



**GORMAN**  
CHRISTIAN ACADEMY

*Equipping for Life, Prepared for Eternity!*

# Parent and Student Handbook 2020-2021

[www.gormanchristian.org](http://www.gormanchristian.org)

3311 East Geer Street Durham, North Carolina 27704

Revised June 2020

919-688-2567



The **mission** of Gorman Christian Academy is to serve as partners with parents in providing an excellent education with a Biblical Worldview while developing strong Christian character and values.

Parent Student Handbook  
Table of Contents

<b>Parent Student Handbook</b>	
Academy Hours	Pg 29
ACSI	Pg 15
Athletics	Pg 19
Attendance	Pg 21
Before/After Care	Pg 34
Birthdays	Pg 34
Bullying Policy	Pg 39
Classroom Procedures	Pg 21
Closing Procedures	Pg 37
Code of Conduct	Pg 11
Conferences	Pg 19
Core Values	Pg 9
Crisis Management Plan	Pg 38
Demerit System	Pg 26
Discipline	Pg 25
Dismissal/Pick Up	Pg 37
Dress Code	Pg 34
Eligibility for Admission	Pg 16
Excused Absences	Pg 21
Expected Student Outcomes	Pg 10
Extracurricular Eligibility	Pg 20
Field Trips	Pg 33
Financial Policies	Pg 30
Grade Eligibility	Pg 17
Grading	Pg 18
Health/Sickness Policies	Pg 32
Homework	Pg 23
Honor Roll	Pg 19
Internet Acceptance Usage Policy	Pg 23
Library	Pg 32
Make Up Work	Pg 23
Meals	Pg 31
Mission Statement	Pg 7
Morning Drop Off	Pg 29
Office Hours	Pg 30
Organization	Pg 12

Parent Involvement Program	Pg 15
Parent Teacher Fellowship	Pg 38
Philosophy of Education	Pg 7
Promotion, Placement Retention	Pg 18
School Books	Pg 32
School Colors and Mascot	Pg 20
School Wide Policies	Pg 25
Statement of Excellence	Pg 11
Statement of Faith	Pg 6
Student Activities	Pg 20
Student Classification	Pg 17
Student Council	Pg 20
Suspension/Expulsion	Pg 28
Teacher Qualifications	Pg 14
Testing	Pg 19
Vision Statement	Pg 7
Year at a Glance	Pg 4

## GCA Year at a Glance

August 5-11	Teacher In Service Days
August 12	First Day of School
September 7	Labor Day – No School
October 7	Parent/Teacher Conference Day
October 7-9	Teacher In Service Days
November 6	Veteran’s Day – Noon Dismissal
November 23-27	Thanksgiving Break – No School
December 18	Christmas Break begins – Noon Dismissal
December 21-January 1	Christmas Break
January 4	Students Return
January 18	Dr. Martin Luther King Jr. Day-No School
February 12-15	Winter Break – No School
March 29-April 5	Easter Break – No School
May 21	Last Day of School – Noon Dismissal
June 1-July 30	Summer Program

### Gorman Christian Academy Progress and Report Card Dates 2020-2021

First Semester		Second Semester	
August 12 – September 15	Progress Report Period	January 12 – February 11	Progress Report Period
September 18	Progress Reports Home	February 17	Progress Reports Home
October 15	First Nine Weeks Ends	March 16	Third Nine Weeks Ends
October 21	Report Cards Available	March 19	Report Cards Home
October 20 – November 20	Progress Report Period	March 15 – April 22	Progress Report Period
January 8	Second Nine Weeks Ends	May 21	Fourth Nine Weeks Ends
January 13	Report Cards Home	January 13	Report Cards Home



# GORMAN

## CHRISTIAN ACADEMY

*Equipping for Life, Prepared for Eternity!*

Dear Parents of Gorman Christian Academy:

We welcome you to Gorman Christian Academy and pray that this educational experience will be one that will impact your family in a tremendous way. It is our desire to teach and train your child with a Biblical Worldview and also give them the necessary Biblical truths to accept Jesus Christ as their personal Savior. We will present and teach the Bible on a daily basis and instill in each child the Word of God. We look forward to being a part of your family and you becoming a part of the Gorman family. Gorman is dedicated to teaching and training students for the future and we take very seriously this responsibility.

Thank you for allowing us to serve your family and to teach your children. As parents, you are your child's first and most important teacher. We believe the home to be the greatest institution ordained by God, and we will endeavor to be an extension of your home. We look forward to working with you as we seek to educate your child.

The Lord has richly blessed Gorman in the past forty-two years. The Early Learning Center was first opened in 1976 and from it the academy was begun in 1992. We have a rich heritage here at Gorman and we are excited that you are now a part of that history. Thank you for entrusting your children to us during this important time in their lives. Please feel free to come by and visit or call with any questions.

Partners with Parents,

Mr. Tom Rider

Head of School

**STATEMENT OF FAITH**  
**GORMAN BAPTIST CHURCH AND GORMAN CHRISTIAN ACADEMY**

GBC and GCA exist for the purpose of: Magnifying Jesus through worship and the Word. Moving believers in Jesus toward maturity and ministry, and Making Jesus known to our neighbors and the nations.

**BELIEFS**

GBC and GCA is a family of believers who holds dear the following beliefs:

God-We believe that there is one God who exists in three persons: the Father, the Son, and the Holy Spirit.

Jesus-We believe that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died in our place as a sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into Heaven.

Christ's Return-We believe that Jesus Christ will literally return to earth.

Holy Spirit-We believe that God the Holy Spirit is active in convincing unbelievers of their need for salvation, and is the Comforter and Guide Who lives in every believer.

Bible-We believe that the Bible is the Word of God without any error, the sole authority for life and faith.

Man-We believe that man is a special creation of God, made in His image, but that through the sin of the first man, Adam; mankind fell so that all men are sinners and need salvation.

Salvation-We believe that salvation is a gift received through repentance toward God and faith in the Lord Jesus Christ.

Assurance-We believe that every person who is truly saved is eternally secure in the Lord Jesus Christ.

Eternity-We believe that those persons who die in their sins without Christ spend eternity in Hell and those persons who die with their sins forgiven through Christ spend eternity in Heaven.

Baptism-We believe that water baptism is an act of obedience to the command of Christ and is by immersion after salvation.

Church-We believe that the church is a local body of believers with the Lord Jesus Christ as the Head.

Prayer-We believe that each believer has direct access to God through the Lord Jesus Christ.

Government-We believe in the separation of church and state, but not in separation of God and government. Christians are salt and light in society.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26- 27.) Rejection of one's biological sex is rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between man and a woman who are married to each other. (1Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Gorman Christian Academy as the local body of Christ, and to provide a biblical role model to the Gorman Christian Academy members and the community, it is imperative that all persons employed by GCA in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9- 11.)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Gorman Christian Academy.

## **MISSION STATEMENT**

The mission of Gorman Christian Academy is to serve as partners with parents in providing an excellent education with a Biblical Worldview while developing strong Christian character and values.

Our primary focus as a Christian Academy is to provide a thorough learning experience grounded in the Word of God. This includes the implementation of a Christian-focused curriculum, where the Word of God is integrated throughout the entire course of study. One of our basic goals is to enable the student to be in competition with themselves in the process of becoming the best he can be. Our program is grounded in the pursuit of excellence. The students at Gorman will be provided a quality education from a Christian perspective.

## **VISION STATEMENT**

Gorman Christian Academy seeks for each student to know Jesus Christ as their personal Lord and Savior and to acquire knowledge, wisdom, and a biblical worldview and to lead a lifestyle that is pleasing to God.

## **PHILOSOPHY OF EDUCATION**

1. We believe there is one true God and that he is revealed in scripture as the Father, Son, and Holy

- Ghost. *Matthew 28:19 (NLT) Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit.*
2. We believe that we are all sinners and live in a fallen world and need redemption. *Romans 3:23-24 (NIV) for all have sinned and fall short of the glory of God, and all are justified freely by his grace through the redemption that came by Christ Jesus.*
  3. We desire to lead our students into a saving knowledge and personal relationship with Jesus Christ. *2 Timothy 3:15-17 (NLT) You have been taught the Holy Scriptures from childhood, and they have given you the wisdom to receive the salvation that comes by trusting in Christ Jesus. All Scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It corrects us when we are wrong and teaches us to do what is right. God uses it to prepare and equip his people to do every good work.*
  4. We desire to have Home, Church, and Academy working together for each student's needs. *Titus 3:14 (NLT) Our people must learn to do good by meeting the urgent needs of others; then they will not be unproductive.*
  5. We desire that each student will grow academically, spiritually, socially, and emotionally in an atmosphere of love. *Deuteronomy 11:19 Teach them to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.*
  6. We pledge to have a Christian faculty and staff who are qualified academically and are spiritually dedicated. *Titus 2:7 (NLT) And you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity and seriousness of your teaching.*
  7. GCA believes that for a student to be truly educated, they must not only know God's purpose for their own life, but also God's plan for the ages. *Romans 12:6-8 In his grace, God has given us different gifts for doing certain things well. So if God has given you the ability to prophesy, speak out with as much faith as God has given you. If your gift is serving others, serve them well. If you are a teacher, teach well. If your gift is to encourage others, be encouraging. If it is giving, give generously. If God has given you leadership ability, take the responsibility seriously. And if you have a gift for showing kindness to others, do it gladly.*
  8. GCA is founded upon the authority of the Word of God and emphasizes the fundamentals of the Christian faith. *2 Timothy 3:16-17 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.*
  9. The Bible is the center of the Academy's curriculum. *1 Timothy 4:13 Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching.*
  10. GCA believes the highest goal in discipline is self-discipline. It further holds this self-discipline has to be taught in precept and in practice. *Titus 2:12 It teaches us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age,*
  11. It is the purpose of the Academy to train young people in the nurture and admonition of the Lord. Thus it is imperative that a Christ centered focus be present in all areas of instruction and operation. *Ephesians 6:4*

*Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.*

12. Scripture gives to parents the responsibility for raising and training children. GCA staff will assist parents in this role by requiring parents to provide for the submission of their children to Academy rules and regulations. *Proverbs 22:6 (ESV) Train up a child in the way he should go; even when he is old he will not depart from it.*

13. The two primary objectives of GCA are to provide high quality educational services to meet the individual needs of each student, and to train and instruct each child in the path presented in scripture. *Proverbs 22:6 (ESV) Train up a child in the way he should go; even when he is old he will not depart from it.*

14. Each staff person must be guided by the highest ideals of professional and Christian integrity in all issues relating to the given task of educating children. *Titus 2:7 (NLT) And you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity and seriousness of your teaching.*

## **Our Faith**

Without question and reservation, we believe that Gorman Christian Academy exists for the glory of God and that all biblical teaching is from the inspired Word of God, the Holy Bible. It is our desire to teach each student to obtain the highest level of knowledge possible in the sciences, social studies, math concepts, languages and Bible knowledge. It is our goal to prepare each student to make a positive impact on their community and be prepared to move on to the next academic level. We strive to teach the whole student-academically, spiritually, and emotionally and to have the desire to serve God when they become adults. We believe that there is one God who exists in three persons: the Father, the Son, and the Holy Spirit. We believe that Jesus Christ is the Son of God, was born of a virgin, was wholly God and man, lived a sinless life, died in our place as a sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into Heaven.

## **CORE VALUES:**

### **BIBLICAL WORLDVIEW**

Teach and model a Bible-based, Christ-centered Worldview with the Bible being a core subject. John 17:17, 2 Timothy 3:16

Practice justice, mercy and peacemaking, resolving conflict in a positive manner using Biblical principles. Hebrews 12:6

### **ACADEMIC RIGOR**

Strive for educational excellence with high standards. Colossians 3:17

Are committed to providing educational programs that create a learning atmosphere that develops a desire for high achievement and encourages student participation, critical thinking, and problem-solving. Ephesians 4: 11-15

Encourage the areas of Fine Arts such as music, technology, physical education, and art. 1 Peter 4:10

### **DISCIPLESHIP**

Encourage each student to develop a personal relationship with Jesus Christ and to grow in that relationship at a level to be able to serve. Colossians 2:6-7

Encourage the honor and respect toward and pride in our Christian values and American heritage. Psalm 33:12

Instill in each student the desire to be servants of God by participating in outreach activities and understanding that the heart of Jesus was about being a servant. Mark 9:34-35

### **FAMILY**

Believe that parents are mandated by God to have the primary responsibility for educating their children, so parent involvement is essential for the positive outcome of a child's educational process. Deuteronomy 6:7  
Commit to regular and honest communication as a means of strengthening family partnerships. James 1:9;  
Psalm 19:14

### **INTEGRITY**

Are committed to hiring exceptional employees who love and honor God, love children, and are consistently excellent Christian role models. Teachers should be called by God to the teaching ministry, demonstrate expertise in their academic areas, and have an unselfish spirit of dedication. Ephesians 4:1

Create and maintain ethical strategies in partnering with families that reflect honesty, openness and equity. Proverbs 11:3; Proverbs 21:3

Commitment to consistent and regular evaluation as a tool for continuous improvement. II Peter 1:5; II Corinthians 9:8.

## **EXPECTED STUDENT OUTCOMES**

### **Spiritual Formation**

- ✓ Recognize that the Bible is the infallible word of God and the foundation for life. \*Accept Christ as their Lord and Savior, and that He is active in their lives today.
- ✓ Demonstrate knowledge of the history, people, places, and events in the Bible and understand how they fit into God's plan of redemption.
- ✓ Be able to define and defend their beliefs from a biblical perspective.
- ✓ Take ownership of their walk with God and be self-motivated to grow.
- ✓ Know how to study the Bible in a meaningful way to enrich personal devotions and prayer time.
- ✓ Be able to identify the idols of our culture and be able to biblically address temptation. \*Be capable of sharing the Gospel in personal and meaningful ways.
- ✓ Understand the responsibilities of carrying out the Great Commission locally and around the world.
- ✓ Learn to love their neighbor with compassion and demonstrate it regularly with acts of service.
- ✓ Know the value of being actively involved in a local church community.
- ✓ Understand and develop servant leadership skills in order to take initiative and influence others positively toward godly living.
- ✓ Be empowered by the Holy Spirit and pursue a life of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control
- ✓ Respect and treat their bodies as the temple of the Holy Spirit.

### **Academic Development**

- ✓ Pursue excellence through academic achievement in reading, writing, mathematics, and science.
- ✓ Be well prepared in all academic disciplines such as speaking, listening, critical thinking, and problem solving.
- ✓ Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- ✓ Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- ✓ Have a critical appreciation of languages and cultures of all God's people, promoting harmony, and encouraging biblical hospitality.
- ✓ Know how to utilize resources—including technology—to find, analyze, and evaluate information.
- ✓ Have the skills to question, solve problems, and make wise decisions.
- ✓ Be committed to lifelong learning.

## **Citizenship Skills Development**

- ✓ Understand, value, and engage in appropriate social (community) and civic (political) activities. Embrace justice, mercy, and peacemaking in family and society. \*Respect, and relate appropriately with integrity to the people with whom they work and live. \*Understand the principles of healthy, godly living.
- ✓ Understand that work has value as an expression of the nature of God. \*Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- ✓ Exercise leadership traits that are developed through multiple opportunities at school and extra-curricular activities.
- ✓ Understand the worth of every human being as created in the image of God.

## **STATEMENT OF EXCELLENCE**

We are committed to families. We are privileged to serve God's creation, the family. We are committed to assist parents in training their children to reach their fullest potential, both academically and spiritually. We strive to maintain a safe and secure environment for them and to challenge them in the Word of God and in knowledge of the world He has made.

We are committed to churches. We affirm the mission of Bible believing churches to disciple people for Christ. We support local churches by encouraging loyalty to their ministries and by emphasizing the value of a life devoted to God.

We are committed to our students. As our brothers and sisters in Christ, we are bound by love to watch for their souls; to train them in truth and righteousness; to protect and prepare them; to show them the way of salvation in Jesus Christ; to convey a Biblically based and quality education; to demonstrate correctly the Christian life in our words and actions; to begin equipping them for a life of Christian discipleship, and to imitate the love of God in our relationships with them.

We are committed to our faculty and the people who serve at Gorman Christian Academy. We are committed to providing an environment that allows them to minister freely and effectively, to encourage and honor excellence in the classroom, and to support their work with materials and training that will assist them in their efforts to strengthen their ministry.

We are committed to our community. As long as we are in the world, our name will be associated with honesty and integrity. We are dedicated to educate citizens who will make positive contributions to society in their role in God's world. We will strive to present a testimony that will not shame the Christian community.

## **CODE OF CONDUCT**

One of the greatest services that GCA can provide for its children is an environment that is safe and nurturing, as well as encourages Christ likeness in daily choices. There are four all-encompassing guidelines that all students are expected to follow. These apply anywhere and at all times while a student is affiliated with GCA.

**I will behave in a manner that honors God.**

*Love the Lord thy God with all your heart and with all your soul, and with all your mind.  
(Matthew 22:37)*

- ✓ Practice reverence towards authority
- ✓ Avoid physical violence or aggression
- ✓ Don't use abusive or offensive language
- ✓ Never create an atmosphere that discourages attitudes of obedience, academic diligence, or Christ likeness in other students
- ✓ Avoid disrespectful body language or gestures
- ✓ Don't take something that belongs to someone else. (stealing)
- ✓ Obey right away

**I will respect others and their property.**

*Love your neighbor as yourself. (Mathew 22:39)*

- ✓ Don't talk at inappropriate times
- ✓ Avoid disturbing or distracting others
- ✓ Refrain from harassing or disrespectful behavior towards another child
- ✓ Never abuse another's or school property
- ✓ Don't use abusive language.

**I will listen carefully and follow directions. "Ready Obedience"**

*If you are willing and obedient, you will eat the best from the land. (Isaiah 1:19)*

- ✓ Practice being in a listening and learning position
- ✓ Stay on task.
- ✓ Carefully follow teacher's instruction
- ✓ Avoid playing during on-task time

**I will come prepared to do my best work. "Diligence to Duty"**

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. (Colossians 3:17)*

- ✓ Accomplish tasks at and to the best of your ability.
- ✓ Stay on task.

**ORGANIZATION**

Gorman Baptist Church

Pastor-Pastor Craig Phelps, Senior Pastor

Gorman Christian Academy School Board

Head of School-Mr. Tom Rider

Teachers

Assistant Teachers

Support Staff

PTF Executive Committee

**SCHOOL LEADERSHIP**

**Senior Pastor**

Pastor Craig Phelps, Senior Pastor

**School Board**

Pastor Craig Phelps, Senior Pastor

Andy Goss-Chair

Darrin Ballard – Vice Chair

Kay Walker-Secretary

Karen Hollingsworth

Linda Glenn

Terri Catlett

Karen Webster

Tom Rider, Head of School

**Head of School**

Mr. Tom Rider

**Elementary Teachers**

Kindergarten Teacher

1<sup>st</sup> Grade Teacher

2<sup>nd</sup> Grade Teacher

3<sup>rd</sup> Grade Teacher

4<sup>th</sup> Grade Teacher

5<sup>th</sup> Grade Teacher

Elementary Assistant

Elementary Assistant

Kathleen Thompson

Marissa Gambrell

Christie Collins

April Jenkins

Amy Rinaldi

Angie Moore

Chelsea Mickle

Linda Thompson

## **Middle School Teachers**

6 <sup>th</sup> Grade Homeroom; Bible, Spanish	Charity Phelps
7 <sup>th</sup> Grade Homeroom, Language Arts, Math	Phyllis Morriss
8 <sup>th</sup> Grade Homeroom, Science, History	Amy Kapral

## **Related Arts Teachers**

Art	Deborah Clayton-Long
Athletic Director/Physical Education	Michael Sublett
Library	Lorrie Atwater
Music, Drama	Lauren Bryant
Technology, Yearbook	Keenan Gambrell

## **Support Staff**

Office Manager	Tracy Upchurch
Cafeteria Coordinator	Marcie Staats
Cafeteria Worker	Cathy Wilborn
Custodial Services	Corvus Janitorial
After School Director	Denille Amendola

## **TEACHER QUALIFICATIONS AND STANDARDS**

### **TEACHER QUALIFICATIONS**

Gorman Christian Academy seeks to provide the finest staff of professional Christian Teachers to lead our classrooms. All teachers employed in Kindergarten through the Eighth Grade will hold as a minimum a Bachelor's Degree with state and/or ACSI certification. We seek to provide well-prepared and experienced teachers who will create and maintain a warm and loving Christian atmosphere along with rigorous academics. A personal relationship with Jesus Christ is of the highest priority along with a call to teach and to minister to children. Criminal background checks are done on all employees.

### **GOVERNMENT STANDARDS**

Gorman Christian Academy meets the standards set forth by the North Carolina Non-Public schools. The state department comes once a year and verifies that we are maintaining certain standards required by the state.

Gorman Christian Academy meets the standards set forth by the Fire, Health, and Safety Department of North Carolina. We are inspected every six months by the Fire Marshall and every three months by the Health Department. Gorman Christian Academy operates asbestos free.

Gorman Christian Academy also meets the standards set forth by the Federal Government regarding racial non-discrimination. We do not discriminate with respect to race or national origin, either in the hiring of employees or the enrollment of students.

### **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)**

Gorman Christian Academy is a long standing member of ACSI. ACSI is an internationally recognized accrediting body and resource for Christian schools. GCA received accreditation on May 21, 2017. ACSI provides many services to member schools in which we participate in on a monthly basis. Our teachers have the opportunity each year to attend the regional ACSI conference. This provides our teachers the opportunity for continued training in which they can acquire new ideas for the classroom, to enrich their own professional skills which will lead to continued academic growth in our students.

### **PARENT INVOLVEMENT PROGRAM (PIP)**

We believe that our parents need to fellowship not only with our school, but with their own child while they are students at Gorman. We encourage parent involvement through our Parent Involvement Program (PIP). The program is an opportunity for each family to help us accomplish our common goals in providing a solid Christian education, and a healthy, safe and attractive atmosphere in which to learn. Parents' positive participation in the life of the school sends a strong message to children about the family's commitment to education and the community.

PIP GUIDELINES-Each family is asked to serve ten (10) service hours each year. The year begins in August and ends in May of that school year in which service hours may be accrued. Each family should complete their service hours and login to RenWeb and go to Family Information and record your hours under Service Hours.

VOLUNTEER HOURS- There are many ways to get involved at Gorman Christian Academy: assisting in the classroom, chaperoning field trips, serving on the various boards and participating in events and activities. Volunteers bring ideas, energy and expertise, and are an essential part of what makes our school great.

AREAS OF SERVICE-There are many ways in which to serve and volunteer at GCA. The following is a list of ideas and opportunities, but hours are not limited to these areas. Many parents have talents and areas of expertise that the school could benefit from throughout the year.

- ✓ Attend Parent Teacher Fellowship Meetings
- ✓ Attend Booster Club Meetings-serve during Home events such as concessions, taking up money at the door, etc.
- ✓ Assist with field trips-only one service hour can be accrued by attending field trips, drive your vehicle to transport children
- ✓ Counting/Cutting Box Tops
- ✓ Attending field trips with classroom
- ✓ Drama-help with sewing and costumes, set up and tear down of props, building of sets
- ✓

- ✓ Book Fair-cash register, straightening book shelves, serving during grandparent's day, attending family night
- ✓ Operation Christmas Child-attending kick-off and dedication services, packing parties, donations of filler items for shoeboxes
- ✓ Golf Challenge-participating on September 20 at the event, serving on the committee, bringing supplies for the event, sponsoring a team, playing in the tournament, bringing in gift cards, and more.
- ✓ Veterans Day-set up and clean up, help the morning of the event, attend the event
- ✓ Field Day Event-serving food, supervising games, set up and clean up
- ✓ Spring Fling-volunteer hours on the day of the event, set up event, clean up, serve on committees, securing vendors and bringing in gift cards, etc.
- ✓ Spelling Bee/Math Olympic Event-helping the day of the event by attending local spelling bee and/or Math Olympics.
- ✓ Occupational Help-Painters, Electricians, Plumbers, Technology, i.e. monthly change of air filters in the academy, replace fluorescent bulbs in light fixtures around campus, small construction needs, spread mulch on playground, etc.

### **ELIGIBILITY FOR ADMISSION/CONTINUATION OF ENROLLMENT**

NON-DISCRIMINATORY POLICY: Gorman Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic participation, and other school-administered programs.

GCA is not equipped to meet the needs of children with learning or behavioral needs. In such a case, we will assist parents to secure a more appropriate learning environment. Due to this, not all students who apply for admission can be accepted. The final decision in this matter will rest with GCA.

No student or family will be admitted or allowed to remain in the Academy who does not agree with, support and cooperate with the overall purpose and/or program of the Academy. If a parent is not cooperative and supportive of the program, then that family will be asked to leave the academy.

GCA will recognize the "dismissed", "expelled" or "alternative education" status of any potential student. No student of this status will be considered for enrollment for a period of at least two years thereafter. Parents that feel the above status was unjustly given may submit a written explanation for consideration by the GCA School Board.

### **ADMISSIONS POLICY**

In order for admission to be complete, all steps outlined in the Academy admissions packet must be completed. Upon satisfactory results from references, screening, and interview, students may be admitted on a probationary basis. Parents will be notified within one week of completing all steps.

1. A parent interview that will be attended by the student.
2. A completed application for each student and a registration fee, which is non-refundable
3. A signed Statement of Cooperation from each parent.
4. A signed Records of Release Form for students in grades 1-8.
5. Report cards and standardized testing.
6. Copy of each child’s birth certificate and Social Security card if enrolling in kindergarten. This is required of older students if not already in the file.
7. A complete and up-to-date immunization record is required by law before your child can begin school.

Parents and students must agree with the school’s mission, statement of faith, and be willing to abide by the established procedures of the Academy. Parents will be notified verbally and in writing of their child’s acceptance or non-acceptance. A written appeal may be submitted to the Gorman Christian Academy School Board within five days of receiving notification of non- acceptance. The request will be reviewed by the Board and the parents will receive written notification of the board’s decision. All new students enrolled at GCA, are considered to be on probationary status (academic and disciplinary) for the first 30 class days of attendance. During or at the end of that period, the student will either:

- a. automatically gain permanent status.
- b. remain on probationary status for a period of time to be determined.
- c. be dismissed from attendance.
- d. be assigned conditions for continued attendance.

**ACCEPTANCE PRIORITIES**

1. Staff children
2. Siblings of current GCA students
3. Members of Gorman Baptist Church
4. Families in the community

Kindergarten Elementary Middle School

**STUDENT CLASSIFICATION**

Kindergarten For students turning 5 by October 16<sup>th</sup> of the academic year

Elementary Grades 1 – 5

Middle School Grades 6 – 8

## **GRADE ELIGIBILITY**

A child is eligible for the next highest grade when he/she has successfully completed the academic requirements for the current grade at GCA or the school in which the student has come from.

A child is eligible for Kindergarten when he/she is 5 years old by October 16 and has met the social and academic readiness skills required by GCA. The GCA administration will determine the appropriate grade level placement by testing and in consultation with the parents and teachers.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **Kindergarten**

Retention will be based on a general mastery of objectives. If a student has mastered most objectives, the decision to retain may be made collaboratively by parent and GCA staff. If a high degree of non-mastery of objectives exists, retention may be a requirement.

### **First through Eighth Grades**

**The following represent the minimum requirements for promotion to the next grade.**

Students must earn a cumulative year-end average of at least 70 percent and not fail more than on core subject. If serious concerns exist while minimum grade requirements are otherwise being met, retention may be determined collaboratively by parents and GCA staff. When a student does not achieve a passing average as determined by the above standards, an approved summer academic session or professional tutoring plan may be established to allow for promotion. This will apply only when no more than one subject was cause for a failing average.

A written report showing satisfactory achievement must be submitted no less than two weeks prior to the start of the academic year. Upon review, grade placement will be determined. A preponderance of evidence that the student is adequately prepared for the next grade must be present. Placement in the next grade will be on a probationary basis. Permanent placement will be determined by the student's performance in the first grading period.

## **GRADING**

All children will receive a report card every nine weeks. The academic grading scale will be as follows:

- 93-100 A
- 85-92 B
- 77-84 C
- 70-76 D
- 69 and below F

When a letter grade is used as opposed to a numeric grade (i.e. conduct) the following letters will be used

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory\*

- When the grade of “U” is assigned a parent conference is required.

### **HONOR ROLL**

Students are recognized each nine week grading period for excellence in the classroom. Students are recognized for all A’s with a High Honors Certificate and those with all A’s and B’s are recognized with an Honor Roll Certificate. These honors are given during a chapel service after each nine week grading period.

**Students in Grades K5-4<sup>th</sup> Grades:** A student must make all A’s or B’s in all academic classroom subjects. Specials classes such as art, music, physical education, and technology will not affect honor roll status. However, a student’s conduct in Specials classes will affect their classroom conduct grade which will affect their conduct report card grade.

**Students in Grades 5<sup>th</sup>-8<sup>th</sup>:** A student must make all A’s or B’s in all academic subjects which include Bible, foreign language, yearbook, and all electives and specials classes.

### **CONFERENCES**

A mandatory conference will be held with each parent at the conclusion of the first nine weeks. Conferences may be requested with the Teacher at any time after the first nine weeks. Please contact the teacher to arrange a time that is convenient. Please feel free to speak to your child's teacher at an appropriate time. Classes will start promptly at 8:00 AM; therefore, the morning time is not a good time to conference. If you need an extended amount of time, please call GCA and set up an appointment. When you have questions about the school program or if you see any changes in your child, please talk with their teacher.

### **TESTING**

A nationally recognized achievement test will be given to all students each year during the month of April. Scores will be sent home in early June with the student’s report card.

### **PARTICIPATION IN ATHLETICS**

The sports available this year are boys’ and girls’ basketball, girls’ volleyball, golf, and cheerleading. Students in grades 5 through 8 may participate in the athletic program. A fourth grader may participate if there is a need for more players and with a special waiver.

- ✓ Students will not be allowed to participate in athletics if their bills are not paid.

- ✓ If your child is absent from school, they may not practice that day.
- ✓ If your child is absent on the day of a game, they may not participate in that game.
- ✓ If your child arrives after 11:30 am on the day of a game, then they may not play in the game on that day.
- ✓ If a student misses an athletic practice the day before the game and does not have an
- ✓ excused absence from the parent, then that student may not be a starter in the game the following day.

### **SCHOOL COLORS AND MASCOT**

GCA Colors: Navy, White, and Silver

GCA Mascot: Eagle

GCA School Verse: Isaiah 40:31 Even the youths shall faint and be weary, and the young men shall utterly fall, but they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary, and they shall walk, and not faint.

### **STUDENT ACTIVITIES/CLUBS**

Students have the opportunity to participate in a variety of activities through the school year. Events may not be offered every year depending on interest.

Math Olympics      Spelling Bee    Math World Day      Field Day      Student Council

Drama      Yearbook      Mission Projects      Clubs    Choral Festival

Spelling Bee    Piano Festival

### **STUDENT COUNCIL**

Student Council is a wonderful avenue to build citizenship skills, service skills, and governing skills which will lead to the future of our students. Students in grades 3-8 may participate in Student Council. Leadership positions that will be voted on by the student body are President (7- 8), Vice-President (6-8), Chaplain (6-8), Secretary/Treasurer (5-8), Middle School Representative (6-8), Upper Elementary Representative (3-5), and Lower Elementary Representative (K-2). Parents and students must sign a commitment form before being allowed to participate.

### **EXTRACURRICULAR GRADE ELIGIBILITY**

Students may participate in various extracurricular activities throughout the year. These include but are not limited to athletics, clubs, and drama. Students must maintain a minimum grade standard in order to participate. Students must maintain a grade of 77 or higher in each core academic subject and a minimum overall average of 2.0 in all core academic subjects to be eligible for participation in games, and special events related to extracurricular activities. Academic subjects consist of Math, Language Arts, Reading/Literature, Spelling, Bible, Social Studies, Science and Bible.

Students must maintain a conduct grade of at least “S” (satisfactory) to be eligible to participate in extracurricular activities. Grades will be checked at the progress report date and report grade time. Both reports shall be the means by which athletic and/or extracurricular eligibility is determined.

Upon determination of academic ineligibility, a student will remain ineligible until the grade has improved. That student will regain eligibility when he/she achieves a grade of 77 or higher in each core academic subject and a minimum overall average of 2.0 in core academic subjects.

1<sup>st</sup> Probation-If a student does not maintain a 77% average in the core subjects=No participation in the game(s) for one week and students are required to attend a 30 minute study hall after school before going to practice. Students will be expected to sit on the bench in school attire during home games they are not eligible to play in.

2<sup>nd</sup> Probation-no game participation and no practices for another week with study hall. Students will be expected to sit on the bench during home games in school attire. 3<sup>rd</sup> Probation-student no longer participates on the team.

Being unable to participate in activities due to grade eligibility may result in a loss of status such as starter or club officer, or a loss of eligibility to participate in some aspects of an activity after regaining grade eligibility.

## **SCHOOL POLICY AND ACADEMIC MATTERS**

### **CLASSROOM PROCEDURES**

God gives the responsibility to parents to teach their children. The Academy exists to act as an extension of the home and to partner with parents in educating their children. We do not remove the parent’s authority, but act on the behalf of the parents inside the classroom. It is our goal to promote learning in the classroom and to provide an environment conducive to learning.

1. The teacher has the authority in the classroom and is responsible to administer discipline consistent with school policy.
2. The teacher is responsible for an atmosphere that provides the utmost opportunity to learn.
3. A parent should approach the teacher in private if they do not understand or disagree with a classroom policy.

### **ATTENDANCE**

Regular attendance is necessary for a student to learn and to excel in the classroom. It is the responsibility of the parent to see that the student attends school daily.

### **EXCUSED ABSENCES**

Verified Illness or Injury-call the office or email your teacher no later than 8:30 to let us know they will be out and the reason for the absence. A written note is required within two days of absence and may be given to the

teacher. If a note is not brought to school within those two days, the student will receive an unexcused absence. A phone call is not a substitute for a written note or email.

1. For a verified doctor or dentist appointment, please bring a note from the doctor when you arrive.
2. Bereavement/Wedding-for immediate family-what is reasonable based on factors of travel, etc.
3. Educational Family Trips-The school must be informed of these trips in advance (two weeks) for approval to be an excused absence. Please put the details of the trip in writing and present to the teacher. A report (length may vary depending on age of child) must be written by the student about the trip and the educational highlights they have learned while away. Pictures may accompany the report and then will be presented in class by the student. For a planned absence, all work should be completed within 3 days of returning to school. When possible, work may be taken with the student on the trip so that work can be done while making the journey. Parents must inform the teacher and the principal at least two weeks in advance when these trips are planned.

After being absent for any reason, a written note from the parents must accompany the student to class within two days of returning to school. The note should explain the reason for the absence and be signed by the parent. If a note is not delivered to the teacher or front office within this time, the absence will be deemed unexcused.

Once a student has been absent for more than 10 days, the parent may be required to bring a written note from the doctor each time the student is absent. Class work and tests missed during an excused absence may be made up. The student will have the number of days missed plus one day to make up missed assignments.

GCA reserves the right to retain any student who is absent 30 days or more during the academic year. Students must be at GCA until 11:30 am each day to be counted present. Students arriving after 11:30 am will be counted as absent.

Parents must sign a child out at the office if a student must leave early. The student will be brought to the office. It is important to send a note with the student in the morning for an early dismissal.

On any day a student is absent from the Academy, that student is ineligible to participate in any extracurricular activities on the day of the absence unless approved by the principal. You must be present in class to receive an education. Please make appointments after 3:00 pm. Parents will not be called to pick up a child unless they have fever, vomiting, or in severe pain. Please do not come and get them without calling the school first.

### **UNEXCUSED TARDIES AND EXCESSIVE ABSENCES**

It is essential that GCA students be regular in attendance to gain the full benefits of their instructional opportunity and establish a regular routine.

Any student arriving and walking into the building after 8:00 am is considered tardy. Students may go to the classroom beginning at 7:45 am and are considered late after 8:00 am. Students are tardy if they are not in the classroom and ready to begin the day when the bell rings at 8:00.

AFTER 6 UNEXCUSED TARDIES, students will receive lunch detention and/or other privileges taken away, such as recess, free time, etc. After each additional tardy, the student will continue to receive detention for each occurrence.

Each unexcused absence will also result in the final nine week grade being reduced by 1 point per subject per unexcused absence.

An accumulation of 6 unexcused tardies will equal one unexcused absence. Only illness, medical appointments or car problems (on a limited basis) are considered excused tardies.

### **MAKE UP WORK**

Each teacher is responsible to make work missed available to students. Please call the office and let us know if you are coming for the work. It is highly recommended that you pick up your child's work on the day they are absent.

### **HOMEWORK**

Each teacher will assign the amount of homework appropriate for their class. If there is an acceptable reason for the homework not being completed (i.e. sickness, family emergencies), please send a note/e-mail to the teacher explaining the circumstances. The student may be given extra time to complete the assignment at the discretion of the teacher.

Parents should not do the homework for the student. You are encouraged to provide guidance and encouragement to your child. Homework is given for drill and practice, remediation and special projects.

The student is responsible for recording daily assignments. The parent should check to ensure that assignments are complete.

Homework that is not completed will automatically have 10 points dropped from the grade and will receive a 90 the following day. Homework that is not turned in by the second day will receive a zero. No homework will be assigned on Wednesday evenings so that GCA students and their families may participate in their local church's activities.

However, elementary and middle school students may have scheduled tests and quizzes on Thursday with three days prior notice.

### **INTERNET ACCEPTANCE USAGE POLICY**

All students and parents will sign a usage policy for the use of internet and technology in the school.

Gorman Christian Academy provides a computer lab with Internet access for students, faculty, and staff. The Internet allows students the opportunity to enhance educational activities, to expand research capabilities, to learn new concepts, and to promote life-long learning. The following Acceptable Use Policy sets guidelines for student, faculty, and staff usage of the Internet. Each year, students who will be accessing the Internet must

acquaint themselves with this policy and sign the Acceptable Use Agreement. In addition, parents will be asked to sign this agreement. GCA may revise this policy as deemed necessary. Students, faculty, staff and parents will be made aware of changes which have been implemented. Usage of the Internet is a privilege, not a right, and violation of this policy may result in the loss of privileges to use the computer lab and access the Internet. Acceptable Uses Usage of the Internet should be guided by the GCA General Code of Conduct which states that students will at all times exhibit Christ-like behavior. Students will be instructed in the proper usage of Internet resources

However, the ultimate responsibility for student actions while using the Internet rest with the student and their parent/guardian.

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. Users should not represent themselves as someone else by using another's account. No one should forward material from the Academy without prior consent of administration or technology coordinator.
2. Users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
3. No advertising for profit or campaigns for political office are allowed.
4. Users must respect the rights of others and not use language that is abusive, profane, or sexually offensive.
5. E-mail is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.
6. Users must exercise care in protecting their passwords. Any abuse of a staff member's account by someone else is the staff member's responsibility. Staff members who believe that someone else may have their password should immediately change it and report the problem to the system administrator. Staff members should not store their own private pictures on their computer.
7. Users must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out, or causing a system to malfunction.
8. Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination of privileges.
9. Students should not reveal their name, address, personal information, and school name when using the Internet.
10. Students are to use the Internet for educational purposes only.
11. Students should not store any inappropriate, illegal, or obscene material on school owned equipment.

12. Students should not access their e-mail accounts from school owned computers. In addition, students should not access personal Web pages or Web logs (blogs).
13. Without prior staff approval, downloading of music to a school owned computer or personal music device is unacceptable.
14. Students are not allowed to visit Internet game sites without the permission of a staff member. If students are given permission to access Internet game sites, there will be an acceptable list of sites provided to them.
15. Students must appropriately cite all information taken from an Internet site. Internet is used at the user's risk. GCA is not responsible for the accuracy of information obtained through school provided Internet service.

### **PERSONAL INTERNET USE**

Families must recognize that home and personal usage of the Internet may have an impact on the academy, staff and other students. Students who send threatening messages to or about another student may face school discipline if this action causes a disruption to the operation of the academy.

### **DISCIPLINE**

**Parental Responsibility for Discipline** Discipline procedures at GCA is based upon the belief that God has ordained parents, more specifically fathers, with the role of teaching and leading their children (Deuteronomy 6: 6-7, Psalm 78:5-6). Our desire is to honor and support parents in that role. Obedience to Academy behavioral guidelines will remain the responsibility of the parents.

### **SCHOOL-WIDE POLICIES**

- ✓ Students strive to exhibit Christ-like behavior at all times.
- ✓ Students must respect and follow adult directions with "first-time" obedience.
- ✓ Walk within the school building.
- ✓ No talking in hallways.
- ✓ Low talking in the cafeteria.
- ✓ Students should show respect for person, property and individual differences, in attitude, words and actions.
- ✓ Students may not bring gum to school.
- ✓ Electronic devices are not allowed at school.
- ✓ Cell phones must be dropped off in the basket on the front counter when arriving at school and be turned off. Students may pick up their phones when they are ready to leave with an adult for the day. They may not pick up their phone and then go to after school or some other event on campus. Students found using cell phones in the building will be disciplined. Cell phones will be taken away and returned to the parent at the end of the day. Repeated infractions will result in the student not being allowed to bring the phone to school. Cell phone usages include texting, social networks, email, making a call, etc.

### **Kindergarten through 5<sup>th</sup> grade:**

Each classroom teacher will develop their own discipline procedures that should be visible and stated to all children on a daily basis. Children as well as their parents will be informed of that classroom's discipline policy. Demerits are not given to this age group, and discipline policies are left to the discretion of the teacher.

### **Demerits for Grades 6-8**

For infractions of the discipline guidelines, students will be given demerits. The purpose of this is to train, instruct and correct in a positive and consistent manner. Demerits will accumulate from week to week. Demerits will be used in grades five through eight.

## **DEMERIT SYSTEM-GRADES 6-8**

### **One Demerit**

- ✓ Unexcused tardy to all classes
- ✓ Disruptiveness in classroom, hall or school grounds
- ✓ Being anywhere without permission
- ✓ All school textbooks not suitably covered at all times
- ✓ Rude, discourteous, or annoying behavior
- ✓ Books/book bags left on top of the lockers or in hallway (1 demerit per item).
- ✓ Talking in the hallways between classes
- ✓ Talking in the hallways on the way to special classes and lunch
- ✓ Failure to attend Silent Lunch
- ✓ Leaving trash or supplies on the hallway floor area in front of middle school lockers

### **Two Demerits**

- ✓ Needs haircut after being instructed to get a haircut
- ✓ Possession of magazines or books not approved by the administration/teacher
- ✓ Bringing any electronics to school
- ✓ Eating and drinking outside of the cafeteria-No drinks are allowed down the hall in the mornings and/or after lunch.
- ✓ Disobedience to any staff member or adult
- ✓ Tardy to class five or more minutes
- ✓ Gripping and complaining
- ✓ Using rude or crude language towards another student
- ✓ Fidget Spinners/toys in school

### **Three Demerits**

- ✓ Destruction of a student's property and also financial restitution
- ✓ Misbehavior in Chapel
- ✓ Horseplay
- ✓ Defacing school property
- ✓ Disobedience to a teacher/adult
- ✓ Taking pens and/or pencils to the bathrooms
- ✓ Demeaning talk to other students or bullying
- ✓ Chewing gum

### **Five Demerits**

- ✓ Leaving class without permission
- ✓ Physical contact between boys and girls
- ✓ Skipping class or school
- ✓ Changing clothes during afterschool events and wearing non-dress code attire
- ✓ Using inappropriate language
- ✓ Bullying
- ✓ Cell phones used inappropriately during the day

### **Ten Demerits**

- ✓ Cheating (zero on work)
- ✓ Stealing
- ✓ Fighting
- ✓ Disrespect to authority
- ✓ Taking the Lord's name in vain, profanity, vulgarity
- ✓ Lying
- ✓ Continued episodes of bullying
- ✓ Using language with sexual overtones
- ✓ Abusive language personally or on cell phones
- ✓ Threatening harm to another individual

Inappropriate behavior may receive 2-10 demerits depending on circumstances.

### **Dismissal**

- ✓ Tobacco
- ✓ Alcohol
- ✓ Drugs

- ✓ Weapons of any kind
- ✓ Immorality
- ✓ Matches, lighters, explosive materials, etc.
- ✓ Repeated acts of Rebellion
- ✓ Behavior of a parent that is not in a spirit of cooperation with the staff
- ✓ Bullying
- ✓ Threats of harm

GCA reserves the right to alter the discipline policy to insure corrective discipline for all circumstances.

25 Demerits

### **CONSEQUENCES FOR DEMERITS/SEMESTER**

3 Demerits - 1 day of Silent Lunch

5 demerits - 1 week of Silent Lunch

10 Demerits – No lunchroom privileges, 2 weeks of silent lunch

15 Demerits - Detention in after school and \$20.00 charge to student's account

25 Demerits – Suspension for two days. A 3rd day of suspension will follow until essay is turned in.

For every 5 demerits after a suspension, the student will be suspended for an additional two days with consideration for dismissal

**A Parent/Teacher/Principal meeting may be requested at any time while a student is receiving demerits.**

Students may additionally be subject to one or more of the following consequences for inappropriate behavior.

- ✓ Principal conference/counseling
- ✓ Parent phone call
- ✓ Extra work/memorization
- ✓ Janitorial duties/campus beautification
- ✓ Payment for or repair of damaged property
- ✓ Suspension
- ✓ Expulsion

### **SUSPENSION/EXPULSION**

Extreme cases of misbehavior may be dealt with by suspension. This process will involve a conference between the Principal, and the parents/guardians. The Principal will determine the number of days of suspension.

Extreme cases of misbehavior may be dealt with by indefinite suspension, followed by expulsion from GCA.

The decision to expel will be made by the Principal. The parents or the Academy may request a hearing attended by the Principal, the parents/guardians, the student, and not less than two members of the GCA Board.

During a period of suspension or expulsion the student may not participate in Academy related or extracurricular activities. The following may result in consequences including suspension or permanent expulsion.

- ✓ The safety or security of students and/or staff is put in question by a student's behavior. Contraband materials such as weapons, offensive media material, alcohol, tobacco products or illegal drugs are not to be brought on campus or to a GCA function.
- ✓ Serious or repeated infraction of the above discipline guidelines.
- ✓ Attitude of parental and/or student rebellion or indifference towards GCA authority, or spiritual, behavioral or academic objectives of the Academy will warrant expulsion.
- ✓ Failure of a parent to participate in and support this discipline procedure may lead to consequences including the child's dismissal and may lead to ineligibility for future enrollment. Parents will be responsible for encouraging and bringing about their child's submission to the authority of GCA personnel. If a parent is unable or unwilling to command their child's obedience, GCA reserves the right to dismiss the student.

### **APPEALS**

Parents may submit a written appeal within seven days of dismissal to the GCA School Board Chairman to be presented to the full board at the next monthly meeting. Final determination concerning the appeal and the status of a student rests with the GCA School Board.

### **ACADEMY HOURS**

K5 through 4 <sup>th</sup> grade	8:00 AM to 2:45 PM
5 <sup>th</sup> through 8 <sup>th</sup> grade	8:00 AM to 3:00 PM
After Care	3:00 PM to 5:30 PM

### **STUDENT MORNING DROP OFF**

Parents will have the opportunity to walk their child to class for the first 3 days of school. After that all students must be dropped off in the car line at the front of the building. Please watch the staff members who will be directing you. Parents should not exit their car while in the line. Please allow your child and our staff to assist your child out of the car.

Please have your children ready to get out of the car as you approach the stopping point. Book bags should not be in the trunk of your car unless you are a 2-3 student family. Please have all belongings ready for your child to exit the car quickly. If you have an item later in the day that was forgotten at home, please come to the front desk and leave it with the secretary or other staff member. We encourage parents to come inside the building after school has been dismissed to sign up for events, conference with teachers, or take care of classroom

questions.

All parents/grandparents must sign in at the front desk before proceeding to the classrooms or cafeteria and receive a visitors nametag.

### **BEFORE AND AFTER SCHOOL CARE**

“Before School” care begins at 6:30 am and continues until 7:45 am each academic day.

Middle school students, grades 6-8, may sit and talk quietly in the hallway adjacent to the computer lab each morning until 7:45. Middle school students may not eat during this time unless they go to the cafeteria.

“After School” hours are from 3:00 pm until 5:30 pm. Students who remain on campus 10 minutes after their classes established dismissal time will be taken to “After School” care. They will be enrolled and billed for that day at a rate of \$9.00 per day.

The “After School” program will not operate on academic holidays or when the Academy is dismissed early. Students will receive a snack during after school hours and will have the opportunity to do their homework.

### **LATE PICK-UP FEES**

Parents are asked to pick-up students promptly at the time designated for each program or activity.

A fee of \$1.00 per minute may be billed to your account when you arrive past 5:30 pm to pick up your child. This fee is used to compensate our staff for overtime. Please call ahead if you know there will be a chance that you will be a few minutes late due to traffic, emergencies, etc.

### **OFFICE HOURS**

The Gorman Christian Academy office is open from 7:30-5:00, Monday through Friday. Please feel free to leave a message on the answering machine if the office is closed. E-mail addresses are easily found on the Gorman website at [www.gormanchristian.org](http://www.gormanchristian.org).

### **FINANCIAL POLICIES**

Gorman Christian Academy is a non-profit, self-supporting institution. A non-refundable, annual registration fee must be paid. All questions regarding finances should be addressed to the Head of School, who is responsible for managing student finances.

**PAYMENT OF FEES:** We offer all families two ways to pay their yearly tuition.

1. Families may choose to pay the entire years tuition by check at the beginning of the year. There is a 3% discount on the annual tuition if the full amount is paid by the first day of school. (Note: Families who pay in full must also have a FACTS account for incidental charges)
2. If a family does not choose to pay prior to the beginning of the school year they must pay monthly using

an established FACTS account. This allows the monthly fee to be automatically drafted from their checking or savings account. There is a \$45.00 annual fee to enroll in FACTS. There is a link to FACTS on our web page.

**NOTE:** You will be asked to withdraw your child from the Academy if any tuition bill becomes delinquent. After the second attempt with FACTS to collect tuition, your account is considered delinquent and will result in your child being dismissed from school.

After-School payments will be also be drafted through a FACTS account. If you currently have a FACTS account to pay tuition, we will draft your account for after school on the first Friday of every month for charges incurred for the previous month.

A service fee of \$20.00 will be charged for all returned checks. Two returned checks will result in future payments being made by alternative method.

If a student's account becomes overdue, no records or report cards will be released nor will re-enrollment be allowed until all accounts are paid up to date. A student may not participate in the summer program if tuition and after school fees have not been paid.

Fees for extra-curricular activities as well as lunch may also be placed on your FACTS account. **If your account becomes delinquent your child will not be able to order hot lunches until that balance is paid in full.** If your child forgets his/her lunch they will be charged for the lunch that we provide for them.

### **MEALS**

Each class will have a morning snack and the student will be required to bring it from home. Please pack nutritious snacks such as; juice, fruit, crackers, etc. NO Fruit Cups. Your child's teacher may provide parents with a list of approved snacks. Please do not send popcorn that must be popped for students.

### **Academy Lunches**

Parents will order lunches through RenWeb. Menus for the month will be posted online and need to be completed online and submitted no later than 8:00 am Monday morning. Please indicate on RenWeb if your child will be bringing a bag lunch or eating a hot meal. If you do not submit an order through RenWeb by the required date and time, we will not be able to order your child a lunch for that week.

We will be offering several nutritious options for lunches this year. You may always choose to bring a bag lunch for your child. Menus for the month are available on our website.

### **LIBRARY**

Our library has books and magazines for leisure reading as well as reference materials and books to support and enhance the academic program.

**Book Fair:** We have one "Book Fair" per year. The "Book Fair" allows parents and students to purchase books

and from the sales GCA earns new books for the library.

**Checkout period:** Books are checked out for 2 weeks. At certain times of the year, additional time may be allotted regardless of when they were checked out (i.e., Thanksgiving Holiday, Christmas Holiday, and Easter Holiday). All material must be turned in by the last day of academic instruction.

**Lost and damaged books:** If a book must be replaced, the student will be charged the cost of a new book. Lost book fees are generally \$10.00, unless it is stated otherwise, or report cards may be held. Checkout limits follow these guidelines: Grades K-1 may check out one book at a time; Grades 2-8 may check out two books at a time. Restrictions can be removed by arrangement with the librarian if you need additional materials for a report or project. If you have overdue or lost items not taken care of, your library privileges may be withheld.

Report cards will be held for students with overdue books, lost books, and unpaid fines.

### **SCHOOL BOOKS**

It is preferred that all school textbooks be covered. Each teacher will clearly communicate which books are to be covered and the process for doing so.

### **HEALTH AND SICKNESS POLICIES**

We require an initial physical examination report and current immunization records from a doctor before a child enters Gorman Christian Academy. Forms are available at the reception desk.

Do not bring a student to the Academy if they have a fever, diarrhea, vomiting, unexplained rashes, infectious diseases, or any other viral symptoms. If your child becomes sick at home during the night, please keep them home the following day. Students should not return to school until they have been symptom free for 24 hours. Medication will only mask the real problem and your child will probably be sick once the medication wears off and they are contagious.

If a student begins running a fever, has diarrhea, is vomiting, has an unexplained rash, or appears to have conjunctivitis, they will be isolated until they can be taken home.

Medication is administered only after the "Request to Dispense Medicine" form has been properly completed and signed by the parent. The medicine must be in its original container with the child's name on it. Stop at the front desk upon arrival at GCA for the proper form. Medication must never be given to the child to take alone and must never be left in lockers or book bags. If your child has a tendency for headaches, etc., please send in medication that your child uses with the name and dosage indicated.

Children, K5-5<sup>th</sup> grade, should have some daily outdoor activity. They will be given an outdoor play time if at all possible. Please dress your children appropriately when the weather is cold so that they will be comfortable outside, i.e., hat, gloves, and a coat. If a child is too ill to go outside and play, then they are too ill to be at GCA. If a child must be on a special diet for health reasons or allergies, please inform the front desk and the teacher.

We will administer first aid when needed. Most of our teachers and staff are trained and certified in first aid and CPR. In an emergency, we will call 911 for medical assistance.

Please see that your child has a good night's rest and a nutritious breakfast. These go a long way in providing for a healthy and productive child.

We will share information with those involved when any of our children have been exposed to a communicable disease. Notify the office when your child is sick with an illness that the Academy needs to know about.

When your child is unable to participate in P.E. for health reasons, a note must be provided to inform the teacher.

## **FIELD TRIPS**

We encourage class trips into the community for cultural and educational experiences. Parent participation is usually necessary in order to provide proper supervision. Parents are encouraged to assist with field trips, but must act in support and assistance to the GCA personnel in charge of the field trip.

### **Students**

To participate, a student must demonstrate that they have the self-discipline to obey rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the Principal or designated representative, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip.

### **Parents**

Parents are encouraged to volunteer as chaperones for field trips. However, the parent must accept responsibility for providing students with a safe and beneficial experience. The parent must follow guidelines and schedules as set forth by the Teacher, and seek to be of true assistance. At no time should a parent vary from the prescribed schedule or plan as laid out by the Teacher.

**Field trips have been designed for each individual class and age group. Siblings and staff children are not allowed to attend field trips that are not their classroom. Younger or older siblings are not allowed to attend the field trip intended for another classroom.**

Parents should not smoke, play offensive music, or use language unbecoming of a Christian. At no time should a parent use a field trip situation as a platform for personal views concerning politics, religion, or opinions about the particular field trip. The parent is responsible for halting any such behavior when asked by the Teacher or administrator. If at any time a parent's actions indicate a probable threat to student safety, security, or impact on the academy's reputation, the teacher may immediately separate students from that parent. Any such incidence will be reported to the GCA Administration as soon as is possible. Parents who are not cooperative on field trips will be asked not to participate in future trips.

## **Drivers**

Drivers should be provided with adequate directions/maps. All drivers must be approved by the GCA Administration prior to being assigned. Parent drivers must submit for copying, a current driver's license and proof of liability. All parents who assume responsibility for children are required to have a criminal history background check at the cost of \$15.00 to the school.

By accepting the responsibility of driving, the parent accepts accountability for the following:

- ✓ The car used is safe, in good working order and otherwise road worthy.
- ✓ Driving in a safe manner, obeying traffic laws.
- ✓ Not smoking while transporting or in the presence of students.
- ✓ Avoiding phone conversations or other activities that could compromise one's alertness.
- ✓ Avoid playing music, movies or other programming that could be deemed offensive or otherwise inappropriate for children.

## **BIRTHDAYS**

Birthdays are always a special time for children. Please make arrangements in advance with your child's Teacher when you would like to celebrate your child's birthday. Parents are welcome to send or bring a cake, cupcakes, plates, cups, forks, napkins, etc. for your child's birthday. See your child's Teacher for a convenient time to recognize the birthday. Gifts are not to be exchanged in class. If you plan to send invitations to all the children in your child's class, you can get a list of names from the Teacher.

## **DRESS CODE**

When students are on campus in any capacity, dress code must be adhered to. This includes athletic events, field trips, picnics, sports banquets, PTF functions and spring fling. Students may not change clothes while on campus to attend basketball games and special events. Dress code attire must be worn. For example, a student may not change clothes into jeans, etc. to go over to a ballgame or to attend after school. So, if you are staying on campus, then you may not change clothes for the afternoon.

Please read carefully before making GCA clothing purchases. It is very important this year that all students adhere to the dress code. All students must be in dress code on the first day of class. The only exception will be those students enrolling within a week before classes begin or after classes have begun. These students will have one week to be in compliance with the dress code.

The following items may be purchased from any store:s Target, Walmart, Sears, The Children's Place and other local retailers who sell items that meet the dress code standards.

Students may wear solid-color sweaters, solid-colored zip-up light weight jackets, and solid-color crew neck sweatshirts (team sweatshirts only) may be worn during the day at school. Heavy coats are not allowed to be worn during the school day and should be placed in the locker upon arrival to school.

Tennis shoes are required footwear. Students may not wear high heels, flip flops, cowboy boots, wedges or shoes that are potentially dangerous.

### **Girls Dress Code**

Blouses/Turtlenecks/Polo Shirts	Any Solid Color with a collar, Knit or Oxford
Skirts and Jumpers	Navy, Khaki, or plaid, Must be no more than 3 inches above knee
Dresses that are not navy, khaki, or navy/green plaid may not be worn.	
Slacks-Docker Style	Navy or Khaki
Walking Shorts	Navy or Khaki, and only navy/green plaid shorts; no more than 3 inches above the knee, not mid-thigh
Capri Pants	3/4 length below knee; navy or khaki in color

Belts are preferred.

Leggings may not be worn. Tights are permissible.

Crew-Neck Sweatshirts: Only solid color or Gorman/athletic team sweatshirts allowed. (No Nike, Underarmour or Aeropostle allowed)

Girl's hair that is not a natural hair color is not allowed. ( i.e. colors like pink, purple, green, red, etc. are not allowed.)

### **Boys Dress Code**

Polo Shirts/Turtle necks	Any Solid Color with a collar, Knit or Oxford
Under Shirts/T-Shirts	Must be solid white only/No logos
Slacks-Docker style	Navy of Khaki
Walking Shorts	Navy or Khaki

Belts are preferred.

Crew-Neck Sweatshirts: Only solid color or Gorman/athletic team sweatshirts allowed. (No Nike, Underarmour or Aeropostle allowed)

Hats, scarves and bandannas are not allowed to be worn to school.

## **Girls and Boys**

Crew-Neck Sweatshirts: Only solid color or Gorman/athletic team sweatshirts allowed. (No Nike, Under Armour or Aeropostale allowed)

Shoes: Tennis shoes must be non-marking. No flip flops, clogs, boots, cleats, high heels, and wedges. Shoe laces must be tied appropriately so they do not drag the floor.

Jackets or Coats: No military style jackets or coats are allowed-that includes army camouflage and hunting coats.

Turtle neck shirts: Any solid color Sweaters: Solid Colors

A collared shirt must be worn underneath a sweater. The tail of the shirt may not be hanging out from under the sweater.

## **Additional Information**

Walking shorts are long shorts, cut just above the knee. They are to be Docker style, with a pleated or plain front. Docker style slacks for both boys and girls can be pleated or plain front. The sweater and coat items of your choice should always exhibit good taste. These items, as well as all other items of clothing, should not have logos and/or pictures that would offend, distract or not reflect a Christ-like theme.

All shirts and blouses must have a collar, with the exception of turtleneck shirts and sweatshirts.

A dress code shirt must always be worn under a sweatshirt or sweater.

All sweatshirts, jackets and coats should be marked with the student's name.

## **Things to Avoid**

On Jean's Day, tight jeans, skinny jeans, and ripped or torn jeans are not allowed. Overly tight clothing or clothing that accentuates bodily features, whether by design or sizing, may not be worn.

Overly baggy or oversized clothing may not be worn.

Boys' haircuts should be neat, and of traditional style. It must be above the collar in the back and above the eyebrows and ears. Styles, designs, symbols, letters, etc. that are cut into the hair are not allowed. Mohawks, rattails, etc. are not allowed. Color in the hair that is not natural is not allowed . (i.e. pink, red, blue, etc. is not allowed.)

Boys may not wear earrings. Girls may wear "pierced" jewelry only in ears and in a traditional style with small one inch earrings.

Students' clothes, lunch boxes, notebooks and other personal belongings cannot depict anything offensive to a Christian environment. In the case of persistent dress code infractions, the student's parents will be immediately asked to comply with the problem. This may include being asked to deliver the appropriate article of clothing to the Academy.

The student may be removed from class until the problem has been corrected. Any other apparel or adornment that is immodest, causes a distraction or is of a questionable nature may not be worn.

All final decisions concerning any dress code matter will rest with the Principal, or designated representative. As stated above, if you are in doubt check with the GCA administration.

Temporary or permanent type tattoos placed on the body are not appropriate for the Academy. Please do not allow your child to come to school with these on their body.

### **ACADEMY CLOSING PROCEDURES**

**GCA follows Durham County Public Schools in regards to weather related closings, early dismissals or late openings.**

This is the order in which postings are put out on a weather morning.

1. A school message alert will be sent to your cell phone.
2. A message alert will be posted to the school website.  
[www.gormanchristian.org](http://www.gormanchristian.org)

**\*\*Teachers should plan to be at school 30 minutes prior to the time posted for arrival.**

When GCA must dismiss early, parents are responsible for picking up children

The Principal of GCA, or designated representative is responsible for the Academy's closing decision.

Use Good Judgment - Parents should use careful judgment in the above circumstances. Whether or not a closing has been announced, the safety of your child should always be foremost in any decision to travel during inclement weather. Some extreme weather circumstances may leave us unable to initiate any of the above notification procedures. Careful judgment should be used in such circumstances. Conditions may differ by area. Each parent should consider whether travel to the GCA campus is advisable regardless of whether the Academy is open or closed. Any absences due to such circumstances will be considered excused.

### **DISMISSAL PICK-UP PROCEDURE**

Kindergarten through 4<sup>th</sup> grade children will be taken to the walkway on the classroom side of the Academy each day. (These times may be staggered to help the flow of traffic.) The children will be taught where to stand and wait and how to load in this area. The car line ends 15 minutes after dismissal time each day. Children will be taken to the "After school" care program at this time and the parents will be charged for "After School" care.

The afternoon car line will form in the front parking lot and continue down the street. We will load each child in

order as you drive through the pick-up line. Several cars can be loaded together if the first car pulls up far enough as directed by the staff. Students will not be released to a car until it is completely stopped. Do not attempt to carry on a conversation with the teacher at this time since other cars are waiting to load. If you need to see your child's teacher, park in a designated parking space and come in.

Do not send strangers to pick up your child unless you have called the GCA office. We will not allow a child to go with someone with whom we are not familiar. We will ask for some identification from someone we have not met.

If a certain person is NOT allowed to pick up your child, put this information on the registration form and the emergency form and inform the teacher and office verbally. Middle School students will be released at their appropriate dismissal time and will be allowed to walk out to the parking area.

### **CRISIS MANAGEMENT PLAN**

GCA has developed an in-depth crisis management plan for the protection of students and staff in the event of a crisis within the school. This plan is updated and practiced annually by the staff as well as the students. During the fall, students will have the opportunity to practice a lock-down drill, monthly fire drills, and tornado drills. We believe students must be informed in the event of an emergency so appropriate measures can be taken to prevent injuries in the event of a crisis.

### **PARENT-TEACHER FELLOWSHIP (PTF)**

The PTF is for all interested parents of children attending Gorman Christian Academy. The organization serves as a resource and fund raising group. The PTF seeks to build and strengthen the relationship between the home and the Academy.

The PTF board is composed of interested and involved parents elected by the parents of GCA. The board works in close fellowship with the administration of GCA in the development of special projects for the Academy. PTF will meet at times designated by the PTF board and active participation is highly encouraged.

Some of the activities that PTF is directly involved with are projects such as the fall fund raiser, teacher appreciation, spring fling, fundraising for the middle school trip, scholarship fund, special events such as graduation, and many other projects throughout the year.

### **TOYS**

Toys are not permitted without the prior approval of the Teacher. Any toy brought to GCA without the teacher's permission will be taken and returned to the student at the end of the Academic day. Students will not bring knives, guns, swords, or any sharp pointed toys to GCA.

Do not allow your child to bring any type of trading cards, toys or other electronic games to school. This also includes the after-school program.

## **Gorman Christian Academy Bullying Policy**

“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.” I Peter 3:8-9

### **Purpose**

North Carolina state law requires schools to develop and adopt policies to prevent student harassment and bullying. Policies must define bullying, prohibit bullying on school property or at school-sponsored activities and state the consequences of engaging in bullying behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators. Additionally, it calls for the policy to be clearly communicated and available to teachers, parents, students and other stakeholders.

Gorman Christian Academy, in compliance with this legislation, and in full support of, our student body has adopted the following policy. GCA seeks to provide the best educational and spiritual setting for all students and strives to promote an environment where students are able to learn, free from harassment and bullying.

### **What is Bullying?**

Bullying is identified as any behavior, verbal or non-verbal that is intentionally intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect.

### **Bullying Behaviors**

The following is a list of behaviors that may demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of GCA to reduce bullying by addressing these types of behaviors as they occur.

#### **Physical Behavior**

1. Intentionally endangering the welfare of others. Such behaviors are not limited to but may include the following: hitting, kicking, punching, pushing, tripping, spitting on, poking, blocking
2. Other examples of physical bullying include: a. unwanted touches, rude gestures taking or damaging another's property, extortion of money or other items, making someone do something they otherwise would not do

#### **Verbal Behavior**

Verbal bullying includes but is not limited to the following: name calling, teasing, bossing, threatening, making fun of another's appearance, physical characteristics or cultural background, making fun of another's actions

## **Indirect Behavior**

Indirect bullying includes but is not limited to the following: exclusion from activities or social groups, spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, negative or rude body language

## **Cyber Bullying**

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying: sending of inappropriate or threatening messages through any form of social media, creating, sharing or posting inappropriate or threatening information or pictures on websites.

## **Reporting Bullying**

It is the responsibility of all faculty and staff members to report occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify a teacher or administrator. Those parents or students who report such behaviors should not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from the school.

## **Prevention and Education Procedures**

Written notices of what constitutes bullying or bullying behavior will be distributed to families at the beginning of each school year. A copy of the bullying policy will be posted on the school website and can be made available to any interest party if requested. Employees, students, parents and others are encouraged to take advantage of any opportunity to participate in programs or activities which promote the knowledge and skills need to prevent and/or respond to bullying or bullying behavior.

Annually, as part of the in-service training for all school staff, the Administrator shall review the “No Bullying” policy because adults must take the initiative in combating bullying. They must be watchful for bullying warning signs, closely supervise children on the playground, in the classrooms, hallways, restrooms, etc. At the beginning of the school year during an assembly, and as needed, the administration shall ensure that the student body is familiar with the “No Bullying” policy.

## **Responses to Bullying or Bullying Behaviors**

GCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. Consequences will only take effect after an incident has been thoroughly investigated. Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.) The

administration of Gorman Christian Academy reserves the right to treat any single act of bullying as severe enough to warrant dismissal or suspension from school. Parents of all parties will be kept informed.

- ✓ 1st Offense: Meet with the Administrator; parents contacted.
- ✓ 2nd Offense: Meet with the Administrator and parents; 2 days of lunch detention.
- ✓ 3rd Offense: 1 to 2 days of suspension.
- ✓ 4th Offense: Student may be recommended from dismissal from the Academy.