

Family/School Handbook



GREENFOREST-MCCALEP
CHRISTIAN ACADEMY

www.greenforestacademy.org

Marilynn McDonald-Brooks, Ed.S., Head of Schools

*For unto whomsoever much is given, of him shall be much required: and to whom men have committed much, of him they will ask the more **Luke 12:48b***

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OVERVIEW

Board of Regents: Dr. George Bugg, Jr. Interim Chairman

Administration: Mrs. Marilyn McDonald-Brooks, Headmaster/Principal
Mr. Mark A. Jones, Jr., Assistant Principal

School Colors: Forest Green and Gold

School Mascot: Soaring Eagle

School Song:

"Thank You Jesus for Greenforest"

(Music and Lyrics written by Mr. Bruce McCollum, Sr.)

*Thank you, Jesus, for Greenforest.
Lord, we thank you, Heavenly Father, for Greenforest.
We are trained in academics,
We are trained the Christian way!
Thank you, Jesus, for Greenforest.*

*Thank you, Jesus, for Greenforest.
You've allowed us grace and spirit at Greenforest.
As we lift our hands above, as a token of our love,
Thank you, Jesus, for Greenforest.*

Motto: "Academic Excellence - God's Way"

Scriptural Motto: *And all thou children shall be taught of the Lord;
and great shall be the peace of thy children." Isaiah 54:13*

POLICY INTERPRETATION

All written policies and areas of concern either specifically or not specifically covered in the School Handbook are subject to clarification and/or change by the school leadership. Policies dealing with appropriate behavior will transcend the school boundaries and apply both in and out of school.

OUR VISION

Our vision is to build a Biblical community of loving relationships, whose members daily and devoutly worship, love, follow and model Christ as we pursue ***Academic Excellence-God's Way***.

MISSION

The mission of the Greenforest-McCalep Christian Academic Center is to achieve excellence by educating students spiritually, morally, and academically through cultivating Christian values and promoting Christian service.

OBJECTIVES

We purpose to accomplish our mission by:

1. Integrating Biblical principles, a love for God, and knowledge of His saving power with an aggressive academic curriculum.
2. Measuring the academic achievement of our students by evaluating the results of teacher-made tests, standardized assessments, and local, regional, and national academic competitions.
3. Fostering a positive sense of self-worth, personal esteem, respect for others, and intellectual ability.

The Academy Program

Our academic program (Grades PreK - 12) is designed to provide each student with the critical skills needed to be successful as a future collegiate student and marketplace professional. Program characteristics include:

- Fully accredited by the Southern Association of Colleges and Schools (SACS), the Association of Christian Schools International (ACSI), and Georgia Accrediting Commission Inc. (GAC)
- Small class sizes (goal is 1:20)
- Biblical instruction, Chapel, Christian fellowship, prayer, praise, and daily devotions
- Assessments (Iowa Tests of Basic Skills, PSAT, SAT and ACT)
- Extended Day Program (Before and After School)
- Athletic and extra-curricular program (GHSA-Region 7A)

PHILOSOPHY OF EDUCATION

At Greenforest-McCalep Christian Academic Center, we believe that GOD is the creator, the first, foremost, and ultimate Educator, and that education is related to the aspects of GOD'S revelation of HIMSELF to mankind. Therefore, GOD is the center of our educative process and the focus is "student success as opposed to student failure." The GMCAC'S curricula, administration, faculty and staff perpetuate this Christian worldview of education. Each area of instruction and academic development and should relate directly to its origin source. All areas are taught and applied to bring glory and honor to the name of GOD. Thus, revealing HIS ultimate plan for mankind. The curriculum, its scope and sequence, and its application and further developments, are, therefore, CHRIST-centered, BIBLE-integrated, and pupil related focusing on the whole child.

Our students are responsible for embracing the learning process with acceptance of his/her role as a learner. GMCAC serves as an extension of the home, and the church, making the parents ultimately responsible for providing the Christ centered environment (s) necessary for such education. Therefore,

EXPECTED STUDENT OUTCOMES

Grades PreK-12

When we fulfill the mission of Greenforest-McCalep Christian Academy, we expect to witness the following standards in the lives of our students:

Academic Outcomes:

Students will be equipped academically to embrace the calling God has on their lives, showing evidence that they:

- Can apply God's Word and teachings in everyday problems and situations.
- Are proficient and skilled in the disciplines of language arts, mathematics, social studies, and science; understanding that God has provided them with gifts, skills, talents, and resources to be used to make positive contributions in the global community.
- Are able to think critically and can analyze problems inside and outside the classroom in order to make wise decisions.

Spiritual Outcomes:

Students will be equipped spiritually to embrace the calling God has on their lives, showing evidence that they:

- Know who they are and whose they are in the Lord.
- Seek God's wisdom and guidance in the decisions they make.
- Have a personal, committed relationship with Jesus Christ.
- Recognize the Bible as the inerrant Word of God and the sole infallible source of knowledge and wisdom.
- Display Godly character in their speech, writing and attitudes such that others are called to know God as their personal Savior.

Social Outcomes:

Students will be equipped socially to embrace the calling God has on their lives, showing evidence that they:

- Share their gifts, skills, and talents with others to make positive contributions in society.
- Respect and show integrity in their interactions with others by displaying good manners, compassion, and selflessness.
- Are “doers” and servant leaders who will impact world markets and fulfill God’s purpose for their lives.

CORE VALUES

- Every student will be inspired, through curriculum and teacher interaction, to achieve *Academic Excellence-God’s Way*.
- The curriculum will strengthen our students spiritually, mentally, emotionally, physically and socially.
- The Bible will be taught as a core subject of the curriculum.
- Students will realize their full potential via the extracurricular activities offered.
- There will be biblical application and integration in all subjects taught.
- All students will experience worship and praise in the classroom, chapel services, and most programs.
- Every member of the faculty and staff will be a confessing Christian who exhibits the attributes of God through their daily interaction with students and peers.
- Our teachers recognize they have been “called” to ministry. They understand the necessity of Christian Education and have adopted its philosophy.
- Greenforest-McCalep Christian Academic Center parents and guardians are received as partners working alongside teachers in order to help their children reach full potential in their academic pursuit.
- The head of schools, principals, faculty, and staff will strive for excellence by maintaining certification by applicable organizations and by pursuing higher levels of education.
- Each member of the faculty will be intentional in helping students make the decision to confess and follow Christ.

- Administrators/faculty will encourage children who are exhibiting spiritual gifts by providing opportunities for those students to use their gifts (ex. leadership, hospitality, faith, etc).
- Every teacher is challenged to stay abreast of current events and be ready to incorporate local and world affairs into the curriculum, enabling students to apply a biblical worldview to what they see and hear.
- Our administrators, faculty, and staff commit to support the Parent-Teacher Organization in its efforts to help us teach our children diligently.
- Correction of students will take the form of disciplining in order for students to recognize and be able to articulate their error, leading to repentance.
- Every person in the GMCAC community will embrace prayer and the idea of being in one accord with God as the “mechanism” for excellence.

The Profile of a Greenforest Female Student

Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. ...give attention to reading, to exhortation, to doctrine. Do not neglect the gift that is in you...Meditate on these things; give yourself entirely to them, that your progress may be evident to all. ~ 1 Timothy 4:12-15

The expectations of a Greenforest Lady Eagle are not very different from the expectations of young Believers (Christians) of the 1st century. The goal of this profile is to offer the specifics of the lifestyle mentioned in scripture as they relate to our environment. Also, the hopeful result is that students will exude confidence in their posture/demeanor.

A Greenforest- McCalep High School young lady should:

- Strive for a deeper relationship with God.
- Attune to the daily “lessons” given by parents/guardians, administrators, teachers, and their Bible class such that they will grow academically, socially, and spiritually.
- Pray without ceasing ~ 1 Thessalonians 5:17
- Be intentional about having others view them as a Christians. Our ladies should guard their:
 - **Language**
 - **Overall Behavior (refute gossip and gossiping, bullying, divisiveness)**
- Be polite which means speaking to others on campus whether they be classmates, administrators, teachers, staff, or visitors
- Always wear uniform as prescribed by the school Handbook
- Determine their gifts and talents and be willing to use them for the benefit of themselves, the school, and the kingdom.
 - Clubs
 - Chapel programs
 - Special Days and Events
 - Athletic program
- Be diligent in earning community service hours.
- View every young lady, especially in the Academy, as a sister in Christ and stand ready to empower or “rescue” when necessary.
- All young men should exhibit Godly character daily, and should be respectful of others.

- Be mindful of their behavior with our young men. All young ladies should observe the no touch policy. (Inappropriate touches are at the discretion of the Head of Schools.)
- Exercise wisdom in the areas of time management and use of social media.

- Recognize, with respect, this property as God's House such that they will not only contribute to the upkeep (report damage, not trash the grounds, mar walls, walk across grass, etc.), but will do whatever they can to add to the beauty, using their gifts and talents.
- High School Juniors and Seniors should be very aggressive in their pursuit of a college career.
 - Take ACT/SAT
 - Have prepared a few essays with most popular titles
 - Have prepared a "resume" that Counselor or others might use in writing reference letters.
 - Search for scholarship monies
 - Attend college and scholarship fairs.
 - Take advantage of the benefits of college recruiters brought on campus
- Stay abreast of the occurrences (local, national, international) around them in order to help shape their world view.
- Conscientiously pursue **Academic Excellence, God's Way**

The Profile of a Greenforest Male Student

Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. ...give attention to reading, to exhortation, to doctrine. Do not neglect the gift that is in you...Meditate on these things; give yourself entirely to them, that your progress may be evident to all. ~ 1 Timothy 4:12-15

The expectations of a Greenforest Male Eagle are not very different from the expectations of young Believers (Christians) of the 1st century. The goal of this profile is to offer the specifics of the lifestyle mentioned in scripture as they relate to our environment. Also, the hopeful result is that students will exude confidence in their posture/demeanor.

A Greenforest- McCalep High School young male should:

- Strive for a deeper relationship with God.
- Attune to the daily “lessons” given by parents/guardians, administrators, teachers, and their Bible class such that they will grow academically, socially, and spiritually.
- Pray without ceasing ~ 1 Thessalonians 5:17
- Be intentional about having others view them as a Christians. Our men should guard their:
 - **Language**
 - **Overall Behavior (refute gossip and gossiping, bullying, divisiveness)**
- Be polite which means speaking to others on campus whether they be classmates, administrators, teachers, staff, or visitors
- Always wear uniform as prescribed by the school Handbook
- Determine their gifts and talents and be willing to use them for the benefit of themselves, the school, and the kingdom.
 - Clubs
 - Chapel programs
 - Special Days and Events
 - Athletic program
- Be diligent in earning community service hours.
- View every young man, especially in the Academy, as a brother in Christ and stand ready to empower or “rescue” when necessary.
- All young men should exhibit Godly character daily, and should be respectful of others.
- Be mindful of their behavior with our young men. All young ladies should observe the no touch policy. (Inappropriate touches are at the discretion of the Head of Schools.)
- Exercise wisdom in the areas of time management and use of social media.
- Recognize, with respect, this property as God’s House such that they will not only contribute to the upkeep (report damage, not trash the grounds, mar walls, walk across

grass, etc.), but will do whatever they can to add to the beauty, using their gifts and talents.

- High school Juniors and Seniors should be very aggressive in their pursuit of a college career.
 - Take ACT/SAT
 - Have prepared a few essays with most popular titles
 - Have prepared a “resume” that Counselor or others might use in writing reference letters.
 - Search for scholarship monies
 - Attend college and scholarship fairs.
 - Take advantage of the benefits of college recruiters brought on campus
- Stay abreast of the occurrences (local, national, international) around them in order to help shape their world view.
- Conscientiously pursue “**Academic Excellence - God’s Way**”

SCHOOL HOURS

Normal school days of operation are Monday-Friday during the months of August through May. The school will observe various holidays throughout the year. Please consult the school calendar for specific holidays, early dismissal days, extended breaks, and the specific start and end dates for the school year.

School begins promptly at 8:00 a.m. for all students (PreK-12) Students are to arrive at school between 7:45 a.m. and 8:00 a.m. unless they are enrolled in the Extended Day Program (6:30a.m. to 7:45 a.m.).

Student Sign-in and Sign-Out

Pre-K – 4th grade students who are tardy to school or leave school early must sign in and out in the front office.

5th – 12th grade students who are tardy to school or leave school early must sign in and out in the high school office.

School Closings

In the event of inclement weather, please stay tuned to the local television stations (Fox Channel 5, WSB Channel 2, WXIA Channel 11, and Radio Station WSB 750 AM) for **Greenforest-McCalep Christian Academic Center** closing updates.

Occasionally it is necessary to send children home early to avoid serious weather conditions or as a result of other circumstances beyond the school's control (water main breaks, power outages etc.)

In such cases, parents should be prepared to pick up children at school in a timely manner.

Families will be notified through the PTO e-Blast, via text message (for those signed-up), and phone calls.

You may call the school at (404)486-6737 and listen to the school information line to receive information about any school closings.

Academy Front Office Hours

The Academy Front Office opens each morning at and closes at 4:00 pm on Monday through Thursday. The office closes at 3:30 pm on Fridays. Summer office hours will be announced prior to the end of the school year and posted on our website.

ADMISSIONS

Admissions Procedures

Greenforest-McCalep Christian Academy (GMCA) does not discriminate on the basis of race, color, birth gender, ethnic origin or age in its employment, admissions, rights, privileges, programs, activities or in the administration of any educational or co-curricular activities or policies.

Attendance at GMCA is a privilege. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school.

Greenforest -McCalep Christian Academy believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled, high school students who do not wish to attend GMCA, or any student whose needs cannot be met academically, behaviorally, or spiritually. We believe that the standards of Greenforest - McCalep Christian Academy are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and policies. This cooperation helps to support the standards here at GMCA. Those who are not in agreement with the school's philosophies and policies need not apply/enroll.

As a Christian school, we are committed to serving as a partner with Christian parents to develop "students who are followers of Jesus Christ who are pursuing their purpose for the glory of God, applying knowledge with Godly wisdom, communicating God's love to others and sharing their God-given resources in biblical ways."

We consider it essential that our students and families believe The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are never acceptable.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based on race, sex and socioeconomic status. Therefore, Greenforest-McCalep Christian Academy strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christ-like attitudes appropriate for maturing Christians.

We also believe that our parents and students should be involved in a local community of believers in order to best develop a strong relationship with God, and to learn to minister to one another as Christ commands. Regular attendance infers normal involvement in the community of believers, and may include attendance will at worship services, Sunday school or community or youth/children's groups.

Applicants may be asked to accompany their parents for the interview. A prospective student is encouraged to visit the school for at least half of a school day to evaluate whether or not GMCA is the academic institution for them. In some cases, this may be a requirement initiated by the school.

For students entering 5th-12th grades, spiritual disposition and development is considered, as well as academic, behavioral, and social needs.

Students who are admitted to GMCA as a transfer or first-time student will be received into the appropriate grade level on the following terms:

- Records from previous schools must be received.
- Students are required to successfully complete the previous grade level. (Recommendations from previous school educators as well as standardized test scores will be considered.)
- Students who have been expelled or are not in good standing from a previous school may not be eligible for enrollment to GMCA.

Enrollment Procedures

Online applications are available on our website (www.greenforestacademy.org).

Registration is not finalized until the following items have been completed and/or received.

- Application process completed online and application fee paid
- Copy of student's Birth Certificate and Certificate of Immunization
- Academic and Health Records from previous schools which includes: last year's and the most current report card, last two standardized testing results (if applicable), psychological, medical or IEP testing information (if applicable), high school transcript (if applying for 10th-12th grades)
- Successful completion of previous grade level
- Evidence of positive behavior, attitude, socialization, academics
- Parent(s)/Guardian(s) interview (5th-12th grade students are required to attend)
- Enrolled and having chosen a payment plan through FACTS Tuition Management (online)
- All students who desire to attend GMCA on an I-20 will have an additional application fee for international Visa processing (see International Fees under Financial information).

Parents of all students are responsible for supplying the needed information to Greenforest-McCalep Christian Academy and for ensuring that their child's records remain up-to-date by notifying the school as significant changes occur (i.e., phone numbers, work locations, emergency contacts, family physician, etc.).

Re-enrollment Procedures

Re-enrolling students must be in compliance with all requirements for enrollment. Attendance at GMCA is a privilege. The school reserves the right to refuse re-enrollment or re-admission to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. In addition, no family may be re-enrolled or re-admitted unless all financial obligations have been met from the previous school year and the student has positive behavior and has made academic progress.

By February of each year parents will be provided with re-enrollment instructions to re-enroll for the following year. There will be a two-week period during which all returning families may re-enroll and secure their child's place for the upcoming school year. After the two week re-enrollment period has expired, the child is not guaranteed a spot in his or her class. A re enrollment fee per student is required to secure a seat in the upcoming school year. Further details including the fee structure and the re enrollment process will be distributed in late January.

Early Withdrawals and Dismissals

Initial application/acceptance and re enrollment contracts with Greenforest- McCalep Christian Academy represent a binding agreement between a family and the school for the contract period, which is one school year.

Because teacher contracts, school services, and curriculum and supplies are funded and purchased at the beginning of each school year based upon student enrollment, honoring the one-year contract period is necessary to ensure the school delivers the services agreed upon during the enrollment/reenrollment process.

There is NO Prorated tuition for voluntary or involuntary early withdrawal. This includes expulsion.

Any family who desires to withdraw their student prior to the end of the SEMESTER is REQUIRED to honor the financial commitment for the entire semester. **PLEASE SPEAK WITH THE REGISTRATAR TO GET THE NOTIFICATION DATES!**

If a family withdraws a student after completing reenrollment but BEFORE the first day of school, the family will forfeit the non-refundable reenrollment fee and be assessed a \$300 withdrawal fee per student.

Upon paying the withdrawal fee and settling all other financial balances, the family will be released from the tuition contract for the upcoming school year.

School records (i.e. Report cards, transcripts) will only be released if the student's account is current. Official records will not be released to another school.

FINANCIAL RESPONSIBILITIES

The registrar handles all financial questions and concerns. To ensure a timely response to your question, please email the Academy Registrar.

Tuition Rates

Please see the current Tuition Schedule located at

<http://www.greenforestacademy.org/admissions/tuition-fees>

Payment

Acceptance at <https://online.factsmgt.com>

- The **FACTS** account is the unified billing and payment mechanism for the school.
 - All tuition charges and payments are processed in the **FACTS** software
 - **FACTS** provides a streamlined communication process between teachers and parents to assist with collecting funds for co-curricular activities (e.g. field trips, band instrument rentals, athletic apparel, etc.).
 - Families who take advantage of auxiliary services including the cafeteria, before/after school program, bus transportation, and Educational Support Services are charged in FACTS and can remit payment for these services.
- Each family has an on-line portal with 24/7 access to:
 - Review customer information
 - Change linked bank accounts and or credit card accounts
 - Make payments
 - Review prior charges, invoices and payments
 - Review upcoming scheduled payments
- FACTS can also be reached by phone at 1(866)441-4637
- FACTS charges an annual fee per family which is NOT included in the base tuition rates:
 - \$20.00 for tuition payments that are made in one or two installments
 - \$50.00 for monthly tuition payments
 - This fee is due annually when the tuition payment plan is finalized
- FACTS uses the terminology “Payment Plan” for tuition. All other charges including required fees, co- curricular activities and auxiliary services are billed as “Incidental Expenses

Payment Methods

- **Tuition**
 - Link a bank checking/savings account in FACTS to have tuition payments automatically drafted from your account on the scheduled due date(s)
 - There are no fees associated with this payment method
 - Link a credit card in FACTS to have tuition payments automatically charged on the scheduled due date(s).
- FACTS charges a credit card convenience fee

Payments made at the school

- If possible, please use the payment options listed above which result in your funds being transferred directly to FACTS without requiring manual processing at the school. Payments received directly at the school will be posted to your FACTS account, however, we kindly request that this payment method be used sparingly due to limited staffing for payment processing in the GMCA business office.
- Payments in Cash 

- Cash is accepted, however, we do not maintain funds on hand to make change.
- GMCA will add a 2.5% convenience fee for credit card payments made at the school to cover the bank fees associated with this type of payment.

Returned Payments and/or Overdue Balances

Greenforest-McCalep Christian Academy relies on each partner family to pay student tuition and incidental charges in a timely manner.

- **Returned Payments**
 - FACTS charges a \$30 NSF (non-sufficient funds) fee for returned payments in addition to charges that your bank may assess.
 - For returned tuition payments, FACTS will automatically reschedule the payment to be withdrawn/charged 15 days from the date the check is returned. Payments will be automatically scheduled and attempted a total of three times.
 - GMCA charges a \$50 fee per occurrence on late tuition payments and assesses a 2% per month late fee for unpaid incidental balances.
- **Payment Accommodations**
 - In order to stop or make a change on a FACTS tuition or incidental payment, please make this request by email at least three (3) business days prior to the due date. Send an email to the Academy Registrar.
 - If at any time you are unable to meet your financial obligations, please contact the business office to see if a plan can be arranged that will enable your student to continue at GMCA.
 - Requests for removal of charges and/or refunds are subject to administrative approval.
- **Delinquent Accounts**
 - GMCA administration reserves the right to discontinue auxiliary and/or co-curricular activities for accounts that are greater than 30 days overdue.
 - No student will be allowed to return to classes after Christmas Break if their FACTS account is delinquent and accommodations have not been made with the business office.
 - Seniors will not be permitted to participate in the graduation ceremony unless accounts are paid in full.
 - Students may not attend classes without an active tuition payment plan.
 - Students will not be permitted to attend classes at the beginning of the school year if there is an outstanding balance in FACTS from the previous school year.
 - Both FACTS and GMCA business office staff will make attempts to notify families of overdue amounts. In the event that a payment plan arrangement cannot be met and adhered to, the balance owed to the school will be turned over to a collection agency.

ATTENDANCE REQUIREMENTS

In order to obtain the maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents fulfill their responsibility, and allow the student to receive the educational benefits to which they are entitled. All absences will be reflected on the student's record as excused or unexcused.

Excused Absence

- A. **Illnesses** – Doctor's note required after 3 consecutive days of absence
- B. **Professional services** connected with the student's health and welfare i.e. medical, dental, optical (Please bring Doctor's note to the office upon signing in after the appointment)
- C. **College Visits** - The attendance policy allows junior and senior students three (3) excused college visits with written parental approval. Requests to visit may be denied if grades or attendance status is in jeopardy. Student athletes must be familiar with NCAA Clearinghouse www.ncaa.org rules prior to planning a college visit. Requests must be made at least two (2) weeks in advance. Please see the school counselor for the College Visit Form.
- D. **Greenforest Church Youth Ministry Trips** – Students must complete Youth Ministry Forms one (1) week prior to trip and complete a pre-determined assignment in order to receive attendance credit. Requests to visit may be denied if grades or attendance status is in jeopardy.

Middle/High School (5th through 12th) attendance is determined by the individual class period and GMCAC utilizes a 10% rule regarding absences. Students in grades 5-12 are allotted seven absences per semester in each class without penalty. In extreme cases students may jeopardize their potential to gain credit for a particular class. When a student accumulates eight or more absences in a particular class during one semester, the following sanctions will occur: 2 point reduction will be given for the eighth day, and each subsequent day, as determined by the high school principal.

Special circumstances involving death of an immediate family member, surgery, hospitalization, or physician documented illness will be handled on a case-by-case basis. We strongly encourage appointments to be made outside of normal class time.

Unexcused Absence

- A. Athletic competitions/trainings/practices etc. not associated or affiliated with GMCAC
- B. Family vacations
- C. Extra Days taken before or after school holidays (breaks)
- D. Parent organized excursions

Note: Staff will not be required to provide work or make up assignments for unexcused absences.

Co-curricular Absences- If a student misses school due to participation in a school-sponsored activity, he/she will not be counted absent.

Senior End of the Year Attendance

A graduating senior may not be absent during the last two weeks of school except when excused by a medical doctor. When pursuing college entrance and/or scholarship requirements, the student may make arrangements with the High School Principal to be absent from school. Truancy Deliberate absence without the parent's knowledge and permission will result in a grade deduction of up to two points per absence from the student's semester grade average and/or a detention/suspension. A student who is continually truant will be referred to the authorities who handle truancy problems which may include revocation of his/her driver's license.

Tardy to Class - Middle and High School Students are allotted two (2) unexcused tardies per quarter without penalty. On the third and each subsequent unexcused tardy in a quarter, the student will generally receive a detention.

Tardiness

Students are required to be ready for class, as per teacher instruction, when the tardy bell rings. Points for tardiness are accumulated per semester.

- A. Excused: Traffic accidents and personal emergencies (approved by administration)
- B. Unexcused: Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies etc.

Daily Attendance Requirements for Participation in Co-Curricular Activities

In order for a student to participate in co-curricular activities, he/she must be in school by 9:30 am and may not check out before 2:00 pm. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies. If a student is late and arrives after 9:30 am or checks out before 2:00 pm, he/she will generally be ineligible to participate in any co-curricular activities that day. If a student is too ill to be in school by 9:30 am, then a student is too ill to participate in any co-curricular activity that day, unless a doctor authorizes in writing that the student is able to participate.

A student must be in attendance at school on the day after any co-curricular activity by 8:30 am, unless an excused notice, signed by a parent, is given to the office. The excuse "I was too tired" is NOT valid. If a student is tardy or absent for the above reason, he/she will be ineligible for the next similar activity.

Excessive Absences Policy

Students who are absent more than 10 days in a class per semester will not receive credit for the course. All absences, (excused, unexcused, suspension and truants) count in the total absences. The only exceptions to this are medical emergencies, field trips and absences where students officially represent GMCAC (e.g. Choir Tour, band, early release for athletic competition) do not count toward the total absences.

Pre-Arranged Absence Form

An absence for any reason other than those listed above must be approved in advance. These may include attendance at a Christian retreat, educational travel, court proceedings, and immediate demands of the home. The purpose of the Pre-Arranged Absence form is to ensure that teachers and administration are aware when a student will be absent for non-emergency purposes. Students should check Renweb for assignments. Students are encouraged to do any work they can prior to leaving; however, all guidelines involving make-up work are in effect.

Early Dismissal and Sign-out

Early dismissal is recorded when a student leaves before 3:00 p.m. Early dismissals can be disruptive to the learning environment and can have an adverse effect on your child's educational progress and grades. If it is necessary to pick up your student prior to the regular dismissal time, advance teacher notification is required. When the student is picked up, the parents/guardians or appointed parent designee are required to report to the Academy Front Office, located in Building 2 to sign-out the respective student. Identification is required

Signing out earlier than 40 minutes before the class ends will be counted absent for that class. Students who are not part of a team as player or manager will not be permitted to travel with the team to away games unless approved by the administration. **(see section on excused/unexcused absences)**

Working Students

Students holding a part-time job (anything requiring a work permit) are not allowed to miss/skip school field trips, programs, or other required events for work purposes.

Work Missed

Parents of absent middle/high school students or the students themselves should check Renweb for assignments. If further assistance is needed, please email the teachers directly. It is the student's responsibility to obtain class notes and make-up work.

Work missed due to an absence is expected to be completed. The time allowed to complete the work for absences is equal to the number of days absent. The calendar begins on the first day the student returns to school. An incomplete homework assignment may be recorded as a zero. (Pre-K through 12) Homework that was assigned prior to the absence is due the next time the class convenes.

Because of the increased rigor and college credit implications of AP and Dual enrollment courses, these courses may have policies on work completion, acceptance, and makeup of missed assignments that are different from the school policy for all other courses. Differences in these policies will be clearly stated in the syllabus for the course.

ACADEMICS

GMCA strives to provide a Christ-centered educational environment where students will be encouraged, nurtured, and challenged spiritually, academically, emotionally, and physically. Our school offers a variety of subject areas, including Bible, Language Arts, Social Studies, Math, Science, Physical Education, Health, Art, Library Skills, Foreign Language, Speech, Music, and Computer. Classes are teacher-directed, and a strong emphasis is placed on foundational skills.

Bible Courses

GMCA is a Christian school, daily Bible teaching is an integral part of the education offered. A person is not truly educated until he/she understands God's Word. We strive not only to teach the facts and principles of the Bible, but also to apply those teachings to everyday life. All students are required to have a traditional translation of the Bible for classes. Acceptable translations are King James Version, New King James Version, New American Standard Version, New International Version, Holman Christian Standard or New Living Translation. Enrollment in a [GMCAC] Bible course is required each semester a student is enrolled. A student who receives two successive semesters of F in Bible may be dismissed from school.

Chapel

Inspirational chapel services are held weekly, during which time the students learn, sing, and hear testimonies and character building messages from the Word of God. Chapel is held on Friday mornings throughout the year and students are required to wear CHAPEL ATTIRE (see the uniform chart for details). Students are required to attend chapel service, participate, and to arrive on time. Parents are invited to worship with us at chapel services.

Co-Curricular Eligibility

In order to participate in co-curricular activities, students must meet or surpass academic standards. Each semester's grade report determines eligibility for the following semester. If a student has a failing grade in more than one class, he/she is ineligible to participate for the duration of the following semester. A student who is struggling academically may be placed on academic probation usually at the end of a quarter or semester and may be suspended from co-curricular participation for a period of time as a means to encourage greater academic success. Any decision involving a suspension will be made jointly by the appropriate department and middle or high school administration. Eligibility and ineligibility take effect on the first day of the new semester. Grades earned in the second semester of the school year determine the eligibility for the first semester of the following school year. Any student who is ineligible to participate/play is ineligible to practice or work out with the team. Student athletes who become eligible after a sport season has begun (for example, basketball or cheerleading) may seek to be added to the roster, space permitting. These students will be added only if the following requirements are met: a positive faculty recommendation is received by the coach and athletic director; a positive

administration recommendation is received by the coach and athletic director; and the ongoing sports team does not have a rule about joining its team in the middle of a season.

NO ATHLETE WILL BE ALLOWED TO PARTICIPATE IN AN ATHLETIC CONTEST AT PACS UNTIL THE ATHLETIC HANDBOOK, MEDICAL CONSENT, AND TRANSPORTATION FORMS HAVE BEEN SIGNED AND RETURNED AND ALL FEES HAVE BEEN PAID.

Academic Probation

A student whose grade point average (GPA) falls below 2.0 at mid-term will be placed on academic probation. ***Participation in extra-curricular activities may be forfeited if a student's grade point average falls below 2.5 in any given semester or two consecutive semesters.*** Students on academic probation for two (2) consecutive semesters are subject to termination from the Academy.

Academic Support Services

While Greenforest-McCalep Christian Academic Center can meet the needs of most students, we are not able to provide services for **all students** who receive either the **SB10 Scholarships** nor those who have an **Individual Education Plan (IEP)**.

Enrolling in our school means:

- Parents relinquish the rights to have his/her student's Individualized Education Plan (IEP) followed; course work will not be modified and resource personnel are not available to assist the student.
- All Greenforest students are required to meet the same promotion requirements.
- Greenforest's curriculum is College Preparatory therefore, courses are taught with rigor.
- Students' academic performance in all courses must be satisfactorily met such that he/she meets promotional requirements and/or Carnegie units for high school graduation.
- Student's progress is reported to State department annually.

Tutorial Services

Teachers are available on a weekly basis to provide tutorial support services to students (at no additional charge). Each teacher's availability during the week varies, but can be obtained by contacting each teacher individually.

Tutoring does not replace the need for students to study on their own, nor does it guarantee an increase in a student's grade. We expect our students to continue to be responsible for their learning while receiving tutoring services.

Students who are at risk of failing are required to attend tutorial sessions as directed by the classroom teacher. Parents will be notified in advance if a student is required to attend tutorial.

Homework vs. Studying

There is a difference between studying and completing homework. Students are encouraged to plan review of course content on a regular basis. Additionally, students are encouraged to read and engage in activities that we expand their knowledge.

Classification

Freshman 0 Sophomore 7 Junior 14 Senior 21

GRADUATION REQUIREMENTS

A student must accumulate a minimum of 27 units of credit. Students must successfully complete all courses in order to remain on track for graduation.

One unit of credit is awarded upon successful completion of each course each semester.

- 1) College Acceptance Requirement
- 2) College Entrance Exams
- 3) Senior Project
- 4) Units
- 5) Community Service
- 6) Clearances
 - a. Financial
 - b. Grades

College Acceptance Requirement

Students must provide the school with a college acceptance letter on or before **April 1st**. The school staff and school counselor will work with students and families to assist with post -secondary planning.

Community Service Requirement

Community service must be completed as a part of the school's high school graduation requirement
Graduating seniors are required to have 60 hours of community service by April 1st.

Community service hours will be completed in the following grade increments:

- 9th (15 hours)
- 10th (15 hours)
- 11th (15 hours)
- 12th (15 hours)

High school students' community service hours will be recorded in the school's Renweb management system by members of the high school faculty. In addition to logging hours students are encouraged to take photos of community service events to be uploaded for the digital portfolio.

Senior Project Requirement

The Senior Project is a culminating high school initiative designed to demonstrate the student's ability to write, speak, acquire and use knowledge, solve problems, and apply a variety of skills, including time management and task analysis. A comprehensive Senior Project is available in addition to the classroom and teacher support you will experience during this process.

Valedictorian and Salutatorian

At Greenforest-McCalep Christian Academy (GMCA), the Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian is considered the top student of his/her class; the salutatorian is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA. In addition, Bonus Quality Points are assigned for advanced classes and dual enrollment courses up to the 3rd quarter of the senior year. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. **Candidates must attend classes at GMCA during at least three semesters of their junior and senior years; therefore, students who transfer in during their senior year are not eligible for valedictorian or salutatorian distinctions.**

The purpose for graduation regalia is to recognize the scholastic achievements of seniors at the conclusion of their four years of study. Only those articles approved for use are authorized to be worn during the graduation ceremony. **No other regalia or accessories may be worn during graduation.**

Recommendations for College Applications

The counselor and teachers will only complete/write recommendations for students whose financial accounts are current. In order to maintain confidentiality all requests for recommendations and records should be made through the business office. If you ask a teacher or the counselor directly you will be redirected to the business office. Please allow at least 14 business days before the recommendation needs to be sent. All recommendations will be submitted directly to the college in a stamped envelope provided by the student.

Student Records/Transcripts Final report cards (fourth quarter) will not be released until all fees are reconciled through the business office. Student records are open to and may be obtained by the parent or guardian, as long as there is not an outstanding balance.

Transcripts –High school transcripts must be requested by filling out a Transcript Request Form and forwarding it to the guidance office at least one week in advance. **Final transcripts will not be released if there is an outstanding balance on the student's account.** Once you have chosen a post-secondary school, a final transcript must be requested.

College Preparatory Curriculum

Course		Units
Bible	Bible I, Bible II, Bible III, Bible IV	4 Units
English	9 th Grammar Composition, World Literature, American Literature, British Literature, AP British Literature	4 Units
Mathematics		4 Units
Science		4 Units
Social Studies		4 Units
World Language		2 Units
Physical Education		1 Unit
Fine Arts	Music Theory, Music Appreciation, Band, Chorus, Drama	1 Unit
Technology	Computer Tech I, II	1 Unit
Electives		2 Units
Total Units Required for Graduation		27

Grading

The purpose of our reporting system is to give parents and students an assessment of progress. Students are evaluated in two areas: academics and conduct. The academic grade is based on the actual work done on quizzes, tests, exams, homework and contributions to classroom discussion.

The letter grade system is as follows:

- A=90-100%
- B=80-89%
- C=71-79%
- D=70%
- F=69% and below

High School Courses

Advanced Placement Courses

Prior to enrolling in an AP course, a student must:

- Be a high school sophomore, junior or senior
- Have a 3.0 overall GPA or higher
- Be on the “college prep” or “college prep with distinction” diploma track
- Earn an 88 or higher in the previous year’s subject area course

Move On When Ready (Dual Enrollment)

Dual Enrollment/Dual Credit courses are primarily available for any eligible 11th or 12th grade (in some limited cases 9th-10th) high school students. They may enroll full-time or part-time in approved credit-bearing college-level courses by the State Board of Education. Courses may be taken before, during or after regular school hours, on-line or at the high school during the regular school calendar year.

Report Cards and Interim Reports

Report cards are sent home at the end of each semester (two times per year).

Interim Reports – families are notified at 4:00pm daily of missing assignments via Ren web.

Credit Recovery

Students in grades 9-12 who receive a final semester grade of **69** or lower in any required course must make up the course during the summer or retake the course. Any summer school class must be approved by the administration. **It is important to note that failure to successfully complete a course will impact eligibility for graduation.**

Subject/Course Changes High School

Parents/students may petition the administration by contacting the school counselor to drop/add a course, which must be done within the first two weeks of each semester. Changes in student schedules will be made at the discretion of the administrative staff for the following reasons:

1. To balance class loads
2. To distribute teacher responsibilities
3. To add or delete courses from the master schedule
4. To make adjustments for failing grades or for summer coursework
5. To enhance academic development of high achievers

Students have three weeks to drop an AP or dual enrollment course. Online and dual enrollment deadlines to withdraw without academic penalty may be subject to the online provider or university deadline if it precedes the school deadline.

Achievement Tests

Testing Program - Achievement Tests are administered to grades Kindergarten – 11th each year.

College Admissions Testing

As a student begins to prepare for college, Greenforest-McCalep Christian Academy's guidance office will provide assistance in planning for college selection, entrance, scholarships, and financial aid. **Parents are strongly encouraged to take an active role in test prep, monitoring the exam dates, and scheduling these exams. Early planning is important.**

Students are also required to take several tests that help prepare them for college acceptance. GMCA provides opportunities for these tests to be taken.

- In 8th, 9th, 10th, and 11th grades, all students will take the PSAT (first test in the SAT series).
- In 11th grade, all students will take a practice ACT test

In 10th-12th grade, all students are encouraged to take the SAT and/or ACT as many times as deemed appropriate to achieve college admission.

All seniors must have taken either the SAT or ACT prior to graduation (exceptions to this guideline must be approved by the High School Administration).

End of Semester Exams

A comprehensive exam is administered at the end of each semester in all classes. While students may view a graded copy of their semester exams, the exams themselves will not be returned to students for test security reasons. The weight of the exam is 20% of the semester grade in high school. **There will be a charge of \$20 per final exam for rescheduling of an exam for reasons other than verified illness.** All students must be in dress code during final exams.

Second Semester Senior Final Exams

In the second semester of a student's senior year, he/she may be exempted from taking final exams if the following requirements have been met throughout the semester:

- The student must have earned a 90% or higher in the course for the semester.
- The student's citizenship grade must be an E, or S in the class. No suspensions or discipline referrals.
- Administrative Approval

Make Up Work

When a student has an excused absence, he/she may make-up any missed work. It is the student's/parent's responsibility to see that this is done at the teacher's convenience within five days of the student's return (in LS and MS) and three days (in HS), unless circumstances warrant an extension, which must be approved by the Assistant Principal. If the work is not completed, the student receives a zero for the incomplete work.

Students who have been suspended will be given the opportunity to make up work missed. This does not apply to long-standing due dates on assignments such as term papers/projects. In those cases, it is expected that the student will turn in the assignment on his/her first day back to school. Each teacher should make their policy clear when the assignment is made.

1-3 days suspension: The parent or student is responsible for requesting work from the teacher and the teacher will give the due date.

4 or more days: Request should be made to the counselor for the work needed. Once the request is received the work will be made available in 48 hours.

Make-up Work and School Activities

Students absent due to a school-approved event (e.g. sports, choir, band, or other extracurricular activities) are responsible to turn in homework the day it is due. Students are responsible for assignments given on the day of their school-approved absence.

Tutorial/Academic Support Services

Teachers are available on a weekly basis to provide tutorial support services to students. Each teacher's availability during the week varies, but can be obtained by contacting each teacher individually.

Students who are at risk of failing are required to attend tutorial sessions as directed by the classroom teacher. Parents will be notified in advance if a student is required to attend tutorial.

Conferences

It is the desire of the administration and the faculty to be of service to both the parent and student. Should an issue arise with a student, parents should first contact the appropriate teacher by email or by calling the school office. Please contact the office at 404.486.6737. Arrangements will be made to convey your message/concerns to the teacher in a timely fashion. Teachers do not have access to telephones during the school day, but will make every effort to return your call as soon as possible. Teachers and students will not be called from the classroom to answer calls from parents. Please leave a message with the administrative assistant who will properly record and relay your message.

To schedule a conference with your child's teacher, please call the Counselor's office (404-486-6737) between 8:00 a.m. and 3:00 p.m.

In some cases, an immediate parent conference may also be requested by the classroom teacher.

Twice a year, parent-teacher conferences are scheduled to review student progress. Please refer to the school calendar for these meeting dates.

Books

All students (PK3-12th grades) textbooks/curriculum materials are purchased through the administration.

Textbooks/Curriculum Materials should be purchased by August 1st/5th.

In order to support curricula goals, some textbooks, resources and supplies may be furnished by the school and distributed by the classroom teacher. These items are the property of Greenforest-McCalep Christian Academic Center and must be returned at the end of the school term or upon a student's departure from the academy. Students must pay for all damaged or lost property before the final records are issued. Parents are responsible for all damaged or lost instructional materials and property. Replacement cost for instructional materials, property and/or other resources may be obtained from the administrative office.

The Academic Center does not assume responsibility for textbooks/supplies of students stored in the lockers, desk, and or left in buildings throughout the campus. It is expected that students will take the necessary precautions to keep up with and properly store items in the lockers assigned.

Transcripts

All transcript requests must come through the business office. Transcripts will be issued within 5-10 business days.

Requesting Records

- All requests for records must be submitted to the business office.
- Requests submitted directly to teachers will not be processed.
- Once the request is received, records will be issued within 10 business days.

Parent Request for Records

- Records picked up by parents will be marked as **UNOFFICIAL RECORD!**
- If the school later requests a copy of the record, an **OFFICIAL** record will be submitted

Recommendations

Recommendations will no longer be prepared for students submitting applications to attend other schools. Recommendations will ONLY be prepared for high school students applying to college.

Recommendations for College Applications

The counselor and teachers will only complete/write recommendations for students whose financial accounts are current. In order to maintain confidentiality all requests for recommendations and records should be made through the business office. If you ask a teacher or the counselor directly you will be asked to submit your request through the business office. Please allow at least two weeks before the recommendation needs to be sent. All recommendations will be mailed directly to the college in a stamped envelope provided by the student.

Student Records/Transcripts Final Report Cards will not be released until all fees are reconciled through the business office. Student records are open to and may be obtained by the parent or guardian, as long as there is not an outstanding balance. Parents may request to review student records at any time during the school year provided that all accounts are current. To schedule a review contact the school counselor 404 486-6737.

FAMILY SCHOOL COVENANT

Family-School Covenant According to the Bible, parents are responsible for the training of their children. GMCA serves as partners with parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for godly training to take place (Deuteronomy 6:1-7; Proverbs 22:6; Ephesians 6:1-4).

The student at Greenforest-McCalep Christian Academy is an ambassador for Christ as well as for the school. Therefore, The Family-School Covenant and Honor Code apply to and must be followed by the student during school as well as away from school. We seek to nurture development of the following essential character traits in the lives of our students.

- **Eternal Values:** We are to live with the perspective of eternity, focusing not on temporary, material, self-serving gain, but on the glory of God. We are to pursue the treasure that is of eternal value. Matthew 6:19-21, 33; James 4:14
- **Godly Living:** By the grace of God we are to be committed to growing in the character and values of Jesus Christ, so that the outworking of our faith will be seen in conduct that is consistent with the principles of God's Word and reflective of His holiness. We seek, by the power of the Holy Spirit, to walk in obedience and flee the desires of the sinful flesh. Galatians 5:16-26; 1 Peter 1:13-16, 2:9-10; 1 Corinthians 6:12-20; Romans 8:6-8
- **Integrity:** We are to have a testimony that is above reproach. We are to be honest, forthright to treat others as we would want to be treated. 1 Peter 2:13-21; 1 Thessalonians 5:12,
- **Responsibility:** We are to faithfully carry out what God has for each of us to do. Because we are accountable to love one another, encourage one another, bear one another's burdens, and share with one another, we are called to a sense of responsibility that will enable us to faithfully fulfill the work of the Kingdom. Initiative, discipline, diligence, and a desire for excellence should mark

all that we do as we serve God and relate to one another. Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32

- **Self-Discipline:** We are to live, as a result of the Spirit's fruitfulness in our lives, with self-control, enabling us to delay immediate gratification that comes at the expense of obedience. With self-discipline we can learn to control those thoughts and attitudes that dishonor God and lead to ungodly behavior. Galatians 5:22-26; Proverbs 16:32; 1 Timothy 4:7, 8
- **Servant spirit:** We are to live with humility and selflessness that focuses on putting others first and ministering to their needs in the name of Christ. The ultimate example of a servant spirit is found in Jesus Christ, who set aside the glory of Heaven, became a man, and died on the cross for our sin. We are to imitate that selfless, giving spirit as we live for Him. Philippians 2:1-11; Ephesians 5:21; James 4:6, 10
- **Gratitude:** We are to live with a genuine spirit of thanksgiving, recognizing the Lord as the source of every good thing in our lives. Gratitude comes from recognizing that God uses all things in our lives to further His good purpose of growing us after the image of Christ. That spirit of thanksgiving also extends to those people whom God uses to bring blessing into our lives. 1 Thessalonians 5:18; Philippians 4:6-7; Colossians 2:7
- **Wisdom:** We are to live, not just with knowledge, but with wisdom as well. Wisdom means seeing life from God's perspective and using knowledge in the way that most honors God and accomplishes His purposes. We develop wisdom by spending time in God's Word and prayer and by living with a teachable spirit. Proverbs 1:7, 20-23; 2:1-22, morally sound, and trustworthy in all of our relationships. Our word should be our bond. Titus 1:7-9; Job 27:5; Proverbs 11:3, 20:11; Psalm 15
- **Obedience:** We are to live with an attitude of submission that is manifested in cheerful obedience. The Lord God, who is Sovereign over all, is the absolute and final Authority of our lives. As our Creator and Savior, He deserves our whole-hearted obedience. Our obedient submission manifests our love for Him and trust in Him. Likewise, as He places human authority over us, we are to cheerfully obey that authority as unto the Lord. John 14:21; Ephesians 6:1-4; Proverbs 6:23
- **Respect:** We are to honor others and value the contributions they bring to our lives. Especially within the family of God, where we are instruments to edify and build others up in our walk with Christ.

The Honor Code

The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, and remaining silent when a student has knowledge of these actions. In the GMCA community, lying, cheating, stealing, defaming others and intentionally damaging the property of others and remaining silent when a student has knowledge of these actions cannot be tolerated.

- **Lying:** A student lying or purposely misrepresenting the truth violates the Honor Code.
- **Cheating:** A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
- **Stealing:** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.

- **Defaming others:** A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- **Intentionally damaging the property of another:** A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- **Remaining silent when a student has knowledge of these actions:** When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

Commitments

For a student to be admitted and retained at Greenforest-McCalep Christian Academy, the following family-school commitments must be made and adhered to:

Greenforest-McCalep Christian Academy reserves the right to suspend and, when circumstances warrant, dismissing students whose behavior is disrespectful, disruptive, immoral, and/or illegal. GMCA also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school community.

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. GMCA will dismiss the student from the school if actions or behaviors (on or off campus, during the school day or not, under school supervision or not) determine that a student's continuation is not in best interest of the student and/or the school.

The Parent Commitment: We are in support of the educational philosophy, objectives, Family-School Handbook, standards of conduct, doctrinal statement, Christian life commitment and the principles of this covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child.

If at any time during the training of our child, we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child from Greenforest-McCalep Christian Academy. We understand that failure by our child to uphold these principles and guidelines of the School Handbook may result in dismissal from GMCA.

As a Christian school, we are committed to serving as a partner with Christian parents to develop "students who are followers of Jesus Christ who are pursuing their purpose for the glory of God, applying knowledge with Godly wisdom, communicating God's love to others and sharing their God-given resources in biblical ways" we want to teach our students that:

"A GMCA student will not lie, cheat, steal, defame others or destroy their personal property, nor tolerate those who do."

We consider it essential that our students and families believe The Word of God is the final authority on all matters of faith and conduct.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based on race, sex and socioeconomic status. Therefore, Greenforest-McCalep Christian Academy strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christ-like attitudes appropriate for maturing Christians.

We also believe that our parents and students should be involved in a local community of believers in order to best develop a strong relationship with God, and to learn to minister to one another as Christ commands. Regular attendance infers normal involvement in the community of believers, and may include attendance at worship services, Sunday school or community or youth/children's groups.

The Student Commitment:

I desire to attend Greenforest-McCalep Christian Academy and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at GMCA.

I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train according to God's Word.

With the help of the Holy Spirit, I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that failure to uphold these principles and guidelines of the School Handbook may result in my dismissal from GMCA.

The Honor Code Commitment:

Because I believe that honor toward God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions.

The Commitment from the School:

The faculty and staff of GMCA pledge by God's grace to uphold the principles of this covenant and guidelines as we assist the parent in training your child.

GMCAC Behavior Code

This section serves as a guideline and as such may be subject to change. The administration reserves the right to institute new policies as needed by our changing society. Parents and students sign an agreement which acknowledges that they are willing to abide by those changes and will hold harmless GMCAC should they disagree with those policies.

Statement of Cooperation

I agree to cooperate with Greenforest-McCalep Christian Academy (GMCA) in every way possible, including academic, behavioral, dress and disciplinary policies. I further agree that if I have any concerns with the school policies or programs, I will bring it first to the teacher and/or the school administration

prior to discussing it with others. As a family, we are committed to following the Matthew 18 principle of reconciliation; that if concerns or disagreements arise over issues or incidents related to the welfare of our children, we will go to the individual involved and seek a mutually satisfactory remedy in the bonds of Christian love.

I recognize that GMCA works as an extension of me, the parent or guardian, and I pledge my prayerful support to the school administration and faculty. I realize that the discipline of my child is initially my responsibility and I agree that discipline is necessary for the welfare of each student, as well as the entire school. I also understand the school has full authority to discipline any student who refuses to cooperate with the educational process or adhere to the standards of conduct, therefore, give permission for my child's teacher, and/or other members of the school staff and administration to enforce all classroom regulations and school policies in a manner consistent with Christian principles of discipline. Discipline may include, but not be limited to, detention, suspension, or expulsion from the school program. I also understand that it may be necessary to withdraw my child if I cannot cooperate with the school policies.

I agree to assume the responsibility of my child's education through supervision of homework, encouraging my child and by keeping in regular contact with his/her teacher. I realize that parent meetings are important for the educational welfare of my child, and therefore, I will make every effort to be in attendance.

I understand that for enrollment to be complete, the full registration and enrollment fees must be received and that these fees are non-refundable. I also understand that the operating expenses of GMCA are fixed, and a loss is realized if any vacancy occurs during the school year. In support of the School's obligation to its staff, I agree to keep my son/daughter enrolled for the school year if at all possible.

- I understand if my student is withdrawn (or dismissed) before the end of first semester I am responsible for the full semester's tuition.
- I understand that I am responsible for the second semester tuition, if I fail to provide written notice by November 15th stating my child will not return for second semester.
- I also understand that if my student is withdrawn (or dismissed) before the end of the second semester I am responsible for the full tuition for second semester.
- I understand that records will not be forwarded to another school until all financial obligations have been satisfied.
- I also understand that if my child's tuition is 30 days late, my child will not be allowed to attend class until my overdue balance obligation has been met.
- I hereby agree to release Greenforest-McCalep Christian Academy and its agents from any and all liability to my child, or any agent thereof, due to any injury or alleged injury to my child while on school premises, en route to and from school, or while involved in any school activity.
- In case of an accident or serious illness, the school may contact medical professionals (hospital or emergency rescue)
- The school will not be held liable for any medical treatment or care provided to my child by a licensed physician, hospital or emergency rescue squad.
- I will maintain adequate medical/dental insurance for my child.

- Should legal action, for any reason, be taken against GMCA or any employee or agent thereof on my child's behalf, and the school or its agents are found to be free of fault, I agree to pay any attorney fees, court costs, damages or other costs that Greenforest-McCalep Christian Academy or its agent incurred while defending itself against such action.

Corrective Discipline

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at GMCA.

Students are expected to comply with the standards and regulations of the school with a positive attitude. They are encouraged to but not required to use "Yes Sir" or "Yes Ma'am" when conversing with a teacher or other adult. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline appropriately and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

Behavior and Conduct

One of the chief components of discipline at Greenforest-McCalep Christian Academy is the understanding that the school is not the primary discipline provider of any student. The parents are the primary discipline providers for their own children. However, by attending Greenforest-McCalep Christian Academy and agreeing to uphold the philosophy, mission, and policies of the school, each student has placed himself/herself under the school's authority, rules, and policies. Because Greenforest-McCalep Christian Academy is a direct ministry of Greenforest-Community Baptist Church, the school is committed to upholding the testimony and standards of the church. When students enroll at Greenforest Academy, they agree to abide by the standards of the school on and off campus.

There is no exhaustive list of offenses where church discipline applies, though various examples are given:

- **Romans 16:17-18 mentions false teaching and divisive behavior.**
- **I Corinthians 5:11 lists sexual immorality, greed, idolatry, slander, drunkenness, and financial dishonesty.**
- **II Thessalonians 3:6 warns about idleness and disobedience.**
- **II Timothy 1:20 identifies blasphemy.**
- **II Timothy 2:17-18 reveals the blasphemers to be false teachers who were upsetting the church.**
- **Titus 3:9-10 deplures quarreling and divisiveness.**
- **Revelation 2:1, 14, 20 uncovers false teaching, false apostles, and false prophets.**

Therefore, with this understood GMCA desires to use the following framework in dealing with students who break the behavior guidelines the school has adopted. GMCA will:

Confront -The student and the sin, understanding the issues.

Redirect- This can take many different forms, but care is taken in handling the student as an individual.

Restore the student - This process can also take many different forms, because we are looking out for the best interests of the student and the school.

Students who make unwise choices, but are willing to repent, accept the consequences of their actions, and learn so as not to repeat the offense, will be given every opportunity to be restored to good standing in the school. However, those who scoff at the policies and regard them, or their enforcement, with disdain or contempt, showing no desire for repentance or restoration, will not be permitted to continue at Greenforest-McCalep Christian Academy.

With all this understood, we have put together a framework that we will use in determining the infraction and its consequences. This list is not all-inclusive, but will give clear ideas of the expectations of the school.

SCHOOL-WIDE DISCIPLINE PLAN

At GMCA, we believe that “all things should be done decently and in order,” (1 Cor 14:40) and that our students should be taught to accept a God-given responsibility to “walk honorably before all men.” Each student is expected to accept and submit to instruction and discipline. “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray” (Proverbs 10:17). When parents, teachers, and students work together toward a common goal, it will help students have a positive school experience. The purpose of this discipline plan is to help our students be successful. Discipline underlies the whole educational process and is the key to good citizenship and proper consideration and respect for others. Our students deserve the most positive educational climate for their educational growth. Therefore, this school-wide discipline plan will be in effect at all times.

Our teachers and staff will provide our students with an enriching, challenging, and nurturing learning environment. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes both grace and positive rewards. Please ensure that you and your student understand these rules and procedures. If you have questions about these, please do not hesitate to contact your student’s teacher. If your student’s teacher contacts you about a discipline concern, please be supportive and responsive to work with us so that your student’s behavior results in positive consequences.

Defining Discipline: Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. The approach to discipline should stem from a heart that desires discipleship for each student.

Beliefs Related to Discipline:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
- Every discipline situation is an opportunity to teach expected behavior.
- Expected behaviors must be communicated, taught, and modeled throughout the school year.
- Parents have a responsibility to ensure that their children’s behaviors do not take away from a safe, orderly, and academically productive learning environment for others.

Purpose of School-Wide Discipline Plan: To help our students **SOAR**.....to be **Safe, Obedient, Accountable, and Respectful**.

Character Traits to be Modeled and Reinforced with Students:

- **Inquisitive**- curious and eager to learn, questioning
- **Responsible**- fulfilling a duty or obligation
- **Respectful**- courtesy towards others
- **Cooperative**- able to work together for a common purpose

- **Honest**- being trustworthy, telling the truth
- **Independent**- able to do things for yourself
- **Enthusiastic**- full of strong positive feelings
- **Articulate**- to clearly express yourself
- **Industrious**- working hard as a steady habit

School Wide Discipline Plan: There are several levels of behaviors. Level 1 behaviors will be addressed and handled by the teachers. Behaviors in the **Level 2 and high range** will be referred to the office and handled by a school administrator.

Level 1 Behaviors

Prior to an Office Referral:

1. Parents and students must know teacher expectations and procedures. Teacher expectations will clearly be shared with parents at the beginning of the year in the class syllabus.
2. Teachers and other staff members must document unacceptable (Level 1) behaviors and consequences imposed, trying several interventions to stop the inappropriate behavior.
3. Teachers will communicate with parents about concerns related to their student's misbehavior on a consistent basis.

Level 1 Behaviors are handled by the teachers and if this type of behavior becomes habitual then the administrator may also become involved.

Inappropriate Level 1 Behaviors Include but are not limited to:

- Open defiance
- Lying
- Talking back or arguing
- Dress Code/Uniform Violations
- Excessive talking after warnings ➡ Refusing to do work
- Teasing of students
- Throwing objects or deliberate destruction
- Inappropriate gestures or language
- Using cell phone during school

Consequences for Level 1 Behaviors May Include:

- Verbal Reminder
- Reflective Assignment
- Documented Parent Contact by the Teacher
- Conference
- Referral issued by the Teacher

Level 1 Procedures:

1. The student's behavior warrants disciplinary action--- Referral
2. The teacher will meet with the student privately to discuss the issue and work with the student to alter the behavior.
3. If the behavior is repeated, the teacher will meet again with the student to discuss the misbehavior. The teacher will also communicate directly with the parent.
4. Detention will include one-on-one mentoring with a staff member. The goal of detention is to mentor the heart of the child in hopes to change the behavior. Detention is not student time spent in isolation or a study hall.

Level 2 – Level 7 Behaviors

Level 2-7 Behaviors are handled by an administrator and may be the result of a referral to the office. These behaviors are more serious offenses, such as possession of weapons, threats and intimidation, inflicting bodily harm on others such as other students or teachers.

Inappropriate **Level 2-7** Behaviors Include but are not limited to:

- Deliberate actions with intent to hurt self or others, such as physically fighting, rock throwing, biting etc.
- Bullying of other student(s)
- Willful and deliberate destruction of property
- Possession of weapons/dangerous instruments on school grounds
- Stealing
- Cheating
- Ethnic/racial/gender slurs
- Harassment or inappropriate touching
- Defying Authority
- Repeated Dress Code/Uniform Violations

Consequences Level 2 Behaviors to be determined by an Administrator:

- Parent contact and Conference
- Afterschool Detention
- In-School-Suspension
- Out-of-school suspension
- Expulsion

Level 2 Procedure:

1. The student's behavior requires the intervention of a school administrator. The school administrator will meet with the student and the parents.
2. The administrator will determine the necessary and appropriate consequences for the behavior.
3. If an out-of-school suspension becomes necessary, the student will not be allowed to attend classes, be on school grounds or attend after-school functions/practices, games etc. during the period of an out-of-school suspension. The student will be the responsibility of the parents during this time period. Work for missed assignments, but work must still be completed.
4. If an expulsion becomes necessary, the student will lose the privilege to attend classes at GMCA or be on school property during school hours and functions for the remainder of the school year. No refunds are issued if a student is expelled.

Prohibition of Hurtful Behaviors: Bullying is defined by the School as, "the systematic and chronic infliction of physical hurt or psychological distress on one or more students". These behaviors toward any student are PROHIBITED during any school activity, school sponsored activity or school related activity.

Procedures Regarding Hurtful Behaviors: Students at GMCA are encouraged to report ANY incidents of hurtful behaviors to their teachers, parents and to a School Administrator.

The right of confidentiality, between that of the victim and those who have hurt the victim, will be respected, consistent with GMCA legal obligations and with the necessity to investigate allegations of hurtful behavior and take corrective action when this conduct has occurred and been reported

Discipline Action Plan

	<u>R</u> espectful	<u>O</u> bedient	<u>A</u> ttentive	<u>R</u> esponsible	Expectations
Arrival	Respect your teacher, peers, the Safety Patrols, and your environment.	Follow directions the first time there are given.	Pay attention in the halls.	Arrive on time.	All students are expected to arrive on time . Once students arrive at RST, they are expected to immediately go to eat breakfast, or go to their appropriate destination, sit against the wall by their classroom door and read a book. Students must also adhere to the hallway expectations and The School's Safety Patrols.
Dismissal	Respect your teacher, peers, the Safety Patrols, and your environment.	Follow directions the first time there are given.	Pay attention to the announcements.	Depart to your destination immediately after being dismissed.	Students are expected to write down homework assignments and pack their belongings to go home before the afternoon announcements. All students will sit against the wall by their classroom door and read a book. All teachers will be posted outside supervising their students during the dismissal process. Students must also adhere to the hallway expectations and The School's Safety Patrols.
Hallways	Respect adults and peers in the halls. Respect other classrooms and remain quiet.	Follow directions the first time there are given. Listen to and respond politely to all adults.	Pay attention in the halls.	Walk on the right side of the hallway, always facing forward.	Students in grades Pk-2 are expected to walk silently down the hall with their signals up and other hand behind their backs. Students in grades 3-5 are expected to walk silently down the hall with their hands behind their backs. All students are expected to walk in a straight line. Students are also expected to keep their hands, feet, and objects to themselves and away from other people, the walls, and displays.

	<u>R</u> espectful	<u>O</u> bedient	<u>A</u> ttentive	<u>R</u> esponsible	Expectations
Classrooms	Respect your teacher, peers, and your environment.	Follow directions the first time there are given. Listen to and respond politely to teachers at all times.	Pay attention. Stay on task.	Classroom: complete your class work. Bring all materials to class. Be on time.	Students are expected to adhere to the teacher's discipline plan. Teachers will have a unified consequence color chart that will be a visual reminder to all students.
Chapel	Respect your teacher, peers, presenters and your environment.	Follow directions the first time there are given.	Pay attention. Sit up straight. Participate	Be on time. Wear proper Chapel attire. Be courteous.	Students are expected to adhere to the teacher's discipline plan. Students are expected to adhere to the required expectations for assemblies and programs.
Playground	Respect your peers.	Follow directions the first time there are given. Follow all rules posted.	Pay attention.	Play safely.	Students are expected to respect one another and play fairly.
Restroom	Respect others in the restroom.	Follow directions the first time there are given. Follow all rules posted.	Pay attention.	Use your time wisely.	Students are expected to go to the restroom and relieve themselves.
Gym	Respect your teacher, peers, and your environment.	Follow directions the first time there are given. Listen to and respond politely to teachers at all times. Follow all rules posted.	Pay attention.	Gym: Play safe and by the rules. Enter the gym only when supervised. Wear appropriate gym shoes.	Students are expected to adhere to the teacher's discipline plan
Cafeteria	Respect your teacher, peers, and your environment.	Follow directions the first time there are given. Follow all rules posted	Pay attention to the cafeteria monitors.	Be courteous. Keep your area clean. Eat your lunch. Use appropriate voice levels.	Students are expected to eat their lunch only and displaying good table manners! Students are to seek permission prior to ordering food deliveries.
Media Center	Respect your teacher, peers, library books, and your environment.	Follow directions the first time there are given. Follow all rules posted.	Pay attention.	Return books on time.	Students are expected to respect adhere to the media center rules posted.

Warnings: Students involved in misbehavior will often be given the opportunity to correct their behavior by the teacher. In some cases, students may be seen by a member of the administration to remind them of the school guidelines and to let them know what actions will occur if such behavior continues.

Parent Notification: A parental notice is a verbal or written notification to parents sent by the teacher/administrator to the parent(s) to inform them of a misbehavior situation. This affords the opportunity for the family and school to work together to correct a potential behavioral problem before it develops into something more serious.

Detention: A detention consists of detaining a student before school, after school, or during lunch for a time period not to exceed 60 minutes. Failure to serve detention on the date assigned may result in additional disciplinary action. Specific times for detention will be assigned by the school principal.

Suspension: Attendance at Greenforest-McCalep Christian Academy is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior both at school and away from school, which will reflect the student's commitment to Christ and respect for Christian education. Therefore, any use of, or involvement with, tobacco, drugs, alcohol, unwholesome language/entertainment/behavior, gambling, cheating, fighting, stealing, lying, disrespect, immorality, possession of a weapon, or an accumulation of detentions, may result in the student's immediate suspension or expulsion from Greenforest-McCalep Christian Academy. Other types of behavior, including (but not limited to) defacing school or personal property or leaving school without permission, may also be grounds for suspension or expulsion.

Suspended students will generally serve out-of-school suspensions. **Receiving a suspension is a serious occurrence** and could jeopardize a student's future enrollment at Greenforest-McCalep Christian Academy. A suspension can also impact a GMCA student's membership in student organizations, homecoming court, co-curricular activities and Honor's Day recognitions.

If a student is suspended, the following consequences will occur:

The student will be required to either stay at home or serve the suspension at school. This determination will be made by the administration.

The student shall not participate in any school co-curricular event (on or off campus) on the days suspended. The student may be required to do in-school or out-of-school research and/or work related to the violation.

- All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work.
- If the suspension is due to a cheating infraction, the grade in that particular subject will not be lowered because the student has already received a significant grade reduction (usually a zero) for the assignment which has lowered the overall grade. ***Requests for makeup work will be denied.***

- Upon suspension or expulsion of a student, the administration may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline.

This action will be designed to:

- Protect the reputation of the student(s) involved from the conclusions others might draw if gossip were the only channel of information.
- Solicit prayer for those involved.

Expulsion:

A student may also be expelled or asked to withdraw for Category III violations or repeated Categories I and II violations. A disciplinary panel will convene to review major violations. The presiding hearing officer will make recommendations to determine appropriate consequence as well as recommend whether a student should be granted continued enrollment.

Recommendations for expulsion will require the approval of the Head of School.

Cell phones

All cell phones must be stored in the locker and remain off during the school day. Cell phones found in the possession of a student during the school day will be confiscated. Confiscated cell phones and other electronic devices will be given to parents on Wednesday afternoons between 3:00 – 3:30PM.

The Cell phone is NOT included in the Bring Your Own Device Initiative. Cell phones tend to disrupt instruction and are at risk for theft. The school assumes no responsibility for lost/misplaced or stolen cellphones.

Students are not to...

- Text parents/or others during school hours
- Call parents/or others during school hours
- Record, post, or distribute content related to staff or students without administrative approval.
- Record, post, or distribute content that portrays students or the school in a negative light such as but not limited to fighting, conflict, body shaming, etc.

Parents should not ...

- Text students during school hours
- Call students during school hours

Students are not to use school or church telephones during school hours (including the lunch period). Students are not to use phones at any time without permission from the office. Cell phones should only be used to contact parents/guardians to arrange pickup and meeting times when students are participating in athletic events. Then, students must receive permission from after school supervising staff member, coach or administrator. Students are under the supervision of the teachers and staff of GMCAC. Students are asked not to contact families to report school incidents or disciplinary actions. GMCAC staff will make contact with families regarding such matters as appropriate.

DISCIPLINE PENALTY RANGES

1. Verbal and written reprimand (kept on file)
2. Silent lunch
3. One-hour detention (failure to report may result in suspension). With specific written assignment during detention. Detention may be held before school or after school.
4. Work detail (administrative assignment only)
5. In-school suspension
6. Referral to appropriate church ministry (parent(s)/child)
7. Out-of-school suspension (1-3 days)
8. Suspension review conference (administrator, teacher, and parent(s))
9. Probation contract (presented during suspension review conference)
10. Formal hearing
 - 5 to 10 days Out-of-school Suspension

Long Term Suspension more than 10 days or Expulsion

Social Media

Social media has many benefits but when social media postings violate the law, school policies, and/or create a disruption to the school community and/or specific individuals, GMCA may have an obligation to respond and take appropriate action, including but not limited to investigation and discipline (suspension and or expulsion).

Disciplinary action may be taken by the school even when the infraction occurred away from the school if the behavior creates a disruption to the school climate in any way.

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DEFINITIONS

Social Media - refers to all social networking sites such as but not limited to Facebook, Twitter, Blogs, YouTube, My SGMCAe, Tumblr, Snapchat, GREAT SCHOOLS and other such sites.

It is important for parents and students to understand that:

- a) In this digital age, there can be no expectation of privacy in online media or digital forums.**
- b) All individuals are responsible for the information they post, share, or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person's knowledge or consent.**
- c) Posting inappropriate, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments, videos or other types of communication toward or about any student, employee, or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.**
- d) All threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.**

GMCA may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours. Additionally, GMCA will not be able to protect or assist individuals who incur legal action from a second party in response to student behavior in a social networking, file sharing site or online activity.

Here are a few tips:

Establish a digital footprint that represents you in a positive light and let your online image reflect who you are.

Remember, what you post becomes your digital footprint. No matter what your online actions are they become permanent. What you post can be viewed by parents, friends, college admissions officers, and future employers.

Be Accountable- post accurate information and be accountable for what you say, share, and like. Protect your account by not sharing login information with friends.

Parents are Social Media Partners- your parents should monitor your accounts, posts and friends. Because you are a minor your parents are responsible for your online presence.

Post responsibly - social media can be an extension of classroom learning. Social media should not be used to make fun of classmates, post unflattering pictures of yourself or others, nor should it be used to bully others. Be your best at all times- it is important to keep in mind that someone is always monitoring your online presence. What you write today may be a problem for you tomorrow.

Out-of-School Behavior

The behavior of students during vacations and other out-of-school hours is the responsibility of parents. Nevertheless, a student who engages in serious misconduct away from school, including but not limited to conduct that is illegal or would be illegal if committed by a juvenile, conduct that endangers the safety or well-being of the student, other persons or their property, or conduct which brings disgrace to the GMCA community, has violated a major school rule, and is subject to suspension, expulsion, and denial of the opportunity to re-enroll for the next or any succeeding year.

RECORDING AND POSTING RESTRICTIONS

- Students are prohibited from **videotaping** other students to portray them in a negative or disparaging light this includes **recording any conflicts or disagreements**
- Students are prohibited from **posting video** of other students on Social Media Platforms to portray them in a negative or disparaging light this includes **recording any conflicts or student disagreements**
- Students are prohibited are prohibited from **taking pictures** of other students to portray them in a negative or disparaging light as defined by the Academy.
- Students are prohibited from **posting pictures** of other students to portray them in a negative or disparaging light as defined by the Academy.

MAKE-UP WORK

When a student has an excused absence, he/she may make-up any work missed. It is the student's/parent's responsibility to see that this is done at the teacher's convenience within five days of the student's return, unless circumstances warrant an extension, which must be approved by the Assistant Principal. If the work is not completed, the student receives a zero for the incomplete work.

Students who have been suspended will be given the opportunity to make up work missed. This does not apply to long standing due dates on assignments such as term papers/projects. In those cases it is expected that the student will turn in the assignment on his/her first day back to school.

REQUESTING MAKE-UP WORK WHEN SUSPENDED

There is no need for families to contact teachers to request make-up work since assignments are posted on the FACTS platform. If special assistance is needed, please contact school administrator.

DRESS CODE

Academy Uniforms and Dress Policies

The uniform policy of Greenforest-McCalep Christian Academic Center addresses the total appearance of the student traveling to and from school and while at school. The uniform is seen as an external statement of the quality education offered at GMCAC. In effect, it presents to the public an image in line with the Academic Center's ethic. The uniform also is a means of helping to eliminate any consciousness of class distinction while demonstrating a sense of unity and discipline. The Uniform Policy is developed and approved by the Board of Regents with the intent to help children focus on learning. It is expected that all students will comply with the policy and its requirements. Enrollment at the Academy is dependent upon parents accepting and supporting the uniform policies and rules.

Uniforms are to be worn at all times by students on campus unless participating in a school-sponsored sporting event (under such circumstances proper school sporting uniform is required), or in a pre-authorized school function requiring designated clothing (as instructed by a proper school official).

Proper uniform attire is required while the student is on campus and/or while in attendance at a school related activity.

Students must wear the official uniform on all field trips, unless parents receive an official notice of an alternative attire to be worn. Tennis shoes are to be worn for P.E. and on School Spirit Day. Tennis shoes or athletic shoes are the only allowed footwear on the gymnasium floor for athletic activities.

Female students' jumpers/skirts are required to be at least knee length when standing and/or sitting. All blouses are to be neatly tucked in. No skin-tight clothing. Students (male and female) may not wear excessive jewelry. Females may wear modest earrings (students may not wear more than one earring per lobe). Multiple chains are considered excessive and are not allowed. Students may not wear bracelets at any time. Silly bands, colored bands, or rubber bands may not be worn during the school day. Fingernails may be no longer than one inch with clear nail polish and/or white French tip only.

Students are expected to maintain a standard of modesty in all clothing/appearance.

Female students are not permitted to wear extreme hair color (Blue, Red, Purple, Yellow, Orange, Green, Etc.) All hairstyles should be modest in nature and well groomed.

Female students (9-12) may wear moderate make-up.

Male students are not permitted to wear any hair color. No radical hairstyles may be worn by any male student. This includes shaved sections of the head, or uneven shaping. Hair should be well-maintained and length may not fall below top of collar or exceed 2 inches in height. Student facial hair must be modest and neatly kept; beards or goatees are not permitted. Males are not permitted to wear earrings on campus at any time, nor at any school event on or off campus.

Shirt tails are to be tucked in and buttoned at all times. Boys are prohibited from wearing “baggy” and excessively large clothing. Pants (with a belt) are to be worn around the waist. Ties should be flush around the collars.

Students (male and female) may not wear hats indoors. Warm-ups or jogging suits (whether they are embossed with the school emblem or not) may not be worn as substitute clothing for official school dress. Shirts with cut-out sleeves should not be worn.

All uniforms (male and female) are to be neat and laundered/ironed before entering the campus. During athletic practices, only Greenforest attire/gym uniforms will be worn. Non-participating support staff of athletic teams will wear school uniforms with school emblems. Every athlete representing GMCAC at any athletic event will not deviate from the dress code.

Parents will be held responsible for the student’s adherence to the uniform policy. The rules and regulations of the school are to be strictly adhered to by ALL students. The teachers and administrators of GMCAC will be responsible for the day-to-day enforcement of the uniform policy. Students are required to wear the school uniform each day unless parents are notified differently. Belts must be worn every day (with slacks/pants) as a part of the uniform.

Violations of the dress code will result in the parent being called to bring items to the school and to correct the infraction(s). Students will be withheld from class, or may not be allowed to participate on a field trip, or participate in a school program until the parent brings the proper uniform item(s) to the school. Any student in violation of the haircut/color codes will not be allowed to return to school until he/she is in compliance with the school rules. Continued infractions of the uniform policy will be considered grounds for dismissal.

Special Note: Only solid white undershirts/T-shirts or camisole tops may be worn under uniform blouses/shirts.

School Spirit Day Attire:

School spirit attire is only to be worn on the last Thursday of each month unless parents/students are otherwise notified. Please monitor the school calendar for exceptions. School spirit attire consists of the following: GMCAC polo, broad clothed shirt, P.E. T-shirt/Sweat shirt and blue/black jeans or skirts (girls) and tennis shoes. Shirts must be neatly tucked with a belt. Oversized, torn, form fitting, tight, ripped jeans are not permitted.

Consequences for Inappropriate School Pride Attire

First Offense: Student will not be permitted to participate in School Spirit Day the following month. Student will be placed in ISS.

Second Offense: Student will not be permitted to participate in School Spirit Day the remainder of the semester/year.

Uniform Guidelines for Female Students		
Girls 5th thru 12th	Colors	Notes
TOPS		
Blouses	White Oxford	Worn with Blazer
Polos	Hunter Green, Black	No polo on Chapel Day
BOTTOMS		
Skirts	Khaki	Knee-length when sitting and/or standing
Shorts /Skorts/ Pants	Khaki	Not Permitted for Chapel
OUTER WEAR		
Blazer	Hunter Green with Logo	Chapel Attire
Cardigan Sweater	Hunter Green with Logo	
Jackets/Fleece/Vinyl	Hunter Green with Logo	
ACCESSORIES		
Belts	Black	
Ties	Hunter Green & Golden Yellow (required for Chapel)	Required for Chapel
Socks/Tights/Hosiery	White, Hunter Green, or Khaki (Hosiery-Flesh tone)	No footies
Shoes	Black, Khaki Sperry Type	NO sandals, mules, slides, open-toe, open-heel shoes, boots, hiking boots or Heelys NO VISIBLE LOGOS!
SPECIAL DAYS and EVENTS		
Chapel Attire	Blazer, White Oxford Blouse, Hunter Green & Golden Yellow Tie, Hosiery or, White, Hunter Green, or Khaki Socks, Black or Sperry Type Shoes	Required for field trips and on Fridays
Physical Education Uniforms	Grey Shirt with logo/Green Mesh Shorts with logo Green Sweat Shirt with logo/Green Sweat Pants with logo White Tube Socks Sneakers – Solid Black	Official P.E. uniform, white socks, and BLACK tennis shoes required for P.E. classes and during all athletic practice and training sessions..
Spirit Day	Jeans/Dark Bottoms and Greenforest Spirit Shirts	Last Thursday of each month No ripped jeans
Casual Day	Theme Based	Fundraiser Sponsored by PTO

		No ripped jeans Dates and Themes Announced in Advanced
DRESS CODE REMINDERS		
Hair Styles	Hair shall be neat, well-kept and out of the eyes at all times. Guidelines for hair styles will be adjusted and addressed as trends evolve.	Widely contrasting and colored highlights are not allowed.
Hair Accessories	Only girls may wear headbands Must be worn in the hair, not across the forehead Must be Black, White, Green, or Khaki	The following are not allowed: Flowered/Neon Colored or Novelty Headbands Bandanas/Scarves/Rags or Beads Logos are not to be visible
Jewelry	Earrings may not be more than 1 inch in diameter. No dangling or excessively large earrings may be worn. Only one pair of Silver, Gold, or Pearl earrings may be worn. No colored earrings, beads, bracelets permitted.	No rubber bands, silly bands, bracelets (woven or beaded) permitted. No rings may be worn. Only 1 Silver or Gold cross necklace may be worn.)
Finger Nails/Polish	Nails may not be more than 1 inch. Nail polish color may only be clear or white French tip	

Uniform Guidelines for Male Students		
Boys 5th thru 12th	Colors	Notes
TOPS		
Shirt	White Oxford	Worn with Blazer
Polos	Hunter Green, Black	
BOTTOMS		
Shorts / Pants	Khaki	Shorts Not Permitted for Chapel "Baggy" and/or "Sagging" pants not permitted
OUTER WEAR		
Blazer	Hunter Green with Logo	Chapel Attire
Cardigan Sweater	Hunter Green with Logo	
Jackets/Fleece/Vinyl	Hunter Green with Logo	
ACCESSORIES		
Belts	Black	
Ties	Hunter Green & Golden Yellow (required for Chapel)	Required for Chapel
Socks or Tights	White, Hunter Green, or Khaki	No footies
Shoes	Black, Khaki Sperry Type	NO sandals, mules, slides, open-toe, open-heel shoes, boots, hiking boots or Heelys NO VISIBLE LOGOS!
SPECIAL DAYS and EVENTS		
Chapel Attire	Blazer, White Oxford Shirt, Khaki or Hunter Green Socks, Hunter Green & Golden Yellow Tie, Black or Sperry Type Shoes	Required for field trips and on Fridays

Physical Education Uniforms	Grey Shirt with logo/Green Mesh Shorts with logo Green Sweat Shirt with logo/Green Sweat Pants with logo White Tube Socks Sneakers – Solid Black	Official P.E. uniform, white socks, and BLACK tennis shoes required for P.E. classes. Note: K-4th grade students may wear P.E. uniforms and sneakers to school on P.E. days ONLY.
Spirit Day	Jeans/Dark Bottoms and Greenforest Spirit Shirts	Last Thursday of each month No ripped jeans
Casual Day	Theme Based	Fundraiser Sponsored by PTO - No ripped jeans Dates and Themes Announced in Advanced
DRESS CODE REMINDERS		
Hair Styles Parents will be required to pick student(s) up who are in violation of the hair policy. Student(s) must be approved to return to school by administration	Hair must be well-groomed, well-kept, and at a reasonable length. Style should not exceed 2 inches in height/length. Guidelines for hair styles will be adjusted and addressed as trends evolve.	No unnatural hair colors (e.g. pink, orange, green, purple, blue, etc.) No severe contrasts Hair must be free from designs, names, or lines cut into the hair One straight line is permissible to be cut into the hair for a part
Hair Accessories	None allowed for male students	
Jewelry	Male students may not wear earrings at any time. This includes while in attendance for school sponsored campus/sports/events/activities (campus site or away)	No rubber bands, silly bands, bracelets (woven or beaded) permitted. No rings may be worn. Only 1 Silver or Gold cross necklace may be worn.)

Enforcement

GMCAC will discipline those students who violate the dress code. Repeated violations of this code will be interpreted as disrespect, defiance of authority and the standards of our school and will be treated as such.

HEALTH AND SAFETY

Immunizations and Physicals

It is a requirement of GMCA and the state of Georgia that the school have on file a Certificate of Immunization indicating the current status of immunization for each student. It is the responsibility of the parent(s) to keep these files updated. All students entering sixth grade are required to have a second Measles, Mumps, and Rubella (MMR) immunization. All incoming 7th graders and any new entrants into the Georgia school system will be required to have two immunizations, one for tetanus, diphtheria, and pertussis (Tdap) and one for meningitis (Meningococcal disease) before starting school. An updated Certificate of Immunization needs to be submitted to the school office at this time. The administration has the option to not permit any student (regardless of grade) to begin classes until the appropriate records are on file.

GMCA requires that any student participating in co-curricular sports complete a physical prior to participation each year. These forms can be acquired through the Athletic Department.

Illness

In all cases involving a public grouping of people, prudence requires that students and employees with acute symptoms of communicable diseases take sick leave when ill.

Children are very susceptible to colds, flu, and other diseases. We desire our school to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. PLEASE KEEP YOUR CHILD(REN) AT HOME IF THEY HAVE ANY OF THE FOLLOWING:

Fever – defined as having a temperature of 100°F or higher. Students should be fever-free (without fever-reducing medications) for at least 24 hours prior to returning to school.

- Diarrhea – runny, watery, or bloody stools
- Vomiting - within a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing – child gets red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge – thick mucus or pus draining from the eye or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, or requires more attention than we can provide without compromising the health and safety of other children in our care.
- Any communicable disease. Such communicable diseases include, but are not limited to the following: Influenza, Pneumonia, Scarlet Fever (Strep), Whooping Cough (Pertussis), Acquired Immune-Deficiency Syndrome, Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye).

GMCA does not have the facilities or staff to supervise sick students, therefore, arrangements should be made to pick up the student within one hour. It is routine policy to require parents to pick up their child

when their temperature reaches/exceeds 100 degrees, the child is vomiting, has diarrhea, and /or is unable to function normally at school. NOTE: If your child is being treated with an antibiotic for any condition, he/she must have received treatment for at least 24 hours before returning to school.

In the case of a contagious disease, please contact your child's teacher immediately. If your child contracts any of the following, notification to the school is necessary: measles, mumps, chicken pox, head lice, or strep throat.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. GMCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A physician's release to return to school must be submitted to the school office before the student can return.

When necessary, Greenforest-McCalep Christian Academy will send electronic communication to notify parents of their child's potential exposure to a communicable disease. Any cases or suspected cases of notifiable communicable diseases will be reported to the local County Health Department.

Medication

If a child is to receive any physician prescribed medication during the school day, the parent or guardian must send a completed **"Physician Statement of Need"** form to the office. The medicine will be kept in the front office and dispensed according to the doctor's instructions. Medicine must be properly labeled. Written authorization to dispense a medication will be limited to two weeks unless otherwise prescribed by a physician.

All medicine sent to the school must be kept and administered in the school office. **MEDICINE MUST BE IN THE ORIGINAL CONTAINER** and the following information should be clearly written either on the container or on a signed note from the parent:

- Child's name
- Medicine name and dosage
- Time, date, and reason medicine is being administered
- Signature of physician
- Signature of parent
- Phone number where parent can be reached during the day

Dispensing over the counter medication to a student requires the "Student Medication" form to be completed by the parent/guardian and submitted to the school office.

If a child requires medication during school hours and the required authorizations are not on file, it will be necessary for the parent/guardian to come in and personally administer the medication to the student. The medication forms are available through the school office and must be signed in the appropriate areas by the physician and parent/guardian.

Adverse Reaction to Medication All medication shall be dispensed through the front office by front office personnel and shall be documented. No medicine will be dispensed without parent consent and/or doctor documentation.

After taking the medication, if the teacher in charge notices or the child complains of itching, swelling, nausea, shortness of breath, or loss of consciousness the teacher is to notify the front office immediately. If the child is still conscious, the child should be brought to the front office. The child's parents will be contacted to notify them of the adverse reaction to the medication.

If unconscious, an administrator/principal or designee will go to the scene. Administration will call 911, notifying the EMS personnel of an adverse reaction and contact the child's parents. Support staff will bring the AED to the scene and follow the plan for the serious injury of a child.

Student Injuries

Injury of Students In the event a student is injured while on campus, and the injury is minor, the staff member in charge will administer the necessary first aid. If the injury requires more than clean-up and a Band-Aid, the front office will be notified and the parents will be contacted. At that point, the school's policy on Accidents with Severe Injuries will be followed. If necessary, students may be taken to either Children's Health Care of Atlanta or Grady Hospital.

MISCELLANEOUS

Extended Day Program

The purpose of the Extended Day Program is to provide extended hours of adult supervision to the regular school day, especially for those parents/guardians who require early arrival and late pick-up of their children. The program provides enrichment activities in an orderly and positive environment conducive to student growth, spiritual development and creative recreational enjoyment. The program promotes overall health through a systemized method of operation that includes periods for nutrition, physical exercise, social interaction, arts and crafts, science and more.

Before School

Breakfast 6:30am – 7:50am

Students will report to the Cornerstone Room. Students are dismissed to classes at 7:45am. There is a charge for breakfast for students who are not enrolled in/ pay for the Before School Program. Before School care is NOT included in the Middle and High School fees.

After School

3:00pm – 5:00pm

At the conclusion of the school day, the After School Program is a service available for a fee to students in grades K-8th.

Afterschool Supervision

Students not picked up by 3:30pm Lower School will be taken to the Extended Day (After School Program). Students who are not enrolled in the After School program will be assessed a \$20 drop in fee if not picked up before 4:00pm. The 4:00pm grace period will only be extended once.

Middle School students not picked up by 3:30 pm are required to report to the afterschool program. Parents will need to report to the program area for student check out. There is no charge for middle students.

Care of Property

Willful damage or destruction of school property will not be tolerated. All damage, whether willful or accidental, will be assessed. All students are expected to report any damage to furniture or other school property immediately.

Social Media

The most essential standard of appropriate behavior is that all members of the community will treat one another with kindness, honor, and respect in all situations. **Students are prohibited from recording, sharing, and posting defamatory content about the school, students, or staff. Such infractions will result in disciplinary actions.**

Emergency Plans

Emergency plans have been developed and are located in each classroom. When necessary, parents will be notified through GMCA's Parent Alert (via phone call/text/email) of school closings or changes in pick-up times due to any type of emergency (i.e. severe weather/tornado, fire, physical plant problems, etc.). The school also maintains emergency bags in each classroom.

Field Trips

A permission form must be signed by a parent or guardian for all trips away from school. Students are required to wear chapel attire unless otherwise noted. Please note that opportunities to participate in certain events are sometimes offered on short notice. We will do our best to give ample notice.

Fundraising

All fundraisers must be approved by the Head of Schools.

Lockers

Lockers will be assigned to each student. Stickers that are not easily removed are not permitted. Lockers are subject to being searched by administration at any time.

Lost and Found

Designated lockers are located on each floor as lost and found. Please make certain you read jacket labels

Breakfast/ Snack /Lunch

A nutritious breakfast is served until 7:00am daily for students who are enrolled in the before school program. Students are allowed to bring healthy snacks from home. Students may also purchase snacks during predetermined times in the Family Life Center.

The school's lunch program is catered and is served onsite daily. Please contact the school for a fee schedule and pricing details.

Parent Access

All parents and visitors must sign-in and out with the front office and wear a "Visitor" badge while on the school campus. All parents and visitors are expected to dress modestly while on campus. Parents are asked to schedule a parent/teacher conference rather than meet with teachers during the school day. Parents are also strongly encouraged to allow administrators and staff to intervene regarding student conflicts.

Parent Involvement

We want to promote the highest standard of home and school life for the spiritual, mental, social, and physical welfare of our children. We encourage each parent to be involved for his/her family's sake. Parental Involvement is welcome and encouraged. There are opportunities to work as volunteer as teachers' aides, chaperones, special dinner workers, coaches, etc.

Parent Teacher Organization

All families are required to join PTO. Membership dues are paid at the time of enrollment. Families are also required to participate in the annual PTO fundraiser and to volunteer 10 hours each semester.

Parent-Teacher Grievances

The Bible teaches that the best way to handle a problem with another person is by going directly to the party or parties concerned. The process is spelled out in detail in Matthew 18:15-17 and is amplified in

Leviticus 19:15-18. The people of Israel were not to slander their neighbor, take revenge on their neighbor, or bear a grudge against their neighbor. To put it another way, they were not to confess the sins of others to uninvolved third parties, nor were they to confess those sins to the person himself in a hurtful way, or to confess those sins to themselves over and over again until bitterness and resentment resulted.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are seeking to promote. We do that best when we seek to do things His way. His way involves attacking problems, not people. Guidelines to follow as we seek to resolve problems with others are as follows:

- Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.

Parent-Teacher Conferences

Conference week is scheduled for October and March. However, parents are also strongly encouraged to request conferences with teachers to discuss ways to remediate poor performance or when there is a concern. When a student is consistently unsuccessful, a formal team meeting will be held with parents and teachers and a specific plan for improvement developed.

Student Drivers

Permission to drive will be granted to 12th grade students in good standing. All student drivers must complete a driving packet signed by their parents and place a parking decal in their cars. Students may park in designated parking areas only.

Telephone Use

Telephone use for students is limited to emergencies only. Parents should not call to speak with their children during school hours except in the case of an extreme emergency. Students needing to speak with parents must do so in the school office. Parents please do not text or call students during the school day.

Tobacco Free Campus

Greenforest-McCaleb Christian Academy is a tobacco-free campus. Tobacco products are not permitted anywhere on the campus, including playgrounds or in any vehicle used to transport children during school hours of operation.

Visitors on Campus

All parents and student visitors must register with the school office upon arrival. GMCA graduates are welcome to occasionally visit at lunchtime. They should sign in at the school office to record their presence on campus. All other students visiting on campus need to be pre-approved. Proper attire is

required of all parents and visitors. The administration has the right and responsibility to refuse any visitor from entering the campus or facility at any time.

All visitors on our campus must wear an identifying badge, which is issued when they register in the office. Visitors must sign out and return the badge before leaving the campus.

Pledges

Pledge to the Bible:

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

Pledge to the Christian Flag:

"I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and in love."

Pledge to the American Flag:

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God indivisible, with liberty and justice for all."

Appendix A

School Calendar

Appendix B

Student Sexual Harassment Policy

Student Bullying

Appendix C

Student Drivers

Technology Usage Agreement

FORMS

STUDENT SEXUAL HARASSMENT POLICY

Students will not engage in inappropriate bodily contact of a sexual nature. This offense prohibits sexual conduct between or among students and between or among a student and Academy employees or visitors on school property or at any school activity or event, including, but not limited to, consensual sexual contact, public display of affection, nonconsensual sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors and/or indecent exposure.

STUDENT BULLYING

Students will not verbally threaten and/or intimidate teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-sponsored functions, with or without the use of physical contact; will not attempt to hurt any such persons without physical contact; and will not engage in verbal altercations and/or actions which cause such persons to be in reasonable fear of immediate bodily harm.

TECHNOLOGY USAGE AGREEMENT

Students will not use any electronic communication device, including but not limited to, pagers, beepers, cellular phones, smart phones, walkie-talkies, and similar devices during instructional time **(except for approved instructional purposes)** or on school buses. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. At all other times, all devices must be turned off (not on vibrate). The devices should not be heard or visible. **Students who violate this section will have their device confiscated and returned only to the parent/guardian.**

STUDENT MUST NOT WEAR HEADPHONES WITH OR WITHOUT ELECTRONIC DEVICES DURING INSTRUCTION TIME UNLESS USED FOR APPROVED MEDICAL OR INSTRUCTIONAL PURPOSES ONLY.

STUDENTS MUST NEVER SEND THREATENING/INAPPROPRIATE MESSAGES, PICTURES AND/OR VIDEOS USING ELECTRONIC COMMUNICATION DEVICES OR THE INTERNET/INTRANET AT ANY TIME.

Greenforest Academy Student Driver 2026-2027 Policies

Section I: Disclaimer

The privilege of driving to school and parking on campus is afforded to eligible GMCAC senior students.

Eligible students are defined as GMCAC seniors who hold a valid Georgia license, or, a valid out of state license and proof of insurance.

It is the school's expectation that students will operate motor vehicles in a safe manner, and in accordance with the laws of DeKalb County and the State of Georgia.

Parking permits are issued by GMCAC to a specific student for use during the **2017-18** school term. The ownership of a parking permit is always retained by the school. In the event a student withdraws from the school, or has his/her parking privileges revoked, the parking permit and corresponding parking space reverts to GMCAC for reissue to another qualified student.

GMCAC DOES NOT ACCEPT RESPONSIBILITY FOR THEFT OR DAMAGE TO VEHICLES AND/OR CONTENTS.

All students must be licensed and covered by insurance. Students are expected to comply with the restrictions associated *with Class D* Georgia Driver's License.

Administrative Approval is granted only by the Assistant Principal or the Headmaster. Teachers and other staff do not grant ***Administrative Approval***.

Section II: Student Driver Policy

The student parking policy, regulations, and procedures have been enacted to ensure the safety of our student drivers, pedestrians, faculty/staff, and visitors, while on the campus of GMCAC. Students must adhere to the policies disclosed in this application.

Violation of any policy, procedure and/or regulations outlined in this packet may result in revocation of driving privileges at GMCAC for up to 90 school days.

Additionally, the following regulations apply to students who drive to school:

1. In accordance with the student handbook, eligible student drivers must register the vehicle(s) driven to and from school. Students issued a parking permit must hang the permit from the rear view mirror. Students must also park in their assigned parking space.
2. A student may only drive other student passengers if he/she has written permission from his/her own parents AND the parents of the student passengers. **(PASSENGER PASS)**
3. If a student's car becomes a distraction at school, car privileges may be revoked
4. Vehicles parked on GMCAC property are subject to random searches by GMCAC administration and any other law enforcement agency, as deemed reasonable and appropriate.
5. Students must report all accidents involving their vehicles on school property to the proper authorities: security staff, administration, main office.
6. Students are reminded to keep their vehicles locked at all times.
7. Students are not to return to their vehicle until their scheduled departure time, **unless administrative permission is granted. (Administrative permission – Assistant Principal or Headmaster).**
8. Students are prohibited from parking in any location other than their designated parking space without administrative approval.

9. The student driver is responsible for the behavior of all the passengers in his/her vehicle. If any person in the vehicle violates school policy, he/she is subject to disciplinary actions as well as the driver. *Note: Student passengers must hold a *Valid Passenger Pass*.

10. Students are not to engage in any of the following:

- Reckless driving
- Driving over curbs
- Excessively blowing car horn
- Using obscene word or gestures towards other drivers or pedestrians
- Speeding

11. Students are expected to follow the directives for parking and driving from GMCAC School officials.

12. Students are prohibited from loitering in their cars on school property prior to the start of and after they are dismissed from school. (Because of closed campus, students are not allowed to go to their vehicles until after 3:30pm without permission from the **Assistant Principal or Headmaster,** and only then for emergencies.)

13. GMCAC does not assume any responsibility for the care and protection of vehicles/content on school grounds.

14. The driver of the registered vehicle, as well as all passengers, must wear a seatbelt at all times while on school property. An unbuckled driver and/or passenger may **result in revocation of driving privileges for up to 90 school days.**

15. The driver of the registered vehicle may NOT use his/her cell phone while driving on school property. The use of a cell phone by a driver may **result in the revocation of driving privileges for up to 90 school days.**

Section III: Actions/ Discipline

1. Leaving school prior to the scheduled departure time, without following the check-out procedures, and/or administrative permission may **result in the revocation of driving privileges for a period of up to 90 school days and (2) days Out-of-School Suspension.**
2. **A student driver transporting another student off school grounds prior to the driver and/or passenger approved departure time without administrative permission, may result in the revocation of privileges for up to 90 school days.**
3. A student driver transporting another student without Valid Passenger Pass, may result in the **revocation of privileges for up to 90 school days.**
4. Students who fail to properly display their valid parking permit are subject to revocation of their parking **privilege for up to 90 school days.**
5. **The transfer of a parking permit from one student to another is strictly forbidden.** Students may not sell, give, receive, or by any other means transfer parking permits. Violation of this policy **may result in the revocation of privileges for up to 90 school days.**
6. **Driving privileges will also be revoked for Chronic Tardiness and Habitual Violations of the School Discipline Policy.**

Section IV: Fees

1. Application Fee (includes one permit for primary vehicle): **\$20.00!**
2. Replacement Permit (Lost or stolen permits only) **\$10.00**

Please retain a copy of the GMCAC Student Parking Policies and Procedures 2026-27 for your records.

Failure to secure your parking pass by **Friday, September 11, 2026**, or 30 calendar days from the submission of the parking application (once school begins), whichever comes first, will result in the loss of your parking space reservation and your space will be reassigned.

GMCAC Acknowledgment Statement

Student Parking 2026-27

Parent(s) and Student Acknowledgment:

I have read, understand, and will obey the GMCAC policies, procedures and regulations for driving to school. I understand that only **seniors** are permitted to have their registered vehicle parked on campus. I clearly understand that violation(s) may result in revocation of the privilege to drive to GMCAC and park on campus.

_____ Print Student Name	_____ Student Signature	_____ Student ID	_____ Grade
_____ Student Cell Phone	_____ Date		
_____ Parent Name	_____ Parent Signature	_____ Date	
_____ Parent Cell Phone	_____ Parent Home Phone	_____ Parent Work Phone	

Students are expected to comply with the restrictions associated *with Class D* Georgia driver's license.

___My student has my permission to have student passengers

My student will be submitting a Passenger Pass _____
date

___My student does not have my permission to have student passengers (does not apply to siblings)

Vehicle Identification

Student Name

Registration Permit

VEHICLES

MAKE _____ COLOR _____ LICENSE PLATE # _____

MAKE _____ COLOR _____ LICENSE PLATE # _____

MAKE _____ COLOR _____ LICENSE PLATE # _____

Notify the Office if Vehicle or License Plate Number Change during the School Year.

Copy of Driver's License

Copy of Insurance Card (front and back)

Student Signature Date

Approved By Date

Please hang your parking permit from the rear view mirror. There will be a charge for replacement permits.

GMCAC will not be held liable for any accidents, damage, or theft that occurs on GMCAC School property. Students agree to drive safely and abide by these guidelines set up by the school. Any violation will result in loss of parking privileges. This policy will be strictly enforced.

GMCA

Permission to Carry Passengers

This form is to provide consent for a student to travel as a passenger in a motor vehicle with a fellow student to and from Greenforest Christian Academy.

I am aware of the restrictions associated with Class D Georgia Driver's License.

I am aware of the school's policy and expectations to be met by my son/daughter as a passenger in motor vehicle driven by a student, and I accept responsibility while he/she is traveling to and from school.

Passenger's Name

Parent Name/Signature

Phone#

Date

Driver's Name

Parent Name/Signature

Phone#

Date

Distribution:

1. Student Driver 2. Student Passenger 3. Office