



**Parent / Student Handbook  
2021-2022**

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## **SCHOOL VERSES:**

*“Like arrows in the hand of a warrior are the children of one’s youth.” – Psalm 127:4*

*“He has told you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?” – Micah 6:8*

## **SCHOOL MOTTO:**

*Sagittae Formosae et Praeacutae – Arrows, Beautifully Formed and Sharpened*

## **PURPOSE OF THE HANDBOOK**

The policies set forth in this handbook are intended to communicate clearly the commitment of Greyfriars Classical Academy (GCA) to execute the responsibilities entrusted to us by the parents of our students. This handbook also outlines the commitments expected of parents and their students toward GCA.

## **MISSION STATEMENT**

The mission of Greyfriars Classical Academy is to assist Christian families by classically educating hearts and minds for Christ’s kingdom. We serve Christian families by providing an education to their children that is thoroughly biblical, academically rigorous, covenantally nurturing and financially accessible to as many as possible.

## **EDUCATIONAL PHILOSOPHY**

GCA provides an education that is classical, Christian, and covenantal. As a classical school, we provide students with an education in which grammar (the fundamental facts and rules of each subject), logic (the ordered relationship of particulars in each subject), and rhetoric (the expression in speech and writing of the ideas of each subject) are emphasized in all subject areas. As a Christian school, we present all instruction in a way consistent with and from the perspective of the Scriptures of the Old and New Testaments. As a covenantal school, we are a ministry of support to Christian parents seeking to provide a Christian education to their children.

## **NOTICE OF NONDISCRIMINATORY POLICY**

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

As a sincerely Christian school, Greyfriars Classical Academy does reserve the right to select applicants for admission on the basis of personal religious commitment and beliefs, as well as academic performance, and willingness to cooperate with the Greyfriars Classical Academy Board and Administration and to abide by its policies. GCA requires at least one parent to affirm full agreement with the statement of faith listed in our by-laws and on the application for student admission.

## **HEADMASTER**

The Board of GCA has delegated to the headmaster authority over the daily operations of the school. The headmaster, therefore, is the final authority regarding all school-related issues, including discipline and the implementation and interpretation of the school’s policies and procedures.

## **HONOR CODE**

GCA students are expected to conduct themselves at all times as Christian gentlemen and ladies in their words, actions and attitudes.

## GCA ASSOCIATION

The Greyfriars Classical Academy Association consists of all members of the Board, faculty and staff, and parents of current students. The Association shall ordinarily hold two meetings each year: one to be held in the fall and one to be held in the spring. At these meetings, which are informational in nature, reports from the Board will be presented regarding the activities and progress of the Academy, including its budget and financial status, and input from the GCA Association will be received concerning various aspects of the life and well-being of the Academy.

## CLASS SCHEDULE

Greyfriars employs a class structure based on the university model. Students meet on campus for classes Mondays, Wednesdays and Fridays. Tuesdays and Thursdays are intended to be study days at home. At least one hour of homework should be expected for each hour in class. The most current class schedule can be accessed at the school's website.

## ACADEMIC POLICIES

### *Four-Year Curriculum*

Discipline	Year 1 – 9th	Year 2 - 10th	Year 3 - 11th	Year 4 - 12th
<b>History / Philosophy</b>	Classical Greece to Medieval (1000) (H/S)	Early Modern (1000-1785) (H/S)	Modern European (H/S)	American History & Government (H/S)
<b>Literature / Composition</b>	Classical Greece to Medieval (1000) (H/S)	Early Modern (1000-1785) (H/S)	Modern European (H/S)	American Literature (H/S)
<b>*Mathematics</b>	Algebra I (H/S)	Geometry (H/S)	Algebra II (H/S)	Precalculus (H/S)
<b>Science</b>	Biology (with Lab) (H/S)	Chemistry (with Lab) (H/S)	Anatomy/Physiology (with Lab) (H/S)	Physics (with Lab) (H)
<b>Language</b>	Greek I (H/S)	Greek II (H/S)	Spanish I (H)	Spanish II (H)
<b>Trivium</b>	Logic & Composition (H/S)	Classical Writing (H/S)	Rhetoric (H)	Senior Thesis (H)
<p><b>The six disciplines above are all 1-credit classes. Each course above meets two periods each week, except for Mathematics (meets three days each week) and Trivium (meets just one day each week). The two disciplines below are ½-credit classes and meet one period each week. All class periods are 1 hour and 15 minutes long (except for Mathematics, which has 1-hour class periods).</b></p>				
<b>Bible/ Theology</b>	Fundamentals of the Christian Faith (H/S)	Foundations of Reformed Th. (H/S)	Christian Living/ Ethics (H/S)	Apologetics/ Evangelism (H/S)
<b>Aesthetics</b>	Classical Greece to Medieval (1000) (H/S)	Early Modern (1000-1785) (H/S)	Modern European (H/S)	American (H/S)

**H = Honors (1 grade point added on transcripts)**

**H/S = Honors/Standard (students can take these courses at either an honors level or at a standard level; both levels are together in the same class with the same teacher at the same time, but homework expectations and graded work are more demanding at the honors level)**

\* Students who show readiness can take math ahead of grade level. Those not ready for Algebra I in 9th grade can apply for an alternative course of study in mathematics. Full-time students who go beyond Precalculus before 12th grade can submit for Board approval a proposed course of study in mathematics (e.g. college course, online course, etc.).

### ***Enrollment Status***

Each year, students can enroll either full-time or part-time (homeschool status). To be considered full-time status a student must take at least 4.5 credits at Greyfriars during the GCA school year. A full-time student is considered conventional non-public status by the state of North Carolina (i.e. a private school student). Greyfriars is responsible for maintaining the appropriate records, including transcripts, for each full-time student, and is required to administer a standardized test in 9th grade measuring achievement in the areas of English grammar, reading, spelling and mathematics.

Note that non-Greyfriars courses taken while a full-time student at Greyfriars, including summer courses, must be approved in advance in order to receive credit. Ordinarily, credit is not granted for non-Greyfriars courses taken during the GCA school year that are also available at Greyfriars. Further, courses not available at Greyfriars taken elsewhere during the GCA school year ordinarily do not count toward the 4.5 credits required for full-time status (exceptions are granted when a student has gone beyond what we offer in a GCA discipline, e.g. Calculus, Spanish III, etc. and for certain other limited reasons on a case-by-case basis).

Part-time students are considered “homeschool” status and are required to register with the state and fulfill all homeschool requirements (including yearly standardized testing). Under the direction of their homeschool administrator, part-time students can take one or more courses at Greyfriars, subject to the admission and registration process of Greyfriars. Course approval and credit is granted by the homeschool for both Greyfriars courses and non-Greyfriars courses. Transcripts for part-time students will be maintained by the homeschool administrator (the parent).

### ***Grade Reports***

Course grades will be distributed to all parents four times each year: mid-semester fall, at the end of the fall semester, mid-semester spring and at the end of the school year.

### ***Grading Scale***

Course grades will be assigned using the following grade scale (with corresponding point values):

A	90% – 100%	4.00 points
B	80% – 89%	3.00 points
C	70% – 79%	2.00 points
D	60% – 69%	1.00 point
F	0% – 60%	no points

### ***Grade Transcription***

- Upon request, full-time students will receive an official transcript showing Greyfriars courses and grades, as well as credits transferred from other schools. Transcripts for full-time students will also be sent to other schools upon request, without charge. Please allow up to two weeks to fulfill such requests.
- Only final course grades will be recorded on a student’s transcript.
- Grades will be weighted by adding 1 point for Honors courses (except for a failing grade)).
- Due to small class size, class rank will not be reported.
- Transcripts and other school records will be released if all financial obligations have been met.

### ***Credit Recovery Policy***

If a student fails a course, he or she can retake the actual course at GCA and the new grade will replace the old grade. Or, full-time students can pursue a GCA-approved program for a pass/fail credit to replace the failing grade.

### ***Honors/Standard***

For courses designated Honors/Standard, teachers will indicate on the course syllabus and throughout the year the differences between taking a course at one or the other level. “Honors” courses should maintain the typical homework load and grading standards; “Standard” courses should offer a lighter homework load and a less demanding grading evaluation (though the school-wide Grading Scale will remain the same: A = 90-100, etc.). Students who begin a course as “Standard” may not switch to “Honors” later in the school year. Students who begin a course as “Honors” may switch to “Standard” at any point during the school year, but no changes to prior grades will be made. Only “Honors” courses completed will be weighted by adding 1 point to the grade point average.

### ***Drop Policy***

- A student who is withdrawn from a 1-credit class after 15 class meetings, or from a ½ -credit class after 8 class meetings, will have the course recorded on the transcript as either “Withdrawal (Passing)” or “Withdrawal (Failing)”.
- A course that is dropped before the above time frames will not be recorded on the transcript.
- No credit will be given for any dropped courses, whether before or after the above time frames.
- Dropped courses, whether before or after the above time frames, will not be factored into GPA calculations.

### ***Auditing***

Space permitting, students can apply for approval to audit a course. Classes taken by audit do not receive GCA transcript credit, although homeschools can grant credit according to their own policies. For auditing, a student will attend class, do all the readings and engage in class discussions, same as everyone else, but will not take any tests or quizzes, turn in any graded homework or write any of the papers. An auditing student who receives multiple written notations for being unprepared may be dropped from the course. For full-time students, or for part-time students already paying the maximum tuition, there is no cost to audit a course. Otherwise, the cost for auditing a 1-credit course is one half the part-time tuition cost for a 1-credit course, rounded up to the nearest \$25. For a ½-credit course, the cost is half the 1-credit cost.

### ***Requirements for Graduation***

Students enrolled full-time at Greyfriars for the senior year are eligible to graduate. Graduation from GCA requires 20.5 credits with the following minimums: 4 History, 4 Literature, 4 Mathematics, 3 Science, 2 Foreign Language (both in same language), 1 Senior Thesis and 2.5 other credits (two ½ credit courses are equal to 1 credit). Further, one course in each of the following academic disciplines must have been taken at Greyfriars: Aesthetics, Theology, Literature, History, Senior Thesis. A 2.00 weighted GPA is required to graduate. Note: The above graduation requirements are the minimum necessary to graduate, and do not represent the typical course load of full-time students. Although students must take at least 4.5 credits to be considered full-time status, full-time students ordinarily are expected to take the entirety of the curriculum listed above (7.0 credits each year).

In order to graduate from Greyfriars, full-time students enrolled in the 11th grade at Greyfriars are required to take one of the following: ACT, CLT, PSAT or SAT, and must achieve a percentile score

of at least 20 in the verbal and quantitative areas. Students failing to achieve at least a percentile score of 20 in one or more areas will be required to take a standardized test again. Students will be permitted a total of up to three attempts to achieve a percentile score of 20 in both the verbal and quantitative areas (the highest score for each area will be taken from different tests and test dates, if applicable). For students not enrolled full time at Greyfriars during 11th grade, or for students who do not achieve a percentile score of at least 20 in both the verbal and quantitative areas, any suitable alternative nationally standardized test approved by Greyfriars can be substituted. Test results achieved outside of Greyfriars will satisfy if the test was taken during a student's 11th-grade year or later, if the test is approved by Greyfriars as a suitable alternative, and if a percentile score of at least 20 in both verbal and quantitative areas is achieved.

## ***Graduation Awards***

### **A. Honors Diploma**

Students who complete all four years at Greyfriars and take all the courses offered each year and at the Honors level, when available (or equivalent work approved by the Board) will be designated as graduating "with honors". This designation will be noted on a student's diploma and at graduation.

### **B. Academic Awards**

Each year, one Valedictorian and one Salutatorian will be chosen from among our graduating seniors, without consideration of gender.

1. Selection will be based on highest cumulative weighted GPA as of the mid-semester Spring grade report of each senior student. Award is contingent on successful completion of current coursework.
2. Students must complete 14 honors credits at Greyfriars, and must be full-time status for 11th and 12th grades.
3. Only grades for courses taken at Greyfriars will be considered.
4. A minimum unweighted GPA of at least 3.9 is required to be named Valedictorian or 3.7 to be named Salutatorian.
5. To be eligible for either Valedictorian or Salutatorian, students must not have taken any Greyfriars course at the Standard level, if offered.
6. Full-time students who have taken less than a full load at Greyfriars in any year are still eligible, provided that equivalent work was approved by the Board. If a full-time student did not take a course for some other reason, eligibility is forfeited. Students who finish with a math lower than Precalculus are not eligible.
7. Students who have been at Greyfriars for less than four full years, or did not take a full load at Greyfriars in any year (but are still eligible per #2 and #4 above), will be named award winners if their GPA is the highest and remains the highest when the GPA of other students is recalculated to match the GCA courses taken by the highest student.
8. In the event of a tie, Co-Valedictorians will be named (with no Salutatorian), or Co-Salutatorians will be named.
9. The Board will determine any questions not addressed by this policy and consider any proposed exceptions arising from extraordinary circumstances.

## **ATTENDANCE**

### ***General***

Since GCA employs a classically-based, rhetoric-level model of instruction involving much discussion between students and teachers, attendance at each class is extremely important. In other words, there is no way to fully reproduce a missed class, even if a recording of the class could be obtained. Further, since GCA follows a university-style class structure with classes

meeting in blocks either once, twice or, at most (for mathematics), three times each week, missing a single class is more consequential than in a traditional 5-day-a-week school. In short, every effort should be made by parents and students to avoid missing class. Doctor visits, dental/orthodontist appointments, family vacations, etc. should be scheduled around the school calendar and class schedule so far as possible. Attendance will be recorded at the class level.

### ***Tardiness***

Class should begin promptly at the scheduled time. Students are expected to be in their seats ready for class at that time. Parents will be notified regarding students who are tardy to class and class participation points may also be deducted. Any student arriving at class more than 25 minutes late (20 minutes for classes in mathematics) will be considered absent (either excused or unexcused).

### ***Excused Absences***

An excused absence is any absence approved by the headmaster. Examples of excused absences include sick days, emergencies, college visits, appropriate extra-curricular activities, and family days. As previously stated, such days should be kept to a minimum. Whenever circumstances allow, the headmaster should be notified in advance, in writing (email or text preferred), of a student's need to miss class. Under circumstances where prior notice is not possible (e.g., sickness), the headmaster should be notified as soon as it is apparent that a student will be absent. Students should obtain missed assignments and class notes from a reliable classmate. Ordinarily, students should turn in all work and be prepared to take any missed quizzes or tests upon their return. However, if arranged well ahead of time with the teacher, work missed due to excused absences may be made up within a week's time from returning to class. For an extended illness, additional time may be granted.

### ***Unexcused Absences***

An unexcused absence is any absence for which the headmaster does not grant approval. Examples of unexcused absences include, but are not limited to, failure to give proper notification (where such notification was possible) and skipping school. In most cases, a student whose absence is unexcused will not be allowed to make up the day's course work and will be given a grade of "50" on any graded assignments, quizzes or tests. However, at the discretion of an individual teacher, a student may be permitted (or required) to make up work missed due to an unexcused absence, possibly with a lesser grade penalty.

### ***Skipping Class/School***

Skipping class is considered an aggravated form of unexcused absence. The student will automatically receive a zero on all assignments due for the skipped class(es), and the student will receive a lunchtime detention. Skipping class on a second day will result in a one-day suspension from school. A skipped class on a third or greater day will necessitate a parent meeting, with the possibility of expulsion.

### ***Leaving Campus***

Once a student enters campus for the day, he is expected to remain on campus until leaving for the day. If a student needs to leave campus early, written request must be submitted to the headmaster. If parents desire for their child to leave with anyone other than themselves (e.g., carpooling), written permission must be on record with the headmaster.

### ***Limitations on Absences***

If the total number of combined excused and unexcused absences for a given class exceed the following, then a student will not receive transcript credit for the course. A letter of appeal can be made to the Board for consideration of any special circumstances (i.e. extended medical leave, etc.). Students transferring from another school during the course of an academic year must provide a written record of attendance that will be used by the headmaster to determine the appropriate application of these limitations on absences. Note: A student not receiving transcript credit for a course can still continue in the course as an auditor (see “Auditing” above).

Parents will be notified when a student has reached half of the maximum number of absences allowed.

- 1-day-per week class: Maximum of 4 absences
- 2-day-per week class: Maximum of 8 absences
- 3-day-per-week math: Maximum of 12 absences

## **TUITION & FEES**

### ***Textbooks***

The price of textbooks is not included in tuition; parents are responsible to purchase all books. Every effort is made to choose books that are readily available in used copies, and thus inexpensive. A textbook list will be made available to parents in the summer. Families should be careful to get the exact ISBNs as listed on the textbook list.

### ***Tuition & Fee Amounts for the 2021-2022 School Year***

- Available on the school website.

### ***Payments***

The application fee should accompany the submission of a completed application. If the student’s application is approved, the registration deposit should accompany the submission of the registration form for enrollment.

- Details concerning additional payments are available on the school website.

### ***Refund Policy***

- Application Fee and Registration Deposit are Non-Refundable.
- Final Registration Fees and tuition payments are Refundable, less \$250\*, until June 30.
- Registration Deposits and Final Registration Fees are not transferable to other courses. Courses added to a student’s registration require a new registration deposit and a new final registration fee (not applicable to full-time students).
- After June 30, courses dropped will not receive any final registration fee refund.
- After June 30, until classes begin in August, tuition paid, less \$500\*, will be refunded. After classes begin in August there will be no tuition refunds\*.
- Students changing from full-time to part-time status will be refunded per the above policy, and must re-register as part-time students, subject to the then-applicable registration fees and tuition.
- Auditing Fees are Non-Refundable.

\* Except in the case of those who, as of the date of dropping a course, have paid ahead of the tuition payment schedule indicated on their registration, in which case the refund will include all tuition paid ahead of schedule, plus tuition paid according to schedule minus the amount indicated by the above policy. After December 1, there will be no tuition refunds.



### **Financial Assistance**

The mission of Greyfriars Classical Academy includes providing an education for Christian families that is financially accessible to as many as possible. Our unique structure allows us to charge a tuition that is well within the reach of most families.

We recognize that for various reasons, a family may be unable to afford the tuition for one or more of their children. In such cases, we desire to seek the Lord's favor in helping families make every effort to attend GCA. To that end, we have created the 1-2-3 Scholarship Program.

#### **The 1-2-3 Scholarship Program**

1. Each year, students can apply for a single scholarship, which may be renewable for up to four total years of high school.
2. Ordinarily, up to three scholarships will be awarded for each grade, one in the amount of \$1,000, one for \$2,250 and one for \$3,500.
3. Scholarships will be awarded based on indicated financial need, in conjunction with an evaluation of a student's academic, spiritual and social commitments.
4. Both full-time and part-time students can apply, although priority will ordinarily be given to full-time applicants. Part-time award winners will have their scholarships prorated according to the amount of tuition they need to pay versus full-time tuition.

### **Scholarship Funds**

Contributions for scholarships are tax deductible when made without family designation. Individuals wishing to donate to a particular family's tuition are encouraged to do so but will not qualify for a tax deduction. In other words, if asked to guarantee that a contribution will go to a specific family, GCA cannot certify the gift as being tax deductible. However, undirected, tax-deductible gifts for scholarships will permit us to help all students who are approved for financial assistance, including the family known to the donor.

## **MISCELLANEOUS POLICIES**

### ***Clubs***

Student clubs are encouraged. Clubs provide an excellent opportunity for students to exercise leadership and organization. Each club must have a faculty, staff or parent advisor/sponsor and be approved by the headmaster, but should be organized and maintained by student leadership. Unless specifically related to ministry, club activities should not occur on the Lord's Day.

### ***Computers***

At the discretion of the teacher, laptop computers may be used in class for taking notes.

### ***Electronic Devices (e.g., Cell Phones, Music Players)***

Electronic devices should not be used during school hours or during school functions (e.g., field trips or PAC) and should remain off and stored away. Any device used during school hours or such events will be confiscated and held until the end of the day.

### ***Food, Drinks and Gum***

There is to be no food (including candy), drinks (except water in a closed-top container) or gum in class.

### ***Immunizations***

NC law requires every school to “maintain current and accurate disease immunization records on file at its office for each pupil enrolled.” A copy of your child’s immunization records or a statement of religious exemption must be supplied to GCA at the time of enrollment.

### ***Medication***

Students are not allowed to possess medication on campus. Parents should deliver any medication that a student may need to take during school hours to the headmaster with instructions for how it should be administered. The headmaster (or other school staff) will keep the medication in his control and give it to the student as directed by the parents.

### ***Weapons***

No guns or large knives are allowed on campus. Reasonably-sized pocket knives are permitted.

### ***Property***

We are guests on the campus of Resurrection Presbyterian Church. The church has been very generous and gracious to allow us to use their facilities. Every effort should be made to preserve and maintain these premises. Everyone will be expected to pick up after himself. If any part of the Resurrection Presbyterian Church property is damaged or broken, the parents of the responsible students will be required to make amends at the discretion of the GCA board in consultation with the officers of Resurrection Presbyterian Church.

## **GCA DISCIPLINE POLICY**

### ***General Comments***

For GCA to function well, an environment of discipline and self-control must be encouraged and maintained. Where discipline breaks down, GCA teachers and staff will remind students of their duties. Repeated or aggravated offenses will be brought to the attention of parents, and may result in further disciplinary action such as suspension and/or expulsion.

The purpose of the discipline policy is to point out to the student and parent the need to maintain order in the school, and for the student to improve continually in self-discipline and self-control in all areas. We believe that practicing habits such as punctuality, preparedness, and willing submission to authority leads to the development of a virtuous character.

### ***Cheating***

Cheating is a serious sin. It also seriously compromises the integrity of the academic process and the reputation of the student. Therefore, cheating will be dealt with sternly. Any assignment on which it is determined that a student cheated will automatically receive a zero. The student will also receive a one-day suspension. Intentional or willfully negligent plagiarism is considered a form of cheating. Lesser forms of plagiarism will carry consequences up to and including those for cheating, as determined by the headmaster in consultation with a teacher.

## **DRESS CODE**

### ***General Comments***

Christian character ought to be demonstrated in every area of life, and personal appearance is no exception. As a general rule, unkempt or ostentatious clothing or hair is unbecoming. Additionally, GCA seeks to promote and cultivate within our students a spirit of excellence. The GCA dress code is designed to assist students in making wise and responsible decisions in the areas of modesty, self-control, prudence, discretion and loving respect for others.

## **All**

- *All clothing should be neat, clean, and free from tears and conspicuous product “branding”*
- *Sweaters (or blazers) may be worn but not sweatshirts or other outside apparel*
- *Tight-fitting clothing is prohibited*
- *Hats should not be worn indoors*
- *Hair must be in a natural color*
- *Visible tattoos or body piercings are prohibited, except earrings for ladies*

## **Gentlemen**

- *Trousers:* solid color trousers (no shorts, jeans or cargo pants), with belts required
- *Shirts:* collared shirts (no crew necks) and should be tucked in
- *Footwear:* solid-toed and solid-heeled shoes are required with socks (no tennis shoes, crocs, flip flops, rugged boots, etc.)
- *Hair:* must be clean, combed and kept above the eyes, ears and collar
- *Jewelry:* no earrings or any jewelry other than a watch

## **Ladies**

- *Skirts:* skirts or dresses (no pants or shorts) are required and must reach at least to the knee
- *Blouses:* modest, loose-fitting tops must include sleeves and a modest neckline; shoulders, back and midriff should always be completely covered
- *Footwear:* appropriate footwear is required (no tennis shoes, crocs, flip flops, rugged boots, etc.)
- *Hair:* must be clean, neat, kept out of the eyes and of a length appropriate for ladies
- *Jewelry:* only one set of earrings is allowed; a single necklace and bracelet may be worn

## **NOTATIONS**

Notations are written warnings communicated to a student and the parents that serve to make them aware in a timely way of any patterns of behavior that are undesirable or could undermine academic success. Notations serve an informational role rather than a disciplinary one. A student may receive a notation for failing to turn in an assignment on time, along with any grade penalty that a teacher has assigned. A student may also receive a notation in the place of a 1-point demerit (see below), at the discretion of the teacher or headmaster, as a warning in the case of first-time offenses.

## **DEMERITS**

A student may be assigned from 1 to 3 demerits for a rule infraction. If a student commits a serious infraction, such as gross disrespect to staff or other students, he or she will immediately be sent to the headmaster. Demerits may also be given for infractions not listed. Demerits will be cleared at the start of each semester.

### **1 Point Demerit Offenses**

- Tardiness to class
- Dress code violations
- Disorderly conduct (shoving, horseplay, excessive talking, throwing items, too loudly or running in the hall)
- Unapproved use of an electronic device (item will also be confiscated)
- Being in off-limits areas (e.g., MOPC main building, woods, near the road, in cars)
- Failing to bring necessary items to class (i.e. books, papers, pens, pencils)
- Littering
- Chewing gum
- Unauthorized cell phone use (cell phones should be turned off during school hours)

- Eating or drinking in class or anywhere except designated areas
- Being argumentative or rude to teachers or fellow students
- Deliberate disruptions to class
- Couples pairing off
- Passing notes

### **3 Point Demerit Offenses (automatically necessitates an office visit)**

- Insubordination (refusing to do what the teacher or administrator says)
- Public displays of affection (kissing, holding hands, prolonged hugs, sitting on laps, etc.)
- Profanity or vulgarity, including taking the name of the Lord in vain
- Intimidation of a student
- Immodesty or indecency
- Expulsion from class
- Fighting
- Defacing or damaging school property
- Reckless driving
- Skipping classes
- Failure to report to detention
- Lying
- Cheating
- Smoking or Vaping

### **Discipline Procedure for Demerits**

1. **Detention.** If or when a student receives 3 demerits, the student will report to detention at the next lunch break from 11:40-12:10. No activities other than eating and studying are allowed during detention and students will serve detention in isolation from other students. Each additional 3 demerits will result in another detention.
2. **Parent Notification.** After multiple demerits the student's parents will be contacted and a reminder will be given about the policy of a suspension being given if 15 demerits are received in one semester. A meeting will be called if deemed necessary.
3. **Suspension.** If a student receives 15 demerits, he or she will receive a one-day at-home suspension.
4. **Expulsion.** If suspension does not bring about the desired repentance in the student and patterns of disorder or disobedience persist, the student may be expelled.

#### **Notes on suspension and expulsion:**

If a student commits an act with such serious consequences that the headmaster deems it necessary, suspension and/or expulsion may be imposed immediately. Aggravated offenses subject to periods of suspension and/or expulsion from school may include (but are not limited to) cheating, plagiarism, lying, stealing, vandalism, fighting, drug/alcohol use, bringing weapons to school, skipping class/school, leaving school grounds, aggravated disrespect, repeated cursing or use of profanity.

In addition, a student may be removed from school for the remainder of the school year for repeated or serious misconduct. Such misconduct includes (but is not limited to) criminal activity, sexual immorality, threatening others and any acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, running away from home, violations of civil law, or any act that is deemed to seriously compromise one's Christian witness or the aims or reputation of GCA.

When a student is suspended or expelled from GCA, he is prohibited from participating in school-related events for the duration of the suspension or expulsion.

The GCA Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral or attitude problems, the student will be expelled.

**Re-admittance:** Should the expelled student desire to appeal an expulsion or desire to be readmitted to GCA at a later date, the student and his or her parents must submit their request in writing to the GCA Board. The Board will consider each case individually and may conduct interviews during the review. The decision of the Board is final.

**Student Grievance/Complaint Policy:** All grievances should be handled according to the principles revealed in Matthew 18. A problem should be addressed at its source. This usually means initially speaking privately with the particular student, teacher or staff member in a constructive and supportive manner, attempting to get clarification and resolution. Only after such attempts have honestly been made, and resolution has not been achieved, may a person proceed to the next level of authority. If a student has any concern involving a teacher (contesting demerits, grades, classroom incident, etc.), the student must first go to the teacher personally (Matthew 18:15). While students may and sometimes should seek counsel from parents concerning how to proceed, a student is ordinarily expected to initiate contact with others, not the parents. If the matter remains unresolved afterward, the parents may wish to contact the teacher for further discussion. Only after the teacher has been approached in the manner above may the matter be brought to the attention of the headmaster, who has final authority.

Grievances with the headmaster may be appealed to the Board, but only after the process outlined above has been sincerely followed.