



**GORMAN**

**CHRISTIAN ACADEMY**

*Equipping for Life, Prepared for Eternity!*

# Parent and Student Handbook 2023-2024

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

3311 East Geer Street Durham, North Carolina 27704

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919-688-2567



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

Parent Student Handbook  
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## 2023-24 GCA Year at a Glance

August 16-21	Teacher In Service Days
August 22	First Day of School
September 4	Labor Day – No School
October 5	Parent/Teacher Conference Day
October 6	Teacher In Service Day
October 23	Teacher Work Day - Noon Dismissal
November 10	Veterans Day Chapel – Noon Dismissal
November 20-24	Thanksgiving Break – No School
December 15	Christmas Break begins – Noon Dismissal
December 18-January 2	Christmas Break
January 3	Students Return
January 15	Dr. Martin Luther King Jr. Day-No School
January 12	Teacher Work Day - Noon Dismissal
February 16-19	Winter Break – No School
March 18	Teacher Work Day - Noon Dismissal
March 29-April 5	Easter Break – No School
May 31	Last Day of School – Noon Dismissal
May 31-July 30	Summer Program

### Gorman Christian Academy Progress and Report Card Dates 2023-2024

First Semester		Second Semester	
August 22– September 20	Progress Report Period	January 23 – February 21	Progress Report Period
September 22	Progress Reports Home	February 23	Progress Reports Home
October 24	First Nine Weeks Ends	March 15	Third Nine Weeks Ends
October 27	Report Cards Home	March 19	Report Cards Home
October 30 - Dec 6	Progress Report Period	March 18 – April 29	Progress Report Period
December 8	Progress Report Home	May 1	Progress Reports Home
January 18	Second Nine Weeks Ends	May 29	Fourth Nine Weeks Ends
January 22	Report Cards Home	Week of June 3	Report Cards Home



# GORMAN

## CHRISTIAN ACADEMY

*Equipping for Life, Prepared for Eternity!*

Dear Parents of Gorman Christian Academy:

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

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

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

Partners with Parents,

Your Administrative Team

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

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

**BELIEFS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single,

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

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

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

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

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

## **MISSION STATEMENT**

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

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

## **VISION STATEMENT**

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

## **PHILOSOPHY OF EDUCATION**

1. We believe there is one true God and that he is revealed in scripture as the Father, Son, and Holy Ghost. *Matthew 28:19 (NLT) Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit.*

2. We believe that we are all sinners and live in a fallen world and need redemption. *Romans 3:23-24 (NIV) for all have sinned and fall short of the glory of God, and all are justified freely by his grace through the redemption that came by Christ Jesus.*

3. We desire to lead our students into a saving knowledge and personal relationship with Jesus Christ. *2 Timothy 3:15-17 (NLT) You have been taught the Holy Scriptures from childhood, and they have given you the wisdom to receive the salvation that comes by trusting in Christ Jesus. All Scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It corrects us when we are wrong and*

*teaches us to do what is right. God uses it to prepare and equip his people to do every good work.*

4. We desire to have Home, Church, and Academy working together for each student's needs. *Titus 3:14 (NLT) Our people must learn to do good by meeting the urgent needs of others; then they will not be unproductive.*

5. We desire that each student will grow academically, spiritually, socially, and emotionally in an atmosphere of love. *Deuteronomy 11:19 Teach them to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.*

6. We pledge to have a Christian faculty and staff who are qualified academically and are spiritually dedicated. *Titus 2:7 (NLT) And you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity and seriousness of your teaching.*

7. GCA believes that for a student to be truly educated, they must not only know God's purpose for their own life, but also God's plan for the ages. *Romans 12:6-8 In his grace, God has given us different gifts for doing certain things well. So if God has given you the ability to prophesy, speak out with as much faith as God has given you. If your gift is serving others, serve them well. If you are a teacher, teach well. If your gift is to encourage others, be encouraging. If it is giving, give generously. If God has given you leadership ability, take the responsibility seriously. And if you have a gift for showing kindness to others, do it gladly.*

8. GCA is founded upon the authority of the Word of God and emphasizes the fundamentals of the Christian faith. *2 Timothy 3:16-17 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.*

9. The Bible is the center of the Academy's curriculum. *1 Timothy 4:13 Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching.*

10. GCA believes the highest goal in discipline is self-discipline. It further holds this self-discipline has to be taught in precept and in practice. *Titus 2:12 teaches us to say 'No' to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age.*

11. It is the purpose of the Academy to train young people in the nurture and admonition of the Lord. Thus it is imperative that a Christ centered focus be present in all areas of instruction and operation. *Ephesians 6:4 Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.*

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

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

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



## **Our Faith**

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

### **CORE VALUES:**

#### **BIBLICAL WORLDVIEW**

- Teach and model a Bible-based, Christ-centered Worldview with the Bible being a core subject. John 17:17, 2 Timothy 3:16
- Practice justice, mercy and peacemaking, resolving conflict in a positive manner using Biblical principles. Hebrews 12:6

#### **ACADEMIC RIGOR**

- Strive for educational excellence with high standards. Colossians 3:17
- Committed to providing educational programs that create a learning atmosphere that develops a desire for high achievement and encourages student participation, critical thinking, and problem-solving. Ephesians 4: 11-15
- Encourage the areas of Fine Arts such as music, technology, physical education, and art. 1 Peter 4:10

#### **DISCIPLESHIP**

- Encourage each student to develop a personal relationship with Jesus Christ and to grow in that relationship at a level to be able to serve. Colossians 2:6-7
- Encourage the honor and respect toward and pride in our Christian values and American heritage. Psalm 33:12
- Instill in each student the desire to be servants of God by participating in outreach activities and understanding that the heart of Jesus was about being a servant. Mark 9:34-35

#### **FAMILY**

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

#### **INTEGRITY**

- Are committed to hiring exceptional employees who love and honor God, love children, and are consistently excellent Christian role models. Teachers should be called by God to the teaching ministry, demonstrate expertise in their academic areas, and have an unselfish spirit of dedication. Ephesians 4:1
- Create and maintain ethical strategies in partnering with families that reflect honesty, openness and equity. Proverbs 11:3; Proverbs 21:3
- Commitment to consistent and regular evaluation as a tool for continuous improvement. II Peter 1:5; II Corinthians 9:8.

**EXPECTED STUDENT OUTCOMES** - GCA desires that every student become an active disciple of Jesus Christ. Each and every student is evaluated quarterly as to their progress in each of the areas below. At the end of each academic year the teacher's perception of the student's progress is shared with the parents/guardians.

**A disciple of Jesus Christ who:**

- has a personal knowledge of Christ as Savior,
- understands and subscribes to a biblical worldview,
- exemplifies Christ in his/her daily life, and
- knows and applies biblical standards to life situations.

**A life-long learner who:**

- works independently without need for supervision,
- accepts responsibility for his/her actions,
- is productive and efficient in carrying out tasks,
- has a broad base of knowledge across several academic disciplines, and
- thinks biblically, logically and critically in solving problems.

**A leader who:**

- understands the biblical concept of family,
- readily accepts positions of responsibility and influence, and
- has the ability to follow as well as lead.

**A respectful member of their community who:**

- cares as much for others as themselves,
- seeks to improve the lives of those around them, and
- can see life from another's point of view.

**STATEMENT OF EXCELLENCE**

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

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

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

We are committed to our faculty and the people who serve at Gorman Christian Academy. We are committed to providing an environment that allows them to minister freely and effectively, to encourage and honor excellence

in the classroom, and to support their work with materials and training that will assist them in their efforts to strengthen their ministry.

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

### **CODE OF CONDUCT**

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

#### Soaring to Excellence - the Gorman Way

**E**ach day be prepared  
**A**lways do your best  
**G**ive respect to everyone  
**L**isten to instructions  
**E**xhibit hallway expectations  
**S**how kindness

Conduct at GCA is important. The acrostic above describes the basis for assessing a student's conduct while at school or at school events. Classroom teachers will use the acrostic to evaluate student conduct and provide input to parents at the nine week marking period.

The goal is to build character and to have each student recognize proper and improper behavior, make needed corrections and learn from their mistakes. The questions below are used most often to assist a student in assessing and building proper conduct and character.

What are you doing?  
What should you be doing?  
How can you fix it?

These questions and the ongoing dialogue they create provide the basis for both assessing and improving a student's conduct.

### **ORGANIZATION**

Gorman Baptist Church  
Gorman Christian Academy School Board  
Head of School - Administration

Teachers

Assistant Teachers

Support Staff

**SCHOOL LEADERSHIP**

**School Board**

Darrin Ballard, Chair  
Sherri Nesbit (at-large)  
Craig Phelps, Pastor

Don Teasley, Vice Chair  
Kay Walker  
Head of School (non voting)

Ashley Glenn, Secretary (at-large)  
Robbie Moles  
ELC Director (non voting)

**Administration**

Head of School  
Assistant Principal  
Business Office (Finance) Manager  
Office Manager

Amy Rinaldi (interim)  
Nichelle Hopkins (interim)  
Wanda Sutton  
Charity Phelps

**Elementary Teachers**

Kindergarten Teacher  
First Grade Teacher  
Second Grade Teacher  
Third Grade Teacher  
Fourth Grade Teacher  
Fifth Grade Teacher  
Elementary Teacher Assistant  
Elementary Teacher Assistant  
Elementary Teacher Assistant

Christie Collins  
Lorrie Atwater  
Dymond Haith  
Jackie Evans  
Eden Dodge  
Angie Moore  
Hannah Mickle  
Phyllis Morriss  
Linda Thompson

**Middle School Teachers**

Bible  
Language Arts, History  
Math  
Science  
Spanish

Noemi Garcia and Lindsay Driggers  
Lindsay Driggers  
Sarah Dodge  
Keenan Gambrell  
Noemi Garcia

**Related Arts Teachers**

Art and Library  
Athletic Director/Physical Education  
Music, Drama  
Technology

Michelle Jones  
Michael Sublett  
Lauren Potts  
Keenan Gambrell

**Support Staff**

Cafeteria Coordinator  
Cafeteria Worker  
Custodial Services  
After School Director

Cathy Wilborn  
Clarence Mayo  
Mari Cruz  
Michelle Jones

## **TEACHER QUALIFICATIONS AND STANDARDS**

### **TEACHER QUALIFICATIONS**

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

### **GOVERNMENT STANDARDS**

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

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

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

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

Gorman Christian Academy is a long standing member of ACSI. ACSI is an internationally recognized accrediting body and resource for Christian schools. GCA originally received accreditation on May 21, 2017. The Academy was recommended for accreditation renewal late Spring 2023 for a term of six-years.

ACSI provides many services to member schools in which we participate in on a monthly basis. The school provides each teacher with an annual membership in ConNexus, ACSI's on-line teacher training service. This provides our teachers the opportunity for continued training in which they can acquire new ideas for the classroom, to enrich their own professional skills which will lead to continued academic growth in our students.

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

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

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

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

supportive of the program, then that family will be asked to leave the academy.

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

## ADMISSIONS POLICY

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

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

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

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

## ACCEPTANCE PRIORITIES

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

## **STUDENT CLASSIFICATION**

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

Elementary Grades 1 – 5

Middle School Grades 6 – 8

## **GRADE ELIGIBILITY**

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

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

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

### **Kindergarten**

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

### **First through Eighth Grades**

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

Students must earn a cumulative year-end average of at least 70 percent and not fail more than one core subject. If serious concerns exist while minimum grade requirements are otherwise being met, retention may be determined collaboratively by parents and GCA staff. When a student does not achieve a passing average as determined by the above standards, an approved summer academic session or professional tutoring plan may be established to allow for promotion.

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

## **GRADING**

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

90-100 A  
80-89 B  
70-79 C  
60-69 D  
59 and below F

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

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory\*

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

### **HONOR ROLL**

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

### **GRADUATION HONORS**

A class valedictorian (highest GPA) and a class salutatorian (second highest GPA) will be identified and recognized each year at eighth grade graduation. A student must attend GCA a minimum of 4 out of 6 semesters in grades 6-8 in order to qualify. All semester numerical grades are included in the calculations. Classes that do not meet daily are weighted accordingly.

### **CONFERENCES**

A mandatory conference will be held with each parent near the end of the first nine weeks. Please feel free to speak to your child's teacher at a previously scheduled time. Classes will start promptly at 8:00 AM; therefore, the morning time is not a good time to conference. If you need an extended amount of time, please email the teacher. When you have questions about the school program or if you see any changes in your child, please talk with their teacher.

### **TESTING**

A nationally recognized achievement test will be given to all students each year, usually during the month of May and scores are shared with parents shortly thereafter.

### **PARTICIPATION IN ATHLETICS**

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

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



## **SCHOOL COLORS AND MASCOT**

GCA Colors: Navy, White, and Silver

GCA Mascot: Eagle

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

## **STUDENT ACTIVITIES/CLUBS**

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

Math Olympics	Spelling Bee	Field Day	Student Council	Drama	Yearbook
	Mission Projects	Choral Festival	Piano Festival	Band	

## **STUDENT COUNCIL**

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

## **EXTRACURRICULAR GRADE ELIGIBILITY**

Students may participate in various extracurricular activities throughout the year. These include but are not limited to athletics, clubs, and drama. Students must maintain a minimum grade standard in order to participate. Students must maintain an overall grade average and conduct grade of 70 or higher to be eligible to participate in extracurricular activities. Grades will be checked at the progress report date and report grade time. Both reports shall be the means by which athletic and/or extracurricular eligibility is determined.

Upon determination of academic ineligibility, a student will remain ineligible until the grade has improved. That student will regain eligibility when he/she achieves an overall average of 70 or higher.

1<sup>st</sup> Probation-If a student does not maintain a 70 average in the core subjects=No participation in the game(s) for one week and students are required to attend a 30 minute study hall after school before going to practice. Students will be expected to sit on the bench in school attire during home games they are not eligible to play in.

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

3<sup>rd</sup> Probation-student no longer participates on the team.

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

## **SCHOOL POLICY AND ACADEMIC MATTERS**

### **CLASSROOM PROCEDURES**

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

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

### **ATTENDANCE**

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

### **EXCUSED ABSENCES**

Verified Illness or Injury- Parents/Guardians are responsible to let the school know (Dojo or email) within two days of their child being absent. A phone call is not sufficient. If a notification is not received within this time frame the absence will be deemed unexcused.

Class work and tests missed during an excused absence may be made up. The student will have the number of days missed plus one day to make up missed assignments.

Students who miss more than 10 days in a school year will be notified by the office at 10, 15 and 20 days. A conference may be required. GCA reserves the right to retain any student who is absent 30 days or more during the academic year. Students must be at GCA until 11:30 am each day to be counted present. Students arriving after 11:30 am will be counted as absent.

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

On any day a student is absent from the Academy, that student is ineligible to participate in any extracurricular activities on the day of the absence unless approved by the principal.

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

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

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

classroom and ready to begin the day when the bell rings at 8:00.

After 6 unexcused tardies in a nine week period the student and his parent(s) may be required to meet with the administration.

### **MAKE UP WORK/LATE POLICY**

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

*Students generally are given one day for every day missed to make up work/assignments or tests.*

### **HOMEWORK**

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

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

The student is responsible for recording daily assignments. The parent should check to ensure that assignments are complete. There will be no homework on Wednesday.

### **INTERNET ACCEPTANCE USAGE POLICY**

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

Gorman Christian Academy provides a computer lab with Internet access for students, faculty, and staff. The Internet allows students the opportunity to enhance educational activities, to expand research capabilities, to learn new concepts, and to promote life-long learning. The following Acceptable Use Policy sets guidelines for student, faculty, and staff usage of the Internet. Each year, students who will be accessing the Internet must acquaint themselves with this policy and sign the Acceptable Use Agreement. In addition, parents will be asked to sign this agreement. GCA may revise this policy as deemed necessary. Students, faculty, staff and parents will be made aware of changes which have been implemented. Usage of the Internet is a privilege, not a right, and violation of this policy may result in the loss of privileges to use the computer lab and access the Internet. Acceptable Usage of the Internet should be guided by the GCA General Code of Conduct which states that students will at all times exhibit Christ-like behavior. Students will be instructed in the proper usage of Internet resources

The ultimate responsibility for student actions while using the Internet rests with the student and their parent/guardian.

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. Users should not represent themselves as someone else by using another's account. No one should forward material from the Academy without prior consent of administration or technology coordinator.

2. Users must respect the integrity of computing systems. For example, no one should develop programs that

harass other users or attempt to infiltrate a computer or computing system.

3. No advertising for profit or campaigns for political office are allowed.

4. Users must respect the rights of others and not use language that is abusive, profane, or sexually offensive.

5. E-mail is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.

6. Users must exercise care in protecting their passwords. Any abuse of a staff member's account by someone else is the staff member's responsibility. Staff members who believe that someone else may have their password should immediately change it and report the problem to the system administrator. Staff members should not store their own private pictures on their computer.

7. Users must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out, or causing a system to malfunction.

8. Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination of privileges.

9. Students should not reveal their name, address, personal information, and school name when using the Internet.

10. Students are to use the Internet for educational purposes only.

11. Students should not store any inappropriate, illegal, or obscene material on school owned equipment.

12. Students should not access their personal email accounts from school owned computers. In addition, students should not access personal Web pages or Web logs (blogs).

13. Without prior staff approval, downloading of music to a school owned computer or personal music device is unacceptable.

14. Students are not allowed to visit Internet game sites without the permission of a staff member.

15. Students must appropriately cite all information taken from an Internet site. Internet is used at the user's risk. GCA is not responsible for the accuracy of information obtained through school provided Internet service.

### **PERSONAL INTERNET USE**

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

### **DISCIPLINE**

**Parental Responsibility for Discipline** - Discipline procedures at GCA is based upon the belief that God has ordained parents, more specifically fathers, with the role of teaching and leading their children (Deuteronomy 6:

6-7, Psalm 78:5-6). Our desire is to honor and support parents in that role. Obedience to Academy behavioral guidelines will remain the responsibility of the parents.

### SCHOOL-WIDE POLICIES

- ✓ Students strive to exhibit Christ-like behavior at all times.
- ✓ Students must respect and follow adult directions with “first-time” obedience.
- ✓ Walk within the school building.
- ✓ No talking in hallways.
- ✓ Low talking in the cafeteria.
- ✓ Students should show respect for person, property and individual differences, in attitude, words and actions.
- ✓ Students may not bring gum to school.
- ✓ Electronic devices are not allowed at school.
- ✓ Cell phones (grades 6-8) must be turned off and left with the student’s homeroom teacher. Students may pick up their phones when they are ready to leave with an adult for the day. They may not pick up their phone and then go to after school or some other event on campus. Students found using cell phones in the building will be disciplined. Cell phones will be taken away and returned to the parent at the end of the day. Repeated infractions will result in the student not being allowed to bring the phone to school. Cell phone usages include texting, social networks, email, making a call, etc.

#### **Kindergarten through 8<sup>th</sup> grade:**

Each classroom teacher will develop their own discipline procedures that should be visible and available to all children on a daily basis. Children as well as their parents will be informed of that classroom’s discipline policy.

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

### SUSPENSION/EXPULSION

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

Extreme cases of misbehavior may be dealt with by indefinite suspension, followed by expulsion from GCA. The decision to expel will be made by the Principal. The parents or the Academy may request a hearing attended by the Principal, the parents/guardians, the student, and not less than two members of the GCA Board.

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

- ✓ The safety or security of students and/or staff is put in question by a student’s behavior. Contraband materials such as weapons, offensive media material, alcohol, tobacco products or illegal drugs are not to be brought on campus or to a GCA function.
- ✓ Serious or repeated infraction of the above discipline guidelines.
- ✓ Communicating verbal abuse or threats of physical harm.
- ✓ Displaying abuse or aggression toward another individual, not limited to hitting, kicking, spitting, etc.
- ✓ Attitude of parental and/or student rebellion or indifference towards GCA authority, or spiritual, behavioral or academic objectives of the Academy will warrant expulsion.
- ✓ Failure of a parent to participate in and support this discipline procedure may lead to consequences

including the child's dismissal and may lead to ineligibility for future enrollment. Parents will be responsible for encouraging and bringing about their child's submission to the authority of GCA personnel. If a parent is unable or unwilling to command their child's obedience, GCA reserves the right to dismiss the student.

### **APPEALS**

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

### **ACADEMY HOURS**

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

### **STUDENT MORNING DROP OFF**

Parents will have the opportunity to walk their child to class for the first 3 days of school. After that all students must be dropped off in the car line at the front of the building. Please watch the staff members who will be directing you. Please allow your child and our staff to assist your child out of the car.

Please have your children ready to get out of the car as you approach the stopping point. Please have all belongings ready for your child to exit the car quickly. If you have an item later in the day that was forgotten at home, please come to the front desk and leave it with the secretary or other staff member. All parents/grandparents must sign in at the front desk before proceeding to the classrooms or cafeteria and receive a visitors nametag.

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

Before School care begins at 6:45 am and continues until 7:45 am each academic day. The cost for before school care is \$5 per day and will be billed to the parents FACTS account.

After School hours are from 3:00 pm until 5:30 pm. Students who remain on campus 10 minutes after their classes established dismissal time will be taken to After School care. They will be enrolled and billed for that day at a rate of \$10.00 per day. After 3:00 on school days you may reach the after school program by calling a dedicated line at 984-439-5531.

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

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

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

A fee of \$2.00 per minute may be billed to your account when you arrive past 5:30 pm to pick up your child. This fee is used to compensate our staff for overtime. Please call ahead if you know there will be a chance that you will be a few minutes late due to traffic, emergencies, etc.

## OFFICE HOURS

The Gorman Christian Academy office is open from 7:30-4:00, Monday through Friday. Please feel free to leave a message on the answering machine if the office is closed. E-mail addresses are easily found on the Gorman website at [www.gormanchristian.org](http://www.gormanchristian.org).

## FINANCIAL POLICIES

Gorman Christian Academy is a non-profit, self-supporting institution. A non-refundable, annual registration fee must be paid. All questions regarding finances should be addressed to the Business Office (Finance) Manager, who is responsible for managing student finances.

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

1. Families may choose to pay the entire annual tuition by check at the beginning of the year. There is a 3% discount on the annual tuition if the full amount is paid by the first day of school. (Note: Families who pay in full must also have a FACTS account for incidental charges).
2. If a family does not choose to pay prior to the beginning of the school year they must pay monthly using an established FACTS account. Parents may choose either a 10 month or 12 month payment plan. This allows the monthly fee to be automatically drafted from their checking or savings account. There is a \$45.00 annual fee to enroll in FACTS. There is a link to FACTS on our web page.

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

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

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

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

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

## MEALS

Each class (grades K-5) will have a morning snack and the student will be required to bring it from home. Please pack nutritious snacks such as; juice, fruit, crackers, etc. NO Fruit Cups. Your child's teacher may provide parents with a list of approved snacks.

### **Academy Lunches**

Parents will order lunches through RenWeb or My Hot Lunchbox. Menus for the month will be posted online and need to be completed online and submitted no later than 8:00 am Monday morning. Please indicate on

RenWeb if your child will be bringing a bag lunch or eating a hot meal. If you do not submit an order through RenWeb by the required date and time, we will not be able to order your child a lunch for that week.

You may always choose to bring a bag lunch for your child. Menus for the month are available on our website.

### **LIBRARY**

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

**Book Fair:** We have one “Book Fair” per year. The “Book Fair” allows parents and students to purchase books and from the sales GCA earns new books for the library.

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

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

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

### **SCHOOL BOOKS**

It is preferred that all school textbooks be covered. Each teacher will clearly communicate which books are to be covered and the process for doing so. Students may be charged a fee if, in the opinion of the administration, a book owned by the school exhibits more than normal use.

### **HEALTH AND SICKNESS POLICIES**

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

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

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

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



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

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

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

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

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

### **FIELD TRIPS**

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

#### **Students**

To participate, a student must demonstrate that they have the self-discipline to obey rules and regulations that are necessary to have a safe and successful trip. The student's current conduct grade will be a factor in attendance. Any faculty member, with the consent of the Principal or designated representative, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip. For certain trips a parent may be required to attend with their child.

#### **Parents**

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

**Field trips have been designed for each individual class and age group. Siblings and staff children are not allowed to attend field trips, unless, it specifically includes their own GCA class.**

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

#### **Drivers**

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

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

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

### **BIRTHDAYS**

Birthdays are always a special time for children. Please make arrangements in advance with your child's Teacher when you would like to celebrate your child's birthday. Parents are welcome to send or bring a cake, cupcakes, plates, cups, forks, napkins, etc. for your child's birthday (no candles, please). See your child's teacher for a convenient time to recognize the birthday. Gifts are not to be exchanged in class. If you plan to send invitations to all the children in your child's class, you can get a list of names from the Teacher.

### **DRESS CODE**

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

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

The following items may be purchased from a variety of stores or online.

Students must have tennis shoes for PE class.

#### **Girls Dress Code**

Blouses/Turtlenecks/Shirts	Any color or pattern with a collar.
Skirts and Jumpers	Any color or pattern, no more than 3 inches above the knee
Dresses	Any color or pattern
Slacks	Any color

Walking Shorts Any color or pattern; no more than 3 inches above the knee

Belts are preferred.

Sweatshirts: Only solid color or Gorman/athletic team sweatshirts allowed.

### **Boys Dress Code**

Shirts/Turtle necks Any color or pattern with a collar.

Slacks Any color

Walking Shorts Any color, no more than 3 inches above the knee

Belts are preferred.

Sweatshirts: Only solid color or Gorman/athletic team sweatshirts allowed.

### **Girls and Boys**

Shoes: Tennis shoes are recommended for school and must be worn for all PE classes.

All clothing items should be marked with the student's name.

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

**Middle School only - Jeans may be worn M-F**

### **Things to Avoid**

On Dress Down Days, tight jeans, skinny jeans, and ripped or torn jeans are not allowed. Overly tight clothing or clothing that accentuates bodily features, whether by design or sizing, may not be worn.

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

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

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

## **ACADEMY CLOSING PROCEDURES**

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

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

1. A school message alert will be sent to your cell phone.

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

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

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

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

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

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

Kindergarten through 2nd grade students are dismissed from the school lobby. 3rd through 8<sup>th</sup> grade children will be taken to the walkway on the classroom side of the Academy each day. (These times may be staggered to help the flow of traffic.) The children will be taught where to stand and wait and how to load in this area. The car line ends 15 minutes after dismissal time each day. Children will be taken to the After School care program at this time and the parents will be charged for After School care.

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

Do not send strangers to pick up your child unless you have called the GCA office. We will not allow a child to go with someone who has not been placed on the pickup list (RenWeb) or for whom an email, text or written note has NOT been received in advance from the parent/guardian. We will ask for identification from someone we have not met.

If a certain person is NOT allowed to pick up your child, put this information on the registration form and the emergency form and inform the teacher and office verbally.

### **CRISIS MANAGEMENT PLAN**

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

## **TOYS**

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

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

### **Gorman Christian Academy Bullying Policy**

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

#### **Purpose**

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

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

#### **What is Bullying?**

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

#### **Bullying Behaviors**

The following is a list of behaviors that may demonstrate bullying. It is the goal of GCA to reduce bullying by addressing these types of behaviors as they occur.

#### **Physical Behavior**

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

#### **Verbal Behavior**

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

### **Indirect Behavior**

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

### **Cyber Bullying**

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

### **Reporting Bullying**

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

### **Prevention and Education Procedures**

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

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

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

GCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. Consequences will only take effect after an incident has been thoroughly investigated. Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.) The administration of Gorman Christian Academy reserves the right to treat any single act of bullying as severe enough to warrant dismissal or suspension from school. Parents of all parties will be kept informed.

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