

# *Greenbrier Christian Academy*



## Kindergarten – 12<sup>th</sup> Grade STUDENT HANDBOOK

*Where the Heart of Education is the Education  
of the Heart*

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## **WELCOME**

It is truly a pleasure to welcome each student and their family to Greenbrier Christian Academy. We trust that this handbook will be helpful in acquainting you with the Academy and its procedures for operation.

We pray that our association with each student and parent will be one of mutual understanding and respect. Since 1983 our purpose in operating Greenbrier Christian Academy has not been just to build a better school, but also to build better citizens. We are living in a time when our country and the cause of Christ so desperately need young men and women to take a firm stand for the Christian way of life! Greenbrier was founded to address this need.

## **FOUNDATIONAL DOCUMENTS**

### **VISION STATEMENT**

The vision of Greenbrier Christian Academy, as an independent Christian school, is to provide biblically-based education to the families of the Hampton Roads community.

### **MISSION STATEMENT**

With the Word of God as our foundation, Greenbrier Christian Academy exists to support the local church and to partner with parents to provide a Christ-centered education that:

- gives the students the opportunity to know Jesus Christ as Savior and Lord (Romans 10:9,10)
- challenges them to excel academically (Proverbs 1:7)
- provides programs that disciple them to increase in wisdom and stature and in favor with God and man (Luke 2:52).

### **OUR CORE VALUES**

#### **Word of God (2 Timothy 3:16-17)**

We emphasize:

- The ultimate authority of God (Colossians 1:16-17)
- A personal relationship with Christ through salvation (John 3:3)
- Continued daily growth in God's Word exercised through discipleship (Luke 2:52)
- A commitment to truth, integrity and compassion for others (John 14:6)

#### **Worth of the Individual (1 Corinthians 12:12)**

According to God's plan and purpose we value:

- Students (Matthew 19:14)
- Parents (Psalm 78:2-7)
- Employees (Philemon 4)
- Others (Philippians 2:3-4)

### **Accountability (1 John 2:3, Romans 13:1-2)**

We are committed to be accountable:

- To God
- To our parents
- To our students
- To our faculty and staff
- To those in authority

We, in turn, look for accountability:

- From our parents
- From our students
- From our faculty and staff

### **Biblically-based education (Proverbs 6:23, Joshua 1:8)**

We believe a Biblical Worldview:

- Is essential to every planned learning experience
- Is necessary for true academic success
- Is applicable to all academic disciplines
- Is essential to learning-centered education

### **The Role of the Church (the Body of Believers) in Education (Hebrews 10:25)**

We believe the church is to provide:

- For the fellowship of believers (Acts 2:42)
- Biblical instruction of the family (Deuteronomy 6:5-7)
- Biblical direction for society (Romans 13:1)

## **STATEMENT OF PHILOSOPHY**

Greenbrier Christian Academy is dedicated to the philosophy that Christian education is the only true education. This view holds that God is central, and that everything else exists in relation to Him. The Bible says that the "fear of God is the beginning of knowledge;" (*Proverbs 1:7*) therefore, any valid education must have this reverence of God as its starting point and doing the will of God as its goal.

The Bible teaches us that children are a gift from God and bring with them a serious responsibility. Christian education recognizes that children are a unity of spiritual, mental, social and physical parts. This is important to recognize if the whole child is to be trained. An education that includes the spiritual nature must be provided, or else the child will grow up never knowing the true purpose for living -- indeed, without ever fully living! (*John 10:10*)

In the world at large, things "secular" and "sacred" are divided. Christian education recognizes no such split. Everything is to be done for the glory of God, and every truth learned is from God, whether it be scientific, historical, or "sacred." Christian education seeks to teach its full curriculum in this light. Only teachers with completely God-centered outlooks on life can communicate this concept that God is the God of the Christian's everyday life, and that He must be the master of that life.

Greenbrier Christian Academy holds to the historical Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and all life are God-created and should glorify Him. Man is by nature a sinner and is separated from God. Man can only be restored to fellowship with God through the acceptance of the death of Jesus Christ on the cross as the complete payment for the sin of mankind. (*John 14:6*)

Therefore, the total process of education must seek to guide each individual to this restoration in Christ by developing the whole person, spiritually, mentally, socially, and physically. It must present all truth as God's truth and integrate it with God's Word.

Greenbrier Christian Academy's philosophy of education results in subject matter being interpreted from a biblical perspective. The students are instructed to view life from God's perspective rather than from a humanistic persuasion that is presented in the world today.

Although the facts of science, math, literature and history are the same no matter where they are taught, it is the Christian teacher's interpretation of those facts from a biblical viewpoint that makes the difference. A biblical philosophy of education requires one to filter everything in life through God's Word, including textbooks; if the textbook does not agree with the teachings found in God's Word, then the book is wrong. God's Word represents truth and is always right. (*II Timothy 3:16*)

A biblical philosophy of education is based upon God's absolutes provided through His Holy Word, the Bible. The word of God forms the basis of our philosophy of life.

### **STATEMENT OF FAITH**

The basis of Greenbrier Christian Academy shall be the Word of God. The following statement of faith is derived there of:

1. We believe the Bible to be the inspired and only infallible, authoritative Word of God.  
*II Timothy 3:16,17 - All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work. (II Peter 1:19-21)*
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.  
*Isaiah 45:5 – I am the LORD, and there is no other; there is no God besides Me. (Matthew 28:19; Acts 5:3,4; Colossians 2:9)*
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, His teachings, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

*John 1:1,14 - In the beginning was the Word, and the Word was with God, and the Word was God... And the Word became flesh and dwelt among us, and we beheld His glory, the glory as of the only begotten of the Father, full of grace and truth. (Acts 1:11; Philippians 2:6-11)*

4. We believe in the present ministry of the Holy Spirit: to convict and regenerate the lost and to indwell the Christian, enabling him to live a godly life.  
*John 14:16,17 –And I will pray to the Father; and He will give you another Helper, that He may abide with you forever; the Spirit of truth, whom the world cannot receive, because it neither sees Him nor knows Him; but you know Him, for He dwells with you and will be in you. (John 6:8,13)*
5. We believe that salvation for lost and sinful man comes only by God's grace through faith in the shed blood of Jesus Christ alone.  
*Ephesians 2:8,9 -For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, not of works, lest anyone should boast. (Romans 3:21-28; Titus 3:5-7; Acts 16:31)*
6. We believe in the resurrection from the dead of both the saved and the lost: the saved unto the resurrection of life with Christ; and the lost unto the resurrection of eternal judgment apart from Christ.  
*John 5:28,29-Do not marvel at this; for the hour is coming in which all who are in the graves will hear His voice and come forth; those who have done good, to the resurrection of life, and those who have done evil, to the resurrection of condemnation. (Matthew 25:41-46; Revelation 21:1-8)*
7. We believe in the spiritual unity of believers in our Lord Jesus Christ through the practice of consistent worship in a local church.  
*Hebrews 10:24,25-- And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together; as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching. (Ephesians 5:23-32; I Corinthians 12:12-27)*

## **GOALS FOR CHRISTIAN EDUCATION**

These statements were derived from the Statement of Faith (SOF) of Greenbrier Christian Academy, *Making the Connection: How to Put Biblical Worldview Integration into Practice* (C. Overman & D. Johnson), and the *Holy Bible*, the inspired and infallible word of God.

### **CE 1: God (the nature, character, and role of God)**

#### **Example goals:**

- To teach the nature, character and role of one God, that is eternally existent in three persons: Father, Son, and Holy Spirit. (SOF # 2)
- To teach that God is an eternal, personal, intelligent, and morally perfect Being who is unlimited in knowledge, power, and presence, yet knowable by humans in a personal and intimate way.

- To teach the deity of the Lord Jesus Christ shown in His virgin birth, sinless life, miracles, teachings, atoning death, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory. (SOF# 3)
- To teach that the present ministry of the Holy Spirit is to convict, regenerate, baptize, indwell, seal, and fill the Christian and enables one to live a godly life. (SOF # 4)

**CE2: Creation (what is made and sustained by God)**

**Example goals:**

- To teach that the realm of creation is made up of all that exists, except for God Himself.
- To teach that the created realm is continuously sustained through time by God's sovereign command, yet God's realm of creation has been affected negatively by sin.

**CE3: Mankind (who and what humans are)**

**Example goals:**

- To teach that humans are created in the likeness of God, with the capacity for a reciprocal relationship with Him, and given a role of responsible governance over the earth.
- To teach that this relationship has been broken through sin, but can be restored by God's grace through faith in the shed blood of Jesus Christ alone. (SOF #5)
- To teach that those who have put their faith in Jesus Christ will be resurrected into eternal life with Christ and those who have not will be resurrected into eternal judgment apart from Christ. (SOF #6)

**CE4: Moral Order (moral behavior and responsibility)**

**Example goals:**

- To teach that God, the Creator, Designer, has ordained moral ground rules for human relationships, conduct, and public justice.
- To teach that there are unchanging absolutes based on God's pure nature and purposes that are found in the Bible, the inspired, infallible, authoritative Word of God. (SOF #1)
- To teach that moral order, when violated requires consequences.
- To teach that moral order is upheld through God's ordained institutions of family, church (SOF #7), and civil government.

**CE5: Purpose (the intention and meaning of all that exists)**

**Example goals:**

- To teach that the primary purpose of all that exists is to honor and glorify God.
- To teach that we are able to fulfill God's will and intention for our lives, as revealed in the First Commission (Genesis 1:26-28), the Great Commission (Matthew 28:18-20), and the Two Greatest Commandments (Matt. 22:37-40).

## POSITION ON CRITICAL ISSUES

One of the strengths of Greenbrier Christian Academy is its place as an interdenominational institution. The joy of sharing the person of Jesus Christ and living in unity as part of the Body of Believers is, in part, the realization that we have differences in areas non-essential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Romans 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of Greenbrier Christian Academy

### **Foundational Beliefs**

The Board of GCA takes clear positions in opposition to each of the following issues:

1. Drunkenness (Ephesians 5:18)
2. Abortion (Exodus 20:13, Psalm 139:13-16)
3. Premarital sex (1 Thessalonians 4:3)
4. Homosexuality (Romans 1:26,27, Leviticus 18:22)
5. Pornography (Psalm 101:3a)
6. Illegal Drugs (I Corinthians 6:19)

Any family or student involvement in the critical issues mentioned above will be reviewed for dismissal from Greenbrier Christian Academy by action of the Board of Directors.

### **Qualified Positions**

The Board of Greenbrier Christian Academy takes these positions on the following issues (1) Tobacco and Alcohol; (2) Divorce; (3) Creation

1. *Tobacco and Alcohol:* There does not appear to be a clear biblical direction regarding the use of tobacco and alcohol except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and socioeconomic problems relating to the use of these items, we would discourage their use based on 1 Corinthians 6:19. (*Know ye not that your body is the temple of the Holy Spirit which is in you?*)
2. *Divorce:* God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church, for a final decision.
3. *Creation:* We teach that man was created by God and in His image (Genesis 1:27) and believe there is compelling evidence for Creation and the Flood (Genesis 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the biblical account of Creation and the Flood needs compromising. What we teach in this regard is consistent with the biblical record.

## **Neutral Positions**

The Board of Greenbrier Christian Academy takes no position relative to the following issues in relation to admission to the school:

1. interpretation of spiritual gifts;
2. form of baptism, i.e., sprinkling or immersion
3. election
4. the church and politics
5. political endorsements
6. healing
7. communion

“No position” is defined as viewing an issue to be nonessential to salvation, but which has much variance among Christian evangelical groups as they interpret the scriptures. Therefore, any formal discussions would be referred back to the home and church for that individual to determine for himself. This would not prevent an individual, if asked, from giving his/her point of view. Individual opinions and beliefs in relation to any of the above areas should not be used as a means of disrupting the neutral position of Greenbrier Christian Academy.

## **GENERAL INFORMATION**

### **FIRST DAY OF SCHOOL**

The first day of school is always a very busy and challenging time for parents and students alike. To avoid the confusion of the first day, parents and students who drive should review all parking and traffic diagrams and abide by those instructions. Attendance at the school orientation sessions preceding the opening of school is essential.

Students in the lower school grades may be accompanied by their parents to their designated arrival/dismissal areas. It is best for parents to leave their students with the teacher as quickly as possible. If the parent remains nearby, it makes the period of adjustment for the student more difficult.

Students in grades 6-12 should report to the school gymnasium for the opening assembly, class assignments, announcements, and other pertinent information.

### **STUDENT ARRIVAL AND DISMISSAL**

School hours will be communicated prior to the start of each school year. Supervision of students begins at **7:40 am**. Students should not arrive on the school campus in excess of thirty minutes before actual classroom time. Entrance times by division will be announced before the first day of school through the school website.

Students are to arrive or dismiss through designated divisional doorways before and after school. In the case of late arrival or early dismissal, students must enter or exit the building

through the divisional lobbies. Please reference the “Attendance” section for further details regarding late arrival and early dismissal.

***Parents should not arrive any earlier than 5 minutes before school dismissal.*** If a parent must arrive earlier, parking is provided in designated areas. Parking in non-designated areas will result in traffic violations and may result in a citation by the Police Department. No one should park in the travel lanes of traffic or in any fire zone.

Lower school students who are not picked up 30 minutes after dismissal will be taken to the Academy's extended care program, and an appropriate fee will be charged to the family account. Upper school students are supervised for approximately 20 minutes after dismissal; therefore, it is imperative that pick-up be prompt. No upper school students should remain on campus unless they have athletic practices or other scheduled meetings. Upper School Students who remain on campus longer than 30 minutes after dismissal must report to the school library, structured study-and-go program, or appropriate school-sanctioned activity. (ie. athletic programs) Students still remaining after program closing times will be unsupervised and will be the responsibility of the parent and not the Academy staff.

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

Facilities are available for students in K5 through fifth grade each morning from 6:30 am to the beginning of school and from ending of lower school until 6:00 pm each afternoon. The program operates on the same yearly schedule as the Academy. There is no extended care on days that the students do not have school.

After care is **not** available on half days prior to a major holiday (Thanksgiving, Christmas and Easter), but is available on other half days of school for the Academy students.

Before and after school care is available on a monthly basis only during the school year. If a student attends any part of a month, the parents are responsible for that month's daycare charges. However, emergency use is permitted and assessed at a daily rate.

### **TRAFFIC INFORMATION**

Due to the amount of traffic that must enter and exit the school campus, it is absolutely essential that all drivers obey speed limits and designated traffic patterns. The paved parking area is properly marked for traffic flow, and parking areas are clearly designated. The speed limit for all vehicles on campus is 5 mph. Traffic flows in a one-way pattern, and one should never attempt to travel against the flow of traffic. Delivery and pick-up of students should always occur in the designated zones. Please refer to the traffic-flow diagram. Delivery and pick-up should never occur in the center express lane. Failure to comply with traffic rules may create an undesirable and unsafe condition on campus and on the public entry road.

### **STUDENT DRIVERS**

Upper school students who are given permission to drive to and from school should be sure to obey all traffic rules. The speed limit on campus is 5 mph. Students who drive in an unsafe manner will have their driving privilege revoked. Students should respectfully maintain the volume of their car stereo at a level not audible outside the vehicle.

Student drivers should always park vehicles in designated student parking areas. All student vehicles must be registered with the Upper School office. Based on the limited availability of on campus parking, seniors and juniors are granted parking privileges on a first come first served basis. In the event student parking is still available sophomores will be granted parking privileges. Student drivers not assigned to a parking area must park off campus. Students who park off campus are responsible for proper driving habits and correct behavior the same as if on the Academy campus. Students should always be courteous and Christ-like when responding to any members of the surrounding neighborhood.

Students may not loiter in their cars at any time. Once a student has arrived on campus, he should immediately enter the building. No student should go to a vehicle during the school day without permission from the divisional office. Students who drive should never allow other students to leave campus with them during the school day without permission. Permission may be granted by parents and appropriate administrative personnel. Students who leave campus without securing proper permission will be deemed as skipping classes and the appropriate disciplinary measures will be taken. Students found to be in violation of this policy will result in the loss of driving privileges.

### **SCHOOL OFFICES**

The school office hours are from 7:40 a.m. to 4:00 p.m. Monday through Friday.

Office phones are business phones and are not to be used by students. With permission from the office, students may use an office telephone for emergencies only. Forgetting items at home does not constitute an emergency. When parents call to leave messages for upper school students, those messages are posted on a message board in the main hallway; an emergency message can be hand delivered if necessary. Messages for lower school students should be directed to the lower school office.

### **CAMPUS VISITATION**

When coming to the school for any reason:

- Visitors should check in with the appropriate office to secure a Visitor's Pass which must be worn at all times while on campus.
- Visitors who fail to secure a visitor's pass from the school office will be escorted by a staff member to the appropriate office to secure a pass.
- Prior to leaving the campus, the pass should be returned to the school office.
- Parents and other guests are not permitted in classroom areas during the school day unless permission has been granted through the appropriate divisional office.
- All visitors entering the Academy are asked to dress modestly and appropriately and in accordance with the school standards.

Full cooperation with these policies will reduce classroom disruption and insure safety and security for students.

A visiting student may visit during lunch upon the condition that permission has been granted by the divisional principal; the host student should seek this permission in advance of the desired visit. GCA has a closed campus policy. All visitors must be approved for visitation.

The only students who may visit during class times will be those who are prospective enrollees. In order to notify the appropriate teachers, the divisional principal must have at least two days notice prior to the desired visit. The principal will establish a time limit and grant permission for the visit.

**Parents should never approach a teacher during regular school hours for conferences or discussion without a scheduled appointment.** Parental classroom observations are permitted with administrative approval; volunteer opportunities are available to parents to allow for effective classroom interaction and observation. This policy is not to prevent parents from viewing the educational process, but simply to prevent a division of authority between parent and teacher when both are present in the classroom situation.

### **CAMPUS SECURITY**

Greenbrier Christian Academy seeks to provide a safe environment for all of its students, faculty and staff. Therefore, there is a current and thorough campus security and crisis management plan in place. It is imperative that all of the population of the school adhere to and support this plan to ensure optimal safety for the students.

All staff members are appropriately identified and all visitors require visitor identification badges. Visitors should respond appropriately to all staff requests. Additional information may be found in the Safety and Security Information for Parents pamphlet. This pamphlet is available online on the school's website ([www.gcagators.org](http://www.gcagators.org)) or in the Student Services Office.

### **LUNCHESES**

The Academy offers a hot lunch program through an arrangement with local restaurants. Additional items such as potato chips, ice cream and other assorted snacks are also available for purchase. Students who prefer to bring their lunches from home are permitted to do so. Microwaves are available to students in 3rd through 12th grades for heating lunch items. School menus and the costs for lunch items are provided during the orientation sessions at the beginning of each school year.

If a Lower School student forgets his lunch or lunch money and reports this to his teacher, the divisional office may notify the parent concerning the matter and request delivery of a lunch or permission to charge a lunch. Any student may charge a menu meal with a charge slip from the divisional office or lunch room supervisor. Charge payments are due the next school day. Before the office will issue additional charge slips, full payment must be brought to the cafeteria. **It is the school's preference that parents not bring fast food lunches to students during lunch times unless they are volunteering in the lunchroom for that particular day.**

## HEALTH INFORMATION

The State of Virginia requires an up-to-date immunization record including the MMR booster and the Hepatitis B for initial and continued enrollment for students entering sixth grade. All children born on and after January 1, 1997 are required to have a dose of Varicella (chickenpox) vaccine, not earlier than the age of 12 months. Documentation should include the day, month, and year of all immunizations. Immunization forms are available through the divisional offices and the school clinic. A family whose student participates in interscholastic sports should note that the school does not carry an accidental injury coverage plan for student athletes; all coverage of this nature should be discussed with an individual hospitalization carrier. Students will be required to show proof of hospitalization coverage and have an athletic physical form on file before being allowed to participate in any athletic practice or game. In order for athletic or extra-curricular participation to begin, students must receive appropriate approval from the Student Services Office.

## CLINIC

For minor health care needs, the school provides a clinic with a qualified clinician. Students experiencing illness will be admitted to the clinic for evaluation of their symptoms. Parents will be notified if the student is unable to remain in school. Students will remain under the supervision of the clinician until the parent arrives. **Students with a temperature of 100 degrees or more, episodes of vomiting or diarrhea will be required to return home and may not return to school until they are symptom free for a twenty-four hour period without medication. Students who are deemed ill by the clinic may not attend or participate in extra-curricular activities until released by the school nurse. Students who fail to follow proper clinic procedures in relation to dismissal will be considered unexcused and be subject to the academic penalties associated with an unexcused absence.**

When it is necessary for students to take any medication, a note from home and the medication in its original container should be sent to the clinic. The note should detail the type of medication, the dosage, the duration to be administered and instructions for return of the medication. Students are not permitted to keep medicine, including any over the counter medicines, in their possession while on campus and/or school-sponsored trips. The only exception to this guideline would be for emergency medication accompanied by a doctor's note. Students should not distribute prescribed or over-the-counter medicine to other students. It should be noted that the clinic cannot administer any long-term medication without a medication request form signed by a physician. (The medication form can be secured from the clinic.)

## WEATHER RELATED DISMISSALS

In the event that inclement weather forces a cancellation of regular school activities (including early dismissals), notification will be provided through the e-communication system found on the website ([www.gcagators.org](http://www.gcagators.org)), posted on the homepage of the website and broadcast on local radio and television media. **CALLS SHOULD NOT BE MADE TO THE SCHOOL OFFICE.** Most decisions for dismissal are made by 5:30 a.m. on the day of

the inclement weather. Parents and students should not attempt to call school employees for information.

### **LOCKS AND LOCKERS**

All upper school students are assigned lockers. The locker rental fee is included in the upper school tuition. A student should only use the locker assigned to him. Lockers must be kept clean at all times. Any locker that is willfully damaged by a student will be repaired and the cost of repair will be billed to the student. It should be noted that Greenbrier Christian Academy or its agents reserve the right to inspect lockers and contents at any time. Contents of any locker that are found to be illegal will require intervention by local authorities.

Lockers are available in the main gym locker rooms for student use during P.E. classes. A student is allowed to secure his belongings in one of the gym lockers by using a lock brought from home; all locks should be removed from the lockers by the end of each class period so that others may use the lockers as well. (The maintenance staff may remove any lock remaining at the end of each class period.)

### **SCHOOL SUPPLIES**

All characters on student book bags, lunchboxes or school supplies should display non-violent behavior and a positive role model. A supply list will be available to families each year to purchase necessary grade level supplies beyond the issued textbooks and workbooks.

### **TEXTBOOKS**

The textbook fee is included in the yearly tuition with the exception of some elective courses. All textbooks should be covered for protection. Teachers will assign books to students by numbers, and the condition of the book will be recorded. The student should write his name in the area provided in the front of all textbooks. Charges will be assessed for non-consumable textbooks at the end of the year for damages or loss according to the following:

Partial damage = \$35.00

Loss or damaged beyond use = replacement cost of the textbook

Families requiring a second set of textbooks for accommodated students should consult the STEP director.

### **ADDITIONAL FEES**

Some upper school courses require an operational fee in addition to regular tuition. Courses that require additional fees are driver's education, advanced placement courses, dual enrollment, technology and some English classes. These fees will be announced at the time a student enrolls in the class.

### **LOST & FOUND**

Lost articles may be reclaimed from the Lost and Found each morning before classes begin or immediately after school until 3:30pm. Articles are kept for 30 days and then distributed to

local charitable organizations. Notices are posted on the information bulletin board, announced over the public address system, and sent home for grades K-5 announcing the date for the removal of the items.

## **ACADEMICS**

### **STUDENT SERVICES OFFICE**

The Student Services office provides academic counseling and information related to student progress. Students or parents may obtain student records, student transcripts, college application information, standardized testing information or other important academic data by contacting the Student Services office.

### **ASSIGNMENT PAD/ NOTEBOOK SYSTEM**

Greenbrier Christian Academy has established a notebook system for grades 3-12 to enhance academic and organizational skills. A standard assignment pad (which must be purchased from the office) is located in the front of the notebook to record daily assignments, weekly schedules, and teacher-parent communication. A student's nightly routine should include updating the personal calendar (with all tests, quizzes, sporting events, extracurricular activities, etc.), filing all returned papers behind the appropriate subject divider and completing all assignments as directed.

Graded papers are sent home on Mondays for the students in the lower school and throughout the week for students in middle school and high school. An instructor may require some assignments be signed by a parent and returned; other work should be filed in the student's notebook. These returned papers will help keep parents informed regarding the progress of their student. All grades may be monitored by the parent on the RenWeb Parents' Web.

### **HOMEWORK**

Homework assignments are to be recorded by students in grades 3-12 in their assignment notebooks and on homework calendars in grades 1-5. Assignments may be listed on RenWeb at the teacher's discretion. The official communication of homework is the assignment notebook.

The purposes of homework are to:

- reinforce what has been taught
- allow the teacher to evaluate if he has successfully communicated the material to his students
- enable the student to make sure he has a good understanding of what was covered in class through the completion of independent work
- help build student responsibility for assigned work.

Homework is calculated as part of the student's daily grade.

In an effort to support the family in church related activities, written homework is not assigned on Wednesday evenings. However, it may be necessary for students to spend time on Wednesday evenings on reading assignments or preparing for classroom assessments. The length of homework assignments are based on developmentally appropriate practices.

All homework assignments are to be completed in accordance with the school standard of written work; this includes the use of cursive script (grades 4-12), proper heading, margins and appropriate neatness. Word processing may be used in place of handwritten assignments at the teacher's discretion.

Failure to complete homework will result in disciplinary action. Students in lower school who fail to complete assignments will be addressed by the instructor and/or the principal. Students in grades 6-12 who fail to complete homework assignments will receive zero credit for the assignment, and will be issued a detention on the fourth offense in one quarter. Students who chronically fail to demonstrate the effort required to complete assignments may be subject to dismissal from the Academy.

## **ASSESSMENTS AND EXAMINATIONS**

Periodic chapter or unit assessments (quizzes and tests) are scheduled by instructors in accordance with their lesson planning and in keeping with the published test calendar for grades 1-12. This is designed to assist students in managing their study time and to prevent testing "overload" by limiting the number of assessments to no more than two tests on a given day. Variations to this schedule may occur with prior approval of the administration and will be communicated to the affected students so that ample preparatory time is allowed.

Test Calendar (grades 6-12):

- Monday- Social Studies, Business
- Tuesday- Bible, Science
- Wednesday- English, Foreign Language
- Thursday- Math, Fine Arts, Health/PE
- Friday: No regularly scheduled subjects due to chapel

Students in grades 6-8 take cumulative tests throughout each quarter of the school year, but do not take semester examinations. Students in grades 9-12 (or eighth graders taking credited high school courses) take cumulative examinations at the end of each semester. These exams constitute 20% of the semester grade. (Calculation of semester grade: Quarter grades=40% each and semester exam=20%)

Students may qualify for exemption from an examination by maintaining an overall average of 95 for the work completed during the semester. Exemptions are based upon individual semesters. Students are notified of their exemption status by their individual instructors prior to the week of semester examinations. Students that are exempt from exams may be allowed to miss the exam period with parental permission by filing an exemption form with Student Services. Semester exam dates are published on the school calendar found on the GCA web page calendar link.

## COMMUNICATION OF STUDENT PROGRESS

Students and parents have immediate access to student grades by means of the RenWeb Parents' Web. This program allows authorized individuals to view current grades and averages for each class from anywhere via the Internet. This service allows parents to communicate with teachers via e-mail and to stay abreast of upcoming assignments, projects or events. Parents are encouraged to monitor student progress regularly. To access a student's grades, log onto [www.gcagators.org](http://www.gcagators.org), select a Division on the left, then click on the RenWeb logo on the right side. First-time users should download and follow instructions to register a login. In the event of a forgotten password, the parent or guardian should e-mail the webmaster ([webmaster@gcagators.org](mailto:webmaster@gcagators.org)).

### GRADING SCALE (New for 2010-2011 and following)

A	93 – 100	4.0 grade point value
A-	90 – 92	3.7 grade point value
B+	87 – 89	3.3 grade point value
B	83 – 86	3.0 grade point value
B-	80 – 82	2.7 grade point value
C+	77 – 79	2.3 grade point value
C	73 – 76	2.0 grade point value
C-	70 – 72	1.7 grade point value
D+	67 – 69	1.3 grade point value
D	64 – 66	1.0 grade point value
F	Below 64	0.0 grade point value
I	Incomplete	Unfinished Coursework

*\*\*Please note that there will be no retroactive application of this scale to the grade point averages for existing students.*

### CALCULATION OF GRADES

The following grading formulas are used by each teacher to arrive at a student grade for a class or subject: Tests-60%, Quizzes-30% and Daily grades-10%. The resulting numerical average is recorded on RenWeb for parental observation each quarter. Final semester grades are the only grades posted to final transcripts.

#### Grade Reports and Transcripts

Student report cards are electronically generated at the conclusion of each grading period. These reports are posted to the ParentsWeb system for access by students and parents. The final report card for the school year is mailed to the primary address for the parent as recorded on the student record.

Transcripts for any student in grades 9-12 are available upon request from the Student Services Office. Transcript request forms are available in the Student Services Office. Senior midterm transcripts are generated and sent to the colleges of interest for each student. Final senior transcripts are generated and sent upon completion of the school year to the colleges of acceptance for each student. Alumni may request copies of their official

transcript after graduation by contacting the Student Services Office. (Two copies are generated free of charge. Additional copies may be obtained for a nominal fee). All financial accounts must be paid in full for release of academic records or transcripts.

### **Student Grade Point Averages**

Grade point averages are calculated on a 4.0 scale and are updated on a semester basis. The overall GPA is computed with weighted credits, and includes all courses with the exception of Office/Teacher Aide and Resource Accountability. In keeping with the common practice of other accredited schools in the Commonwealth of Virginia, only final semester grades are written to the official student transcript.

## **WEIGHTED CREDITS**

Students in grades 9-12 are eligible to receive weighted credits in various academic core classes through the following three programs:

### **Honors Designation Program**

Students wishing to earn additional credit value (.5 additional credits as calculated into the student GPA) with the designation of “Honors” may choose to participate in this academic option. This will be done on a class-by-class basis. The “Honors” option is available for all general core classes:

English 9, English 10, English 11, English 12  
Algebra I, Geometry, Algebra II  
Earth Science, Biology, Chemistry, Physics  
World Studies, Geography, US History, Government

The designation applies to courses in the core academic subjects. It does not apply to those elective classes whose content is already consistent with honors/advanced level work. These are *Human Anatomy and Physiology*, *Advanced Trig/Pre-Calculus* or *the fourth year of study in a language (Spanish)*. Likewise, the designation does not apply to those courses designated as Advanced Placement. All of these classes will automatically carry the extra GPA weighted point designation.

Honors credit is granted for any eligible course under the following circumstances:

1. Participation is open to any student.
2. Participation is optional and is dictated by the student’s desire to successfully complete the honors credit work.
3. The student must complete all of the designated honors assignments defined for the course.
4. The series of assignments consists of two additional expectations per grading period outside of the normally assigned class expectations. Partial credit towards “honors” will not be granted.
5. Each assignment must be completed within the defined deadline period of four and one half weeks. Late submissions of work will not be accepted for honors credit.

6. The cumulative average attained for all honors assignments must be 90 or above to qualify for honors credit.
7. Additionally, the student must maintain a cumulative average of 90 or above in the regular course work to qualify for the honors credit designation for the course.

Upon successful completion of the requirements, the weighted average for the course work marked with the “Honors” designation will be submitted to the office by the instructor. This designation will then appear on the student Report Card and subsequent academic transcript.

### **Advanced Placement Program**

Advanced Placement courses are offered at the Academy in accordance to the curriculum and standards set by the College Board Advance Placement Program. AP classes are considered comparable to college level courses and therefore carry an additional quality point (1.0 calculated into the GPA) in the student’s final cumulative average. Students must make application for admission into the advanced placement courses; often this requires certain prerequisite courses, minimum grades in affiliated courses and faculty recommendations. Each year specific information regarding AP study is disseminated with the scheduling information. Summer assignments are made upon admission to the course in preparation for the upcoming school year.

The following Advanced Placement courses are offered based upon student interest and staffing availability: AP English Literature and Composition, AP English Language and Composition, AP Biology, AP Chemistry, AP Calculus, AP U.S. History, and AP Government.

Advanced Placement courses require the purchase of additional materials including textbooks. All students enrolled in AP courses are required to pay for and complete the AP examination at the end of the school year regardless of their performance in the class. Once enrolled in an AP course a student may not drop the class for any reason.

Additional information regarding AP courses can be found in the context of the course description or by contacting the Student Services Office or the AP Coordinator.

### **College Credit/ Dual Enrollment Program**

In an effort to expand the educational opportunities for the students of Greenbrier Christian Academy, the Academy has entered into partnership arrangements with a number of colleges and universities. The aim of this program is to provide dual enrollment and/or dual credit opportunities for qualified students during the senior year of high school. The benefits to this program are significant for our students. By participating, GCA students have the privilege of:

- investigating areas of interest with courses that could not be held due to limited staffing.
- studying at the collegiate level in preparation for full time college instruction in the future.
- gaining college credit hours prior to the completion of the high school diploma at a reduced college tuition rate.

**Program Admission:** Enrollment is open to students who qualify based upon the criteria established by the university or college and by GCA. Administration reserves the right to decline admission to a dual enrollment class based on the student's overall academic performance. Students who have finished their second semester of junior year may pursue the college credit option. (In some cases, juniors in the second semester may qualify for participation). The admission requirements (required forms and applications) vary by institution and are dictated by the college/university. Qualified students must maintain full time status as a student of Greenbrier Christian Academy to fulfill the requirements of the diploma program established by the Board and to comply with any regulations for extra-curricular activities or sports. There is no reduction of high school tuition for students participating in the dual credit program. Students are limited to one 16 week course per semester (Cedarville or TCC) or two 8 week courses per semester (Regent).

**Course Delivery:** Course delivery methods vary, but can include on line/distance courses, on campus late afternoon courses, night courses or hybrid models. Dual enrollment courses may be mounted on the GCA campus with adequate interest. This option allows students to take college courses on the campus of GCA, with a GCA instructor which will earn appropriate credits from the certifying institution.

**Schedule:** Proof of enrollment with the affiliated institution must be provided to the Student Services Office within the first week of the college class. Students enrolled in distance/on-line courses will be assigned a daily study period in the computer lab for the express purpose of completing the work associated with the college course. Class session dates vary by course and institution. Students are subject to those timeline expectations.

A student who is granted early dismissal for the purpose of "on-campus" college study must depart the GCA campus at the appointed time unless previous arrangements are made (help class, detention, meeting). Students who fail to comply with this expectation will lose the early dismissal privilege and be placed in the first available supervised setting.

**Credits:** Indication of dual credit will be noted on the high school transcript upon receipt of an official grade report or transcript from the college or university and the verification of attendance (if applicable). The college credits are written to a separate transcript maintained by the college or university. (Copies of this transcript are available from the institution where credits were earned). Transfer credit will not be awarded for any class taken outside of GCA without prior permission granted by the Academic Dean. Dual credit courses taken in lieu of the corresponding general high school section of the subject must be passed to meet the GCA graduation requirements. (Example: College government class taken in place of HI212/ Government). It is the responsibility of the student to determine if the early college credits earned will transfer to their intended college.

## **ACADEMIC STANDING**

All new students are placed on academic probation for the first quarter of attendance at Greenbrier Christian Academy. Each student's academic performance is reviewed at the completion of each 9 week (quarter) grading period by the Academic and Behavioral Review

Committee. Students are considered in good academic standing unless the student earns a failing grade or a combination of two grades of “D”. In such cases, a student may be placed on academic probation for the subsequent quarter of study. Academic probation is considered to be a “watch” status designed to encourage the student to improve his current grade standing. Continual low academic progress may result in academic dismissal from Greenbrier Christian Academy.

### **EXTRACURRICULAR ELIGIBILITY**

A student's eligibility to participate in any extra-curricular activities is determined by the following criteria:

- In order to participate in an extracurricular activity a student must be in attendance at school by 9:00 a.m. on the day of the activity.
- The student must maintain a 2.0 grade point average (numeric equivalent=73) and have no more than one failing grade to be eligible to participate.
- Grades are checked at the end of each semester for eligibility status. A student not achieving the required GPA will be ineligible for the following semester. (The spring semester GPA will determine eligibility for the upcoming fall semester).
- For those students participating in winter sports or activities, the eligibility period is valid until the end of the first semester of the school year based upon the previous semester's performance. Failure to maintain the minimum grade point status will result in removal from a team or activity at the completion of the eligibility period.
- Students who are new to the Academy will be reviewed during the application process to determine eligibility for athletics and extra-curricular activities. Students are not permitted to participate in any extra-curricular activities until eligibility is determined and the admission process is complete.
- A student who is selected for an extra-curricular activity and then quits without administrative approval after practice begins will be ineligible for further participation through the following semester.

#### **Academic Waivers**

- A one-time academic waiver may be granted to students in grades 9-12 to allow them to participate in extracurricular activities and sports. This waiver allows extra-curricular participation for one semester.
- Students receiving a waiver must attend any teacher-sponsored help class in all areas of poor academic performance. Failure to do so will void the waiver. If at the end of waiver period, if the student has not improved his or her grades to the minimum 2.0 GPA the waiver is revoked and the student is ineligible to compete.
- Waivers are not granted to students in the middle school grades (6-8).
- Application for a waiver does not ensure automatic approval, but only consideration by the administration. Applicants must submit their waiver request prior to the beginning of the activity or sports season for which they seek approval.

### **College Athletic Eligibility**

Athletic and extra-curricular eligibility for students seeking to play college sports is determined by eligibility with the NCAA clearinghouse. Students are encouraged to submit their eligibility paperwork at the completion of their junior year of study. Additional information and instructions can be obtained from the Athletic office, the Student Services office, or online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### **HONOR ROLLS**

Student academic performance is evaluated quarterly for assignment to the Honor Roll. Greenbrier Christian Academy defines three levels of recognition:

- President's Honor Roll: Awarded to students who achieve grades of "A" in all subjects.
- Principal's Honor Roll: Awarded to students who achieve grades of "A" and/or "B" in all subjects.
- General Honor Roll: Awarded to students who achieve grades of "B" in all subjects.

Honor-roll recipient designations are maintained in the student's permanent file. All honor rolls are posted on the GCA website at [www.gcagators.org](http://www.gcagators.org).

### **ACADEMIC SOCIETIES**

Greenbrier Christian Academy maintains membership in the National Beta Club. Students in grades 6-8 (fifth grade in the spring of the academic year) are eligible for consideration for membership in the Junior Beta Chapter if they attain an overall average of 93 in all academic classes. Students in grades 9-12 (eighth grade in the spring of the academic year) are eligible for consideration for membership in the Senior Beta Chapter if they attain an overall average of 95 in all academic classes. Candidates are evaluated by faculty according to character criteria in addition to academic accomplishment. Nominated members are notified by letter prior to the spring induction ceremony.

Beta club members are expected to maintain the minimum academic standards required for membership and to participate with the club in service projects throughout the school year. Failure to maintain the academic and service standards will result in removal from the Beta clubs.

### **TESTING INFORMATION**

Listed below are the tests used to help evaluate and improve the Academy's instructional program:

Stanford Achievement Tests are taken by students in grades 1 through 10 each spring in order that students, parents, and teachers may see progress in terms of national and local norms. The scores also aid in evaluation and modification of curricula. A standardized report is sent to parents for interpretation of various test scores.

The Preliminary Scholastic Aptitude Test (PSAT) is taken by juniors each fall. The purpose of this test is to provide an indication of national placement when compared with other college-bound juniors in the United States. The taking of this test is a pre-requisite for the Scholastic Aptitude Test. Freshmen and sophomores interested in taking this test may do so on a first come-first served basis. There is limited space.

The Scholastic Aptitude Test (SAT) provides an indication of national placement of college-bound seniors. Most colleges use the SAT as one factor in determining acceptance. An SAT score must be on file before a senior can receive his diploma from the Academy.

Kuhlman-Anderson assessment tools are used in conjunction with the admissions process for students in grades 1-12 who seek admission to GCA. The Kuhlman-Anderson test allows the student to demonstrate academic potential through a series of basic measurements of cognitive ability related to learning.

Metropolitan Readiness assessments are used during the admission process for kindergarten students. This test measures the developing language and mathematics concepts of pre-kindergarten and kindergarten students.

Diagnostic tests in reading and math are frequently used for class placement and to isolate skill areas that need remediation. Results of these tests are shared with parents in an effort to form an educational plan to deal with academic deficiencies.

## **GRADUATION REQUIREMENTS**

Greenbrier Christian Academy students, in accordance with established guidelines of the Commonwealth of Virginia, are required to complete 25 credits to earn a General Academic Diploma and 26 credits to earn a College Preparatory Diploma. The course requirements for each are noted below.

- All students are required to maintain a minimum cumulative grade point average of 2.0 (C/ numeric equivalent=73) on a 4.0 scale to qualify for graduation.
- Beginning with the Class of 2013, all students are required to complete one credit in Speech/Communication to qualify for graduation.
- Beginning with the Class of 2014, in accordance with the requirements of the Commonwealth of Virginia, all students must complete one credit in Economics/Personal Finance to qualify for graduation.

**General Academic Diploma**

Bible .....	4
English.....	4
Mathematics .....	3
(Algebra 1, Geometry, Algebra 2)	
Laboratory Science.....	3
(Earth Science, Biology, Chemistry)	
Social Studies .....	4
(World Studies, US History, US Govt, Economics)	
Speech .....	1
Health & Physical Education.....	2
Electives .....	4
<hr/>	
Total .....	25

**College Preparatory Diploma**

Bible.....	4
English .....	4
Mathematics .....	3
(Algebra 1, Geometry, Algebra 2)	
Laboratory Science .....	3
(Earth Science, Biology, Chemistry)	
Add’l credit in advanced math or science .....	1
Social Studies.....	4
(World Studies, US History, US Govt, Economics)	
Foreign Language .....	3
Speech.....	1
Health & Physical Education .....	2
Electives.....	1
<hr/>	
Total.....	26

- All prospective graduates must successfully complete 24 hours of approved community service each year that they are enrolled in high school at Greenbrier Christian Academy.
- Candidates for graduation must successfully complete the Scholastic Achievement Test (SAT) or the American College Test (ACT) at least once prior to the completion of their senior year of study.

**Valedictorian and Salutatorian Awards**

The Valedictorian and Salutatorian awards are tentatively determined at the end of the first semester of study during the student’s senior year, and are finalized at the end of the third nine weeks. The recipients of these awards must 1) have the highest cumulative grade point average (Valedictorian) and second highest cumulative grade point average (Salutatorian) in the senior class, 2) have been in attendance at Greenbrier Christian Academy for at least two years, and 3) be in good standing with the Administration and Faculty in relation to academics, conduct and character. These awards are subject to confirmation by the Administrative Staff.

**TRANSFER STUDENTS**

Transfer students are responsible for Academy graduation requirements for the years they attend Greenbrier Christian Academy. All students must successfully meet the requirements of the Commonwealth of Virginia to receive a diploma. As scheduling permits, academic deficiencies are to be made up by all transfer students. Credits for graduation are determined from courses designed for high school level study.

Twelfth grade students may not transfer to the Academy after the completion of the first semester of school without administrative approval. Approval by the school Board of

Directors is required for any student seeking admission during the final quarter of any school year.

Due to the diversity of home-school programs, the following requirements must be met prior to the time of admission:

1. The home-school program must be registered and approved by the local public school superintendent in whose district the student resides.
2. Official documentation must be provided regarding the student's course of study.
3. Academic achievement and standardized assessment scores must be provided.

GCA reserves the right to administer additional assessments to appropriately place students. Additional fees may be required for these services.

### **PROMOTION REQUIREMENTS**

Students in grades 1-8 who do not receive passing grades in two or more academic subjects will be retained in the present grade level until at least one of the subjects is successfully completed through summer school or tutoring. Students in grades 9-12 who do not pass required high school courses will not receive credit for those courses. This may affect student classification. To qualify for graduation, course remediation is required.

In compliance with the compulsory attendance laws for the Commonwealth of Virginia, students who are absent for more than 30 regular school days (excused or unexcused) may not be promoted to the next grade level. Upper School students will not be promoted to the next grade level or receive credit for the affected courses. (Please refer to "Attendance").

### **COURSE REMEDIATION & SUMMER SCHOOL**

Additional help or course remediation is recommended for students who have struggled with content mastery or failed an academic course. A student who fails a required Math or English course must repeat the course and achieve a passing grade to ensure preparation for the next level of study.

For Upper School courses (grades 6-12), a minimum of 75 clock hours of "one-on-one" tutoring is necessary to remediate a year-long (two semester) course. 150 hours of instruction are required if the course is repeated in a classroom setting.

Lower School students needing summer remediation for promotion to the next grade level must satisfy requirements by receiving school-approved tutoring. Core academic lower school courses (45 min. classes) require 50 hours of tutoring for promotion.

Candidates for summer school are determined at the mid-point of the last quarter of the school year. Parents of these students will be notified by the school and informed that summer school is required. The Student Services office must approve all summer school attendance. Recommendations will be made for summer tutoring for students with low grades in a particular subject area; tutoring is at the parents' discretion. A student may not

accelerate his course of study by taking summer classes without prior administrative approval.

### **SCHEDULING OF CLASSES**

Class scheduling information is distributed in the spring for returning students for the upcoming school year. The Academic Dean and the Registrar are available to discuss class options and course plans with students and parents. Students are asked to prayerfully consider their class choices and complete their class requests so that these can be submitted to the Student Services office by the designated deadline. This allows for appropriate staffing and the best determination of class schedule for the upcoming school year. It should be noted that some Advanced Placement classes require specific application and interview for admission to the class; every effort should be made to submit this material in a timely manner. Failure to comply with the deadlines may result in denial for admission to the class. Failure to submit a scheduling request may result in the assignment of elective classes on a space available basis.

### **DROPPING & ADDING OF CLASSES**

Students may add or drop classes to their academic schedule with written parental permission and approval from the Student Services office within the designated drop/add period at the beginning of the school year. There are no withdrawals accepted for Advanced Placement classes.

After conclusion of the drop/add period, students may only withdraw from a class with the approval of the instructor, the parent and administration. Withdrawals of this nature are written to the permanent student transcript to reflect the grade at the time of withdrawal (“WP”- withdrawn passing or “WF- withdrawn failing). Withdrawn courses are not used in the calculation of the student’s cumulative grade point average.

### **STUDENT WITHDRAWAL FROM SCHOOL**

Parents are required to complete a withdrawal form stating the reason for withdrawal. Withdrawal forms may be obtained from the appropriate offices. Early Childhood (P3,P4), Lower School (K5 – 5<sup>th</sup>) and Student Services (6<sup>th</sup> – 12<sup>th</sup>) must be notified three days in advance of any transfer. The initial paperwork will be given to the parent at this time to assist with transfer enrollment procedures.

Parents should be aware that failure to complete the proper withdrawal procedure may result in delay of the transfer of records. All transcripts will be held until financial obligations are satisfied with the Academy’s Business Office. Withdrawals affect the financial contract. Please review the contract regarding financial obligation.

# BEHAVIOR

Greenbrier Christian Academy is first and foremost a Christian school. The Academy's philosophy for life is based upon God's Word. Any student who denotes by his behavior and/or personal lifestyle that he prefers a philosophy of life opposed to that of the Bible should seek another institution of learning where he may freely exercise his choice of philosophy.

*All families are required to sign and return a copy of the following agreement when they submit their enrollment materials for each school year. No student will begin attending class until all required documents have been submitted to the appropriate offices.*

## **Greenbrier Christian Academy Parent and School Partnership Commitment**

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The philosophy of Greenbrier Christian Academy has been established upon the biblical principle that God has given parents the primary responsibility for educating their children. The Academy enters into a partnership with parents to care for students and teach them academics integrated with biblical values.

The Bible is the guide for how Christians ought to live. Its principles for living will be taught to our students daily during all classes, and students will be encouraged by their teachers to put these principles into practice. It is the role of the Academy to support and complement the biblical principles taught at home and church.

We are a school whose Board and staff are Christian and thus serve God and our families in an open and honest manner. It is our hope that all our students and families have or will have a personal relationship with Jesus Christ as Savior and Lord.

Understanding the philosophy of GCA, we the undersigned agree and commit to the following seven items:

1. We will support the pursuit of academic excellence and the development of Christ-like character at Greenbrier Christian Academy, by being actively involved with our child's educational process.
2. We will adhere to the Academy's standard of conduct.
3. Attending Greenbrier Christian Academy is a privilege that may be withdrawn upon sufficient cause as determined by the administration.
4. If our child(ren) is/are participating in or in any way promoting the use of illegal drugs, alcohol, tobacco or other intoxicants, or participating in premarital sexual intimacy, or any form of homosexuality, he or she will be subject to the consequences set forth by the school board of directors. As a family, we will seek ways for the Academy to help us in working through such difficulties with our child.
5. We will faithfully support the Academy through prayers, finances, voluntary service, and positive attitude. Should concerns or problems arise, we agree to work them out with the teacher or administration.

6. We will be proactive when dealing with issues of academic, moral, spiritual and social growth of our child(ren) at school and off campus. If a problem or concern should arise, we will take our concern directly to the person involved, in keeping with the Matthew 18 principle. We understand that in all areas of conflict the Academy invites and welcomes the involvement of each family's pastor.
7. When a disagreement between the school and the family cannot be solved through the Academy's normal disciplinary process, we will agree to use the following procedures:

The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation. If necessary, legally binding arbitration will be used in accordance with the Rules of Procedures for Christian Conciliation, as published by the Institute for Christian Conciliation, a division of Peacemakers Ministries. Judgment upon an arbitration decision may be entered into any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement. Costs of this conciliation process will be shared equally between the family and the Academy.

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## **FAMILY SUPPORT & OFF-CAMPUS BEHAVIOR**

The Academy depends upon parents and guardians of its students to share and reinforce the goals, standards, institutional preferences, and biblical philosophy taught throughout its program (GCA Parent and School Partnership Commitment). In the event that a family demonstrates that they are not in harmony with the biblical position held by Greenbrier Christian Academy, the student(s) will be subject to dismissal and/or may be refused re-enrollment. Though the Academy recognizes and seeks to support parental authority, it should be noted that any student whose off-campus behavior while enrolled in Greenbrier Christian Academy results in a detrimental testimony for Christ and a negative reputation for the Academy may be subject to dismissal for his actions and/or may be refused re-enrollment.

## **ENTERTAINMENT**

Because popular culture is constantly changing, it is impossible to provide an inclusive list of entertainment options that would be detrimental to one's Christian testimony and growth. As a Christian, a standard by which to judge the worthiness of media choices should be *Philippians 4:8* which says

***“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”***

A student's choice of entertainment will determine what he thinks about, and what he thinks about will directly determine his effectiveness for Jesus Christ.

The various forms of entertainment are powerful tools of influence and can impact students both positively and negatively. Understanding that its purpose is to nurture spiritual growth for each student, the Academy acknowledges a God-given responsibility with regards to entertainment and media; these are defined to include but not be limited to...

- movies, videos and television programs
- music and concerts
- theater productions
- video games
- computer websites, chat rooms and social networks
- books and magazines
- cell phones

The Academy encourages and appreciates the parents who carefully monitor the media messages allowed in their young person's life. To support those efforts, these guidelines have been adopted:

1. A student should abstain from any media option (see the above list) that contains any of the following:
  - Blasphemous and/or profane language
  - A demonic/occultist theme
  - Crass humor
  - Gratuitous violence
  - Sexual innuendo
  - Nudity
  - Explicit sexual content
  - Displays of homosexual activities
2. Entertainment options that contain the above negative elements are in direct opposition to the Academy's standards. A student who makes a habit of choosing this type of entertainment will demonstrate a disharmony with the Academy and will be subject to dismissal.
3. If a family has a question regarding the appropriateness of a particular entertainment option, it is advisable that the student or parent(s) check with the Academy's administration in advance of attendance, participation, or purchase of tickets.
4. Although families and churches may have differing opinions concerning styles of Christian music, extreme styles of contemporary Christian music are not appropriate within the Academy and its programs. Because the Academy is composed of a broad range of denominations and families with various spiritual convictions, it will not seek to serve some with certain contemporary Christian music while offending others. Music will be chosen with the ideas of “spiritual balance” serving as the guide.

5. Any toys, games, magazines, books, etc. which are not necessary for the student's academic responsibilities will not be allowed in class. Staff members have the authority to take away such items and either turn them in to the appropriate divisional office or require that the parent/guardian retrieve them.
6. Because of the expense of a personal electronic device and because of the distraction that it may cause, such devices will not be allowed in the building or on school transportation without prior approval. This guideline will prevent students from losing or damaging expensive personal property, and it will prevent staff members from having to make value judgments regarding a student's entertainment preference.
7. Students may not have cell phones on campus during school hours according to Virginia State law. If circumstances require that students carry a cell phone with them, it must be surrendered to the divisional office and retrieved at the end of the school day. Students in violation of the policy will receive an in-school suspension.
8. Any violation of these policies may result in disciplinary action by the Academy.

### **BOY - GIRL RELATIONSHIPS**

Greenbrier Christian Academy has been founded on the principles of God's Word and practices those principles throughout the social and extra-curricular events that are sponsored by the Academy. The promiscuous attitude towards boy-girl relationships as put forth by society today is not acceptable. Physical contact such as handholding or kissing is not permissible on campus or any extra-curricular event sponsored by the Academy. This is not to say that social contact between students is expressly discouraged however, such contact should be wholesome and glorifying to the Lord. Students who willfully violate these policies will be subject to disciplinary action. A marital engagement of a student is not permitted during a student's enrollment at the Academy; should a student become engaged he would be required to transfer to another school.

### **PROM & DANCE POLICY**

Greenbrier Christian Academy operates under a no dancing policy. While there are many views on dancing, the Academy has established its dancing policy based on the observation of the vulgar and sexually explicit forms of dance exhibited in today's culture as well as the environment surrounding social dancing (ie. alcohol and drugs).

The Academy accepts and believes that the Bible sets the standard for all types of entertainment in Philippians 4:8 (*Reference: "Entertainment"*). In response to this policy GCA administrators will not sign or approve prom/dance requests from other schools where dancing is taking place. Parents who permit their students to attend these events must accept the consequences that could result from alcohol, drugs or other behaviors that violate GCA policies on entertainment and media.

## **SCHOOL WARDROBE**

For complete guidelines concerning school wardrobe, a dress code policy is published and provided to families at the beginning of each school year. This policy may be viewed online at [www.gcagators.org](http://www.gcagators.org).

Students who violate the established dress code three times within a semester will be subject to disciplinary action. When dress code violations become a major issue with a student, he may be asked to withdraw from the Academy.

The primary purpose for the Academy's dress code is modesty and neatness. Extreme styles with regard to hair, clothing, shoes, make-up or jewelry should be avoided. If a student arrives at school improperly dressed, parents may be contacted to pick up their student to resolve the dress issue.

Hair that is shaggy, bleached, dyed, or cut/styled/colored in a way deemed unacceptable by the Administration can cause the student to be unable to attend classes, thus affecting his academic standing. A student who plans to try a new haircut/style/color should seek advice from the Administration before doing so.

### **Ladies**

Ladies attire must always be neat, clean and modest in appearance and fit whether sitting or standing. The hemline of all jumpers or skirts may not be higher than the top of the knee cap. The slit of a skirt or jumper may not be higher than the top of the knee and may only be in the front or back of the skirt or jumper; side slits are not permitted. The skirt length rule applies whether the lady is standing or sitting. Skirts must fit to the waist.

Ladies may not have excessive earrings or any other form of piercings.

Makeup is not acceptable for young ladies in grades K5 – 5<sup>th</sup> grade.

### **Gentlemen**

Gentlemen should keep hair clean and neatly cut at all times. Hair should be off the collar, above the eyebrows, and may not extend below the top of the ears. Sideburns may not exceed the bottom of the ear lobes or be more than an inch wide. Male students are not permitted to wear facial hair and must be clean-shaven while in school or participating in school sponsored activities.

Gentlemen are permitted to wear conservative neck jewelry; neck jewelry that is extreme will not be acceptable. Earrings or any other form of piercing are not acceptable, and such jewelry should not be worn on or off campus.

### **Acceptable Dress for Extra-Curricular Activities**

Extra-curricular events usually result in casual dress. It should be noted that casual dress should remain in harmony with GCA dress guidelines and expectations.

- Casual attire that is tight fitting, too short or revealing in presentation is not acceptable dress for any event on campus or at another school's campus.

- Shorts are not permitted during any indoor events held at GCA or other school campuses where GCA teams are participating.

Students who violate the casual dress policy are subject to dress code violations and their consequences.

**Tattoos**

- No student may get a tattoo while enrolled at Greenbrier Christian Academy. A student who violates this policy is subject to dismissal.
- Incoming students who have tattoos that are deemed offensive in nature must keep them covered at all times.
- Tattoos which are vulgar or offensive may prevent a student from attending Greenbrier Christian Academy.

**SCHOOL PROPERTY**

Any student who willfully damages school property will be subject to a suspension on the first offense and expulsion upon any subsequent offense. All damage will be repaired, and the total cost of repairs will be the responsibility of the student. Any unpaid repair costs will be charged to the student's school bill.

**DISCIPLINE**

**DISCIPLINE POLICY FOR THE LOWER SCHOOL (K5-5<sup>TH</sup> GRADE)**

Communication and positive reinforcement are the keys to the lower school discipline. Every Monday, teachers will send home with each student a weekly calendar that highlights the weekly events, behavior report that summarizes the student's behavior from the previous week, and graded papers from the previous week.

The following outlines the standard discipline issued within the classroom:

<i>Offense (Daily)</i>	<i>Discipline</i>
1st	Warning
2nd	5 minute loss of privilege
3rd	10 minute loss of recess/activity
4th	Note or phone call from teacher
5th	Visit principal

The following outlines the standard discipline normally issued by the principal:

<i>Visits to Principal</i>	<i>Consequence</i>
1st	Verbal reprimand and notification of parents
2nd	Loss of privilege with parental notification
3rd	Parental notification with discussion of detention or agreed consequence
4th	Parental notification to establish agreed consequence

The following outlines the standard discipline for major offenses such as lying, cheating, disrespect and improper language:

*1st offense*- The teacher may discuss the offense with the student or refer the student to the lower school principal. In either case, the parent will be notified regarding the offense and any disciplinary action taken.

*2nd offense*- The student must visit the principal with a note concerning the offense. The parents will be notified and appropriate discipline will be assigned.

### **CORPORAL DISCIPLINE**

It has been the policy of Greenbrier Christian Academy to allow the administration of corporal discipline according to biblical perspective. In unique situations corporal discipline, when administered by strict guidelines, is scriptural and effective in correcting student behavior. (Proverbs 23:13, 14 – *Do not withhold discipline from a child; if you punish him with the rod, he will not die, Punish him with the rod and save his soul from death.* Also see Proverbs 13: 24, 22:15, 29:15, 29:19, Hebrews 12:11) However, due to the attitude of the general public concerning corporal discipline, measures must be taken to ensure that no opportunity for exploitation of the Academy’s standards is made available. Therefore, a policy has been established for corporal discipline, and a copy is available through the school offices. Corporal discipline is rarely used, and in most incidents, it is carried out by the parent at the school’s request. When parents authorize the school to carry out corporal discipline, it is always administered by the superintendent or an agreed upon designee.

### **DISCIPLINE POLICY FOR THE UPPER SCHOOL (6<sup>TH</sup> – 12<sup>TH</sup> GRADES)**

#### **Detention**

A detention is a method of school-enforced discipline for students who have violated school rules, and in some limited cases, for students who violate a teacher's classroom rules.

A detention can be either a 45 minute period on a designated afternoon or a two-hour period on a designated Saturday depending on the offense. Parents will be notified for each two-hour detention to verify the date and time of the detention. There will be a \$35.00 charge for all Saturday detentions.

A detention list is posted each week outside divisional offices. Students should check the list so that they may inform parents of any adjusted transportation needs. Failure to appear for a detention without an approved excuse will result in further disciplinary action. A student with permission from his parent and the administration may reschedule an assigned detention one time.

Detentions take precedence over all school-sponsored, extra-curricular activities including athletic practices or contests.

Five detentions during a semester may result in dismissal from the Academy. At the beginning of each semester, the student has the opportunity to win back the trust and respect that may have been lost as a result of inappropriate and unacceptable behavior. At any time

in the discipline process, the Superintendent and the school board reserve the right to expedite disciplinary proceedings when warranted.

### **Suspension**

An in-school suspension is a six-hour period of staff-supervised time during the school day. A fee of \$35.00 will be charged for an in-school suspension. Out-of-school suspensions are served for a five hour period on a designated Saturday. A fee of \$60.00 per suspension will be charged for out-of-school suspensions. Parents will be notified by letter regarding all suspensions.

Occasionally an in-school suspension is determined to be the appropriate consequence when considering certain types of behavior. On the day of the in-school suspension, the absence from class is categorized as an unexcused absence. All work must be made up in accordance with established policies (see “Policy for Make-Up Work”). Further guidelines will be provided to the parents prior to the day of service.

### **Expulsion**

A student may be dismissed from school at any time he is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the Administration and the Greenbrier Christian Academy Board of Directors. Students expelled or asked to withdraw will not be eligible for re-admission for a period of at least one semester from the date of expulsion. Expelled or withdrawn students may not be on school property and may not attend school-sponsored, extra-curricular events without consent of the Superintendent.

### **Discipline Record**

Detentions and suspensions will be recorded by semester, and a discipline record will be included in a student's permanent file for each year that he attends high school at the Academy. Parents are encouraged to track their student's discipline record via RenWeb. A student may be placed on behavior probation as a result of excessive disciplinary infractions. The laws governing discipline in the Commonwealth of Virginia require that all discipline records be transferred with student records. Per code of Virginia Law 22.1-289(A)

### **Major Offenses**

The following are major offenses that could result in a *Saturday detention*, an *in-school or out of school suspension*, or a *possible expulsion* depending on the assessment of the violation:

- Inappropriate behavior
- Leaving class without permission
- Inappropriate language
- Cheating/Plagiarism (associated academic penalty)
- Skipping class
- Fighting
- Lying / Stealing
- Forging parent's signature
- No-show for detention
- Disrespect
- Destruction of school property
- Direct disobedience
- Leaving campus without permission
- 3 dress code violations
- 4 afternoon detentions

## **Other Offenses**

The following are offenses that could result in an *afternoon detention*:

- Excessive tardies (four)
- Failure to return Dress Code Violation
- Four zeros for failing to complete homework
- Four unexcused absences to any class
- Failure to follow class rules
- Eating in class
- Gum chewing
- Disruptive behavior in class

## **“Skipping” Class**

A student is considered to be skipping class if he does not have appropriate permission to be out of class from parents/guardians and school officials. If it is determined that a student skipped any portion of the school day, he will receive an in-school suspension. Recurring episodes will be grounds for dismissal from the Academy.

## **Cell Phones**

The Code of Virginia Law [Section 22.1-279.6(B)] provides a basis for school systems to place requirements on cell phone possession on school grounds.

GCA students may not have cell phones in their possession during school hours. If after school circumstances require that students carry a cell phone with them, it must be surrendered to the divisional office and retrieved at the end of the school day. If the student drives a vehicle to school, the phone may be left in the vehicle during school hours.

If a student is found to be in possession of a cell phone during school hours, the teacher should confiscate the phone and turn it in to the divisional office with a description of the event given in writing through an e-mail to the principal.

## **Alcohol, Drug, or Violation of Law**

A student who comments, even in a jesting manner, regarding his participation with alcohol, drugs, or is in violation of state or federal laws is subject to expulsion from the Academy. Students dismissed for these offenses may not be re-admitted for a period of one semester. A request for re-admittance will be reviewed by the administration after the student has received successful professional or pastoral counseling. The Academy will require official documentation of all intervention. Based on suspicion, the Academy reserves the right to have students drug-tested by appropriate medical personnel. The cost of drug-testing is the responsibility of the student’s family.

# **ATTENDANCE**

## **TARDIES**

A lower school student is considered tardy if he is not in the classroom at the designated time. Upper school students must be in class and seated at the conclusion of the tardy bell. The accumulation of excused or unexcused tardies will be noted in the student record and is available for review via RenWeb. For upper school students the accumulation of three unexcused tardies in class during a grading period will result in disciplinary action. Four un-

excused tardies will result in an afternoon detention. Due to the disruption of instructional time caused by tardiness, any student who is chronically tardy may be subject to dismissal from the Academy.

## **ABSENTEE POLICIES**

Students at Greenbrier Christian Academy are subject to the compulsory attendance laws in the Commonwealth of Virginia. A student who misses school excessively will suffer significant setbacks in his or her studies. Students in the Lower School who are absent for more than 30 regular school days (excused or unexcused) will not be promoted to the next grade level. Upper School students who are absent from more than 30 classes (excused or unexcused) will not receive credit for the affected courses and may not be promoted to the next grade level. Absences for any reason are monitored by the Upper School attendance officer and the Lower School Divisional office and are investigated as necessary.

The following is the Academy's standard classification of absences:

- **Excused Absence**
  - Students who miss one or more classes because of personal illness, death of an immediate family member, or extreme emergency situations will be granted an excused absence upon returning to school.
  - The student will have full work make-up privileges with the assistance of teachers in general.
  - These absences will be for reasons approved by the Virginia Compulsory Attendance Regulations.
  - A parental note of explanation is required the first day that the student returns to campus.
  - If the attendance officer does not receive a note within 5 school days the absence will remain unexcused.
- **Unexcused Absence**
  - An unexcused absence is the result of a student being absent with or without the knowledge of the parent for reasons unacceptable to the Academy.
  - All work missed will receive a grade of “0”.
- **Preplanned Absence**
  - Preplanned absences are designed to assist students who may be involved with school, church or family activities.
  - These days are offered in support of our families, and should be used for specifically stated purposes.
  - Preplans are not granted during achievement tests or semester exams, nor will they be issued before or after Christmas and Easter breaks.
  - The maximum number of pre-planned absences is 5 days per year.
  - If parents are planning for their student to be absent from classes, the student must bring a written request from home at least two days in advance of the anticipated absence to the appropriate divisional office stating the reason and length of the requested pre-planned absence.
  - Preplanned approval will not be granted after an absence has taken place.

- In order for a student to obtain approval for a preplanned absence, he must have an overall average grade of at least 70 (“C-”) for the current grading period.
- Absence from school without approval will result in penalty under the unexcused absence policy.
- Preplanned absences are documented on the student record as unexcused; however there is no academic penalty.

### **LATE ARRIVALS/EARLY DISMISSALS**

A student who arrives to school late must check-in with the divisional office in order to obtain a tardy slip to admit them to class. Students on the upper school level must sign in with the attendance officer.

A student who requests an early dismissal from school must:

- submit a note from home to the attendance officer before 8:40 am
- receive an early dismissal pass from the attendance officer
- give the pass to the appropriate teacher at the beginning of the bell to be dismissed
- report to the front office at the time listed on the dismissal pass

If a student is at school for any portion of the school day, he is responsible for any test or quiz scheduled that day. It is the student’s responsibility to contact the instructor and make appropriate arrangements for assignments before leaving campus.

Students who arrive after or leave before 11:45 am will be counted absent for the day.

For athletics & extra-curricular activities eligibility requirements please refer to the Academics section of this handbook.

### **POLICY FOR MAKE-UP WORK**

- Make up work is the primary responsibility of the student after an absence. Every effort will be made to support the student in this endeavor; however, the student must be responsible to seek out the instructor and make appropriate arrangements.
- When a student is absent, the makeup period for any work missed is based on the total number of days absent plus one. (Example, if absent two days, the student has three school days to make up all work.)
- If a student misses only the day the test is given or a project/assignment is due, he is expected to make up the work the first day he returns.
- Work missed due to unexcused absences may be made up according to the Make-Up Policy for a grade no higher than a 64.
- Make-up work is to receive full credit unless it is turned in past the deadline established by the student and instructor. The following is an example of the academic penalties enforced when the student fails to meet his deadlines:
  - -10 points for the first day past the deadline
  - -20 points for the second day past the deadline
  - 0 points awarded for three days past the deadline

- Students may not miss classroom instruction time to make up test. Tests should be made up before or after school or during study hall.
- Missed quizzes are made up at the discretion of the instructor per class policy.
- Adherence to these guidelines is a must for creating consistently fair policy in make up work.

### **PARENT-TEACHER FELLOWSHIPS**

Attendance by at least one of the student's parents/guardians is required at all Parent-Teacher Fellowships (PTF). Attendance will be recorded through a sign-in method either before or after the scheduled meeting. Families who fail to attend PTF meetings may not be considered for reenrollment for the subsequent school year.

### **ADDENDA TO THE HANDBOOK**

The Academy reserves the right to make changes to its policies and procedures at any time and will attempt to always make students and parents aware of those changes. Any questions regarding information in this publication may be addressed with the Administration for further explanation. The cooperation and support of each student and parent is vital to the success of the Academy and greatly appreciated by its faculty, staff and Administration.

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*Greenbrier Christian Academy is racially non-discriminatory and provides  
equal opportunities to all students*