



## Upper School Parent and Student Handbook

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

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# WELCOME

It is truly a pleasure to welcome each student and their family to Greenbrier Christian Academy. We trust that this information 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:

- 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)*
- 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)*
- 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)*
- 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)*
- 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)*

- 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)*
- 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; 1 Corinthians 12:12-27)*
- 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.
- 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)
- Immoral acts as defined in scripture

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
- eschatology

“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.

As a GCA family, you will be asked to sign the following commitment during the admissions or readmissions process,

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, I/we agree and commit to the following:

- I/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.
- I/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.
- I/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.
- I/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.
- I/We understand that students may be subject to random drug testing as conducted by appropriate medical personnel (school nurse) in accordance with established policy.
- I/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.
- I/we understand and commit to the biblical mandate of marriage and living in the same household as set forth in scripture.
- When a disagreement between the school and the family cannot be solved through the Academy's normal disciplinary process, the Academy may suggest an alternative placement for students.

## GENERAL INFORMATION

- In preparation for the first day of school, orientation meetings are required.

### STUDENT ARRIVAL AND DISMISSAL

#### Arrival

- Zero bell begins at 7:30 a.m.
- Students not enrolled in zero bell may arrive at 7:40 and should proceed to announced areas of supervision.

#### 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 only.
- Collegiate Academy students that are not picked up by 3:30 must be signed into Study Center.

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

### STUDY CENTER

- The Study Center is located in the Library/Media Center.
- Study halls may be assigned to the Center throughout the school day.
- Students may use the Study Center to conduct research, complete makeup assessments, complete HW and/or online courses.
- Study Center is open until 5:30 pm.
- Students will maintain a quiet learning environment and will sign in and out at arrival and dismissal.

### TRAFFIC INFORMATION

#### Traffic Flow

- **Speed limit on campus is 5 MPH**
- **Traffic flows in a one-way pattern.**
- **Delivery and pick up of students should occur in designated zones, entering and exiting on the curb side and not the center.**
- **Avoid cell phone usage while in the traffic flow.**

#### Student Drivers

- All student vehicles must be registered with the divisional office.
- Seniors and juniors are granted parking privileges on a “first-come, first-served” basis.
- Sophomores will be granted parking privileges if parking is available.
- Student drivers should park vehicles in designated student parking areas only.
- The senior parking lot is reserved exclusively for seniors during school hours.
- Student drivers not assigned to a parking area must park off 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 are not to permit other students to accompany them in their vehicle without permission from parents.

## SCHOOL OFFICES

- Office hours are 7:30 a.m. – 4:00 p.m., Monday – Friday
- Summer hours may vary.
- Office telephone use by students is for emergencies only.
- Parents may leave messages for students at the office.

## CAMPUS VISITATION

In support of our established security measures, Greenbrier Christian Academy has a closed campus policy

- 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.
- Visitors will be asked to leave personal identification to obtain a Visitor's Pass.
- The visitor's pass should be returned to the school office upon exiting.
- GCA school dress standards of modesty apply to all visitors.
- Guests may visit during lunch if prior permission has been granted by the appropriate administrator.
- **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.

## 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. 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.

## LUNCHESES

- The Academy offers a catered lunch program through an arrangement with local restaurants.
- Students may bring lunches from home.
- Potato chips, ice cream and other assorted snacks are also available for purchase.
- Microwaves are available to students.
- Payments for purchased lunches are made through a prepaid FACTS account.
- Seniors may eat outside in the designated area or on the mezzanine.
- 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**

- School closing for inclement weather are announced through ParentAlert, RenWeb, and local TV stations.
- Study and/or work at home may be required during multiple inclement weather days.

### **LOCKERS**

- In support of our Honor code, lockers do not have locking mechanisms.
- Locks may not be placed on lockers.
- Willfully damaged lockers will be repaired and the cost of the repair will be billed to the student.
- Students should not bring items to school that cannot be secured.
- Backpacks must be stored in lockers throughout the school day.

### **SCHOOL SUPPLIES**

- Supply lists are available on the GCA website.

### **MYSCHOOLBUCKS/SCHOOL STORE**

Select items are available for purchase online through your school FACTS account.

### **TEXTBOOKS**

- Textbooks and other electronic materials of various forms may be used in support of classroom instruction.
- Charges will be assessed for damages to or loss of non-consumable textbooks at the end of the year.
- 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 7<sup>th</sup> 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**

- There is a \$10 monthly fee for class dues for grades 6-12

#### **LOST AND FOUND**

- Located in the cafeteria and may be accessed during lunch or before and after school.
- Articles not claimed are donated to local charitable organizations.

#### **COMMUNITY SERVICE**

- A minimum of 24 hours of community service is required annually for grades 9-12.
- A diversity of opportunities is required and may reveal personal talents or gifts for service.
- Service opportunities may be approved through the Student Services office.

#### **CHAPEL**

- Chapels and assemblies are held weekly for the purpose of presenting the gospel and/or discipling students.

### **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 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 6-12
- Oversee the admissions and re-enrollment processes
- Provide student college and career counseling
- Coordinate examination schedules
- 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 to include:

- An organization binder system
- Cornell Notetaking
- 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**

- HW policies will be communicated by individual department syllabi.

## **ASSESSMENTS AND EXAMINATIONS**

### **Classroom Assessments**

- Information regarding assessments may be found in the class syllabus.
- Major assessments may be given on a scheduled basis according to a prescheduled test calendar.

- Instructors will communicate the testing schedule through RenWeb at least one week prior to the due date.

### **Semester Examinations**

- Juniors and Seniors take cumulative examinations at the end of the first semester.
- These exams constitute **20% of the semester grade**.
- There are no exam exemptions.
- Other grades may be assessed with a cumulative nine week test that is not weighted additionally.

### **SUBMISSION OF STUDENT WORK**

- Late work is not accepted for Seniors and in Honors level courses and Advanced Placement courses.
- HW is not accepted late.
- Quizzes and Tests that are 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
- Assignments for electronic submission are due at 11:59 p.m. on the date due.
- If a student attends school late, they are responsible for all daily assessments on the same day.

## 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
	<b>Non-credited Courses</b>	
O	Outstanding	
S	Satisfactory	
N	Needs Improvement	
U	Unsatisfactory	

## COMMUNICATION OF STUDENT PROGRESS

Students and parents have immediate access to student grades by means of the FACTS Family/ParentsWeb. 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](http://www.gcagators.org), click on the FACTS Family icon at the top of the screen. First-time users should download and follow instructions to register a login (Technology Forms under the Parents menu).

- 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. (Instructions for setting up Student accounts are also on the GCA website Parents/Technology Forms menu).

- 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 RenWeb system for access by students and parents
- Report cards may be printed by the parent at the end of each quarter through FACTS/RenWeb.
- Final report cards are available electronically at the conclusion of the year when all commitments are complete.

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### 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 through the Parchments tab on the GCA website.
- Note that the transcript is a comprehensive record of the student's academic progress. Behavioral infractions are not communicated with the academic transcript unless 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 core courses and electives required for graduation. **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

- Honors - Honors courses receive a .5 additional credit.
- **Advanced Placement Program**
- Advanced Placement courses are offered 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 carry an additional quality point (1.0 calculated into the GPA) in the student's final cumulative average.
- Students who miss more than twelve (12) class periods in an AP course will not earn the AP designation on their transcript.
- AP courses require applications for admission due to prerequisites and minimum scores in prerequisite courses, and teacher evaluations.
- Summer assignments may be required in Advanced Placement courses..

- 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, and AP European History.
- 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**

- Dual Credit is available through the following colleges/universities: Regent University, Liberty University, Cedarville University, Grand Canyon University, Asbury University, and Tidewater Community College.
  - Parents are encouraged to contact the student’s university of choice to determine eligibility acceptance.
  - Parents are responsible for paying any collegiate admission fees.
  - High School tuition is not discounted for dual enrollment courses.
- **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. 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.
  - 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.

## ACADEMIC AFFILIATION

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

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).

<b>Standard Diploma Course Requirements Subject Area</b>	<b>Credits</b>
English	4
Mathematics	3
Laboratory Sciences	3
Social Studies	3
Health & Physical Education	2
Economics/Personal Finance	1
Electives (Including Bible 11 and 12, and at least one Fine Art credit)	6
<b>Total=</b>	<b>22</b>

<b>Advanced Studies Diploma Course Requirements Subject Area</b>	<b>Credits</b>
English	4
Mathematics	4
Laboratory Sciences	4
Social Studies	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
<b>Total=</b>	<b>26</b>

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.
- Modified diploma programs may be arranged for students who qualify based upon 504 or IEP plans in collaboration with the STEP Center.
- Diplomas/Transcripts will be withheld until financial and other obligations are met.

## 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 second semester of any school year.

### **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 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, 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

### Collegiate Academy

- 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 6-12), 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 an approved format.
- 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

GCA administers or requires the following tests:

- *Achievement Tests*
- *Admissions Tests*
- *The Preliminary Scholastic Aptitude Test (PSAT)*
- *The Armed Services Vocational Aptitude Battery (ASVAB)*
- *The Scholastic Aptitude Test (SAT)*
- *The American College Test (ACT)*
- *The Classic Learning Test (CLT)*
- *Diagnostic tests in reading, mathematics, and foreign language.*

## 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:

- 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 FACTS/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](mailto: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.

- In order to participate in any extracurricular activities 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. Students returning after 9:00 with a note from a Dr. may participate

## **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](mailto: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 pg....*
- 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 available for school, church, college visits or family activities.
- Preplanned absences are not granted during achievement tests, semester exams, and immediately before or after Christmas and Easter breaks or after April 30<sup>th</sup>.

- The maximum number of pre-planned absences is 5 days per year. No additional days will be granted.
- 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 office. ([attendance@gcagators.org](mailto: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 according to the compulsory attendance requirements by the VDOE.
- PP absences are recorded 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**

**Please follow this link to see the new dress code for 6th-12 Grade Students**

<https://www.gcagators.org/academics/collegiate-forms.cfm>

### **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 FACTS/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.

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