



PARENT AND STUDENT HANDBOOK

Foundations Academy- Grades 1-3

Bridge Academy- Grades 4-6

Collegiate Academy- Grades 7-12

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

WELCOME.....	4
FOUNDATIONAL DOCUMENTS.....	4
VISION STATEMENT	4
MISSION STATEMENT	4
OUR CORE VALUES	4
STATEMENT OF PHILOSOPHY.....	5
STATEMENT OF FAITH	6
GOALS FOR CHRISTIAN EDUCATION.....	7
POSITION ON CRITICAL ISSUES	8
PARENT AND SCHOOL PARTNERSHIP COMMITMENT	9
GENERAL INFORMATION	11
FIRST DAY OF SCHOOL.....	11
STUDENT ARRIVAL AND DISMISSAL	11
BEFORE AND AFTER SCHOOL CARE	12
STUDY CENTER	12
TRAFFIC INFORMATION	12
SCHOOL OFFICES	13
CAMPUS VISITATION	13
CAMPUS SECURITY.....	14
LUNCHES	14
HEALTH INFORMATION.....	14
STUDENT HEALTH/CLINIC.....	15
WEATHER RELATED DISMISSALS	15
LOCKERS.....	16
SCHOOL SUPPLIES	16
MYSCHOOLBUCKS/SCHOOL STORE.....	16
TEXTBOOKS	16
ELECTRONIC EDUCATIONAL DEVICES (EEDs)	17
ADDITIONAL FEES.....	17
LOST AND FOUND	17
STUDENT AWARDS.....	18
COMMUNITY SERVICE.....	18
PARENT-TEACHER FELLOWSHIPS	19
CLUBS.....	19
CHAPEL.....	19
BIBLICAL COUNSELING	19
ACADEMICS	20
STUDENT SERVICES OFFICE	20
STUDENT ASSIGNMENTS.....	21
HOMEWORK	21
ASSESSMENTS AND EXAMINATIONS.....	21
SUBMISSION OF STUDENT WORK	22
GRADING SCALES	23
CALCULATION OF GRADES	23
COMMUNICATION OF STUDENT PROGRESS	24
REPORT CARDS AND TRANSCRIPTS	24
STUDENT GRADE POINT AVERAGES	25
WEIGHTED CREDITS	25
ACADEMIC STANDING.....	28
EXTRACURRICULAR ELIGIBILITY.....	28

HONOR ROLLS	29
ACADEMIC SOCIETIES.....	29
GRADUATION REQUIREMENTS	30
ACADEMIC ENDORSEMENTS.....	31
VALEDICTORIAN AND SALUTATORIAN AWARDS.....	31
TRANSFER STUDENTS.....	32
GRADE PROMOTION REQUIREMENTS	32
COURSE REMEDIATION AND SUMMER SCHOOL	33
SCHEDULING OF CLASSES.....	33
DROPPING AND ADDING OF CLASSES	33
STUDENT WITHDRAWAL FROM SCHOOL	34
STANDARDIZED TESTING INFORMATION	34
ATTENDANCE	35
TARDINESS	35
LATE ARRIVALS/EARLY DISMISSALS.....	35
ABSENTEE POLICIES.....	36
MAKE-UP WORK FOR ABSENCE OR ILLNESS	37
STUDENT CONDUCT	37
HONOR CODE	38
FAMILY SUPPORT AND OFF-CAMPUS BEHAVIOR	38
CELL PHONES OR OTHER COMMUNICATION DEVICES	38
ILLEGAL SUBSTANCES OR VIOLATION OF LAW	39
DAMAGE TO SCHOOL PROPERTY	39
ENTERTAINMENT	39
STUDENT RELATIONSHIPS	40
DANCE POLICY.....	41
SCHOOL WARDROBE.....	42
DISCIPLINE	47
FOUNDATION AND BRIDGE ACADEMIES.....	47
COLLEGIATE ACADEMY	48
ADDENDA TO THE HANDBOOK	49

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 stewarding this gift is 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, "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 acting as ministers of God's Word coupled with completely God-centered worldviews can communicate the 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 adheres 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 absolute truth and is always factual and correct. (*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.

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 Timothy 3:16-17 (Also II Peter 1:19-21)

2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. *I am the LORD, and there is no other; there is no God besides Me. Isaiah 45:5 (Also 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. *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. John 1:1, 14 (Also 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. *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 14:16-17 (Also John 6:8, 13)*

5. We believe that salvation for lost and sinful man comes only by God's grace through faith in the death of Jesus Christ on the cross, his burial and his resurrection from the grave thereby conquering death and providing eternal life for believers. *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. Ephesians 2:8-9 (Also 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. *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. John 5:28-29 (Also 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. *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. Hebrews 10:24-25 (Also Ephesians 5:23-32; I Corinthians 12:12-27)*

8. We believe that God has ordained marriage between a man and a woman as our basic unit of social order. According to scripture, marriage is defined only with one meaning: The uniting of one man and one woman in a single, exclusive union, as delineated in God's word, the Bible. (*Genesis 2:18-25*). We believe that God intends the gift of sexual intimacy to only occur between a man and woman who are married to each other. (*1 Corinthians 6:18, 7: 2-5 and Hebrews 13:4*). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between man and a woman.

9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex as defined by their chromosomal makeup. These two distinct yet complimentary genders together reflect the true image and nature of God. (*Genesis 1:26-27*).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Board of Directors of Greenbrier Christian Academy holds the final authority on biblical meaning and application with regard to faith, doctrine, policy, practice and discipline.

GOALS FOR CHRISTIAN EDUCATION

The following 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 God made man and woman in conformity with their biological sex. These two distinct yet complimentary genders together reflect the image and nature of God. (SOF #9)
- 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 & 8), 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 is united in biblical interpretation concerning each of the following areas:

- Drunkenness (Ephesians 5:18)
- Illegal Drugs (Romans 13:1-2)
- Abortion (Exodus 20:13, Psalm 139:13-16)
- Premarital sex and/or cohabitation out of wedlock (1 Thessalonians 4:3-4)
- Homosexuality (Romans 1:26,27, Leviticus 18:22)
- Gender as defined by chromosomal makeup at birth (Genesis 2:18-25)
- Pornography (Psalm 101:3a)

Any family or student involvement in the critical issues mentioned above will be subject to refusal of admission or removal from Greenbrier Christian Academy by action of the Board of Directors and Administration in direct response to our belief on Biblical mandates.

Qualified Positions

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

- *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.
- *Divorce:* God's best for His children would have a man and a woman married only to each other for a lifetime. According to scripture, marriage is defined only with one meaning: The uniting of one man and one woman in a single, exclusive union, as delineated in God's word, the Bible. (*Genesis 2:18-25*). 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.
- *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:

- interpretation of spiritual gifts;
- form of baptism, i.e., sprinkling or immersion
- election
- the church and politics
- political endorsements
- healing
- 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.

PARENT AND SCHOOL PARTNERSHIP COMMITMENT

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 items:

- 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.
- We will adhere to the Academy's standard of conduct as described in the Parent and Student Handbook and Statement of Faith.
- Attending Greenbrier Christian Academy is a privilege that may be withdrawn upon sufficient cause as determined by the administration.
- 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.
- We understand the importance of regular involvement in and support of the local church. Our family commits to making regular church attendance a priority.
- If our child(ren) is/are participating in or in any way promoting the use of illegal drugs, alcohol, tobacco, tobacco substitutes, or other intoxicants, or participating in premarital sexual intimacy, or any form of homosexuality or transgender activity, 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 through appropriate counseling both biblical and professional in nature.
- We understand that students may be subject to random drug testing as conducted by appropriate medical personnel (school nurse) in accordance with established policy.
- 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 or appropriate church staff member.
- 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 procedure:

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; 1 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.

GENERAL INFORMATION

FIRST DAY OF SCHOOL

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

- Students in grades 1-3 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 4-6 should proceed to their designated arrival area.
- Students in grades 7-12 should report to the school gymnasium for the opening assembly. Class schedules, announcements, and other pertinent information will be shared at that time.

STUDENT ARRIVAL AND DISMISSAL

Arrival

- Parents of students in grades 1-6 should reference the school's policy for before and after care if needed.
- Students in grades 7-12 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. Supervision of students begins no less than 20 minutes prior to the start of class time.
- 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.

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.
- Parents who choose to pick up their lower academic students (K5-6th grade) in person instead of going through the car line should sign their student out in the Foundations/Bridge office. A faculty member will escort the student to the lobby to meet the parent.
- Students in the lower academies (K5-6th grades) who are not picked up 25 minutes after dismissal will be taken to the Academy's extended care program, and an appropriate fee will be charged to the family account.
- Collegiate Academy (7-12th grade) students are supervised for approximately 20 minutes after dismissal; therefore, it is imperative that pick-up be prompt.
- No Collegiate Academy students should remain on campus after 4:00 pm unless they have athletic practices or other scheduled meetings. Students still remaining after program closing times will be unsupervised and will be the responsibility of the parent and not the Academy staff.

Please reference the “Attendance” section of this handbook for further details regarding late arrival and early dismissal.

BEFORE AND AFTER SCHOOL CARE

Facilities are available for students in grades 1-6 each morning from 6:30 am to the beginning of school and from end of the school day 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.

Parents should consult the extended care calendar for days that childcare will not be available.

- 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. Drop-in child care is available with fees due on the date of service.
- Refer to the extended care registration form for more information.

STUDY CENTER

- The Study Center is a part of the Library/Media Center. All study halls meet in the Center throughout the school day.
- Students may use the Study Center for conducting research as desktop computers are available and it is also available for students working on online courses.
- The center is monitored by a faculty member at all times and there is no charge for afterhours use (until 6:00 pm.)
- Students sign a contract stating they will maintain a quiet learning environment.

TRAFFIC INFORMATION

Traffic Flow

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 while 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 and should never occur in the center express lane. Drivers should not use their phones for calls or texts while waiting in the traffic lanes during arrival and dismissal times. Failure to comply with traffic rules may create an unsafe condition on campus and on the public entry road.

Student Drivers

Collegiate Academy students who are given permission to drive to and from school are to obey all traffic rules. Students who drive in an unsafe manner or fail to comply with campus rules will have their driving privileges revoked.

- All student vehicles must be registered with the divisional office. Information related to student parking permits will be distributed during the first week of school.
- 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 should always park vehicles in designated student parking areas, never in areas designated for teachers, parents, or guests.
- The senior parking lot is reserved exclusively for seniors during school hours. Seniors should remain vigilant in protecting the integrity of this lot by parking in the assigned area and by keeping it clean.
- 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 should respectfully maintain the volume of their car stereo at a level not audible outside the vehicle at all times.
- Once on campus, students should immediately enter the building and not loiter in the student parking areas.
- Students are not permitted to go to their vehicles during the school day without permission from the divisional office.
- Students who drive may not leave campus during the school day without permission being granted by parents and appropriate administrative personnel. Students who leave campus without securing proper permission will be determined to be skipping classes and the appropriate disciplinary measures will be taken.
- Students are not to permit other students to accompany them in their vehicle without permission from parents.

SCHOOL OFFICES

The school office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday during the school year. Summer office hours may vary.

- With permission from the office, students may use an office telephone for emergencies only. Forgetting items at home does not constitute an emergency.
- Parents may leave messages for students by contacting the appropriate divisional office. These messages are communicated to the student on their behalf.

CAMPUS VISITATION

In support of our established security measures, Greenbrier Christian Academy has a closed campus policy. Full cooperation with these policies will reduce classroom disruption and insure safety and security for students.

- All visitors must be approved to enter the building and are required to check in with the appropriate office to secure a Visitor's Pass which must be worn at all times while on campus.
- To secure a badge, visitors will be asked to leave personal identification (driver's license).
- 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 visitor's pass should be returned to the school office.
- All visitors entering the Academy are asked to dress modestly and appropriately and in accordance with the school standards.
- Guests may visit during lunch if permission has been granted by the appropriate administrator ahead of time.
- 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 administrator must have at least one day's notice prior to the desired visit. The administrator will establish a time limit and grant permission for the visit.
- **Parents should not approach a teacher during regular school hours for conferences or discussion without a scheduled appointment.**
- Parental classroom observations may be 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 including an armed resource officer. The school has a “Parent Alert” system that will contact families in the event of a campus emergency or emergency weather related event. It is imperative that all of the population of the school adhere to and support this plan to ensure optimal safety for the students. Information may be found in the [*Safety and Security Information for Parents*](#) pamphlet. This pamphlet is available online on the school’s website or in the Student Services Office.

LUNCHES

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

- Microwaves are available to students in 3rd through 12th grades for heating lunch items.
- 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.
- Payments for purchased school lunches are made through an individual, cashless MySchoolBucks account. Additional information may be obtained from the Business Office.
- A student who does not have adequate funds to purchase lunch may be permitted to have one charge for lunch before the account must be funded.
- Any funds remaining in MySchoolBucks cafeteria account at the end of the school year are maintained for the next term.
- The seniors have been granted two locations for lunch. Weather permitting, senior students may eat in the designated outside area. During inclement weather, seniors are allowed to eat on the mezzanine in the gym. The expectation is that both areas will be kept clean. The integrity of this senior-only privilege is to be maintained by the seniors. Underclassmen are not permitted to eat in these designated senior areas.
- Students may not share food with others due to potential life-threatening allergic reactions.

HEALTH INFORMATION

The State of Virginia requires each student have an up-to-date immunization record and a current Virginia School Entrance Form on file. These are required prior to completion of the admissions process. Any changes to a student’s immunization status should be reported to the school nurse and corresponding documentation provided for the student’s file.

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. Student athletes must have completed the admissions process, demonstrate proof of hospitalization coverage, have completed impact testing/concussion screening, and have an athletic physical form on file before participating in any athletic practice or game.

STUDENT HEALTH/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 and students will remain under the supervision of the clinician until the parent arrives to pick the student up. The following guidelines are expected with regard to attendance at school in conjunction with student illness.

- 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 without medication for a 24-hour period.
- Students who are deemed ill by the clinic and are sent home, or who leave school due to illness may not attend or participate in extra-curricular activities until released by the school nurse. The Athletic office, coaches, or activity sponsor will be notified.
- Students who leave school due to illness but fail to be dismissed through the clinic will be considered unexcused and will be subject to the academic penalties associated with an unexcused absence.
- If a student requires medication during the school day, the parent must submit a Medication Administration Form to the Clinic and provide the medication in the original container to the nurse.
- Students are not permitted to keep medicine (including over the counter medications) in their possession while on campus and/or on school-sponsored trips. The only exception to this guideline would be emergency medication for a known and established condition, for which a doctor's note is on file with the Clinic.
- Students may not distribute medications of any sort (prescription or over the counter) to other students.
- Emergency medications (epinephrine, asthmatic inhalers) are stored in the Clinic and in an alternative strategic location for the student. This is determined as a component of the "Severe Allergy Management Plan" developed in collaboration between the parent and the school nurse.
- **In the event that a student sustains an injury or a prolonged illness or has a planned medical procedure during the school year, the parent should communicate the circumstance of the student's condition directly to the school nurse. The nurse will coordinate communication regarding medical circumstances, any temporary medical accommodations, and management of makeup work with the administration and the student's teacher(s).**
- Students who have an illness or injury that requires classroom accommodations will be supported by a plan devised between the clinic and the student's physician. This is communicated to the faculty as indicated.

WEATHER RELATED DISMISSALS

Most decisions for school closure are made before 5:30 a.m. on the day in question. In the event that inclement weather forces a cancellation of regular school activities (including early dismissals), notification will be provided through RenWeb, the school website (www.gcagators.org), and broadcast on local television. In an effort to keep communication lines open, **please do not contact the school office by telephone**. As a courtesy, parents should not contact school employees for school closure information.

In order to maintain academic progress, study at home may be required after multiple inclement weather days. Specific academic expectations for "Snow School" days or remote instruction will be communicated via ParentsWeb or email.

LOCKERS

- All sixth grade and Collegiate Academy students are assigned lockers for the student's exclusive use. 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.
- Students should not bring items to school that cannot be secured. Students bear the responsibility of using designated secure locations for items which will not fit within the student's assigned locker. GCA is not responsible for lost or stolen items not secured in a locker.
- Lockers are available in the main gym locker rooms for student use during P.E. classes. A student is allowed to secure 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.)
- Greenbrier Christian Academy reserves 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.

SCHOOL SUPPLIES

A supply list will be available to families to purchase necessary grade level supplies beyond the issued textbooks and workbooks. When purchasing materials, please keep in mind that all images on student book bags, lunchboxes, or school supplies should display non-violent behavior, a positive role model, and be in keeping with GCA standards.

MYSCHOOLBUCKS/SCHOOL STORE

Select items are available for purchase online through the MySchoolBucks school store including PE uniforms, theater tickets, Booster Club items, etc. This portal is available for direct purchase of these items with payment at the time of purchase. Note that this is **not** linked to the funds associated with the student lunch account. Access www.MySchoolBucks.com and select "School Store" to see available items.

TEXTBOOKS

Textbooks and other electronic materials of various forms may be used in support of classroom instruction.

- Textbooks for Collegiate Academy courses may be printed or electronic based on the course needs, material availability, and discretion of the school's administration.
- Instructions for access to electronic resources will be provided by the course instructor to each student.
- Teachers will assign hardcopy books to the student by numbers, and the condition of the book will be recorded.
- Charges will be assessed for damages to or loss of non-consumable textbooks at the end of the year. Partial damage will be assessed based upon actual replacement cost for the book. A parent may secure a replacement copy from an alternative source upon approval by administration. Books that are lost or damaged beyond use will require that the replacement cost of the textbook be paid.
- Families requiring a second set of textbooks for accommodated students should consult with the Director of the STEP Center for information and associated fees.

ELECTRONIC EDUCATIONAL DEVICES (EEDs)

A personal electronic educational device is required of all students in the Collegiate Academy. The minimum technical requirements can be found on the GCA website. Information is shared with new students and all rising 7th grade students with regard to expectations. Additionally, a “Boot Up” meeting is held for this population of students the week before school begins. The EED used during school hours must follow established school policies regarding technology and any additional guidelines established by individual teachers.

Students should be familiar with not only the school’s *Acceptable Use Policy* but also the disciplinary measures the school may take to correct a student’s use of an EED, whether or not the device is personal property. While *not comprehensive*, the following list identifies uses of an EED for which a student could face disciplinary action:

- Any action that violates the guidelines established in the GCA Student Handbook.
- Any non-academic use of technology without prior approval.
- Unauthorized access of computers, software, information or networks to which the School belongs.
- Establishing a wireless or wired network not provided by GCA (e.g. ad-hoc, peer-to-peer, or hotspot) while on school property.
- Taking actions which interfere with the access of others to information systems.
- Unauthorized access of school computers, information or networks to which GCA belongs Including:
 - Circumventing or attempting to circumvent logon or other security measures
 - Using VPN or proxy software to bypass or attempt to bypass the web content filter
- Transmission, creation of, or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others
- Reading other users' information or files, without permission.
- Using another student’s device (even with permission of the student)
- Sharing any username or password or using someone else’s username or password
- Violating a teacher’s classroom policy
- Academic dishonesty

Students who violate the acceptable use policy will receive a warning after the first offense, followed by an in-school suspension for subsequent infractions. Continued issue will result in the student losing the privilege of using an EED and incurring any academic penalties associated with this.

All devices must be registered with the IT department. The [Acceptable Use Policy](#) should be completed and returned to the IT staff during the first week of classes.

ADDITIONAL FEES

Some courses, programs, or activities require an operational fee in addition to regular tuition. Additional information will be provided as necessary.

LOST AND FOUND

Lost and Found is located in the cafeteria and may be accessed during lunch periods or before or after school. Articles are kept for a limited amount of time and then are donated to local charitable organizations. Periodic notices are posted on the information bulletin board and/or announced over the public address system prior to the removal of these items.

STUDENT AWARDS

Through the course of the year students are recognized for various academic, social, or character accomplishments.

- Students in the Foundations Academy are recognized for outstanding character traits during chapels throughout the school year.
- Annual awards are given to students in the Foundations and Bridge academies at the conclusion of the school year at a special award ceremony.
- The Academy Awards ceremony is a special evening to recognize outstanding accomplishments for students in grades K5-12. Families who have a student receiving an award will receive an invitation to attend the event. School dress standards regarding modesty, dress length and fit, and appropriateness apply to this special school event.

These awards include:

- *Achievement Awards* will be given to students earning the highest academic average for the current school year.
- *Valedictorian and Salutatorian Awards*
- *Christian Character Awards* are given to students who have consistently exemplified a Christian testimony in their interactions with teachers and peers.
- *Spirit Awards* are given to students who exemplify a positive attitude, have good relationships with peers and teachers, and display a positive spiritual attitude.
- *Teachers Awards* are the highest award given by the Academy. It is given to one student per grade level who has earned the highest respect of the faculty for consistent academic achievement, spiritual maturity, and positive social interaction.
- *Outstanding Member Awards* are given to students in choir, band, art, theatre and publications who have demonstrated superior ability and dedication in their respective field.
- *Excellence in Academics* awards are given to students who have demonstrated outstanding effort or performance in a particular field of study.
- *Academic Athlete of the Year Awards*
- *Athlete of the Year Awards*

COMMUNITY SERVICE

Collegiate Academy students are required to perform a minimum of 24 hours of community service for each year of enrollment in grades 9-12. In order to encourage students to cultivate a lifestyle of serving others, these hours must be completed annually. A diversity of opportunities to serve may reveal personal talents or gifts for service. Therefore, students must vary types of service.

For example:

Mission trip service	6 hours
Church nursery	6 hours
Service at senior living facilities	6 hours
Vacation Bible School	6 hours
Total=	24 hours

Many service opportunities will satisfy this requirement. Please direct questions to Student Services for clarification and pre-approval.

PARENT-TEACHER FELLOWSHIPS

Periodically, there are opportunities for fellowship and the sharing of information between the school and the family in the form of Parent-Teacher Fellowship meetings. The content of these meetings may vary depending upon current issues or other significant matters. Attendance by at least one of the student's parents/guardians is expected at all Parent-Teacher Fellowships (PTF).

CLUBS

Collegiate Academy students have the opportunity to explore their God-given talents and interests outside of academic classes through various club offerings. These will be offered based upon student interest with faculty supervision. Club meeting schedules rotate with other “flex day” schedule activities (Bible studies, class meetings, assemblies, etc.) and will be published at the beginning of each school year.

CHAPEL

Greenbrier Christian Academy serves not only as an academic institution, but also as an extension of God's ministry through the community of Hampton Roads. One of the great distinctions of GCA is the permeation of a biblical worldview throughout the curriculum, including the importance of Bible study and worship. This is supported through chapel services each week.

- Grade level chapels meet at designated times each week.
- GCA invites qualified speakers from within the faculty and staff, from surrounding local ministries/churches, and from other Christian organizations to share during weekly chapel.
- Parents and family members are welcome to attend any of the chapel services during the week.
- Select chapel services may be viewed on the school website or on the school YouTube channel.
- Parents are encouraged to attend chapel services. Please contact the divisional office for information regarding day and time.

BIBLICAL COUNSELING

The mission of the Biblical Counseling program at Greenbrier Christian Academy is to apply biblical direction to the issues of student life by communicating truths from scripture in an applicable way. This is accomplished through Bible study, planned student activities, and individual sessions between a designated biblical counselor and student. Faculty members are qualified for the designated role based upon their training in the field of biblical counseling.

- Designated, qualified faculty members are available before or after school or at lunch by appointment.
- Students who have more urgent issues may request appointments to meet with a biblical counselor at a mutually convenient time as scheduling allows.
- Appointments held with students during academic instructional time will be limited. When necessary, they will be coordinated between the classroom teacher and the biblical counselor.
- Students may be pulled from class by the biblical counselor or Administration if a situation is deemed an emergency. In such cases the classroom instructor will be notified.
- Students may contact a biblical counselor between classes to set up a meeting. If circumstances warrant, the student may be permitted to be as much as 10 minutes late to an academic class without prior arrangements being made. This will be limited in order to minimize disruption to instruction.
- Designated biblical counselors are limited to interactions with students within the scope of their training and expertise.

- Students who are identified as being in need of services outside of this scope of training will be directed with their parents/guardians to professional licensed counselors in the community.

ACADEMICS

The Academy offers a comprehensive college-preparatory curriculum to meet the needs of students. The biblically based and integrated program is designed to prepare the students to perform well in the post-secondary educational arena and to be a productive member of society as they fulfill God's will for their lives. Since its inception the Academy has strived to provide a quality academic education within a Christian environment.

The Collegiate Academy provides this academic excellence by offering a sequential and balanced list of courses that meets state and national requirements for college entrance. The Collegiate Academy also offers a comprehensive list of accelerated honors, advanced placement and dual enrollment/college credit courses for students who choose to have a more challenging academic workload.

The lower school academies accomplish academic excellence through differentiated instruction in an environment of varied experiences that enable the child to develop spiritually, emotionally, socially, intellectually and aesthetically. The lower school academies integrate spiritual development with a strong academic focus on all content areas. The areas of computers, art, music, physical education, and STEM further enhance learning. Qualified students may accelerate in mathematics.

The S.T.E.P. Center (Successful Techniques for Educational Progress) of the Academy exists to help our students who exhibit organizational deficiency and/or learning disabilities. With specific emphasis placed on language therapy, resource classes and personal/corporate accountability, the S.T.E.P. Center seeks to rebuild the deficit area to enable the student to function successfully in the regular classroom

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.

The Student Services staff provides support to students, families, and faculty by working with the divisional offices, administrators, and discipleship programs to:

- Provide assistance with the academic oversight for students and teachers for grades 7-12
- Oversee the admissions and re-enrollment processes
- Provide student college and career counseling
- Coordinate the midterm and final examinations schedule
- Coordinate the Advanced Placement, Honors and Dual Enrollment College programs
- Manage annual achievement testing
- Formulate student and faculty class schedules
- Maintain student records and permanent files

Students or parents should not hesitate to contact the Student Services Office for answers related to these items or any other issues.

STUDENT ASSIGNMENTS

Greenbrier Christian Academy has established a system to train students concerning academic and organizational skills.

- A standard assignment pad (which must be purchased from the office) is used by students in grades 3-6 to train students to record daily assignments, weekly schedules, and teacher-parent communication. A student's regular routine should include updating the personal calendar, filing all returned papers behind the appropriate subject divider, and completing all assignments as directed.
- Collegiate Academy students may elect to use the school system or a comparable system of their choosing.
- If the student elects to organize classroom materials via an alternative system, the student must be able to demonstrate effective management of all materials. A teacher may perform periodic checks of the student's organization system.
- Students who habitually struggle with management of assignments and classroom materials may be directed to their teacher or the STEP center for support in developing an organizational plan.

HOMEWORK

Homework is an expected part of the curriculum in a college preparatory academy. While measures are taken to monitor and manage the amount of homework, students should expect to spend a portion of their after-school time on assignments in support of daily instruction. The purposes of homework are to reinforce classroom instruction, allow the teacher to evaluate if material was successfully communicated to the students, and to help build student responsibility for completion of assigned work.

- 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 quizzes and tests. The length of homework assignments is 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.
- Homework assignments are communicated on homework calendars for students in grades 1-2. Assignments are recorded daily on their assignment pads by students in grades 3-6. Assignments will be posted on RenWeb for students in grades 7-12.
- Students in the lower academies who fail to complete assignments will be addressed by the instructor and/or the administrator. The daily grade is impacted by not completing homework.
- Students in grades 7-12 who fail to complete homework assignments will receive a penalty (-2 pts.) for each incomplete homework assignment to be deducted from the corresponding unit's major assessment (i.e. test or project). Students who are not prepared for class (i.e. supplies or books) may receive lesser point deductions (-1 pt.) from the unit assessment at the discretion of the instructor.
- Students who chronically fail to demonstrate the effort required to complete assignments and be prepared for instruction may be subject to dismissal from the Academy.

ASSESSMENTS AND EXAMINATIONS

Classroom Assessments

- Periodic assessments (quizzes, tests, projects, etc.) are scheduled by instructors in accordance with their lessons.
- Major assessments may be given on any day based upon the flow of instruction. However, in order to help distribute the workload for students, every effort is made to limit the number of major

assessments (tests and projects) given on a particular day for students in grades 7-12. An assessment calendar is monitored by the Student Services office. Faculty members consult this schedule to determine available dates for major assignments such as tests, projects, or presentations.

- The instructors will communicate the testing schedule for each class by announcement and Ren Web posting.
- Students with an unusually heavy assessment load should consult with their instructors several days prior to the test date for possible relief prior to the assessments through the arrangement of an alternative testing schedule.
- A two-week test calendar is included in the Teacher Newsletter for students in grades 3-5. Sixth grade teachers post assignments and major assessments on RenWeb.

Semester Examinations

- Collegiate Academy students (grades 7-12) enrolled in credited classes take cumulative examinations at the end of each semester.
- These exams constitute **20% of the semester grade**.
- Students may qualify for exemption from an examination **in the second semester only** by maintaining an overall average of 95 for the work completed during the second semester.
- 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 "Exam Exemption" form with the Students Services Office.
- Semester exam dates are published on the school calendar found on the GCA web page calendar link.

SUBMISSION OF STUDENT WORK

While the teacher is expected to provide clear guidelines for academic assignments, it is the express responsibility of the student to comply with these guidelines. This includes submission of work as expected (format, manner of submission, deadline for completion). Students are expected to complete all assignments in the required manner, or they may be asked to repeat the work for compliance.

Work that is submitted after the "due date" may be accepted for a period of time with academic penalty as follows:

- -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

Note that assignments that are due for electronic submission are to be submitted on or before the expected deadline. For electronic assignments the late policy applies to calendar days not school days since the submission can be completed from virtually any location. Work that requires a physical submission (project, physical copy or a paper, etc.) is subject to late penalties based upon school days because students cannot submit these when they do not have access to the school building.

In order to prepare students for college expectations, 12th grade students or any student enrolled in an AP course is expected to submit work by the stated deadline. No late submissions will be accepted.

GRADING SCALES

Numeric Scale

<i>Grade</i>	<i>Numeric Equivalent</i>	<i>Quality Points</i>
A	93.00-100	4.0
A-	90.00-92.99	3.7
B+	87.00-89.99	3.3
B	83.00-86.99	3.0
B-	80.00-82.99	2.7
C+	77.00-79.99	2.3
C	73.00-76.99	2.0
C-	70.00-72.99	1.7
D+	67.00-69.99	1.3
D	64.00-66.99	1.0
F	0-63.99	0.0
WP	Withdrawn/Passing	0.0
WF	Withdrawn/Failing	0.0
I	Incomplete	0.0
Non-credited Courses		
O	Outstanding	
S	Satisfactory	
N	Needs Improvement	
U	Unsatisfactory	

Skill Based Scale

<i>Grade</i>	<i>Numeric Equivalent</i>	<i>Rating</i>
<i>O+</i>	<i>99-100</i>	<i>Outstanding plus</i>
<i>O</i>	<i>95-98</i>	<i>Outstanding</i>
<i>O-</i>	<i>93-94</i>	<i>Outstanding minus</i>
<i>S+</i>	<i>85-92</i>	<i>Satisfactory plus</i>
<i>S</i>	<i>80-84</i>	<i>Satisfactory</i>
<i>S-</i>	<i>78-79</i>	<i>Satisfactory minus</i>
<i>N+</i>	<i>76-77</i>	<i>Needs Improvement plus</i>
<i>N</i>	<i>74-75</i>	<i>Needs Improvement</i>
<i>N-</i>	<i>70-73</i>	<i>Needs Improvement minus</i>
<i>U</i>	<i>0-69</i>	<i>Unsatisfactory</i>

CALCULATION OF GRADES

Foundations Academy (Grade 1 only)

- Skills-based grading using the grading scale above.

Foundations and Bridge Academies (grades 2-6)

- Tests 60%, Quizzes 30%, Daily 10% OR
- Tests 60%, Daily 40% for content areas with no quiz grades.
- A student’s daily grade is determined by the numerical average of individual assignments as determined by the planned activities of instruction.

Collegiate Academy (grades 7-12)

- Tests 60%, Quizzes 40%.
- Some specialty classes may have different grade components which are explained in the instructor's syllabus.
- Failure to complete homework will significantly impact a student's grade. Students in grades 7-12 who fail to complete homework assignments will receive a penalty (-2 pts.) for each incomplete homework assignment to be deducted from the corresponding unit's major assessment (i.e. test or project).
- Students who are not prepared for class (i.e. supplies or books) may receive lesser point deductions (-1 pt.) from the unit assessment at the discretion of the instructor.
- Students who chronically fail to demonstrate the effort required to complete assignments and be prepared for instruction may be subject to dismissal from the Academy.

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.

Automatic notifications are sent to parents via email when a student has earned a grade below 64 in a class or when the teacher indicates that a grade is incomplete or that the student has not submitted work by the assigned due date. Incomplete notifications allow for the parent to assist the student with submitting the work within the acceptable "late submission" window. (*See "Submission of Academic Assignments" section.*) Incomplete grades temporarily calculate into the student's average as a zero; this is remedied when the work is submitted.

To access a student's grades, log onto www.gcagators.org, click on the RenWeb icon on the right side of the screen. 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).

- Collegiate Academy students should monitor their homework and progress as well by creating their own student login for this purpose. Parents should *not* provide their own login or password for student use.
- Graded papers are sent home on Mondays for the students in grades 1-5 and throughout the week for students in grades 6-12.
- An instructor may require some assignments be signed by a parent and returned. Other work should be filed in the student's notebook.

REPORT CARDS AND TRANSCRIPTS

Grade reports

- Student report cards are electronically generated at the conclusion of each grading period.
- These reports are posted to the Ren Web system for access by students and parents approximately one week after the conclusion of the grading period.
- Report cards may be printed by the parent at the end of each quarter through RenWeb.
- Final report cards are available electronically and are mailed home at the conclusion of the school year when all financial commitments are complete.

Academic transcripts

- 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 and on the school website ([Student Record/Transcript Release Request](#)).
- 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.
- Note that the transcript is a comprehensive record of the student's academic progress. Behavioral infractions are not communicated with the academic transcript unless expressly requested by the college or university.
- In keeping with the common practice of other accredited schools in the Commonwealth of Virginia, only final semester grades are recorded on the official student transcript.

STUDENT GRADE POINT AVERAGES

Grade point averages are calculated on a 4.0 scale and are updated at the conclusion of each semester. The overall GPA is computed with weighted credits and includes all courses with the exception of Office/Teacher Aide and Resource Accountability. **Classes (traditional classroom or online delivery) taken outside of GCA are not included in the overall GCA grade point average unless they comply with specific criteria and are approved ahead of time by the Student Services office.**

WEIGHTED CREDITS

Collegiate Academy students in credited classes 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
- Algebra I, Geometry, Algebra II
- Earth Science, Biology, Chemistry, Physics
- Geography, World Studies 1, World Studies 2
- Bible 11, Bible 12

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. 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:

- Participation is open to any student.
- Participation is optional and is dictated by the student's desire to successfully complete the honors credit expectations.

- The student must complete all of the designated honors requirements defined for the course.
- Honors students complete modified or differentiated assignments each grading period. All of these must be completed to earn honors credit; partial credit will not be granted.
- Late submissions of work will be managed in accordance with the policy guiding the normal submission of academic work.
- The cumulative average must be a C average (73) for the student to earn the weighted credit for all honors courses.

Upon successful completion of the requirements, the honors designation will appear on the student Report card and the weighted course average will be calculated into the grade point average and will appear on the student's academic transcript.

Advanced Placement Program

- Advanced Placement courses are offered at the Academy in accordance with the curriculum and standards set by the College Board Advanced 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.
- AP courses are subject to stringent attendance policies. Students who miss more than twelve (12) class periods in an AP course will not earn the AP designation on their transcript.
- 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 AB, 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, and gaining college credit hours prior to the completion of the high school diploma at a reduced college tuition rate.

Currently, GCA has ongoing partnerships with the following colleges/universities: Regent University, Liberty University, Cedarville University, Grand Canyon University, and Tidewater Community College.

- **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.

- **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, or 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 Registrar or the Academic Dean. It is the responsibility of the student to determine if the early college credits earned will transfer to their intended college.

Students and parents are encouraged to contact the Student Services office in order to collaborate to devise a course plan that will best position the student for their plans after graduation.

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 current grade standing. Continual low academic progress may result in academic dismissal from Greenbrier Christian Academy.

EXTRACURRICULAR ELIGIBILITY

General Guidelines

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 (practice, game, rehearsal or performance) a student must be in attendance at school by 9:00 a.m. on the day of the activity and remain in all scheduled classes for the day of the activity.
- The student must maintain a 2.0 grade point average 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. (i.e. 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. Applicants must have a completed and filed application as well as necessary medical examination prior to participation in any sport.
- A student who is selected for an extra-curricular activity and then quits without administrative approval after practice or rehearsal begins will be ineligible for further participation through the following semester.

Academic Waivers

- A one-time academic waiver may be granted to Collegiate Academy students (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.
- 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.

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.
- Administrator'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.

ACADEMIC SOCIETIES

Greenbrier Christian Academy maintains chapters for membership in the National Beta Club. Students are eligible for consideration for membership in the appropriate chapter (grades 7-8 in Junior Beta, grades 9-12 in Senior Beta) based upon the following criteria:

- Students must earn an overall weighted grade point average of 3.8 in all academic classes.
- Students are nominated for membership by faculty members based upon the character criteria set by the National Beta Club. Subsequently, those students are vetted academically for eligibility and approved by senior administration.
- Prospective inductees are notified by letter prior to the annual 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 Club.

GRADUATION REQUIREMENTS

Academic planning is provided through the Student Services Office annually and on request from students and families. Each year the transcripts of each Collegiate student is audited insuring that students remain “on track” to fulfill graduation requirements. Additional guidance regarding course plans and college plans is available for every student through meetings with Student Services personnel. Additional academic, course, and credit information is available in the Academic Handbook/Course catalog located on the school website.

To graduate from Greenbrier Christian Academy, in accordance with established guidelines in the Commonwealth of Virginia, students must complete the following course of credits. (Beginning with the Class of 2022).

Standard Diploma Course Requirements Subject Area	Credits
English	4
Mathematics (Algebra 1, Geometry, Algebra II)	3
Laboratory Sciences (Earth Science, Biology, Chemistry or Physics)	3
Social Studies (World History, VA/US History, US Government)	3
Health & Physical Education	2
Economics/Personal Finance	1
Electives (Including Bible 11 and 12, and at least one Fine Art credit)	6
Total=	22

Advanced Studies Diploma Course Requirements Subject Area	Credits
English	4
Mathematics (Algebra 1, Geometry, Algebra II, and Adv elective)	4
Laboratory Sciences (Earth Science, Biology, Chemistry, and Adv elective)	4
Social Studies (VA/US History, US Government, and two courses in World Studies or Geography)	4
Health & Physical Education	2
Economics/Personal Finance	1
Foreign Language (Three years of one language or two years of two languages)	3
Fine Arts	1
Electives (Including Bible 11 and 12)	3
Total=	26

In addition to the academic requirements stated, the following requirements must be met in order to graduate from GCA. Each student must:

- Complete and submit proof of 24 hours of approved community service for each year of high school enrollment at GCA.
- Successfully complete the cumulative senior level “Worldview Panel” project.
- Successfully complete the SAT and/or ACT regardless of plans for college.
- Complete one career and/or technical education credential (fulfilled by the ASVAB or comparable test).
- Successfully complete at least one “online course” prior to graduation. (This is facilitated in the context of English 11 and AP English Language. Failure to complete this internal course will require that the student find and complete an approved online course outside of GCA).
- Complete training in emergency First Aid and CPR/AED use. (This is typically completed during required PE/Health classes. Failure to complete this course will require that the student find and complete certified training outside of the institution.)

- Maintain a minimum grade point average of 2.0 (numeric average=73) on a 4.0 scale to qualify for graduation.

Seniors who have successfully completed the requirements for graduation will receive a diploma. Failure to complete the entire school year or early withdrawal from the Academy will prevent the student from participating in graduation exercises.

Modified diploma programs may be arranged for students who qualify based upon 504 or IEP plans in collaboration with the STEP Center.

ACADEMIC ENDORSEMENTS

The administration, faculty, and staff of Greenbrier Christian Academy believe that as unique individuals, students are gifted in different ways, and should be recognized for their various strengths within the academic, spiritual, and social realms. With this in mind, students may elect to demonstrate their areas of interest and gifting by working toward additional recognitions to be associated with their high school diploma and transcript. The following designations are appended to the cumulative transcript and are recognized at graduation if the criteria are met.

- Distinguished Scholar Endorsement: Earned by students who complete a college prep diploma, including at least 8 honors credits, and 4 AP credits, and an overall cumulative grade point average of 3.5.
- College Preparatory Diploma with Subject Distinctions: Students may be recognized for accomplishment in one or more areas of study based upon completion of particular courses and activities emphasizing these interests or talents.

Distinction in Bible
 Distinction in Mathematics
 Distinction in English
 Distinction in Foreign Language
 Distinction in Science
 Distinction in Social Sciences/Humanities
 Distinction in the Arts

Additional information regarding these requirements is available from the Student Services Office.

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:

- have the highest cumulative grade point average (Valedictorian) and second highest cumulative grade point average (Salutatorian) in the senior class
- have been in attendance at Greenbrier Christian Academy for at least two years
- 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 from another accredited school

- Students will be considered for admission from other accredited in state or out of state schools in accordance with the policies of the Commonwealth of Virginia and the accrediting agencies of Greenbrier Christian Academy.
- 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.
- Administrative approval is required for any student seeking admission during the final quarter of any school year.
- Seniors may not transfer to the Academy after the completion of the first semester of school without administrative approval.

Transfer from home-school

- Due to the diversity of home-school programs, the following expectations are set forth regarding the recognition and acceptance of credits earned in a home school setting.
- The home-school program must be registered and approved by the local public school superintendent in whose district the student resides. Proof of school board approval must be provided at the time of admission to GCA.
- Documentation must be provided at the time of admission regarding the student's course of study, including all courses taken, resources/program(s) used, grades earned, and credits issued.
- Academic achievement and standardized assessment scores must be provided.
- Credits completed in a home school course of study that meet all of the requirements set forth above will be accepted as "pass/fail." Corresponding grades are *not* used in the calculation of the student's cumulative high school grade point average.
- GCA reserves the right to administer additional assessments to appropriately place students. Additional fees may be required for these services.

GRADE PROMOTION REQUIREMENTS

Students in grades 1st-8th who do not receive passing grades in two or more (non-credit bearing) 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. A Collegiate Academy student taking a credited course who does not pass the class will not receive credit for the class. This may affect student classification. To qualify for graduation, it may be necessary to repeat or remediate the class.

In compliance with the compulsory attendance laws for the Commonwealth of Virginia, lower school students who are absent for more than 30 regular school days (excused or unexcused) may not be promoted to the next grade level. Collegiate Academy students will not receive credit for courses impacted by excessive absences (more than 30 regular class periods). If multiple credits are lost, the student may not be promoted to the next grade level. (Please refer to "Attendance").

COURSE REMEDIATION AND SUMMER SCHOOL

Foundation/Bridge Academies

- Additional help or course remediation is recommended for students who have struggled with content mastery or failed an academic course during the school year.
- 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.
- Lower academy students needing summer remediation for promotion to the next grade level must satisfy requirements by receiving school-approved tutoring. Core subjects in the lower academies (45 min. classes) require 45 hours of tutoring for promotion.

Collegiate Academy

- Eligibility for summer school for students in grades 7th-11th is 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.
- Senior students who are in danger of failing a course required for graduation will be notified at the conclusion of the first semester of study in order to discuss plans for remediation and management of the graduation status.
- Recommendations will be made for summer tutoring for students with low grades in a particular subject area; tutoring is at the parents' discretion.
- For Collegiate Academy courses (grades 7-12), a minimum of 70 clock hours of "one-on-one" tutoring is necessary to remediate a year-long (two semester) course. 140 hours of instruction are required if the course is repeated in a classroom setting.
- A student *may not* accelerate the course of study by taking summer classes without prior approval from the Student Services office.
- The Student Services office must approve all summer school attendance.

SCHEDULING OF CLASSES

Class scheduling information is distributed in the spring for returning students for the upcoming school year. Student Services is 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 and Advanced Placement (AP) 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 AND ADDING OF CLASSES

Employee schedules and staffing are subject to the course demand, therefore once student schedules are finalized, there is no drop/add period. Thoughtful consideration should be given toward selecting classes for the upcoming school term.

Students may only withdraw from a class in the event of significant extenuating circumstances with the approval of the instructor, the parent, and the 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

During the school year, parents are required to complete a withdrawal form stating the reason for withdrawal. Please consult the financial contract for financial policies and charges associated with withdrawal.

- Withdrawal forms may be obtained from the appropriate divisional offices.
- The divisional office must be notified three days in advance of any transfer so that initial paperwork can be prepared to assist the parent with transfer procedures.
- Parents should be aware that failure to complete the proper withdrawal procedure may result in delay of the transfer of records.
- Official transcripts will be held until financial commitments are satisfied through the Academy's Business Office.

STANDARDIZED TESTING INFORMATION

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

- *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.
- *Terra Nova* Achievement Tests are taken by students in grades K5 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 all juniors in October of each year. The purpose of this test is to provide an indication of national placement when compared with other college-bound juniors in the United States and to potentially qualify students for inclusion in the National Merit Scholarship program. Sophomores interested in taking this test may do so on a first come-first served basis. Information regarding registration is distributed in time for the national test date.
- *The Armed Services Vocational Aptitude Battery (ASVAB)* is taken by all juniors each spring. The purpose of this test is to assess the individual's particular aptitudes and correlate these with areas of vocational interest in order to assist the student with potential career choices. The ASVAB fulfills the graduation requirement for a board-approved career and technical education credential as stipulated by the Virginia Department of Education. Students are under *no obligation* to military recruiting services or recruiters by participating in the ASVAB test. The test is administered by personnel from area military recruiting offices. Information regarding the test and registration is distributed in time for the scheduled test date.
- *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 (or ACT) score must be on file before a senior can receive a diploma from the Academy. Students are encouraged to register with the College Board to receive information

and to secure a test date. All of the necessary information can be found at www.Collegeboard.org.

- *The American College Test (ACT)* is an indication of student achievement and preparation for college level work. Many colleges and universities accept these scores in addition to or in lieu of the SAT. An ACT score (or SAT score) must be on file before a senior can receive a diploma from the Academy. Students are encouraged to register with the ACT to receive information and to secure a test date. All of the necessary information can be found at www.ACT.org.
- *Diagnostic tests in reading, mathematics, and foreign language* 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.

ATTENDANCE

TARDINESS

As a precursor to life-long expectations, all students should make an effort to be in class on time. Students will be subject to the following expectations:

- Lower academy students who are not in the classroom at the designated start time are considered tardy.
- Collegiate Academy students must be in class and seated at the conclusion of the bell to begin class.
- Collegiate Academy students who accumulate three unexcused tardy marks in class during a grading period will result in a warning and/or disciplinary action. Four unexcused tardies will result in a detention.
- The accumulation of excused or unexcused tardies will be noted in the student record and is available for review by the parents via RenWeb.
- Due to the disruption of instructional time caused by tardiness, any student who is chronically tardy may be subject to dismissal from the Academy.

LATE ARRIVALS/EARLY DISMISSALS

Occasionally, a student will have situations that cause them to arrive to school late or to require being dismissed before the end of the school day. The following guidelines apply:

- A student who arrives to school late must check-in with the divisional office.
- Late arrivals will be marked as either excused or unexcused. Excused absences are granted for personal illness or extreme emergency situations. Traffic situations will be deemed excused or unexcused based on information from local media outlets or law enforcement agencies.
- A student who requests an early dismissal from school must submit communication from home to the attendance officer (attendance@gcagators.org).
- The student will be dismissed from class via the school's intercom system at the appropriate time.
- **If a student is at school for any portion of the school day, the student is responsible to make arrangements for any test, quiz, or assignment scheduled that day, regardless of attendance in the class.** Therefore, students should anticipate the expectations for classes that they miss due to early dismissal, doctor's appointments, etc. It is the student's responsibility to contact the instructor and make appropriate arrangements for assignments before leaving campus.
- Students in grades 1-6 who arrive after or leave before 11:30 am will be counted absent for the day.

- In order to participate in any extracurricular activity (games, practices, rehearsals, etc.) a student must be in attendance at school by 9:00 a.m. and remain in all scheduled classes for the day of the activity until time for the activity dismissal.

ABSENTEE POLICIES

General Guidelines

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 academic setbacks.

- Students in the lower academies who are absent for more than 30 regular school days (excused or unexcused) are not promoted to the next grade level.
- Collegiate Academy 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.
- Advanced Placement students who miss more than 12 sessions of an AP course will not receive weighted AP credit for the course and will not have the AP title entered on their high school transcript.
- Absences for any reason are monitored by the Collegiate Academy attendance officer and the lower academies divisional office and are investigated as necessary.
- Absences in excess of three days will require a doctor's note to return to school.
- Parents should communicate the reason for student absences to the school via the email address of the attendance officer (attendance@gcagators.org).
- The following is the Academy's standard classification of absences:

Excused Absences

- Students who miss one or more classes because of personal illness, doctor's appointment, court date, death in the family, or extreme emergency situations will be granted an excused absence upon returning to school.
- The student will have full work make-up privileges with teacher assistance in accordance with the *Policy for Make-up Work*.
- 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 Absences

- An unexcused absence is the result of a student being absent from classes with or without the knowledge of the parent for reasons unacceptable to the Academy.
- School work made up following an unexcused absence will result in a grade no higher than "64".
- All work not completed within the allowed make-up window will receive a grade of "0".
- A student who is present at school but fails to attend a scheduled class during the school day is considered truant from class. Truancy may result in an in-school suspension. Recurring episodes may be grounds for dismissal from the Academy.

Preplanned Absences

- Preplanned absences are designed to assist students who may be involved with school, church, college visits or family activities.
- Preplanned absences are not granted during achievement tests, semester exams, and before or after Christmas and Easter breaks.

- The maximum number of pre-planned absences is 5 days per year.
- Preplanned absences must be requested in writing at least two school days in advance of the anticipated absence. Requests must be submitted to the divisional Attendance Officer (attendance@gcagators.org).
- **Requests for preplanned absences will not be granted "retroactively".**
- Students must have an overall average grade of at least 70 ("C-") with no failing class averages for the current grading period in order to obtain a permission for a preplanned absence.
- 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 for work missed.

MAKE-UP WORK FOR ABSENCE OR ILLNESS

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 an announced test or quiz is given or a project/assignment is due, the student is expected to make up the work the first day back from the absence.**
- On the Collegiate level (grades 7-12) a review in preparation for a test is a courtesy. If a student misses a review during which no new material is covered, the student should be prepared to take the test as scheduled upon return.
- Make-up work for excused absences is to receive full credit unless it is turned in past the deadline established by the student and instructor. The following are the penalties applied for submission of make-up work past the established deadline:
 - 10 points for the first day past the makeup deadline
 - 20 points for the second day past the makeup deadline
 - 0 points awarded for three days past the makeup deadline
- Work must be made up after an *unexcused* absence but the resulting grade is capped at 64%. Additional penalty may be applied to make-up work submitted past the established deadline as detailed above.
- 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.

STUDENT CONDUCT

Greenbrier Christian Academy is first and foremost a Christian school. The Academy's philosophy for life is based upon God's Word. Any student or family who through conduct and/or personal lifestyle demonstrate a preference for choices in opposition to the Bible should seek another institution of learning where they are free to exercise their choice of philosophy. All families are required to sign and return a copy of the "Parent School Partnership 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.

HONOR CODE

All members of the Greenbrier Christian Academy family are expected to comply with biblical mandates regarding honesty and integrity. Students in the Collegiate Academy agree to and sign the established Honor Code annually.

As a member of the Greenbrier Christian student body, I pledge not to lie, cheat, or steal. Doing so, or protecting those who do, undermines the community of trust that is vital to our school. Failure to abide by my pledge may result in social, academic, or extracurricular penalties, or possible dismissal from the Academy.

FAMILY SUPPORT AND OFF-CAMPUS BEHAVIOR

The Academy depends upon parents and guardians of students to share and reinforce the goals, standards, institutional preferences, and biblical philosophy taught throughout its program (Refer to the *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) may be subject to dismissal and 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 inappropriate actions and may be refused re-enrollment. Student behavior is regarded as a “24/7” agreement while the student is enrolled in the Academy for the current year. This includes holiday breaks and the student’s social media presence.

CELL PHONES OR OTHER COMMUNICATION DEVICES

Cell phones are now universally accepted as “necessities,” however, they can present issues in the academic environment. All students are subject to the policies with regard to cell phone possession and use.

- Lower academy students in grades 1-5 are not permitted to bring cell phones to school.
- Students in grades 6-12 may not have cell phones in their possession during school hours. Such devices must be turned off and secured in the student locker, automobile, or surrendered to the divisional office during the school day.
- Cell phones must be turned off and remain off during the academic hours of the school day.
- Cell phones may not be carried in clothing on the student or housed in book bags, athletic bags, purses, or any other such personal storage items.
- If a student is found to be in possession of a cell phone during academic hours, the teacher shall confiscate the phone and submit it to the divisional office. Students are then required to provide pass codes or other login information upon the request from administration.
- **Administration has the right and responsibility to examine the contents of any device** and it should be noted that inappropriate content on the device shall be dealt with in accordance with the school’s conduct policy.
- A student shall be subject to consequences up to and including dismissal from the Academy when found using or retaining a cell phone while on campus during school hours.

ILLEGAL SUBSTANCES OR VIOLATION OF LAW

Students who participate in illegal activity or are in violation of the law are subject to expulsion from the Academy. A student who comments, even in a jesting manner, regarding participation may be subject to disciplinary action. These activities and/or associated paraphernalia are forbidden on the school campus. These activities include but are not limited to:

- Alcohol
- Drugs/drug substitutes (including misuse of prescription or over the counter medications)
- Tobacco/tobacco substitutes
- Vaping/vaping devices

Greenbrier Christian Academy reserves the right to perform random drug-testing of students, and/or student groups, as conducted by appropriate medical personnel (school nurse). The cost of testing is the responsibility of the parent. Parents will be notified in advance of random testing and have the right to be present at the testing center. In the event that parents refuse testing, the student will be asked to withdraw from the Academy under the normal withdrawal policy.

The Superintendent and/or administration reserves the right to interview students, parents, or faculty members to investigate potential violations of the law or reports of inappropriate activity. Students who are found to be in violation of the law will be referred to local authorities.

Students dismissed for conduct offenses may not be re-admitted for a minimum of one semester beyond the dismissal. A request for re-admittance will be reviewed by the administration and school board after the student has received successful pastoral and/or professional counseling. The Academy will require official documentation of all intervention counseling.

DAMAGE TO 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 account.

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.*" An individual's choice of entertainment will determine thoughts, which directly impact one's 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 and social media
 - books and magazines
 - cell phones or electronic devices
- 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. A student should abstain from any media option that contains any of the following:
 - Blasphemous and/or profane language
 - A demonic/occultist theme
 - Inappropriate humor
 - Gratuitous violence
 - Sexual innuendo
 - Nudity
 - Explicit sexual content

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 may be subject to dismissal.

- 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.
- Although families and churches may have differing opinions concerning styles of Christian music, extreme styles of 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 music while offending others. Music will be chosen with the ideas of “spiritual balance” serving as the guide.
- 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 require that the parent/guardian retrieve them.

STUDENT RELATIONSHIPS

Social Media

Greenbrier Christian Academy acknowledges that social media presents the user with the opportunity to cultivate and maintain relationships with a wide range of people. Individuals who hold a social media account should ensure that any posts (whether text, graphic, or video) fall within acceptable guidelines for a Christian (Philippians 4:8). Parents are strongly encouraged to monitor their student's accounts on a regular basis in order to provide guidance and discipline. The Academy does not take an active role in the monitoring of such accounts but instead depends upon parents and students to alert administration when consistent concerns arise regarding an individual's testimony on any given social media site. When an individual's posts present a detrimental testimony for Christ and/or a negative reputation for the Academy, those involved may face disciplinary action up to and including expulsion from the school.

Personal 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 and tolerant attitudes toward relationships as put forth by society today are not acceptable.

- Physical contact such as handholding or kissing is not permissible on campus or at 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 this policy will be subject to disciplinary action.

- The Academy maintains a biblical position in relation to inappropriate heterosexual, homosexual, or transgender conduct (1 Thessalonians 4:3-4, Leviticus 18:22, Romans 1:18-32). Any family or student involvement in these critical issues will be subject to refusal for admission or removal from Greenbrier Christian Academy by action of the Board of Directors and Administration.
- Greenbrier Christian Academy does not permit a marital engagement of a student during the time of enrollment at the Academy. Any student who becomes engaged to be married will be required to transfer to another school.

Harassment Policy

Greenbrier Christian Academy will not tolerate conduct which meet the criteria for bullying. **Bullying is defined as a deliberate, negative action initiated by an individual or group toward another person which is repeated on a consistent basis and is intended to frighten, intimidate, or injure.** Students who are involved in such conduct are subject to disciplinary measures including dismissal from the school.

DANCE POLICY

Because styles of dance range from beautiful and eloquent to morally unacceptable, and because the Greenbrier family is made up of a wide variety of church memberships, each with a differing view of dance, the Academy has elected to operate under a “no dance policy.” Exceptions to this would be those dances approved for theatrical productions. Greenbrier Christian Academy has chosen to remain neutral with regard to the participation in dancing at other venues.

SCHOOL WARDROBE

The school promotes modest dress standards which honor and glorify God and professional dress standards which prepare students for entrance into the workplace.

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. Students who violate the established dress code three times within a semester will be subject to disciplinary action. Should dress code violations become a major issue with a student, the student may be asked to withdraw from the Academy. The administration of Greenbrier Christian Academy reserves the right to modify the dress expectations as necessary should issues develop associated with contemporary trends or “fads”.

Collegiate Academy

Gentlemen:

Pants or Jeans are acceptable with the following stipulations:

- Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Denim jeans are to be medium to dark blue wash with no fading, fraying, or tears.
- Pants may not be tight or form fitting.
- All pants or jeans must be worn to the waistline.
- When belt loops are visible, a belt must be worn.

Shorts may be worn at any time during the school year with the following stipulations:

- All solid colors as identified above are acceptable and may be purchased through any vendor.
- Short length may not exceed 3 inches from the top of the knee cap.
- No athletic, “chubby”, denim, or cargo type shorts are permitted.
- All shorts must be worn to the waistline.
- When belt loops are visible a belt must be worn.

Shirts

- All shirts must have a collar.
- Shirts may be solid color, plaid, or striped.
- No graphic designs or prints (including florals) are acceptable.
- Traditional style polos in long or short sleeves are permitted.
- Traditional oxford or “button down” collared shirts are acceptable.
- Shirts with standard “shirt tails” must be tucked in. Shirts with box cut hemlines may be worn untucked.
- T-shirts worn under traditional polos or oxford/button down shirts must be tucked in.
- Logos on any shirt must not be larger than 3 inches in diameter.

Shoes

- Dress, casual, or athletic shoes are acceptable.
- All shoes must be clean, neat, and in good repair.
- Laced shoes must be tied.
- Socks are required with all shoes. Low cut socks are acceptable.
- Sandals are not acceptable. Flip-flops or beach style shoes are not permitted.

Hair/Facial hair

- Hair should not extend below the top of the ear, below the eyebrows, or below the top of the shirt collar.
- Hair must be natural in color.
- Facial hair is not acceptable.

Jewelry

- No piercing of any type is acceptable for gentlemen.
- Jewelry in gold, silver, or other materials such as rings, necklaces are acceptable unless they are extreme in appearance.

Chapel Dress

- Dress pants, button down shirts, blazers/sport coats, and suits are acceptable.
- Polo shirts are not acceptable for chapel wear.
- If a button-down shirt is worn without a blazer/sport coat, the student must wear a tie.

Outerwear

- Denim jackets are acceptable.
- Solid color zip (quarter or half-length zippers) without hoods are acceptable.
- “Gator Wear” or solid colored sweat shirts may be worn.
- Only official GCA “hoodies” are acceptable.
- Sweaters (V-neck, cardigan, or crew neck) in any solid color are acceptable.
- All sweaters or outerwear must be worn over a school dress code compliant shirt.
- Logos on outerwear must be no larger than 3 inches in diameter.
- No hats, sweatbands, or head coverings are permissible while in the building.

After School and Extra-curricular activities

- Jeans and pants must adhere to school dress code requirements.
- Casual style shorts or athletic shorts are allowed but may not exceed 3 inches above the knee cap.
- No tank top shirts are permitted.

Ladies:

Pants or Jeans are acceptable with the following stipulations:

- Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Denim jeans are to be medium to dark blue wash with no fading, fraying, or tears.
- Pants may not be tight or form fitting and must be modest in appearance.
- Pants or jeans must have pockets.
- No “jeggings” or spandex material is acceptable.
- **Shorts are not permitted for young ladies.**

Skirts

- Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Skirts must be no shorter than two inches from the top of the knee cap when standing. “Pencil skirts” must be no shorter than the top of the knee to preserve modesty when sitting.
- “Walking slits” in the back of the skirt is permissible. In order to preserve modesty, slits on the side of the skirt may be no higher than the top of the knee cap when sitting or standing.
- Garments should not be form fitting or tight.

Shirts

- All shirts must have a collar.
- Shirts may be solid (any) color, plaid, or striped.
- No graphic designs or prints (including florals) are acceptable.
- Tight fitting, “see-through” or midriff length shirts are not acceptable.
- Shirts may be worn with no more than two buttons from the top unbuttoned. No cleavage may be visible.

Shoes

- Dress, casual, or athletic shoes are acceptable.
- All shoes must be clean, neat, and in good repair.
- Laced shoes must be tied.
- Dress-style sandals with straps are acceptable. Flip-flops or beach style shoes are not permitted.
- Heels are acceptable unless they are extreme in height.

Hair

- No extreme cuts or extreme coloring is permitted.

Jewelry

- No piercings are permitted other than appropriate ear lobe pierces.
- Jewelry in gold, silver, or other materials such as rings, necklaces, and earrings are acceptable unless they are extreme in appearance.

Chapel Dress

- Dresses, skirts, and pant suits are acceptable.
- Dresses and skirts must be no shorter than two inches from the top of the knee cap in length.
- No “spaghetti straps”, halter, strapless, or racer-back styles are permitted.

Outerwear

- Denim jackets are acceptable.
- Solid color zip (quarter or half-length zippers) without hoods are acceptable.
- “Gator Wear” or solid colored sweat shirts may be worn.
- Only official GCA “hoodies” are acceptable.
- Sweaters (V-neck, cardigan, or crew neck) in any solid color are acceptable.
- All sweaters or outerwear must be worn over a school dress code compliant shirt.
- Logos on outerwear must be no larger than 3 inches in diameter.
- No hats, sweatbands, or head coverings are permissible while in the building.

After School and Extra-curricular activities

- Jeans and pants must adhere to school dress code requirements.
- Shorts in solid colors may be worn but must have a minimum of a 5-inch (fingertip) inseam length when standing. These must be modest and not tightly fitted.
- No spandex shorts may be worn unless they are a part of an athletic uniform/practice wear. (Students should not leave the practice area without another garment over these style shorts.)
- Shirts or blouses may not have “spaghetti straps”, racer-back, halter, strapless, or midriff styling.
- No sheer garments that allow undergarments to be seen may be worn.
- No low-cut necklines are permitted. Cleavage should not be visible.

Collegiate Academy- Tattoos

While there are mixed opinions regarding the practice of piercing or tattoos, the following guidelines are in place for students of Greenbrier Christian Academy:

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

Foundation and Bridge Academies

Gentlemen:

Pants or Jeans are acceptable with the following stipulations:

- Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Denim jeans are to be medium to dark blue wash with no fading, fraying, or tears.
- Pants may not be tight or form fitting.
- All pants or jeans must be worn to the waistline.
- When belt loops are visible, a belt must be worn.

Shorts may be worn at any time during the school year with the following stipulations:

- All solid colors as identified above are acceptable and may be purchased through any vendor.
- Short length may not exceed 3 inches from the top of the knee cap.
- No athletic, “chubby”, denim, or cargo type shorts are permitted.
- All shorts must be worn to the waistline.
- When belt loops are visible a belt must be worn.

Shirts

- All shirts must have a collar.
- Shirts may be solid color, plaid, or striped.
- No graphic designs or prints (including florals) are acceptable.
- Traditional style polos in long or short sleeves are permitted.
- Traditional oxford or “button down” collared shirts are acceptable.
- Shirts with box cut hemlines may be worn untucked.
- Logos on any shirt must not be larger than 3 inches in diameter.

Shoes

- Dress, casual, or athletic shoes are acceptable. (Athletic shoes are required for PE days)
- All shoes must be clean, neat, and in good repair.
- Socks are required.
- Closed-toe shoes are required for K5 students and strongly recommended for all grades.

Hair

- Hair should not extend below the top of the ear, below the eyebrows, or below the top of the shirt collar.
- Hairstyles should be neat in appearance.
- Hair must be natural in color.
- All styles, coloring, or extreme cuts are subject to advance administrative approval.

Chapel Dress

- Students should wear dress code or nicer on Chapel days.

Ladies:

Pants or Jeans are acceptable with the following stipulations:

- Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Denim jeans are to be medium to dark blue wash with no fading, fraying, or tears.
- Pants may not be tight or form fitting and must be modest in appearance.
- No “jeggings” or spandex material is acceptable, with the exception of leggings that may be worn under jumpers, skirts, or dresses.
- When belt loops are visible a belt must be worn.

Polo Dresses

- Polo dresses may be worn in any solid color.
- Polo dresses are to be no shorter than two inches from the top of the knee cap when standing.
-

Skirts/Jumpers

- Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Skirts must be no shorter than two inches from the top of the knee cap when standing.
- Slits cannot be higher than the top of the knee camp when sitting or standing.
- Skirts should not be form fitting or tight.
- When belt loops are visible a belt must be worn.

Shorts may be worn at any time during the school year with the following stipulations:

- All solid colors as identified above are acceptable and may be purchased through any vendor.
- Short length may not exceed 3 inches from the top of the knee cap.
- No athletic, “chubby”, denim, or cargo type shorts are permitted.
- All shorts must be worn to the waistline.
- When belt loops are visible a belt must be worn.

Shirts

- All shirts must have a collar.
- Shirts may be solid (any) color, plaid, or striped.
- No graphic designs or prints (including florals) are acceptable.
- Traditional style polos in long or short sleeves are permitted.
- Traditional oxford or “button down” collared shirts are acceptable.
- Shirts with box cut hemlines may be worn untucked.
- Tight fitting or midriff length shirts are not acceptable.
- Logos on any shirt must not be larger than 3 inches in diameter.

Shoes

- Dress, casual, or athletic shoes are acceptable. (Athletic shoes are required for PE days)
- All shoes must be clean, neat, and in good repair.
- Dress-style sandals with straps are acceptable. Flip-flops or beach style shoes are not permitted.
- Closed-toe shoes are required for K5 students and strongly recommended for all grades.

Hair

- Haircuts must be neat in appearance.
- Hair must be natural looking in color.
- All styles, coloring, or extreme cuts are subject to advance administrative approval.

Chapel Dress

- Students should wear dress code or nicer on Chapel days.
- Dresses may have patterns such as geometric designs or floral.
- Cardigans should be worn over dresses with thin straps.

All Students:

Outerwear

- All sweaters & outerwear that are worn in the classroom must be worn over a school approved dress code shirt.
- Gator wear or solid color sweatshirts, fleeces and sweaters (V-neck, crew or cardigan) are acceptable.
- Only official GCA hooded outwear is acceptable to be worn during the school day.
- Logos on outerwear follow the same guidelines as listed under “Shirt Requirements.”
- No hats, sweatbands, or head coverings are permissible while in the building.

After School and Extra-curricular activities

- Clothing worn to extra-curricular events must adhere to school dress code requirements in relation to fit and length.
- Casual shorts or athletic shorts are allowed but may not exceed 3 inches above the knee cap.

The administration of Greenbrier Christian Academy reserves the final word on dress code issues and violations. Changes to the dress code may occur at any time at the discretion of the GCA school board and administration to preserve the biblical principles of modesty and moderation in the student body of GCA.

DISCIPLINE

FOUNDATION AND BRIDGE ACADEMIES

Classroom management

Communication and positive reinforcement are the keys to the lower academy discipline. Teachers regularly communicate behavior reports to the parents. Teachers will share their classroom behavioral management plan and their method of communication at orientation meetings held at the beginning of the year. The following outlines the standard discipline for major offenses (i.e. lying, cheating, disrespect, and improper language).

- *1st offense*- The teacher may discuss the offense with the student or refer the student to the lower academy administrator. In either case, the parent will be notified regarding the offense and any disciplinary action taken.
- *2nd offense*- The student must visit the administrator with a note concerning the offense. The parents will be notified and appropriate discipline will be assigned.

Administrative intervention

The following outlines the standard discipline normally issued by the administrator should a student be sent to the office:

<i>Visits to Administrator</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

COLLEGIATE ACADEMY

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. The following guidelines apply to the detention process:

- In the event of a disciplinary infraction resulting in a detention, the teacher must discuss the event with the student prior to notifying the parent.
- Detention is typically a 60-minute period on a designated afternoon.
- 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 (e.g. illness or a medical appointment) will result in additional disciplinary action.
- Detentions take precedence over all school-sponsored extra-curricular activities.
- Five detentions during a semester may result in dismissal from the Academy. At any time in the disciplinary process, the Superintendent and the school board reserve the right to expedite disciplinary proceedings when warranted.
- The following offenses could result in an *afternoon detention*:

Four or more unexcused tardies	Gum chewing
Failure to follow class rules	Disruptive behavior in class
Eating in class	Other infractions as determined by school administration

Suspension

Occasionally an in-school suspension is determined to be the appropriate consequence when considering certain types of behavior. The following guidelines apply for the suspension process:

- An in-school suspension is a full day of supervised time during the school day.
- A fee of \$50.00 will be charged for an in-school suspension.
- Parents will receive communication regarding all suspensions.
- On the day of the in-school suspension, the absence from class is categorized as an excused absence. The student will be responsible to complete all academic work provided by the instructor(s) during the supervised ISS period. Work that is incomplete or finished late will be subject to the guidelines for late work.
- Further guidelines will be provided to the parents prior to the day of service.
- The following are offenses that may result in an *in-school or out of school suspension* depending on the assessment of the violation:

Inappropriate behavior	Lying
Leaving class without permission (skipping)	Forging parent's signature
Inappropriate language	Disrespect

Cheating/Plagiarism (w/ academic penalty)
Other violations of Honor Code
Failing to report to class (“Skipping”)
Fighting (initiating or responding)
Alcohol/Tobacco/Vaping/Drug-related activities

Destruction of school property
Direct disobedience
Leaving campus without permission
3 dress code violations
4 afternoon detentions
Cell phone possession

Expulsion

A student may be dismissed from school for repeated inappropriate behavior, violation of moral standards, other legal infractions, or 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 who violate state or federal law (alcohol, drugs, illegal behavior regarding social media, etc.) will be referred to appropriate law enforcement agencies. It should be noted that the Academy is not responsible for the subsequent actions of those agencies. The Academy Board of Directors will determine continued enrollment of involved student(s).

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 students or those who have been asked to withdraw may not be allowed school property without consent of the Superintendent.

Discipline Record

Detentions and suspensions will be recorded in a student's permanent file for each year in enrollment at the Academy. The discipline record is **not** a component of the academic transcript sent to colleges and universities unless requested by the institution. 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.

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.

Greenbrier Christian Academy
311 Kempsville Road
Chesapeake, Virginia 23320
Phone: 757.547.9595
Fax: 757.547.9595
E-mail: info@gcagators.org
Website: www.gcagators.org

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