or lunch detention (after eating lunch) in the office or designated area. Students who are tardy to restricted recess or lunch detentions will serve additional detention time. Students who serve recess or lunch detentions will not be able to participate in playground activities. Failure to attend detention or return signed notices the next school day may result in additional disciplinary action.

Referrals

Students who choose not to follow school or classroom standards may be referred to the Principal's Office. Such referrals may occur after a series of disciplinary steps, or when a serious offense occurs. The Principal will discuss the problem and the resulting disciplinary action with the student. The parent will be notified of the conference and the consequences. Consequences are cumulative for the year. A third or fourth referral may result in suspension and a fifth referral may result in expulsion from GRCA.

The following are specific referable offenses for student's grades pre-K through 12th, either on school property or at school-sponsored events:

- Willful and persistent defiance of school authority, by language or action;
- Cause or attempt to cause damage to school or personal property;
- Possession or use of instruments that could cause bodily harm;
- Verbal or nonverbal (including written) threats to bully or intimidate others;
- Use of profanity or vulgarity (written or verbal);
- Possession or use of narcotics, alcohol, smoking devices, or tobacco;
- Possession or distribution of pornography or engaging in sexual acts;
- Use of forged parent notes;
- Truancy or excessive tardies;
- Cheating on schoolwork;
- Inappropriate use of social media; and
- Fighting, stealing, or gambling.

An immediate referral is required for all serious offenses. The Principal or designated substitute will personally counsel each referred student. Referrals will be sent home, returned with parent's signature, and kept on file in the office.

Suspensions

Suspensions are used to deny students the right to participate in activities by removing them from the school or classroom. The Principal may suspend a student if the student has committed any of the following offenses while on school property, traveling to or from school, or at school-sponsored events:

- Willful and persistent defiance of school authority or disruption of activities;
- Cause or attempt to cause damage to school or private property;
- Cause, attempt to cause, or threaten physical injury to another person;
- Theft of school or private property;
- Use of profanity or vulgarity (written or verbal);
- Possession or use of narcotics, alcohol, smoking devices, or tobacco;
- Possession or use of a firearm, knife, explosive, or other dangerous object;
- Blackmail.
- Other means of rectifying a situation must be pursued and documented before a suspension. When a suspension occurs, the Principal must:
 - Inform the student of the offense;
 - Give the student an opportunity to respond;
 - Notify parents;
 - Send a suspension letter within 24 hours;
 - Suspend for no more than five consecutive days;
 - Take other action after two suspensions in one year

If expulsion is being considered, the Principal may extend the suspension until the School Board reaches a decision. A suspended student will be required to complete all assignments and tests missed during the suspension, which can be reasonably provided. Upon satisfactory completion of given assignments and tests, the student will be given full credit.

Behavioral Review / Academic Probation

Students are placed on behavioral review or academic probation based upon number of referrals, student attitude, parent support and cooperation, severity of infractions, or administrative decision for student and school well-being. Results of the behavioral and academic probation review period factor into allowing the student to proceed at Great Rock Christian Academy.

Ground for Expulsion Policy

The actions listed below may result in expulsion from Great Rock Christian Academy. If one of these actions is reported, GRCA administration will conduct a thorough investigation to verify the accuracy of the report. If the investigation finds substantiation for the reported actions, GRCA administration will then determine if law enforcement and/or social services needs to be contacted.

A meeting with the student and his or her parent(s)/guardian(s) will take place to inform them of the possible consequences of the student's actions including the possibility of expulsion. Once the appropriate consequence is determined by GRCA administration, the Head of School will notify the School Board. If the administration believes expulsion is warranted, the Head of School will communicate this recommendation to the School Board for a decision. If expulsion is recommended by both the GRCA administration and the School Board, the Head of School will

communicate this decision to the parent(s)/guardian(s) of the student.

The following actions may result in expulsion. These are examples (not an all inclusive list) of behavior, which may be grounds for expulsion:

- Possession of any form of weapon while on campus, under school jurisdiction, or during any GRCA sponsored activity;
- Physically harming another student, employee, or guest of GRCA, or willfully engaging in behavior that could likely result in injury to others
- While on campus, under school jurisdiction, or during a school sponsored activity:
 - Using, selling, distributing, or possessing tobacco or vaping products;
 - Using, selling, distributing, or possessing alcohol;
 - Using, selling, distributing, or possessing controlled substances, including illegal or prescription drugs;
 - Using, selling, distributing, or possessing pornographic material or utilizing school resources, at any time, to access pornography or illicit material
- Making a criminal threat to a student, employee, or guest of GRCA, or threatening to do physical harm to any member of the GRCA community
- Sexual harassment of any student, employee, or guest of GRCA
- Bullying of any student, employee, or guest of GRCA
- Utilization of social media or digital communication to engage in bullying or harassment of any student, employee, or guest of GRCA while on campus, under school jurisdiction, or during a school sponsored activity. In addition, GRCA students may face disciplinary action in cases where such communication is made outside the jurisdiction of the school, if such actions negatively impact the school environment.
- While on Behavioral Review, continuing to engage in behavior that violates the school's disciplinary policies.

Dress and Grooming Code

The administration reserves the right to determine if a student is not dressed modestly, neatly or appropriately.

General Philosophy

The standard of dress at Great Rock Christian Academy is designed to reflect modesty, neatness, and appropriateness. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair.

Appropriateness can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself.

The dress code is not designed to support or encourage the latest fashion trends or fads. This means that clothing bought at some of the popular clothing stores may not meet GRCA guidelines.

GRCA recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific items for students to provide better guidelines of what is and what is not acceptable. Should a student wear questionable clothing, he/she may be asked to change or leave campus.

We ask that parents take responsibility for making sure their child complies with the dress code. If necessary, the student may be allowed to call home for a change of clothes.

All dress code requirements are in effect while a student is on campus from 7:30 am – 2:15 pm. At all other times, all dress decisions are expected to positively reflect on GRCA. Please see General Philosophy, Modesty, Neatness and Appropriateness sections above.

After school hours, whether on campus or off, any student conducting activities as a representative of GRCA is expected to dress as directed by the event sponsor/teacher/coach.

All dress decisions are expected to positively reflect on GRCA.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action.

Students **must** wear the following:

- GRCA apparel (t-shirt or sweatshirt) as the visible outer layer
 - GRCA apparel may *only* be purchased through our approved vendor, Sewforth, in Middleton, MA. GRCA has not given permission for use by families or other vendors.
- Dress Pants/Slacks/Shorts/Skorts/Skirts should be khaki, navy, or black.
- Appropriately worn and sized clothing which completely cover shoulders, abdomen, back, cleavage, and undergarments at all times when sitting or standing
- Appropriate undergarments – which should not be seen

Students **may not** wear the following:

- Jeans (except on Friday Jeans Days - see details below)
- Lettering on the rear end of clothing
- Pajama tops or bottoms
- Tight, form fitting articles of clothing such as bike shorts or yoga pants
- House shoes or slippers
- Any article of clothing that have holes that are not permanently repaired/patched
- Oversized/baggy/sagging articles of clothes
- Athletic attire of any kind outside of PE clothes during PE

Shirts

- Students are expected to wear GRCA shirts and sweatshirts (apparel with the GRCA logo).
 - GRCA apparel may *only* be purchased through our approved vendor, Sewforth, in Middleton, MA. GRCA has not given permission for use by families or other vendors.
- The outermost layer should have the GRCA logo. If students wear a sweatshirt to school and anticipate removing their sweatshirt at any point during the day, a GRCA t-shirt should be worn underneath. This includes P.E. and recess.
 - Students will be asked to put the sweatshirt back on if clothing underneath does not have the school logo.
- Sweatshirt hoods must not be worn indoors.
- All shirts as a part of regular dress code may be worn untucked.
- All shirts must completely cover shoulders (and all undergarments), abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Shirts must have sleeves.
- Uniform clothing items may not be altered or modified in any way.

Pants/Slacks/Shorts/Skorts

- All pants/shorts, etc. must be in good repair and neatly hemmed (no fraying).
- Sagging, oversized, or tight pants/shorts are not permitted.
- Short lengths:
 - **Pre-K and Kindergarten:** at least mid-thigh
 - **1st – 12th:** at most 3 inches above the knee when standing

Skirts

- Skirt lengths are to be no more than 3 inches above the knee when standing.
 - We ask that if your daughter cannot find a skirt that is no more than 3 inches above the knee, please wear pants or shorts.
- **Pre-K – 6th grade:** shorts/spandex must be under skirts
- **Pre-K – 6th grade:** May wear dresses/skirts mid-thigh as long as leggings or spandex are worn under the skirt.
- **7th – 12th grade:** Leggings may be worn as long as there is a skirt worn over the pants that comes no more than 3" above the knee when standing.

Shoes

- Shoes must be worn at all times while on campus.
- **Pre-K – 6th grade** students may wear sandals that have a heel strap.
- **All students** must wear or bring athletic shoes and socks on their PE days.
- **7th – 12th grade students** may wear athletic slides, flip-flops, and sandals.
- **Pre-K – 6th grade** students should understand that they will not be allowed on the playground equipment on days they wear shoes without back straps.

Accessories and Makeup

- Hats, hoods, and sunglasses are not permitted during regular school hours.
- Boys may not wear earrings.
- No jewelry, or any other object, may be worn in any piercing except for 'no more' than three (3) earrings in each ear for female students.
- Makeup applied in a manner that is not a distraction is allowed for girls only.
- No visible tattoos are allowed on campus or at any school-sponsored function (including off campus functions) unless they are temporary and for the express purpose of school spirit, school events, or special programs. Any temporary tattoos must be pre-approved.

Hair

- Hair must be clean and neatly groomed and worn in a style that does not obstruct the view of the students face. Hair must be kept out of the eyes at all times.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted for boys or girls.

GRCA reserves the right to require a student to get a haircut, change a style, or change a color, if, in the judgment of the administration, the student's choice has created a distraction.

"Comfy Fridays" / Friday Jeans Days

- Students are permitted to wear jeans or GRCA sweatpants on Fridays.
- Non-GRCA sweatpants are not permitted.
- Jean shorts are permitted provided that they meet the length requirements stated above (i.e., not more than 3" above the knee when standing).
- Jeans should not have rips or holes in them.
- All hems should be finished and not frayed.
- GRCA shirts/sweatshirts must still be worn.

Special Event Dress Code Guidelines

The administration reserves the right to identify particular events and days wherein compliance with announced special event dress code guidelines will be required. These events and days include, but will not be limited to:

- Picture Days/Retakes
- Awards Assemblies
- Special Events/Chapels/Concerts
- Special Field Trips

Special Event Dress

- Boys:
 - Pants: Slacks or dress jeans (NO patches or frays / NO Shorts)
 - Shirts: Collared shirt
 - Shoes: Athletic, casual, or dress shoes (NO athletic slides or flip-flops)
- Girls:

- Slacks or dress jeans (NO patches or frays / NO Shorts)
- Dresses, Skirt and top – skirt lengths are to be no more than 3 inches above the knee when standing.
 - We ask that if your daughter cannot find a skirt/dress that is no more than 3 inches above the knee, please wear slacks/pants.
- Shoes: Athletic, casual, or dress shoes (NO athletic slides)

Emergency and Disaster Preparedness

Emergency Notification

Great Rock Christian Academy uses a text messaging system through QuickSchools to inform parents in the event of an emergency, such as a school closing or a lock down. The system is also used to inform parents in the event of time-sensitive situations, such as last-minute location changes for a sporting event or a delayed field trip return. The system permits messages sent to those affected by the information.

Emergency Procedure

Employee trainings and student drills take place on a regular basis at Great Rock Christian Academy. Teachers receive written information about current disaster preparedness and emergency procedures. Teachers are expected to know what to do with students in and out of the classroom during an emergency, and are responsible to implement procedures assigned to them during an emergency.

Extended Care Program

Extended care is provided Monday through Friday before school and after school free of charge. Extended care is not available on holidays; please refer to the school calendar for a list of these dates. Structured and supervised activities may include coloring, puzzles, study hall/homework, special projects, movies, and other appropriate activities.

Extended Care Hours

Elementary School

Mornings:	7:00AM – 8:15AM
Afternoons:	2:30PM – 4:00PM

Middle and High School

Mornings:	7:00AM – 7:30AM
Afternoons:	2:30PM – 4:00PM

Note: For safety purposes, **students must not be dropped off prior to 7:00AM**, as there will not be supervision before that time. Parents must also notify the school if their child will not be picked up by 4:00PM. The Extended Care program ends promptly at 4:00 p.m. If, due to an emergency (not including traffic), a student cannot be picked up within the first 30 minutes after

the close of the Extended Care program, a parent must immediately notify the school. Failure to receive parental notification by 4:30 p.m. will result in the Danvers Police Department being contacted. The Police Department will attempt to locate the parents or emergency contacts listed on the child's emergency card. If no one can be reached, the Police Department will assume custody of the child. In non-emergency situations where a child is repeatedly picked up past the 4:00 end time, a fee of \$15 will be implemented and the student(s) will not be permitted to return to school until that fee is paid. Additional restrictions to the Extended Care program may be implemented if the 4:00 p.m. pick-up time is repeatedly not honored.

Sign-In and Sign-Out Procedure

Parents do not need to sign their child(ren) into extended care each morning. Students must be signed in based on the protocols for their specific grade level.

Parents (or an authorized person 18 years or older) must sign their child(ren) out upon pick up. Students will not be released to anyone whose name is not listed on the student's account (except by written note, phone call, or email from the parent). A valid ID *must be provided* in order for us to dismiss any child from grades pre-K through 6.

Illness and Emergency

Parents are notified immediately if their child becomes ill or injured at extended care and are expected to pick up the student promptly. In cases of emergency, the paramedics will be called and the student taken to the emergency room at Beverly Hospital (85 Herrick Street, Beverly, MA 01915), unless deemed differently by medical personnel.

Extracurricular Student Activities (under review)

Extracurricular activities are available to GRCA students through Great Rock Church at various grade levels.

- Arrows - for boys ages 8-18
- GHSB (Growing in His Strength and Beauty) - for girls ages 8-18
- Men's Bible Study
- Salt & Light Women's Bible Study

Field Trips

School sponsored field trips are a vital part of the student's academic experience and support the curriculum. Information is sent home with students in advance of each trip, and parents must sign and return a "Field Trip Permission Slip" prior to the day of the trip in order for the student to participate. Students must be in good standing and consistently demonstrate appropriate behavior to participate in school-sponsored field trips. Students who do not participate in a field trip must stay home from school for the length of the field trip. Students who have an unexcused absence for the field trip will be asked to complete an alternative assignment.

Great Rock Christian Academy appreciates parent volunteers for field trips; however, not all parents will be able to attend a field trip and student siblings must never attend field trips.

Parents chosen for a field trip that are unable to attend must contact the Administrative Assistant (office@greatrockchristianacademy.org) as soon as possible so another parent can be selected in their place. Transportation for field trips is provided by bus from companies approved to transport children, and students must use the same method of transportation going to and from the field trip.

Field trip costs are covered by parents or legal guardians. For situations in which the field trip fee is cost prohibitive, parents may contact the Administrative Assistant (office@greatrockchristianacademy.org).

Financial Information

Field trip costs are covered by parents or legal guardians. For situations in which the field trip fee is cost prohibitive, parents may contact the Administrative Assistant. Checks that must be taken on the field trip need to be requested in the Business Office by Check Request form one week prior to the trip.

Finance Information

Please read the following information carefully and if you have any questions, please contact the Business Office at office@greatrockchristianacademy.org.

- A non-refundable application fee must be submitted with completed registration materials for each new pre-K - 12th grade student.
- A non-refundable registration fee is due each year for all pre-K - 12th grade students. The fee will only be refunded if a student's name is removed by school administration.
- Tuition and incidental fees (i.e. extended care, graduation, etc.) may be paid in cash, with a check, or online with a credit card. Parents must cover the credit card processing fees.
- Information concerning student tuition accounts is only provided to the person(s) on file in our system.
- **Tuition is paid over 10 months: September through June.**
- Tuition and incidental fees not received within 15 days of the due date will be assessed a late fee. Timely payments later rejected for insufficient funds will also be assessed a late fee. **Late fees per family per month: tuition \$40.00 and incidental fees 10%.**
- Tuition must be current for yearbook, report card, diploma distribution, or re- enrollment. If a tuition account becomes 45 days delinquent, the student(s) may be dismissed from GRCA.
- **A two-week written notification must be submitted prior to withdrawing an enrolled student.** Failure to do so will result in two weeks of tuition being deducted from any pending refund.
- Students with an extended absence due to illness of 10 consecutive school days or more may, on a case-by-case basis, be granted tuition relief. A doctor's note is required.
- All seniors are required to pay a graduation fee of \$100.00 by the designated deadline, which is set to occur before the Christmas break. To facilitate a manageable payment process, families have the option to split the fee into four equal monthly installments of \$25. The installment payments will begin in September and continue until the full amount is paid. It is mandatory for all seniors to adhere to this payment policy in order to participate in graduation ceremonies and related events.

- **General Financial Expectations and Obligations**
 - The parents/guardians are financially responsible for the enrollment, tuition and fees for their child(ren) attending GRCA.
 - Tuition payments are non-negotiable and cannot be mitigated or apportioned.
 - A child's records will not be released until all tuition payments have been made in full.
 - Students may not be allowed to participate in school activities including, but not limited to, graduation ceremonies, GRCA athletics and class trips if tuition balances are not current.
 - Students will not be re-enrolled for the next school year unless tuition balances are current.
 - Failure to settle outstanding account balances will result in reporting to credit bureaus.

GRCA Family Fellowship

The purpose of GRCA Family Fellowship is to build relationships within the school community and teach children the importance of serving others. Working with the administration and teachers, parents volunteer their time to help raise support and help implement programs and activities at Great Rock Christian Academy.

Grading Policy

Grades are intended to accurately reflect a student's progress and performance at Great Rock Christian Academy on a quarterly basis. They are a composite of subjective and objective scores: they are objectively based with subjective input. Included are the Teacher's assessment of daily performance and the application of mastered skills. Grades are earned by the student and assigned, not given, by the Teacher. Each subject should have, on average, at least one grade per week. Each quarter begins a new grading period, and grades are not averaged by semester or year, with the exception of grades 9 through 12 in which semester grades are calculated.

Pre-K and Kindergarten: Standards are assessed in the classroom and communicated to parents on skills based report cards.

Grades 1 through 6:

90% – 100% (outstanding)

80% – 89% (above average)

70% – 79% (average)

60% – 69% (below average – needs improvement)

59 % and below (below grade level – needs improvement)

Grades 7 through 12:

A+	=97% – 100%
A	=93% – 96%
A-	=90% – 92%
B+	=87% – 89%
B	=83% – 86%
B-	=80% – 82%
C+	=77% – 79%
C	=73% – 76%
C-	=70% – 72%
D+	=67% – 69%
D	=63% – 66%
D-	=60% – 62%
F	=59% or below

Grades are based on the above scales and should be consistent within each grade level.

Effort and Citizenship Marks

“Effort” is a subjective grade related to academics upon teacher evaluation of areas such as homework, attentiveness, cooperation, enthusiasm, punctuality, and consistency of performance.

“Citizenship” is a subjective grade unrelated to academic effort or marks based upon teacher evaluation of areas such as respect, obedience, cheerfulness, reverence, cooperation, and other character traits.

The following guidelines apply for effort and citizenship:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

An “S” indicates the student is doing what is expected of every student. An “O” indicates the student “goes above and beyond” the typical expectations of students, and consistently models exemplary behavior and demonstrates positive/active involvement in class.

Students must have a minimum “C” average with no more than one "Needs Improvement" mark in citizenship (and no “Unsatisfactory” citizenship marks) for participation in certain extracurricular activities.

Students must have a minimum "C" average their 8th grade year to receive a promotion diploma and participate in the promotion ceremony.

Progress Reports

Progress reports are used to document student growth and development and are sent home each quarter of the school year. They reflect achievement in academic grades, effort, and/or citizenship marks.

Report Cards

Report cards are issued quarterly and may be viewed on QuickSchools for grades K - 12th. Grade explanation sheets, next quarter overviews, and/or other communications may also be sent with the report card each quarter.

Grades and/or effort and citizenship marks for grades pre-K-12th Music, P.E., and Art will be included on the report card.

Transcripts & GPA

A transcript is provided for high school students. Students earn credits for courses by the semester. The following scales are used for Honors and CP classes. All courses are considered College Prep unless specifically designated as Honors.

College Prep	
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D-	0.7

Honors	
A+	4.5
A	4.5
A-	4.2
B+	3.8
B	3.5
B-	3.2
C+	2.8
C	2.5
C-	2.2
D+	1.8
D	1.5
D-	1.2

F	0
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F	0
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Academic Review / Probation

Students in grades 1st-6th who receive grade marks of 59% or below will be evaluated for retention and/or academic review.

In order for students in grades 7th-12th to be in good academic standing at GRCA, students must be enrolled in at least four major subjects each marking period, and be passing four major courses when report cards are issued. Students must not have received an Effort or Citizenship rating of Unsatisfactory on the most recent report card or progress report. Since a mark of Incomplete does not assure that the subject has been passed, courses with incomplete work cannot be counted as "passed." Students who do not satisfy these requirements will be placed on Academic Probation.

Students on Academic Probation are not eligible for participation in certain extracurricular activities.

Academic review/probation exists for the quarter following placement on review/probation. This may include the first quarter of the school year. Students may be on review/probation for non-continuous periods without being withdrawn from school (i.e. second and fourth quarters). A student may petition for review of his/her Academic Probation status at each progress report period if he/she can document improved academic performance. Students who wish to have their status reviewed should email the Principal a week before the end of the progress report period. Students may clear the review/probation by successfully completing summer school. Students will be withdrawn from school if unable to clear the review/probation.

Students in grades 7 & 8 who have a failing grade for the school year when the four quarter grades are averaged will need to attend the Summer Credit Recovery Program (see the following section). Students in grades 9-12 who fail a semester or more of any core course (English, math, history, science, foreign language) will need to attend the Summer Credit Recovery Program in order to earn credit for that semester. Please note that failing semester grades at the high school level do not earn credits toward graduation requirements.

Summer Credit Recovery Program

Students in grades 7 and 8 who fail a course for the entire school year (when the four quarter grades are averaged) must attend the Summer Credit Recovery Program in order to ensure a better understanding of the content. Failure to complete the Summer Credit Recovery Program requirements may result in a student being retained and not being promoted to the next grade level.

Students in grades 9-12 who fail one or more semesters of a course, will not earn credit toward graduation and will need to make up the failed semester(s) over the summer in order to earn a passing grade. Summer Credit Recovery is offered through the Student Support Department's Summer Enrichment program or by attending a summer school program at another high school. The Summer Credit Recovery program is only available to students who received a grade of F (59% or below) for one or more semesters. Should a course not be retaken for credit recovery, the student may be in danger of not meeting graduation requirements. If a student were to enroll in a summer school program at another high school, all requirements for that program must be

met and the final grade must be submitted to the Student Support Department for final approval.

Student Retention

Student retention is the last step taken after every option to help the student is deemed unsuccessful. Teachers who have explored all means available to assist and support the student (i.e. tutoring, outside learning centers, professional testing, etc.) will bring the situation to the Principal. If student retention is necessary, teachers will call the parents to request a conference.

High School Graduation Requirements

The following credits are minimum requirements for graduation:

- **Chapel/Biblical Studies:** 4 units
- **English Language Arts:** 4 units
- **Mathematics:** 4 units, including completion of Algebra II
- **Science:** 3 units of lab-based science
- **History & Social Science:** 3 units, including U.S. History and World History
- **World Language:** 2 units of the same language
- **Physical Education:** 1 unit, with a Physical Education course taken at least one quarter per year
- **General Electives:** 3 units, including 1 unit of the arts

Homework

At GRCA, we believe that homework should serve as a valuable tool to reinforce classroom learning and promote the development of essential skills. Homework is designed to provide relevant practice, encourage independent learning, and support students in mastering new material. We recognize the importance of a balanced approach to education, and our homework policy is designed to achieve that balance.

General Guidelines for Elementary Students (pre-K through 6):

Daily Homework:

- Homework assignments may be provided daily, but they will be optional for elementary school students. The intent is to offer additional practice and support, not to create undue stress.
- Homework assignments will be graded for completion, not for accuracy.
- If a parent or guardian decides that their child will not complete an optional assignment, it will not count against the student's grade.

Reading Homework:

- Reading-related assignments are considered a requirement when assigned, and they are essential for building strong literacy skills.
- Reading assignments should align with grade-level expectations and may include independent reading, reading comprehension activities, or reading logs.

Projects:

- Projects will be required when assigned, and advance notice will be provided to families.

- Projects offer students the opportunity to explore topics in-depth and apply critical thinking skills.

SERVE Blocks (5th & 6th grade only):

- SERVE blocks primarily function as a directed study for students to work on reinforcing concepts they have learned in class by studying, reading, and completing homework assignments.
- Fifth and sixth grade students will have two SERVE blocks per week, with the goal being to provide structured support for reinforcement of concepts while helping to minimize time spent on schoolwork beyond the scheduled school day.

General Guidelines for Middle and High School Students (grades 7 through 12):

Daily Homework:

- Homework will continue to be assigned strategically in middle school and high school to support academic growth. For grades 7 through 12, the completion of homework assignments is required.
- Assignments will align with curriculum objectives and may include problem-solving, research, or preparation for assessments.
- Homework assignments will be graded for completion, not for accuracy.
- Should a student choose not to complete an assignment, the resulting grade for the assignment will be a zero.
- Homework in Middle School (grades 7 and 8) should not exceed an average of 15 minutes per subject per night.
- Homework in High School (grades 9 through 12) should not exceed an average of 20 minutes per subject per night.

Projects:

- Projects will be required when assigned.
- Projects offer students the opportunity to explore topics in-depth and apply critical thinking skills.

SERVE Blocks (grades 7-12):

- SERVE blocks primarily function as a directed study for students to work on reinforcing concepts they have learned in class by studying, reading, and completing homework assignments.
- Students in grades 7-12 have one SERVE block per day with the goal being to minimize the amount of homework students will be required to complete in the evenings while also being supported by the supervising teachers.

Purpose of Homework:

Homework assignments are designed to achieve the following objectives:

- Reinforce classroom learning and provide opportunities for students to practice skills independently.

- Foster independent learning, responsibility, and time management.
- Support the development of strong study habits and self-discipline.
- Encourage students to explore topics of interest and extend their learning beyond the classroom.

Balancing School and Other Activities:

We understand the importance of a balanced life for our students. While homework is an essential part of the educational process, it should not consume all of a student's time outside of school. We encourage families to work together to create a homework routine that allows for a healthy balance between school work, extracurricular activities, and family time.

Tests and Quizzes:

Tests and quizzes will continue to be assigned as part of the assessment process. Completing homework assignments is likely to be in a student's best interest as they are designed to foster independence and prepare students to successfully demonstrate their understanding on assessments.

Communication:

Teachers will maintain open lines of communication with families to ensure that homework expectations are clear, and support is available if needed. If a student is consistently struggling to complete assignments, parents are encouraged to reach out to the teacher to discuss potential solutions and interventions.

Make-Up Work - Illness / Vacation

Students who are absent due to illness may have a parent email the school office (office@greatrockchristianacademy.org) to request class work and/or homework. Homework can be collected from the Administrative Assistant at the end of the school day. Students are given one night per day of absence for completion of missed classroom work. Teachers may adjust this guideline on a case-by-case basis when necessary.

For extended absences due to illness, arrangements should be made between the teacher and parent for work to be completed. With administration approval, teachers have the authority to modify workloads for students with extended absences. Adequate time should be given to complete make-up assignments, keeping in mind the nature of the illness and which assignments must be completed.

Students who take mid-year vacations may ask for homework in advance, but what is given is at the discretion of the teacher. When students return from vacation, additional make-up work may be given. Students are given one night per day of absence to make-up any work regardless of receiving homework in advance.

Insurance

Great Rock Christian Academy provides liability insurance if a student is injured at school or while participating in a school-sponsored activity. Claims must first be submitted to the parent's

insurance carrier. Any reasonable expenses that remain can be submitted to the Business Office for review and submission to the school's insurance carrier. If you have any questions, please contact the Business Office at 781-960-8840.

Legal Issues

Child Abuse Reporting

Any Great Rock Christian Academy employee who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, is legally required to report the known or suspected instance of child abuse to a child protective agency (Department of Children & Families).

Child Custody

Great Rock Christian Academy assumes parents are the legally responsible adults for students. In the event that one or both parents have restricted custody rights, the adult(s) with legal responsibility for the student need to provide GRCA with an official copy of court documents establishing guardianship and/or custody. If parents are divorced or separated and one parent is not allowed to see or pick up a student, we must have on file in the school office a certified copy of the court order of Final Judgment.

Photo Policy

Great Rock Christian Academy reserves the right to publish any student photographs, with or without student names, to online communications, print media, and the school website. Parents must notify the school in writing if they do not wish for their child(ren) to be included in published photographs.

Harassment

Great Rock Christian Academy prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce a student, employee, volunteer, or other GRCA community member.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, color, age, sex, national origin, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that insults, belittles, or shows hostility or disrespect toward an individual or group because of race, color, age, sex, national origin, body, disability or appearance, or any other protected status.

Sexual Harassment

Great Rock Christian Academy prohibits sexual harassment, which is defined as "unwelcome

sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature... to create an intimidating, hostile or offensive working environment." The conduct must be considered sufficiently severe or pervasive enough to create a school or work environment that a reasonable person would consider intimidating, hostile, or offensive.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, e-mails, photos, text messages, tweets and Internet postings, or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Retaliation

Great Rock Christian Academy prohibits retaliation of any kind when making a complaint of harassment or participating in investigations.

Lodging a legitimate complaint will not be used against the student or employee or have an adverse impact on the individual's academic or employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including dismissal from GRCA.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. Under no circumstances will the victim be required to resolve the complaint directly with the offending party. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Human Resources Department.

Complaint Procedure

Great Rock Christian Academy has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. GRCA will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Complaints should be submitted to the Principal or Student Services Coordinator within one working day after an incident has occurred, preferably in writing.
- Upon notification, the Principal or Student Services Coordinator will immediately inform

the Head of School and Human Resources Department of the complaint.

- The Head of School will inform the School Board of the complaint within 24 hours.
- The Head of School will initiate and supervise an investigation to determine whether there is reasonable basis for believing that the alleged violation of this policy occurred.
- If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
- The investigation will include interviews with the complainant, the accused, and any witnesses or relevant persons to determine whether the alleged conduct occurred.
- Upon conclusion of an investigation, the Head of School will review all evidence and submit a written report of his/her findings to the complainant, the accused, the Principal or Student Support Coordinator, and the Human Resources Department.
- If it is determined that a violation of this policy has occurred, the Head of School will take prompt and remedial action against the accused, which will be commensurate with the severity of the offense. Action taken will not be communicated to the complainant. The appropriate action will depend on the following factors:
 - The severity, frequency, and pervasiveness of the conduct;
 - Prior complaints made by the complainant;
 - Prior complaints made against the accused; and
 - The quality of the evidence (i.e. firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Head of School may recommend appropriate preventive action.
- The Head of School will also inform the School Board of the resolution to the complaint.

Library / Media Center

Computer Lab (policy under review)

Classroom Teachers remain in the Computer Lab to assist students during the Computer Teacher's class lesson. The Computer Lab and Media Center (part of the school Library) are available for Teacher and classroom use when not occupied by another class.

Library (policy under review)

A schedule of Library hours will be provided at the beginning of the school year to post in the classroom. Students may check out materials from the Library for a limited amount of time. Classroom Teachers will remind students to return books and other materials in a timely manner.

Elementary School classes make weekly visits to the Library. Middle School and High School students can visit the Library during the day individually, but will need a pass from their Teacher if they come during class time. Libraries are available for Teacher and classroom use when not occupied by another class.

Lost and Found

Placing a student's name or initials on his/her belongings helps facilitate the return of misplaced items. If an item is lost, please check the school's lost and found, located in the main lobby. Any

valuables found (i.e. jewelry, collectibles, money, etc.) will be kept inside the school office. Items not claimed will be donated quarterly to the Great Rock Church Thrift Store.

Lunches and Snacks

Daily Lunch Program

Great Rock Christian Academy provides a daily lunch service for pre-K - 12th grade students at an additional cost.

The cost for lunch is \$1,000 for the full school year, billed at \$100 per month from September through June. Meals are purchased for the full month and cannot be purchased individually. Parents who choose to order the month of lunches will be billed for lunch along with tuition for the upcoming month. All sales are final and money will not be refunded if a child is absent on certain days or if the child chooses to bring a lunch instead of eating the lunch provided.

In addition to lunches, breakfast will be provided for free to all students, regardless of whether or not the family is participating in the lunch program. Breakfast will be served beginning at 7:00 a.m. Breakfast will end at 7:20 a.m. for middle school and high school students and will end at 8:00 a.m. for elementary school students. All breakfast food needs to be consumed by 8:05 a.m.

Lunch Procedure

All food is to be eaten in the designated lunch areas. Teachers will dismiss their classes at the beginning of the lunch break and students may walk to the tables if they have brought their own lunch. Purchased lunches are available at the kitchen window.

If a parent brings lunch to their child, please mark it with the child's name and drop it off at the front desk. For security reasons, never go directly to the classroom or lunch area to deliver a lunch.

When sending meals, please do not send lunches that need refrigeration or hot water, as the school office cannot accommodate this. Please also do not send glass bottles to school.

Elementary school students who forget to bring a lunch must tell their teacher so arrangements can be made to provide a lunch. Middle school and high school students who forget to bring a lunch are encouraged to tell the lunch supervisor.

Lunch Rules

Behavior: Students are expected to show consideration for other people at all times. Every student must clean up his/her own area by picking up trash. There will be no cutting in line, running, shoving, or food throwing. Students who choose not to show consideration to others and/or do not keep the campus clean will be assigned appropriate consequences.

Boundaries: Students are to wait to be dismissed from the lunch tables by a lunch supervisor. The field is available for use by elementary students as directed by the supervisors during lunch recess. Food is not allowed on any field or play area. Middle School and High School students

may not loiter at the lockers during the lunch period.

Food Delivery

Students may not order food to be delivered, either at lunch or at any other time between the school's hours of 7:00 a.m. and 4:00 p.m. Parents may not order food to be delivered for their child during the hours of 7:00 a.m. and 4:00 p.m. If a parent forgets to pack a lunch for their child and is unable to drop the lunch off themselves, please contact the school (781-960-8840 or office@greatrockchristianacademy.org) by 9:00 a.m. and the cafeteria staff will arrange to provide a school lunch for the student (billed at \$5 for the meal). While lunches are purchased on a monthly basis, GRCA can make accommodations in the case of emergency situations such as these.

Medical Needs of Students

Student Illness

The physical health and safety of each student is a priority at Great Rock Christian Academy. Our effectiveness in teaching spiritual, academic, emotional, and physical truth is dependent largely upon the physical well being of the child.

Please keep your child home when they are ill. For the sake of your child and other school children, **never send them to school if they are vomiting or have a fever**, even if they tell you they are fine. A doctor's note will excuse a child who normally runs a low-grade fever. A child must be free from fever or vomiting for 24 hours before returning to school. It is equally important the child not return to school until they are able to participate fully in the normal school day.

Teachers should make a general visual health inspection of each student daily. Teachers are responsible for ensuring that students with obvious symptoms of illness are not accepted into the classroom. Special attention should be paid to students who have been absent because of illness or who have been exposed to contagious or communicable diseases. Students who become ill during the school day must be sent to the Health Office. The office will decide whether to send the student home or allow rest in the office before returning to class. If it is decided that a child must be sent home, the parent will be notified immediately and asked to have the student picked up within 30 minutes. A child with a fever must be sent home.

Medical Release for Broken Bones

A student who has a broken bone must provide a release from a physician to participate in any physical activity, including P.E.

Student Medication

Student medication must be stored in the Health Office for administration by office employees only. Before any medication is administered, a Medication Release form must be completed by the parent and filed in the Health Office. Prescription medication must be in the original pharmaceutical container, clearly labeled with the child's name, dosage, and time to be given. Non-prescription medication administration also requires a doctor's note with instructions for

administration. Any and all medications will be dispensed as prescribed by a physician. No student, regardless of age, should be transporting medications or carrying medications on their person. Students with asthmatic conditions requiring the use of an inhaler must have a prescription on file specifying the conditions for use. A log is maintained for students who have taken any medication. Students are never permitted to bring their own medication to school and administer it to themselves. This policy applies to cough drops and vitamins as well.

First-Aid Treatment

Treatment by the school office is limited to ice packs and/or washing the injury with soap and water and/or providing bandages. In cases of severe injury or other emergencies, parents and/or paramedics may be contacted. AED devices are located on campus and selected GRCA employees are trained on when and how to use one. An Incident Report is sent home with the student.

Food Allergies

Great Rock Christian Academy cannot guarantee an allergen-free environment. It is reasonable to expect that students, from time to time, will have some exposure to foods or food residue, which could trigger allergic reactions in sensitive individuals. As a school, we provide families with as many healthy food options as possible while also reducing, but not eliminating, exposure risks for students with food allergies.

Parents must notify the school in writing of their student's food allergy. The notice must be a dated letter from the student's physician and include the following information: student's name, specific information about the student's condition and treatment instructions in the event of an allergic reaction, and the physician's name, address, and phone number. GRCA will discuss the student's allergy with the parents so they can take their own precautions with knowledge of what to expect and not expect from the school.

The following are GRCA guidelines and precautions:

- *No Food Sharing:* Students are reminded to refrain from sharing food.
- *Allergen-Aware Lunch Tables/Areas:* One or more lunch tables/areas are designated to students who have food allergies. Students are regularly reminded of prohibited foods in these areas.
- *Case-by-Case Safety Precautions:* Specific safety precautions are introduced from time to time that may request cooperation from the GRCA community (i.e. a certain food may be restricted from a classroom if a student in class has that food allergy).
- *Nut-Sensitive All-School Functions:* GRCA will not distribute products containing peanuts or tree nuts at any school functions.

While the precautions described above are designed to reduce exposure risks, the school makes no guarantee that these practices will eliminate or prevent allergic reactions.

Locker and Lock Policy

Ownership and Responsibility: Lockers and locks provided by the school are the property of GRCA and are allocated to students for the purpose of storing personal belongings and educational materials. Students are responsible for the appropriate use and care of the lockers assigned to them.

Lock Usage: Students may use the assigned locks only to secure their assigned lockers. The locks and lockers themselves remain the property of the school. The school reserves the right to conduct periodic inspections and/or maintenance on lockers. In such cases, students must ensure their lockers are accessible and unlocked to facilitate these activities. Locks are expected to stay on the assigned lockers and in a locked position while storing student items.

The following examples of locker misuse will result in a warning, and if the issues persist, locker privileges will be revoked. Locker misuse includes, but is not limited to:

- Repeatedly leaving the combination lock in the unlocked position
- Storing the lock inside of the locker
- Replacing the school lock with a personal lock
- Removing the lock from the locker
- Switching locks with another student

Search and Protective Sweeps: Students should be aware that lockers are subject to search by school officials when there is reasonable suspicion that a school policy or law has been violated or to ensure the safety and security of the school community. The school may also conduct "protective sweeps" of lockers, which involve searches to maintain a safe environment and prevent the possession of prohibited items. Students should have no expectation of privacy in their lockers.

Consequences for Violation: Violation of this policy, including failure to comply with locker inspections or tampering with school property, may result in disciplinary action. Consequences may include but are not limited to warnings, loss of locker privileges, or other appropriate disciplinary measures as determined by school administrators. It is essential for students to recognize the shared responsibility and adherence to this policy to maintain a safe and secure learning environment for all members of the school community.

Lock Replacement Fee: In the event that it becomes necessary to cut off a student's lock or to replace a missing lock, a lock replacement fee of \$5 will be assessed. This fee covers the cost of the replacement lock.

Locker Damage Fee: Students are expected to treat lockers with care and respect. Any decorations within the lockers should be able to be removed without leaving residue. Magnets are recommended for easy removal. Any intentional or negligent damage caused to lockers will result in a locker damage fee of \$50. The fee will be used to repair or replace damaged lockers and restore them to their original condition.

Personal Property at School

Students are responsible for their own personal property brought to school. Items such as electronics, toys, skates/skateboards/scooters, or other personal items must not be brought to school, unless a teacher or administrator has given the student permission to do so. The school assumes no responsibility if these items are lost or stolen.

Cell Phones & Electronic Devices

Students may carry a cell phone to school, however, **the cell phone must be turned off and inside the student's backpack at all times while at school**, which includes between the hours of 7:30AM and 2:15PM and at extended care. **Any other web-enabled device that allows communication is prohibited at school, including smart watches, unless specific permission is granted by the teacher.** Students are not permitted to use their cell phones as calculators during math class.

Headphones & Other Hearing Devices

In order to maintain an environment conducive to learning, the use of personal headphones or earbuds is strictly prohibited on school premises during instructional hours and in designated areas as outlined by the school administration.

Classroom and Instructional Areas: Students are not permitted to wear or use headphones during class time, unless specifically authorized by the teacher for a designated educational purpose. The use of headphones during lectures, discussions, group activities, and other instructional activities is strictly prohibited.

Common Areas: Headphones should not be worn or used in common areas such as hallways, cafeterias, libraries, and study areas. Students are encouraged to engage in face-to-face interactions and be aware of their surroundings for safety reasons.

Exceptions: Students with documented hearing impairments or specific accommodations may be permitted to use headphones or other auditory assistive devices as authorized by the school administration. During designated recreational or break periods, students may be allowed to use headphones with the permission of the school staff, provided they do not disrupt the learning environment or interfere with the rights of others.

The consequences for violation of the "Cell Phones & Electronic Devices" and "Headphones & Other Hearing Devices" policies are:

- 1st Offense – Cell phone/device is taken away from the student and the parents must pick-up the cell phone/device from the school office.
- 2nd Offense – Lose the privilege to have a cellphone on campus (even in a backpack).
- 3rd Offense – One-day school suspension.

Phone Usage in School Office

The school office phone is not for student use unless an emergency arises. Forgotten homework or library book, going home with a friend, etc. is not considered an emergency. Students should not receive phone calls while at school, but GRCA will gladly assist parents in relaying a

message should an emergency arise. If transportation arrangements change, please notify the school office as soon as possible so the student can be informed. Messages made with the office at the end of the school day may not be passed on quickly, so please plan accordingly.

Pledges

Each morning in class, or as a school in chapel, students will stand and recite the Pledge to the American Flag, the Pledge to the Christian Flag, and the Pledge to the Bible. Students should be reminded to show respect during pledges by facing the flag or Bible and placing their right hand over their heart. Students leading the pledges should ask others to:

"Please stand. We will pledge allegiance to the American flag/Christian flag/Bible. Ready, begin..."

Pledge to the American Flag

"I pledge of 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 Honor the Bible

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

Class Parties

Class Party Guidelines (Grades pre-K - 6 Only)

- Class parties must be planned with the Teacher and their wishes followed.
- Teachers and the Principal must approve notices sent home about class parties.
- Class parties are typically scheduled at the end of a school day and any exception must be pre-arranged with the Teacher and have Principal approval.
- Class parties are scheduled for a maximum of 45 minutes.
- Class parties should be kept simple and inexpensive, with holiday theme guidelines followed.
- Plan for any food allergies and limit the amount of candy/sugar treats.
- All food and beverages should be kept in the classroom.
- Money must not be collected for any party and students may not exchange gifts.
- Families may present a Teacher with a gift, but parents may not organize a collection to purchase a gift from the entire class.
- Any party held off campus (i.e. year-end) must indicate "not a school sponsored activity" and be mailed home and never distributed at school.

Holiday Theme Guidelines

Halloween: The focus is on Harvest and not bats, black cats, witches, ghosts, cauldrons, skeletons, pumpkins with faces on them (jack-o'-lanterns), or anything scary. GRCA encourages

students to participate in the sponsoring GRC Harvest Party.

Christmas: The focus is on the Birth of Christ, manger scene, and wise men and not Santa, elves, or reindeer.

Easter: The focus is on the Resurrection, empty tomb, and our salvation and not the Easter bunny or Easter egg hunts.

Year-End Activity Guidelines (Grades pre-K - 6 Only)

Activities held on the last day of school include a class party and are usually 45 minutes.

Birthday Celebrations (Grades pre-K - 6 Only)

Children who celebrate birthdays at school should limit class treats to light refreshments only. Refrigeration and freezers are unavailable for use in storing any food or beverages. Birthday candles are not permitted for safety reasons. Flowers, balloons, banners and other gifts should not be delivered at school for students.

Students may distribute invitations to a party if all children in the class are invited (or if all girls or all boys are included). To protect the feelings of our students, we will not allow selective distribution to take place in the classroom.

Student Life

Rewarding a student for a job well done is encouraged at Great Rock Christian Academy. Reinforcement for applying Biblical principles in speech and action takes place at all grade levels throughout the year. Students will receive recognition during chapel services for exhibiting character traits that follow Christ's example. Christian Service awards are given quarterly to Middle School and High School students who consistently demonstrate a servant's heart according to Galatians 5:13. Student and Citizen of the Month awards are given to students in grades K-12th for Christ-like citizenship. Bible Memory awards are given to students pre-K-6th who have successfully committed to memory the Bible verses for the quarter.

Textbooks and Materials

Distribution

The classroom or subject area teacher issues textbooks during the first week of school. It is recommended that students cover their textbooks.

Students will be issued only one set of books to use both at school and at home.

Textbooks are not loaned to students or parents for supplemental or summer use unless students are enrolled in the Credit Recovery Program. Students may only be assigned textbooks for class(es) enrolled. Parents who have questions about textbooks should contact the

Administrative Assistant.

Replacement

Students who lose or damage (beyond use) a textbook, must report it to the school office and pay for a replacement before a new textbook can be issued. Teachers will not issue a replacement textbook to a student until the school office indicates the teacher may do so. Stolen or vandalized books must be reported to the office within one week of the incident or the student will be held responsible for the replacement cost.

Visitors on Campus

Any person not employed or enrolled at GRCA must check in with the Administrative Assistant at the main entrance of the school, including classroom volunteers, classroom/playground observers, and invited guests. Employees who see a person on campus without a visitor's pass need to ask the person to see the Administrative Assistant for one. Siblings are not allowed to accompany parents when volunteering or on the playground. Drop by visits are allowed to parents anytime during the school day. Persons interested in an escorted campus tour or observation of a classroom must make an appointment with the Administrative Assistant.

For security reasons, students may not open exterior doors without the express permission of a GRCA staff member. This includes opening the door for students, staff members, parents, delivery drivers, etc. Exterior doors must never be propped open. Visitors must ring the doorbell and the Front Desk Assistant, or other GRCA staff member will open the door

For the safety of our students and staff, animals are not allowed in the church/school, including classrooms, offices, the field or the playground during the school day or at any school activity.

Volunteers

Parents are given the opportunity at the beginning of the school year to volunteer in various capacities. Information will be provided as opportunities arise.

Withdrawal from School

Students withdrawing from school before the end of the year must notify the school office. The student's teacher(s) will receive a Student Withdrawal form that must be completed and returned to the office by the last day of the student's attendance. Withdrawal is not complete until the Student Withdrawal form and all school materials [i.e. school-owned textbooks (if applicable), locks, library books, etc.] have been returned.