



**GRACE**  
ACADEMY

2018-2019 Student/Parent Handbook

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## 1. Mission and Identity

### **1.1 Mission Statement**

To glorify God by serving parents in providing their children a distinctly Christ-centered, academically excellent, classical education as a foundation for life-long learning.

### **1.2 Motto**

Our motto comes from the famous Baroque composer Johann Sebastian Bach. At the bottom of each musical composition he penned the letters “S. D. G.” which stood for *Soli Deo Gloria*. We have adopted that phrase as our motto and the motive for all that we do at Grace Academy: Glory to God alone!

### **1.3 Philosophy and Goals of the School**

Grace Academy is a private, Christian school committed to providing a Christ-centered and academically excellent classical education to students in grades K-12. Education at Grace Academy is inherently and markedly different in form and purpose than education offered in public schools. Grace Academy strives to operate as an extension of the family and believes that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Grace Academy offers a biblically-based curriculum and teaches all subjects as parts of an integrated whole that points toward God as the source of all knowledge.

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, Grace Academy strives to:

- Develop Christian worldview thinking so that students learn to evaluate their entire range of experience in light of Scripture.
- Encourage every student to begin and develop a relationship with God through the saving work of Jesus Christ.
- Provide a clear model of biblical Christian life and culture through our faculty, staff, and board.
- Teach all subjects in the curriculum as parts of an integrated whole with Scripture at the center.
- Emphasize the tools of learning (grammar, logic, and rhetoric) in all subject matter. (Grammar is to be understood as the fundamental rules and data of each subject. Logic is to be understood as the ordered relationships of particulars in each subject. Rhetoric is to be understood as the means by which the grammar and logic of each subject are expressed clearly.)
- Emphasize the development and flow of western civilization in history, literature, math, science, foreign language, philosophy, theology, logic, rhetoric, and fine arts.
- Encourage every student to develop a love for learning and to achieve maximum academic potential.
- Provide an orderly and secure atmosphere that is conducive to achieving the above goals.

## 1.4 Portrait of a Graduate

*The purpose of this portrait is to concisely encapsulate the key characteristics that we seek to cultivate in our students throughout their education at Grace Academy. While these characteristics are not all objectively measureable, they serve as the end goals that guide the distinctly Christ-centered, academically excellent, classical education we provide. It is our goal that by the end of a Grace Academy education our students will:*

### Love the Lord their God with all their heart, soul, and mind

Have a personal relationship with Jesus Christ as their Lord and Savior  
Be able to articulate and explain the reasons for their faith  
Think and live according to a Christian worldview  
Possess a broad knowledge of Scripture and apply it to their lives  
Live a lifestyle of prayer and Scripture memorization  
Steward wisely their resources of time, talent, and health  
Manifest a disposition of gratitude  
Participate actively in local and global church ministry  
Display the fruit of the Spirit  
Demonstrate humility and servant leadership  
Identify and compassionately address the needs of others

### Love the True, the Good, and the Beautiful

Have broad exposure to the liberal arts and sciences, philosophy, and theology  
Understand the historical development of the various academic disciplines  
Recognize the interconnectedness between the branches of knowledge  
Be academically prepared for success in college  
Have the ability to identify, appreciate, and interpret high-quality art and music  
Engage in biblically-grounded and well-reasoned public discourse  
Demonstrate boldness and courage to stand up for what they believe  
Appreciate the ability of written and spoken words to communicate truth, goodness, and beauty  
Possess a foundation of classical languages  
Speak and write articulately, eloquently, and persuasively

### Love learning

Possess the habits, dispositions, and skills of a life-long learner  
Be self-motivated to learn independently  
Have a strong and disciplined work ethic  
Reason soundly with discernment and understanding  
Think in a way that is both principled and independently creative  
Read avidly and with critical wisdom

## 1.5 Governance and Organizational Structure

Grace Academy is owned and operated by a board of directors who are elected and serve in accordance with the Articles of Incorporation and the Bylaws of the school. The board consists

of appointed members who are selected by the current board after presentation to school families for consideration and discussion. Detailed operational guidelines and responsibilities of the Grace Academy board can be found in the Grace Academy Bylaws and the Board Policy Manual. The board is responsible for appointing and hiring a Head of School who is the sole employee of the board and who oversees all aspects of the school's operations. The Head of School is responsible for appointing and hiring administrators, faculty, and staff who function in their respective roles in order to fulfill the school's mission. Grace Academy is comprised of a Grammar School (grades K-5), Logic School (grades 6-8), and Rhetoric School (grades 9-12). The Logic School and Rhetoric School together are sometimes referred to as the Upper School (grades 6-12).

## **1.6 Parent Partnership**

At Grace Academy, we believe that the school exists to serve and assist parents in their God-given responsibility to bring up their children in the discipline and instruction of the Lord (Ephesians 6:4). As an educational institution, we therefore function *in loco parentis* (in the place of parents) as we partner with parents to educate their children. Parents are encouraged to actively participate in their children's education by communicating regularly with them about what they are learning, attending parent/teacher conferences, participating in Parent Council activities, serving as a home room parent, volunteering in class as a guest speaker or reader, serving as a chaperone on field trips, helping at school functions that take place throughout the year, or volunteering as a teacher's aide.

## **1.7 Statement of Faith**

All members of the Grace Academy faculty and staff are required to affirm in writing that they subscribe to Grace Academy's statement of faith. The following statement of faith is taken directly from the Grace Academy Bylaws:

### God (Theology Proper-Nature of God):

We believe that there is one God who is holy, just, good, loving, eternal, ever-present, all-powerful, all-knowing, and unchanging.

We believe in the Trinity, that the one divine being exists in three distinct but equal persons: the Father, the Son, and the Holy Spirit.

### Creation (Theology Proper-Works of God):

We believe that God created all things visible and invisible, speaking the world into existence out of nothing and that His creation was according to His perfect wisdom and was ordered, beautiful, and very good.

### Man (Anthropology):

We believe that man was a special creation of God, finite and dependent along with all of creation, yet made in God's image: rational, moral and endowed with the ability to receive God's revelation, and with authority to rule over creation as God's regents; that life begins at conception; and that because all people bear God's image, human life is precious.

We believe that God created man with the duty to serve and obey his creator-king and called him to build culture as sub-creators; and that mankind accomplishes this calling as two distinct, yet complementary genders – male and female.

We believe that God created man as two distinct genders, male and female, and that a person's gender and gender identity are determined by God; that God ordained marriage as a lifelong union between one man and one woman as the basis for the family which is entrusted with the responsibility for raising and educating children; that God established the sexual union for use exclusively within the bonds of marriage; and therefore that all sexual intimacy outside of heterosexual, monogamous marriage is contrary to God's design and purpose.

We believe that despite man's original creation as morally good, the first man and woman rebelled against God, and that this resulted in the fall of the human race into sin: a lost, disordered, broken state of separation and alienation from God, from one another, and from the world around us; that this fall means all people are born with original sin guilty before God, and with corrupted, rebellious natures; and that the fall also plunged the world into a disordered, broken state, such that both man and the physical world stand under God's curse.

#### Revelation:

We believe that God gives revelation of Himself, of man, and of the created order, and that this revelation comes in two forms, both general and special.

We believe that despite creation's fall, God's general revelation still reveals truth about the nature and purpose of creation, thus making both truth and wisdom possible for man and giving man sufficient knowledge of God to be accountable to and guilty before Him.

We believe that God has specially and specifically revealed Himself in history, both by acts and words; that God's acts include both ordinary works of providence as well as miracles; that God's words came in various forms including direct speech and writings; that the supreme act and word was His taking on humanity in the person of Jesus Christ, who is God with us.

We believe that the perfect record, and thus ultimate expression, of God's special revelation is found in the 66 books of the Bible; and that the human authors were inspired by God such that they truly communicated God's Word.

We believe that the Bible, in its original manuscripts, is the plenary, verbal, infallible, and inerrant Word of God; that its primary purpose is to make known the character of God and His work of saving lost sinners and redeeming creation itself; and that the content of those original manuscripts has been accurately preserved, so that modern versions truly communicate God's Word.

#### Christ (Christology):

We believe that Jesus is the eternal Son of God, the second person of the Trinity, the Logos, fully God and fully man, incarnated in the womb of the virgin Mary by the power of the Holy Spirit, both God and man forever.

We believe that Jesus came to redeem fallen humanity and this fallen world and to establish the kingdom of God on earth; that this purpose is accomplished by His sinless life, miracles, teaching, substitutionary and propitiating death on the cross, bodily resurrection

from the dead, ascension into heaven, present reign and ministry from heaven, and future bodily return with power and glory to consummate that kingdom.

#### Salvation (Soteriology):

We believe that God is gracious toward sinners, and that by grace He bestows blessings on all people and saves His people.

We believe that Christ is the only savior of sinful man, that apart from Christ and His saving work there is no way for sinners to be reconciled with God, and that regeneration by the Holy Spirit is absolutely necessary for the salvation of sinners.

We believe that justification is by grace alone, through faith alone, and based upon the imputation of Christ's righteousness alone; and that faith without works is dead.

We believe that the Holy Spirit is active and ministers to and through God's people; that the indwelling of the Spirit enables Christians to die to sin and to live godly, holy lives; and that Christian lives are characterized by faith in Christ and repentance from sin.

#### Church (Ecclesiology):

We believe that God has instituted the Church with her officers and ordinances as distinct from the divinely established institutions of the family and the state, as well as distinct from the human institution of the school; and that the ordinances of Baptism and the Eucharist are part of the jurisdiction of the church.

We believe that the Christian life is not meant to be lived in isolation but instead is established in community for support and accountability; and that the Church is God's primary instrument for and expression of this community.

We believe that there is ultimately one invisible Church, and that all true believers in Jesus Christ have spiritual unity in the Lord.

#### End Times (Eschatology):

We believe that Christ will return from heaven to consummate God's kingdom with salvation and judgment; and that there will be a bodily resurrection of both the saved and the lost - the saved to eternal life and the lost to eternal condemnation.

1. We believe that there will be a redemption of this world, a new creation, where God's kingdom will be perfectly manifested on earth as it is in heaven, and where God will dwell with His people for eternity.

### **1.8 Accreditation**

Grace Academy is accredited by the Association of Classical & Christian Schools (ACCS) which is recognized by the Texas Private Schools Association (TEPSAC).

#### 2. Academics

##### **2.1 Homework Guidelines**

Homework is a normal part of the learning process at Grace Academy and is essential in order for students to reach their full potential. Parents should help students organize their work and

budget their time in order to assist them in developing proper study habits. A few of the rationales for the assigning of homework are as follows:

- Homework is an important tool for teaching time management, diligence, and personal responsibility as well as for reinforcing curricular content.
- Repeated, short periods of practice or study of new information are often more effective for learning than one longer period of practice or study. Daily homework allows for this repetition and reinforces the learning that happens in the classroom.
- Parental involvement is critical to a child's education. Homework provides an opportunity for parents to actively assist and be involved with their children's studies. This also will keep parents aware of the current topics of study in the class and of their children's level of success with the work assigned.
- Students work at different speeds, so assigning homework allows the time spent within the classroom to be valuable and efficient for all students.

Students will find that they go through periods of peaks and valleys with much or little homework. The time spent doing homework will vary from grade to grade and from student to student. The information below is a guideline and should be regarded as estimated average times, not as required minimums or maximums. When homework is given, verbally or in writing, students are responsible for knowing what the homework is and when it is due. Homework will not necessarily be posted on RenWeb or elsewhere electronically such that students have access to their assignments after leaving class. Part of students' preparation for the world after Grace Academy is learning to be responsible for the assignments that they are given.

Students should expect to have on average approximately the following amount of homework each night:

K	None
1 <sup>st</sup> -2 <sup>nd</sup>	20-30 minutes/night
3 <sup>rd</sup> -5 <sup>th</sup>	30-45 minutes/night
6 <sup>th</sup>	45-60 minutes/night
7 <sup>th</sup> -8 <sup>th</sup>	60-90 minutes/night
9 <sup>th</sup> -12 <sup>th</sup>	90-120 minutes/night

As students progress through their academic life, the amount of homework and self-initiated study will necessarily increase. Upper School students should expect increased work requirements around due dates for projects, major papers, exams, etc. Parents who believe that their child is consistently exceeding the above averages should keep a written record of time spent on homework (actual diligent working time, not dawdling, daydreaming, etc.) for two weeks and present this record to the administration.

Normally homework will not be given over major school breaks such as Thanksgiving, Christmas, Spring Break, and Easter such that work is due the day students return to school. Major papers or projects may be due the week after such breaks, but the amount of time budgeted for the completion of such assignments should not include a substantive amount of time during the break.

While students should expect to have homework during weekends, whenever possible tests should not be scheduled for Mondays.

## **2.2 Make-up Work**

In the case of an unplanned absence (sickness, etc.), students have the same number of class meetings plus one that were missed to make up the work. For example, suppose a student receives an assignment on Monday that is due Tuesday. If that student is absent on Tuesday, the assignment will be due on Thursday. The homework assigned on Tuesday for Wednesday (in the student's absence) will be due on Friday. Reasonable exceptions to this policy may be made at the teacher's discretion. After an absence it is the student's responsibility to talk with the teacher to find out what work is due and to get caught up as quickly as possible.

In the case of a planned absence (family vacation, etc.), students or parents should notify the teacher as soon as possible so that the teacher can give assignments to the student. All make-up work will be due on the first day that the student returns after the absence.

## **2.3 Late Work**

When major assignments (papers, projects, etc.) are turned in late without an excused absence, a penalty of 10% will be incurred for each partial or whole 24-hour period that has passed since the assignment was due. For example, an assignment due Monday morning at 10:00 and turned in Tuesday afternoon at 2:00 would receive a 20% deduction.

Policies regarding the grading of late daily work (i.e., not major assignments) are made at the teacher's discretion. A teacher might have, for example, a policy that gives no credit for late daily work or a policy that allows late daily work to be turned in for a 10%/day penalty like major assignments.

## **2.4 70% Rule**

If a student in any class receives a grade below 70% on a test or major assignment (project, term paper, etc.) and the grade is not due in part to a late penalty, the student may retake the test or redo the assignment within one week of receiving the grade from the teacher. The highest grade a student can receive for this retake/redo is 70%. If the student again scores below 70%, the higher of the two grades will become the final grade for that test/assignment and no further retakes/redos will be allowed.

## **2.5 Standardized Testing**

Each year students in grades 3-8 take the ERB CTP 4 test and students in grades 9-11 take the PSAT. These tests assist the school in assessing academic progress, and the PSAT also is used by the National Merit Scholarship Corporation as the basis by which students qualify for the

National Merit Program. Students in 11<sup>th</sup> and 12<sup>th</sup> grade are strongly encouraged to take the SAT and/or ACT multiple times in preparation for the college admissions process.

## **2.6 Report Cards**

In the Grammar School report cards are issued at the end of each quarter, and in the Upper School report cards are issued at the end of each semester. Report cards, along with progress reports, RenWeb, and direct communication with teachers, provide a means by which parents can monitor their child's academic progress. Report cards will be released only when the family's financial accounts with Grace Academy are current and any outstanding charges have been paid in full.

## **2.7 Transcripts**

Transcripts are generated by the Guidance Counselor for students in the Rhetoric School. Official transcripts may be requested by parents or students with at least one week's notice and will be released only when the family's financial accounts with Grace Academy are current and any outstanding charges have been paid in full.

## **2.8 School Profile**

The Grace Academy School Profile is a document that succinctly describes the school's mission, key distinguishing characteristics, curriculum, standardized test scores, graduation requirements, and scope and sequence. The School Profile is sent along with student transcripts as part of the college admissions process in order that admissions departments might understand the nature and rigor of a Grace Academy education.

## **2.9 Student Records**

Student records are confidential and will be accessible only with administrative permission. Information from a student's record will not be released to any party other than the parents (colleges, universities, prospective employers, etc.) without written permission from the parents.

## **2.10 Study Hall**

When students have study hall they are expected to come to class with the materials they will need and to use the time diligently to work on their assignments. All study halls should be QIA: quiet, individual, and academic. Group study is allowed only with the approval of the teacher and if approved must be done in a way that is not distracting to other students. Study hall is treated like any other class with regard to tardiness and absences, and students are expected to use their time wisely and in a way that does not disturb other students' ability to focus and study.

## **2.11 Exams**

6<sup>th</sup>-12<sup>th</sup> grade students take comprehensive semester exams at the end of each semester in a number of subjects. In 6<sup>th</sup>-8<sup>th</sup> grade exams are given during the normal class meeting time and count as a major test grade in that semester's grade book. In 9<sup>th</sup>-12<sup>th</sup> grade students take two-hour exams in the final three academic days of the semester and are released at 12:30 p.m. These exams count as 20% of the semester grade.

Seniors may choose to exempt the second semester exam for any class in which their second semester grade for that class without the exam will be an "A" or "A-." In order to exempt an exam the senior must not have more than 10 absences from that class second semester. Exceptions may be made by the administration under certain circumstances.

Students will be given at least two days immediately prior to exams at the end of the semester that are dedicated to reviewing for exams. During these "dead" days no assignments will be due and no tests will be given.

## **2.12 Grading Guidelines**

In kindergarten and 1<sup>st</sup> grade students receive report cards with skill assessments as follows:

E: excellent

S: satisfactory

N: needs improvement

U: unsatisfactory

In grades 2-12 students receive academic grades as a reflection of the quality of their academic work. Grades reflect a combination of quantitative and qualitative indicators that are weighed according to the teacher's discretion. Grades may be given for many different types of items including daily homework, quizzes, tests, projects, papers, in-class assignments, group work, in-class presentations, class participation, etc. A minimum of 10 grades should be given each quarter for each subject/course.

Grades on report cards and transcripts are listed as letter grades which indicate the following level of academic work:

A: excellent

B: good

C: satisfactory

D: unsatisfactory

F: failing

Letter grades correspond to numerical percentages as follows: A: 93%-100%; 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: <60%

A final grade of at least C- (70%) is required in order to progress on to the next grade level in any subject. A final grade of at least D- (60%) is required in order to receive passing credit in any subject.

### **2.13 Grade Point Average**

A grade point average (GPA) is calculated for students in the Rhetoric School and appears on their transcript. GPAs are based on final course grades at the end of each academic year. Given that all courses in the Rhetoric School are taught at an honors level, Grace Academy uses a flat (unweighted) five-point GPA scale. Final course grades correspond to GPA points as follows: A: 5.0; A-: 4.67; B+: 4.33; B: 4.0; B-: 3.67; C+: 3.33; C: 3.0; C-: 2.67; D+: 2.33; D: 2.0; D-: 1.67; F: 0.

### **2.14 Class Rank and Valedictorian**

Due to selective admissions and rigorous curriculum and grading standards, Grace Academy generally does not rank students. However, the top ten percent of each class are ranked at the end of their junior year for the purpose of admission to Texas public universities. The valedictorian of each senior class is determined on the basis of cumulative GPA at the end of the senior year.

### **2.15 Graduation Requirements**

In order to graduate from Grace Academy, students must earn at least 26 credits while enrolled in 9<sup>th</sup>-12<sup>th</sup> grade in accordance with the following minimum requirements:

History: 4  
Literature: 4  
Math: 4\*  
Science: 4\*  
Foreign Language: 4\*+  
Theology and Philosophy: 1.5  
Logic and Rhetoric: 2.5  
Fine Arts: 2  
Athletic Requirement: 1  
Total: 26

\* Seniors may opt out of one credit in either math, science, or foreign language. In other words, they have to take two out of the three.

+ All students are required to take at least two high school credits of a classical language (Latin or Greek).

Students earn the required athletic credit by participating in two seasons of a junior varsity or varsity sport while enrolled in 9<sup>th</sup>-12<sup>th</sup> grade. With prior approval from the athletic director, a student may count an athletic season of training and conditioning or an equivalent non-Grace athletic season (of, for example, ballet or martial arts) toward the athletic requirement.

Each year-long history, literature, math, science, and foreign language course counts as one GPA credit. Each semester-long theology/philosophy and logic/rhetoric course counts as one-half

GPA credit. Senior Thesis Seminar is a year-long course and counts as one GPA credit. Each year-long fine arts course counts as one-half GPA credit. History, literature, theology/philosophy, and logic/rhetoric courses meet four days per week. Math, science, and foreign language courses meet five days per week. Fine arts classes meet three days per week.

8<sup>th</sup>-grade Algebra I is given one non-GPA credit on the transcript but does not count toward the math graduation requirements. 7<sup>th</sup>- and 8<sup>th</sup>-grade Latin are given one-half non-GPA credit each (one credit total) on the transcript but do not count toward the foreign language graduation requirements.

## **2.16 Transfer Credit**

Rhetoric students who transfer to Grace Academy may receive credit for courses taken previously if they are approved by the administration. Such courses will be designated on the student's Grace Academy transcript as transfer credits, and a letter grade will be listed for each course in accordance with the grading scale found in section 2.12 above. While these transfer credits will count toward Grace Academy's graduation requirements, the grades received in these courses will not count toward the student's cumulative GPA.

## **2.17 Honor Roll**

At the end of each semester students in the Upper School may qualify for the honor roll according to the following conditions:

“A” Honor Roll: The student's semester grades are all As.

“A-B” Honor Roll: The student's semester grades are all As except for no more than two Bs.

At the end of the year students who qualified for either honor roll both semesters receive a Magna Cum Laude award, while students who qualified for “A” honor roll both semesters receive a Summa Cum Laude award.

## **2.18 Add/drop Policy**

Students in the Upper School may add a class during the first two weeks at the beginning of the year. Students may withdraw from a class up until the end of the first quarter. After the end of the first quarter students will receive a “W” on their transcript if they withdraw. Students will not receive partial credit on their transcript for completing part of a course (the first semester of a year-long course, for example).

## **2.19 Promotion and Remediation**

In order to be promoted to the next grade level, students must demonstrate satisfactory completion of the curricular objectives for their current grade level. For kindergarteners and 1<sup>st</sup> graders, satisfactory completion is based on a qualitative evaluation by the student's current teacher. For 2<sup>nd</sup>-11<sup>th</sup> graders, satisfactory completion is indicated by achieving a minimum final grade in each subject/course of C- (70%). If a student has one or two final grades below this threshold, the student must remediate over the summer in order to be promoted to the next grade

level. Students who have more than two final grades below C- must repeat their current grade level.

If a student's final grade is 60-69%, the student must successfully remediate the course. Successful remediation will include, but is not limited to, achieving a minimum of 70% on remediated coursework. Upon successful remediation the student may progress to the next class. The original earned final grade, however, will remain on the student's transcript in spite of the completed remedial work.

If a student's final grade is below 60%, the student must successfully remediate the course. Successful remediation will include, but is not limited to, achieving a minimum of 70% on remediated coursework. Upon successful remediation the student may progress to the next class. The original earned final grade, however, will be replaced with a 60% on the student's transcript in spite of the completed remedial work.

Remedial coursework is developed by the teacher and must be approved by the administration. At the beginning of the summer an agreement between the student, parents, and school must be signed by all parties that specifies the nature of the remediation, who will oversee the remediation, and a timeframe for completion. All remediation work must be completed by July 31 in order for the student to be promoted to the next grade level that fall. The work must include content and assignments (or comparable equivalents) from the entire year, not merely certain assignments that were failed. The student's parents are responsible for paying tutoring fees to the teacher who oversees the remediation.

Any exception to these remediation policies must be approved by the administration.

## **2.20 Academic Probation and Expulsion**

At the end of each quarter students who are failing a class, have grades below C- in more than one class, or have a GPA below 2.67 (C- average) are placed on academic probation. An action plan, if not already in place, will be developed in collaboration with the student's teachers and parents so that appropriate interventions can be employed to help the student in the area(s) of difficulty. Academic probation lasts for a period of three weeks unless otherwise specified by a student's action plan. At the end of the probationary period the student's grades are reassessed and a decision is made as to whether the probation will end or be extended. Students may be expelled for academic reasons if they are repeatedly placed on academic probation or fail to meet the terms of their action plan. Any decision to expel a student will be communicated to the parents in writing.

## **2.21 Academic Eligibility**

Students who are on academic probation may not participate in any Grace Academy extracurricular activities (practices, rehearsals, competitions, or performances). Furthermore, varsity athletes are ineligible if they are failing one or more classes on each of the TCAL eligibility dates. Students who are so deemed ineligible may not participate in games for the three weeks following the TCAL date. At the end of that three-week period ineligible students

will regain their eligibility if they are not failing any classes at that time. Students, parents, and coaches should be notified when a student is determined to be academically ineligible and again when the student regains academic eligibility. Ineligibility does not extend from the fourth quarter to the beginning of the following academic year.

## **2.22 Students with Learning Disabilities**

Grace Academy desires to serve students with a wide range of academic abilities. The school does not, however, have the resources necessary to serve students with severe learning disabilities that would require a separate classroom, program, or staffing in order to provide the educational services desired by the parents. Students with learning disabilities that do not require a separate classroom, program, or staffing are welcome at Grace Academy. All students, whether diagnosed with a learning disability or not, are required to meet the same academic and behavioral expectations as the other students in their class. While official testing and diagnosis is not provided by the school and is the financial responsibility of the parents, teachers and the administration will work closely with parents to identify and respond appropriately to students' learning disabilities. In some cases an action plan may be created to help parents, teachers, and the student work together to manage a student's learning disability or other academic struggle. Grace Academy is committed both to maintaining an academically rigorous environment for all students and also to providing reasonable support and intervention as needed in order to help all students achieve their maximum potential.

## **2.23 Tutoring**

If a student needs help with the work for a class, the first step is to schedule a meeting between the teacher and student at a time that is mutually convenient either before school, after school, during lunch, or during a study hall. Such informal tutoring is willingly offered by teachers when they are available and is considered part of their job. If a student needs ongoing individualized tutoring, however, the parents should seek outside professional tutoring or should agree to pay the teacher for regular tutoring sessions that are scheduled outside of the teacher's normal working hours.

## **2.24 Textbooks**

In some classes students are issued textbooks that are owned by the school. It is the responsibility of students to keep and maintain these textbooks throughout the year. At the end of the year parents will be financially responsible for textbooks that are missing or have been damaged beyond the standard of reasonable use.

# **3. Conduct and Discipline**

## **3.1 School Rules**

The school rules at Grace Academy are designed to cultivate an ordered and godly environment in which students can learn and grow. The three primary rules from which others follow are: 1.

Honor God; 2. Honor others; 3. Honor God's property. The following are other school rules that follow from these three primary rules and are in place to facilitate obedience to them:

- Students should always demonstrate basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with teachers or staff. When instructions are given, prompt and cheerful obedience is expected. The chant "We obey right away, all the way, with a good attitude everyday" is often used in the Grammar School and is the standard for all students.
- Students are expected to be aware of and avoid off-limits areas of the buildings and grounds.
- All of the school's facilities, supplies, and materials should be treated with respect and care.
- Students may not chew gum on campus.
- Food should be consumed in class only at times designated by the teacher. Water is the only beverage allowed in classrooms without prior permission from the teacher. Parents should not bring special snacks or drinks during the school day unless prior arrangements have been made with the teacher.
- Students may not have weapons (guns, knives, etc.) on campus.
- Students may not run or make noise on the decks but should walk and talk quietly. Grammar teachers are to escort their classes to assembly, lunch, recess, and other class functions.
- Students should walk and use crosswalks in the parking lot and driveway.
- Quiet talk and good behavior are expected between classes, in the bathrooms, and during all other classroom or non-classroom times inside the buildings.
- Students are expected to arrive at the beginning of class with all necessary supplies and materials such that they are ready to learn when class begins.

### **3.2 Discipline Policy**

Grace Academy's discipline policies are based on the belief that all persons are created *imago dei* (in the image of God) and that all persons have a sinful nature that inclines us toward disobedience. Discipline is therefore not designed merely to bring about students' behavior modification but rather is directed toward bringing about heart change and helping them understand their need for Christ and the importance of obedience within a biblical framework. The goal of all discipline at Grace Academy is to form students' character and to direct their hearts toward God. Learning to submit in obedience to authorities is commanded by Scripture and also is necessary for an orderly learning environment. As such, misbehavior will not be tolerated at school or at school events/trips/activities. All discipline will be based on biblical principles such as confrontation of sinful behavior, confession and apology, punishment, and restitution. Love, forgiveness, and restoration will be integral parts of discipline at Grace Academy.

The vast majority of discipline issues should be dealt with at the classroom level by the teacher. As students' guides, teachers should strive to develop habits and behaviors in students that promote an ordered learning environment as well as Christ-like character. Depending on the nature, severity, and frequency of the offense, teachers may use any of the following tools:

- Warning
- Conference with the student during/after class
- Removal from the classroom

- Phone call to the parents
- Detention after class or during recess
- Consequences such as walking laps alone, cleaning the classroom, etc.
- Loss of privileges such as break time, recess, class activity, etc.
- Lunch detention
- Conference with the parents
- Referral to the Director of Student Affairs

The Director of Student Affairs should be involved in the process of classroom discipline by providing training, encouragement, and advice to teachers. When a teacher's attempts at training and discipling students require additional support, the Director of Student Affairs may intervene to support the teacher's efforts. Such interventions include meeting with the teacher and student, calling the parents, meeting with the teacher and parents, imposing additional punishments, etc.

If a student engages in serious misconduct or a repeated pattern of disobedience or disrespect, the Director of Student Affairs may impose more drastic consequences than usual including corporal punishment (with parental permission), behavioral probation, suspension, and expulsion. Such consequences should be imposed only after communication with the parents and appropriate conversations with the student and teacher(s) involved.

A student who is placed on behavioral probation will be given the terms of probation in writing that must be met in order to avoid further disciplinary action. The conditions of the probation will vary according to the circumstances and may be for a period of a few weeks up to the remainder of the school year. The terms of probation will specify to what extent the student is allowed to participate in school activities during the probationary period.

A student who is suspended is not allowed to be on campus, attend classes, participate in extracurricular activities, or represent the school in any manner during the period of suspension. Students who are suspended are required to complete all academic assignments but will receive a maximum grade of 70% on these assignments. Suspended students are responsible for contacting their teachers to get the assignments and should turn in all assignments and take all tests on the day they return to school from suspension unless special exceptions are made by the teacher.

A student who is expelled from Grace Academy may not return to classes, be on campus during the school day, or participate in school activities for the remainder of the school year. The parents of an expelled student may appeal the decision by submitting a written statement to the chairman of the school board. If the parents of an expelled student wish for the student to return to Grace Academy for a subsequent year, they will need to go through the normal admissions process and may be admitted or denied based on standard admission criteria as well as the student's demonstrated attitude of repentance and desire for restoration.

### **3.3 Electronics**

While Grace Academy recognizes the potential educational value of some electronic devices, personal electronics on campus are not necessary for student success and bring with them a host

of potential dangers and distractions. The Grace Academy campus is intended to be a space set apart from the world around us in which teachers and students can focus together on the pursuit of learning. The academic community we seek to foster requires full student engagement and is inhibited by the ubiquitous distractions and outside influences that personal electronic devices so readily provide. It is for these reasons that the following electronics policies are in place.

Laptop computers and e-readers may be used in the classroom by Upper School students only and at the teacher's discretion, provided that the teacher gives explicit permission and provided that the laptop or e-reader is being used only for academic tasks (taking notes, writing papers, etc.). Playing games, viewing or listening to saved media, or other personal uses are not acceptable.

The use of all other electronic devices (cell phones, tablets, portable listening or recording devices, smartwatches, headphones, and any other device that can access the internet or communicate with other devices) is prohibited during the school day. All such electronic devices (except calculators) must be turned off and stored in students' lockers from the beginning of class in the morning to dismissal at the end of the school day. If any such electronic device is seen or heard by a teacher during the school day, the device will be confiscated and held in the office for one week. After a full calendar week from the time of confiscation the device can be retrieved by the student.

If students need to communicate with their parents during the school day, they may use a phone in the office. If parents need to communicate with their children during the school day, they may call the school office so that the message can be relayed or the student can be brought to the office to talk.

The computers located in classrooms are for teacher use only. Students should not use these computers except with specific teacher permission. Grace Academy does not provide printers for student use. When students need to print documents they should do so at home.

No student is allowed to access the internet during the school day without explicit teacher permission.

Students are encouraged to use personal electronic devices as little as possible while at school functions and before/after school activities (athletic practice, for example). In all such cases students should use such devices only in a way that glorifies God and reflects well upon themselves as representatives of Grace Academy.

### **3.4 Uniform Policy**

The uniform policy at Grace Academy is designed to diminish social pressures and socioeconomic differentiation, promote a positive and professional impression of Grace Academy within our community, encourage biblical attitudes and standards regarding modesty, and promote a sense of school spirit and unity.

Please refer to ParentsWeb under Resource Documents for an up-to-date version of the uniform policy.

On the third and every subsequent uniform violation that a student receives in any given quarter, parents will receive a phone call and the student will serve a lunch detention. Repeated violations may result in further consequences including, but not limited to, probation, suspension, and expulsion.

### **3.5 Academic Misconduct/Plagiarism**

All academic misconduct is considered a serious discipline issue and will be dealt with swiftly and decisively. Such misconduct includes cheating by copying another student's work, having someone else do work and then submitting it as one's own, asking what is on a test/exam, bringing a "cheat sheet" to a test/exam, etc. Plagiarism is a form of academic misconduct that involves dishonestly representing another's work as one's own. Plagiarism can be deliberate or unintentional, and students must be very careful to properly cite their sources so as to clearly attribute words, ideas, or data that are not their own and are not common knowledge to the proper sources. Cases of academic misconduct typically result in a grade of "0" for the assignment and may result in further disciplinary consequences as well.

### **3.6 Off-campus Behavior**

Students are members of the Grace Academy community even when they are not on campus and are expected to represent the school in a positive manner at all times through their conduct. Students may be subject to school discipline for serious misconduct that occurs off campus and outside of school hours including during weekends, breaks, and summer vacation. Such misconduct includes illegal activity, immoral activity, and inappropriate activity or communication through electronic media. While it is not the school's desire to "police" students or intrude on their private lives, the school maintains the right to investigate and respond with disciplinary action to misconduct of which it becomes aware.

## 4. Student Life

### **4.1 Chapel**

Chapel is a time that is set aside on a regular basis when students come together to corporately worship and grow in their Christian walk. Chapel services may include times of prayer, singing, teaching, and the reading of Scripture or creeds.

### **4.2 Athletics**

A variety of athletic teams are available to students in 5<sup>th</sup>-12<sup>th</sup> grade including cross country, volleyball, flag football, basketball, tennis, track and field, soccer, and golf. Grace Academy participates in both TCAL and ACAA athletic competitions.

### **4.3 National Honor Society**

The National Honor Society is a national organization that recognizes scholarship, service, character, and leadership. Application packets for interested 10<sup>th</sup>-12<sup>th</sup> grade students are available in the spring.

#### **4.4 Retreats**

Students in the Logic School and Rhetoric School attend retreats in the fall and spring. The purpose of these retreats is to foster spiritual growth, leadership growth, and community growth among students. The Director of Student Affairs works with student leaders to plan and carry out the retreats.

#### **4.5 Student Clubs**

Students may form clubs with the support of a faculty sponsor. All such clubs must align with the school's mission and statement of faith and must be proposed to and approved by the Director of Student Affairs.

#### **4.6 Senior Privileges**

Seniors at Grace Academy enjoy a number of privileges that go along with the leadership responsibilities incumbent upon them. These privileges are subject to administrative discretion and can be granted or revoked at any time based on the compliance of the class as a whole. The following are special privileges enjoyed by seniors at Grace Academy:

- Seniors may have beverages other than water in class without prior permission from the teacher.
- Seniors may leave campus for lunch.
- On spirit dress days, seniors may wear college shirts.
- Seniors have reserved parking off the driveway behind the Rhetoric building.

### **5. Admissions and Reenrollment**

#### **5.1 Philosophy of Admissions**

Grace Academy is a covenantal school that partners with like-minded parents in the education of their children. Consequently, admissions policies and procedures are in place to ensure that all Grace Academy families accept the school's beliefs about God, the created order, and the nature and purpose of education. Through a process of applications, visits, testing, and interviews, the school admits families who meet these criteria and exhibit a strong desire to partner with the school to fulfill its mission. In order to be admitted students also must demonstrate academic compatibility with the population of Grace Academy students they will join. Specific admissions standards and procedures can be obtained from the Director of Admissions.

#### **5.2 Reenrollment**

Grace Academy invites all students in good standing with the school to reenroll for the following year. Students who are on academic or behavioral probation face the possibility of not being invited to reenroll. Reenrollment is offered in the winter to current families so that they can reserve their place for the next year before new students are accepted. Applications for the siblings of current Grace students are accepted during the reenrollment period in order that siblings might be given priority in the admissions process. A signed parent contract and non-refundable registration fee must be received by the reenrollment deadline in order to avoid the possibility of losing a current student's or a current student's sibling's seat to a new student. Advancement to the next grade level will be contingent on students' successful completion of the current grade level.

### **5.3 Payment of Tuition**

Grace Academy offers a monthly payment plan for the convenience of parents. Parents selecting this plan are required to enroll with FACTS Tuition Management and pay the family's annual enrollment fee for this service. The annual tuition is divided into twelve equal parts, one of which is initiated by FACTS on the fifth of each month starting in May and continuing until April of the school year for which tuition is being paid. If a student enrolls after the beginning of May, the annual tuition is divided into monthly payments based on the number of remaining months in the payment plan (which ends in April).

In the event that a monthly tuition payment attempt is returned, FACTS will assess, on behalf of the school, a late fee and will remit that late fee to the school when it is collected. If payment for the outstanding balance and fees has not been made within 30 days of the due date, the administration will contact the parents or responsible party. The essential elements of any agreement made at this time will be signed, recorded, and filed. If outstanding payments or written arrangements are not received by the school within 45 days of the due date, a pending expulsion notice will be sent in writing to the parents or responsible party. If all the above steps have been taken and outstanding payments or written arrangements are not received by the school within 60 days of the due date, the administration will inform the family in writing that their student(s) are expelled, effective immediately, for non-payment of tuition and fees.

As an alternative to the monthly payment plan, parents may choose to prepay the annual tuition in full by the first business day of May for the subsequent school year. Parents who select this option receive a 5% prepaid tuition discounts and do not pay the annual enrollment fee to FACTS.

### **5.4 Tuition Scholarships**

Grace Academy desires the education it provides to be available to a socioeconomically diverse set of families. To that end, tuition scholarships are offered each year to qualifying families who are in good standing with the school and demonstrate financial need. Such tuition scholarships are granted on a year-by-year basis. Each year families who desire to be considered for a tuition scholarship should complete and submit the application by the announced application deadline. After applications have been submitted, a double-blind tuition scholarship committee works in collaboration with the administration to determine how available funds will be allocated.

## 5.5 Fees

In addition to annual tuition, families can expect to pay fees including, but not limited to, application, registration, parent council, athletic, and literature book fees.

## 6. Communication

### 6.1 General Principles

Regular communication between students, teachers, parents, and administration is essential for the successful education of students at Grace Academy and a healthy partnership between parents and the school. The school communicates with parents in a number of ways including by individual emails, face-to-face conversations, phone calls, handwritten notes, texts, weekly newsletters (Grammar), parent alerts, assemblies, RenWeb, Week-at-a-glance, parent/teacher conference days, the *Rostrum*, the bulletin board outside of the office, open board meetings, state-of-the-school meetings, parent orientation, back-to-school day, etc. If parents or students want to communicate with the school or individual teachers, they should feel welcome to do so. School personnel should respond to parent emails or phone calls within 24 hours whenever possible. All communication should be done in a godly way that seeks the building up of one another (Ephesians 4:29), the success of students, and the collaborative cooperation of parents and the school.

### 6.2 Conflict Resolution

As in any group of people, it is inevitable that conflicts will arise at Grace Academy. As Christians, however, we have a responsibility to resolve such conflicts in a way that is biblical and directed toward the restoration of relationship. This does not mean that we always will be in agreement about every issue, but it does mean that we should seek unity despite disagreements and dialogue respectfully to achieve agreement or at least understanding whenever possible. The following principles should be followed in the resolution of all conflict:

- Grumbling and complaining has no place in our community. Any person who has a concern or complaint should address that concern or complaint with the appropriate person in an effort to bring resolution to the issue.
- As prescribed in Matthew 18:15-20, concerns or complaints should be first directed toward the person directly involved. If resolution is not achieved, then the person at the next level up on the chain of command should be included in the process. This process should continue until the conflict has been resolved. If a conflict reaches the Head of School and resolution still is not possible, the parties involved may appeal to the school board by writing a statement of two pages or less, signing and dating it, and sending the statement to the chairman of the board.
- Email grenades are not appropriate and, if sent, should not receive a response. Face-to-face meetings or phone conversations are generally more productive when strong emotions are involved and better avoid the miscommunications and misinterpretations that occur so easily with email.

- Conflicts should remain confidential between the parties involved. Gossip is inappropriate within a Christian community and can quickly lead to disunity in our school and unfounded conclusions by parties who are not directly involved in the situation.

### **6.3 RenWeb**

RenWeb is an online service that Grace Academy uses to maintain grade books, record attendance, generate report cards and transcripts, and send email communications. Parents can access RenWeb through ParentsWeb where they can monitor their children's grade averages and access web forms, the school calendar, resource documents, and the school directory.

## **7. Other Information and Policies**

### **7.1 Daily Schedule and School Hours**

The school day begins for all students at 8:15 a.m. The school day ends for Grammar students at 3:00 p.m. and for Logic/Rhetoric students at 3:15 p.m. While school is in session the school office is open from 7:45 a.m. to 4:00 p.m. During June and July the office is open Monday-Thursday from 9:00 a.m. to 1:00 p.m. In May and August when school is not in session the office is open Monday-Friday from 8:00 a.m. to 3:00 p.m.

### **7.2 Arrival and Dismissal**

Students may arrive in the morning before classes anytime between 7:50 a.m. and 8:15 a.m. Parents should ensure that students do not arrive before 7:50 a.m., and the school will assume no responsibility for students who do so. Students will not be permitted to enter school buildings before 7:50 a.m. Grammar students should be picked up promptly at 3:00 p.m. when they are dismissed, and Logic/Rhetoric students should be picked up promptly at 3:15 p.m. when they are dismissed. Any student who has not been picked up by the end of carpool will be sent to the office to wait for the parents' arrival, and the parents will be called.

### **7.3 Attendance, Tardies, and Absences**

Students enrolled at Grace Academy are expected to be present and on time to school each day that school is in session. Any student who arrives or leaves campus during the school day (after arrival time and before dismissal) must check in/out at the office. No student will be released by the office to leave campus without parental permission. Students who arrive tardy in the morning will be given a pass from the office and must proceed directly from the office to class. Logic/Rhetoric students who arrive tardy to a class during the school day will be given a tardy by the teacher. On the fifth and every subsequent tardy that a student receives in any given quarter, parents will receive a phone call and the student will serve a lunch detention. Repeated violations may result in further consequences including, but not limited to, probation, suspension, and expulsion. Any student who arrives after 11:00 a.m. or leaves before 12:30 p.m. will be considered absent for a half-day. Students who exceed 10 absences in a given quarter or 15 absences in a given semester might not receive academic credit for that quarter/semester. If a

student exceeds 10 absences in a given quarter or 15 absences in a given semester, the parents will receive a phone call in order to discuss the student's academic progress.

#### **7.4 Campus Visitors**

All visitors to campus must sign in at the office before entering classroom buildings at any time of the day. Before leaving campus, all visitors should sign out at the office. Any student who wants to invite a visitor to campus (to attend classes, for lunch, etc.) must obtain prior permission from the Director of Student Affairs.

#### **7.5 Student Drivers**

Students with a valid driver's license are permitted to drive to and from school, provided their parents submit a signed student driver form to the office authorizing them to do so. No student may leave campus during the school day unless the office receives permission for the student to do so from the parents. Seniors, but not other student drivers, have the privilege of leaving campus for lunch. In order to use this privilege, seniors must submit signed parent permission to the office authorizing them to do so. Students may not be in a vehicle with only one student of the opposite gender on or off campus during the school day. Any student who arrives or leaves campus during the school day must check in/out at the office. Grace Academy is not responsible for the safety of students who ride in the vehicles of student drivers. It is the responsibility of parents to give permission to their student to ride with a student driver and to know who is riding with whom, where, and when.

#### **7.6 Student Health Requirements**

All students attending Grace Academy must have on record with the office either a current immunization record or an "Exemption from Immunization for Reasons of Conscience" form from the Texas Department of Health and Human Services. Standard immunization record forms may be obtained from a family doctor and a copy given to the school office. All students attending Grace also must have on record with the office an emergency contacts form and a medical web form (if applicable).

No medication, either prescription or non-prescription, will be given to students without written parental permission. Any student who requires regular medication must leave the medication in the school office in a clearly marked bottle with the student's name and accurate instructions. No student may carry or administer medication (with the exception of inhalers). No student may share or furnish any form of medicine, prescription or non-prescription, to another student.

Students should not attend school if they are sick, ill, or have a contagious disease. Students must be free of fever (100.5 and above) without fever-reducing medication for 24 hours in order to attend school. If a student has a fever of 100.5 or above while at school, the parents will be notified immediately and the student will be sent home. Grace Academy does not maintain facilities to care for sick students, so parents should pick up their sick student as promptly as possible.

## **7.7 Field Trips**

Throughout the school year classes may schedule curriculum-specific field trips. Since field trips are an extension of classroom learning, all rules pertaining to conduct on campus must be adhered to during field trips. Students will be allowed to participate in field trips only with parent permission. Transportation for field trips is normally provided by parent chaperones. All parent chaperones must complete the field trip guidelines form on RenWeb. All parent drivers must also complete the field trip driver form on RenWeb. Grace Academy requires a background check for all parents attending a field trip. Field trips are organized by the teacher and/or homeroom parent and run by the teacher alongside parent volunteers. Grace Academy teachers are the final authority on all field trips. In order to maximize students' educational experience on field trips, younger siblings generally are not permitted to attend.

## **7.8 Inclement Weather**

Grace Academy will follow Georgetown Independent School District (GISD) with regard to delays and closures due to weather. Parents thus should follow TV, radio, and website announcements from GISD. As an additional courtesy, when school will be delayed or closed parents will receive a parent alert text.

## **7.9 Safety**

The safety of Grace Academy students, personnel, and facilities are a central priority of the school. In order to provide uniform responses to potential incidents such as weather events, fires, accidents, intruders, and other safety threats, Grace Academy uses the Standard Response Protocol (SRP) system. This protocol is based on four specific actions that can be performed during an incident. Execution of the action is performed by all active participants including students, faculty, staff, and first responders. The four actions are lockout, lockdown, evacuate, and shelter. Standard Response Protocol posters are posted around campus, and drills are practiced by all faculty, staff, and students throughout the school year.

## **7.10 Child Protection Policy**

The Biblical model for the home and corresponding commands of Scripture for educating children are both a blessing and a challenge. The world remains a fallen place. In order to follow our mandate for educating students, our operations must include a child protection policy and corresponding practices. The Child Protection Policy (CPP) applies to all Grace Academy employees, volunteers, and substitute teachers who are serving in any position involving the custody or supervision of students, other minor children, or developmentally disabled persons at school, on field trips, retreats, or school related activities and events.

All qualified individuals in custody of or supervision of students must submit to a criminal background and driving history check. Any qualified individual in custody of or supervision that poses a risk to children or others at school or school events will be automatically disqualified for service or supervision.

Students, minors, or individuals under 18 years of age may be used in positions that involve supervision or custody of other students and children only with adequate adult supervision. Adult supervisors of minor age students and volunteers must qualify to the same standards as all other adult supervisors, employees, volunteers, and substitutes.

All employees must participate in formal child protection education and training. There will be a minimum of one training session at the start of the school year. It is highly recommended that all volunteers and substitutes also attend the training. As a minimum, all employees, volunteers, and substitutes will read the policy and sign a statement indicating they have read and understand the CPP.

Specific guidelines are as follows:

1. Always work in an open environment avoiding private or one-on-one situations which are unobservable. Doors should be open and unlocked and windows should not be blocked such that visual supervision by other adults and students is allowable. Visual access must be available. Avoid private or secluded situations or opportunities.
2. Avoid situations which involve unsupervised access to children. If students are left alone, the adult or person most responsible for custody or supervision should contact the teacher next door, the office, or another approved adult in close proximity. Avoid leaving any group of students unsupervised.
3. Any adult who furnishes transportation of students must be approved and qualified by school policy and the CPP.
4. All adults, workers, volunteers, substitutes, and student volunteers who have custody of or supervise students must monitor each other to protect the students and children under their collective safekeeping. Supervision and custody of students and children includes and implies the protection of all by all. If someone were to observe another in an unsafe or compromised situation, it is the duty of both individuals to communicate and eliminate exposure risk or danger. If a situation cannot be resolved by mutual agreement and cooperation, both parties should report to the adult, teacher, or administrator in charge for a better or best solution. Safety of students in all settings is the priority in all situations.
5. All overnight activities must include a pre-plan of the administrator or Head of School. The plan must take into consideration the spirit and role of the CPP. All overnight activities must be parent approved with proper Medical Release and Consent to Treatment forms.
6. Be aware of your physical contact or proximity to children. Physical expressions of affection must not be excessive or imposed upon another adult or student. The less known or familiar the adults or students are with other students and adults, the less familiar and physically “friendly” they should be. A spoken word, a friendly smile, and quality conversation are superior ice-breakers for strangers.
7. Adults are always responsible for maintaining proper relationships and proper actions even if a student or child acts inappropriately. Adults should never place themselves in a vulnerable or compromising situation, position, or conversation.
8. These guidelines serve as a template for the godly responsibility we have to protect children. The template also includes email, text, or any technology applications. It is highly recommended to avoid all forms of Facebook, Twitter, and other similar social

networking relationships with a minor child or student for any social purposes not in the proper context of family.

9. Be mindful of the safety of the students and children at all times and in all circumstances.

#### Reporting Procedure:

1. The adult who has witnessed or who become aware of any form of misconduct toward a student or child must report the facts to the appropriate teacher or administrator. It is not the duty of the worker, employee, or volunteer to investigate allegations. It is their duty to report. Immediately after you have reported, sit down and write out the conversation with the child in as much detail as possible. Sign, date, and provide the Director of Student Affairs a copy; you keep the original.
2. The adult, teacher, or administrator must report to the Director of Student Affairs. Do not report to anyone outside the scope of administration. It is the responsibility of the Director of Student Affairs to investigate, determine the facts, clarify, interview, and collect information and/or seek professional assistance as necessary. If the allegation involves the Director of Student Affairs, the report goes to the Head of School for his investigation and response. In all cases report to the Director of Student Affairs (unless he is involved).
3. All involved with the report or investigation must keep all information in strict confidence. The Director of Student Affairs is responsible to report or inform parents and communicate to any legal authority if violation of law has occurred.
4. All allegations will be taken seriously, and school staff will take appropriate actions to protect all children/students in accordance with the laws of the state of Texas and/or based upon the advice of legal counsel and/or insurance policy requirements. If abuse is suspected, per Texas law, as the outcry witness, you are required to report within 48 hours of initial findings to the Texas Department of State Health Services – Child Protection Services. The Director of Student Affairs also will report to the State.
5. For any questions or clarification of this policy or practice of policy, please contact the Director of Student Affairs or Head of School.

### **7.11 Handbook Changes**

All policies and procedures stated in this handbook are subject to change without notice at any time. If any change is made during the school year, parents will be notified.

### **7.12 Parent Signature Page**

Parents are required to sign the following affirmation each year as part of the enrollment process in order for their child(ren) to attend Grace Academy.

I have read, agree with, and will adhere to the statements and policies set forth in the Grace Academy Student/Parent Handbook. I understand and agree that this handbook is not meant to exhaustively express all policies and procedures of Grace Academy and that students and parents are responsible for knowing and adhering to the policies and procedures set forth in the Student/Parent Handbook in its most current form.