
GREENBRIER CHRISTIAN ACADEMY

Student and Parent Handbook

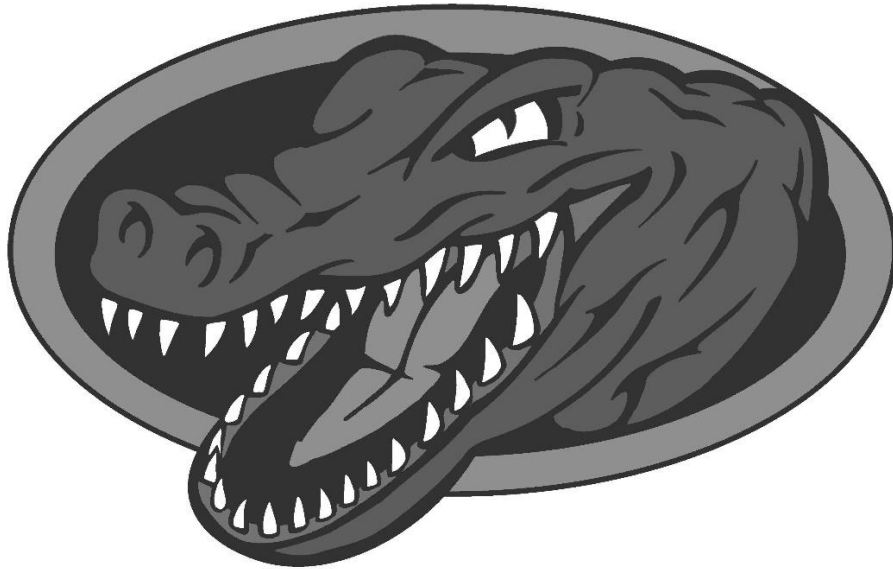


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Welcome to Greenbrier Christian Academy

It is our joy to welcome you and your family to GCA. Whether this is your first year with us or you are returning, we believe that God has uniquely placed you here for this season. This handbook will help you become familiar with the expectations, routines, and opportunities that are part of life at our school.

Since our founding in 1983, Greenbrier Christian Academy has existed not merely to operate a school, but to invest in the development of young men and women who will live with character, conviction, and faith. We recognize the need in today's world for individuals who will stand confidently for biblical truth and live out their faith with courage and compassion.

Our desire is for every student to grow personally, academically, and spiritually. We are committed to helping you identify and cultivate the gifts God has given you and to encouraging you to pursue excellence in all areas of life. Our programs and community are purposefully designed to encourage you to seek truth, love what is good, think critically, act wisely, and walk faithfully with Christ.

This handbook is intended to guide you as you embrace the privileges and responsibilities of being part of our GCA family. By reading it carefully and signing the Standards of Conduct, you agree to partner with us in upholding the mission and values of Greenbrier Christian Academy.

We look forward to the year ahead and pray that your time here will be marked by growth, meaningful relationships, and a deepening faith.

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

Rooted in God's Word, Greenbrier Christian Academy partners with parents and the local church to help students know Christ, pursue academic excellence, and grow in wisdom and character.

CORE VALUES

Word of God: We pursue truth, wisdom, and transformation through God's Word. (2 Timothy 3:16-17)

Worth of the Individual: We cherish the God-given potential in every person. (1 Corinthians 12:12)

Accountability: We commit to integrity, stewardship, and mutual responsibility before God. (1 John 2:3, Romans 13:1-2)

Biblically Based Education: We strive for excellence through a biblical worldview in all learning. (Proverbs 6:23; Joshua 1:8).

Role of the Church: We embrace the church as a vital partner in faith and formation. (Hebrews 10:25)

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 everyone 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; I 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 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 regarding faith, doctrine, policy, practice and discipline. Greenbrier Christian Academy is non-denominational in relation to admissions but holds a baptistic doctrinal view in its beliefs.

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.

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)

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.

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)

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.

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 can 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, because 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 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 to the home and church for that individual to determine for himself. This would not prevent an individual, if asked, from giving his/her point of view. Individual opinions and beliefs in relation to any of the above areas should not be used as a means of disrupting the neutral position of Greenbrier Christian Academy.

GENERAL CONDUCT

Statement of Alignment

Greenbrier Christian Academy is, above all, a Christ-centered school. Our beliefs, values, and way of life are built on the foundation of God's Word. We seek to partner with families who share and support this biblical perspective in both belief and practice.

Considering this, students and families whose lifestyle choices or conduct consistently reflect values in opposition to Scripture are encouraged to seek an educational environment that aligns more closely with their beliefs.

As part of our commitment to shared values, all families are required to review and sign the Parent-School Partnership Agreement as part of the enrollment process each year. Students may not attend class until this, and all other required documentation is submitted to the appropriate school offices.

PARENT AND SCHOOL PARTNERSHIP COMMITMENT

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

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

We are a school whose board and staff are Christian and thus serve God and our families in an open and honest manner. It is our hope that all our students and families have or will have a personal relationship with Jesus Christ as Savior and Lord. Understanding the philosophy of GCA, we the undersigned agree and commit to the following items:

- We will support the pursuit of academic excellence and the development of Christ-like character at Greenbrier Christian Academy, by being actively involved with our child's educational process.
- We will adhere to the Academy's standard of conduct and Statement of Faith.
- Attending Greenbrier Christian Academy is a privilege that may be withdrawn upon sufficient cause as determined by the administration.
- We will faithfully support the Academy through prayers, finances, voluntary service, and positive attitude. Should concerns or problems arise, we agree to work them out with the teacher or administration.
- We understand the importance of regular involvement in and support of the local church. Our family commits to making regular church attendance a priority.
- If our child(ren) is/are participating in or in any way promoting the use of illegal drugs, alcohol, tobacco, tobacco substitutes, or other intoxicants, or participating in premarital sexual intimacy, or any form of homosexuality or transgender activity, he or she will be subject to the

consequences set forth by the school board of directors. As a family, we will seek ways for the Academy to help us in working through such difficulties with our child.

- Couples who have enrolled students at GCA must meet and maintain the requirements of a Biblically based marriage according to scripture if residing in the same household.
- We understand that students may be subject to drug testing in accordance with established policy.
- We will be proactive when dealing with issues of academic, moral, spiritual and social growth of our child(ren) at school and off campus. If a problem or concern should arise, we will take our concern directly to the person involved, in keeping with the Matthew 18 principle. We understand that in all areas of conflict the Academy invites and welcomes the involvement of each family's pastor.
- When a disagreement between the school and the family cannot be solved through the Academy's normal disciplinary process, we will agree to use the following procedure:

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

Family Partnership and Off-Campus Conduct

Greenbrier Christian Academy partners with families to uphold a Christ-centered environment in all areas of school life. As outlined in the Parent-School Partnership Commitment, we rely on parents and guardians to support and reinforce the Academy's biblical worldview, standards, and expectations both at home and in the broader community.

Enrollment at GCA is not solely based on academic or behavioral performance but also on a mutual agreement to uphold shared values. When a family's actions or attitudes consistently conflict with the biblical principles embraced by the school, it may result in a review of the student's enrollment status, including potential dismissal or denial of re-enrollment.

Because students always represent both Christ and the Academy, off-campus conduct is taken seriously. Any behavior—whether in person, during breaks, or on social media—that brings harm to the testimony of Christ or negatively impacts the reputation of the school may result in disciplinary action, including dismissal.

Parent Partnership in Athletics

We view parents as essential partners in fostering a Christ-centered athletic environment. We ask parents to support our coaches and student-athletes by modeling respect for officials, encouraging good sportsmanship, and helping students balance their athletic commitments with their academic and spiritual growth.

By working together, we can ensure that athletics at GCA remains a meaningful experience that honors Christ and strengthens our community.

Illegal Substances and Unlawful Behavior

Greenbrier Christian Academy is committed to maintaining a safe, Christ-honoring environment for all students. As part of this commitment, any involvement in illegal activities or violation of local, state, or federal law may result in immediate dismissal from the Academy.

This includes—but is not limited to—the possession, use, distribution, or promotion (even in jest) of the following substances or related paraphernalia on or off campus:

- Alcohol
- Drugs or drug substitutes (including the misuse of prescription or over-the-counter medication)
- Tobacco or tobacco alternatives
- Vaping devices or e-cigarettes

Drug Testing Policy

To uphold a healthy school environment, GCA reserves the right to conduct random drug testing of individual students or student groups. Testing will be administered by medical personnel (such as the school nurse), and parents will be notified in advance with the option to be present. The cost of the test is the responsibility of the parent. If a parent refuses consent for testing, the student will be asked to withdraw following the Academy's standard withdrawal procedures.

Investigation and Consequences

The Superintendent or school administration may interview students, parents, and faculty as part of an investigation when there is reason to believe that misconduct or a legal violation has occurred. If a student is found in violation of the law, GCA may report the incident to local authorities.

Students who are dismissed for conduct-related offenses are not eligible for re-admittance for at least one full semester. Consideration for re-enrollment may be made after the student has completed at least one full semester without disciplinary action and pastoral and/or professional counseling, with documentation submitted for review. Final decisions regarding re-admittance rest with school administration and the Board.

Damage to School Property

Students are expected to treat all school property with respect and care. Intentional damage to facilities, furniture, technology, or equipment is a serious offense and will not be tolerated.

- A student who willfully damages school property will face disciplinary consequences, which may include suspension for a first offense.
- Any additional offense may result in expulsion from Greenbrier Christian Academy.
- The student and their family are responsible for the full cost of repairs, and any unpaid amounts will be added to the student's financial account.

Greenbrier Christian Academy seeks to cultivate responsibility and stewardship in all students. Treating school property with care reflects our shared values and contributes to a safe and welcoming environment for all.

Entertainment and Media Choices

At Greenbrier Christian Academy, we believe that a student's choices—especially in entertainment—have a direct impact on their heart, mind, and testimony for Christ. While popular culture is evolving and cannot be fully captured in a list, Philippians 4:8 gives us a clear and timeless standard:

“Finally, brothers and sisters, 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.” (Phil. 4:8)

We encourage students to view their entertainment choices as part of their spiritual formation. The media we consume shapes our thinking, influences our values, and affects our effectiveness in reflecting Christ.

General Expectations

Because of the influence of modern media, GCA sets the following expectations in partnership with families:

- Students should avoid entertainment or media content that includes:
 - Profane or blasphemous language
 - Occult or demonic themes
 - Inappropriate humor or innuendo
 - Graphic or excessive violence
 - Sexual innuendo, nudity, or explicit sexual content
- Forms of media under this guideline include but are not limited to:
 - Movies, television, and streaming content
 - Music and live concerts
 - Theater productions
 - Video games
 - Websites, apps, and social media
 - Books, magazines, and podcasts
 - Cell phones and personal electronic devices

Students who regularly engage with entertainment that contradicts these standards may be demonstrating a misalignment with the mission and values of GCA, and this may affect enrollment status.

Social Media and Online Conduct

Greenbrier Christian Academy recognizes that social media and online communication are powerful tools for connection and expression. However, with that opportunity comes responsibility. Students who participate in online interactions must remember that their digital behavior reflects both their personal testimony and the reputation of the GCA community.

All students are expected to uphold the biblical principles found in Philippians 4:8 and the behavioral standards outlined in the Student Handbook, whether engaging in school activities or communicating online.

As such, the following expectations apply to student use of social media and other digital communication platforms:

- Students must not post or share content—whether written, visual, or audio—that is inflammatory, harassing, threatening (perceived or actual), or otherwise harmful to individuals or the Academy.
- Derogatory language, ethnic or racial slurs, or any form of cyberbullying or intimidation will not be tolerated.
- Students must not impersonate a GCA employee, student, or official school account in any way that could cause confusion or misrepresent the school.
- Content that discredits one's Christian testimony or negatively impacts the school's reputation may result in disciplinary action, up to and including expulsion.
- While GCA does not actively monitor student social media accounts, we rely on the partnership of families, faculty, and students to report concerning behavior for appropriate review.

Parents are strongly encouraged to regularly monitor their student's digital activity and to provide guidance that reinforces the values and expectations of the GCA community.

Personal Relationships

Greenbrier Christian Academy is committed to cultivating a school environment that reflects the truth and love of God's Word in every aspect of student life, including social and personal relationships. The Academy encourages students to build friendships and community that are wholesome, respectful, and Christ-honoring.

- **Public Displays of Affection:** Students are expected to refrain from physical displays of affection—such as handholding, hugging, or kissing—while on campus or at any school-sponsored event. Our goal is to maintain an environment that reflects biblical values and promotes respect for self and others. Students who do not uphold this expectation may be subject to disciplinary action.
- **Biblical Sexuality:** GCA affirms the biblical standard for human sexuality and gender as defined in Scripture. The Academy upholds a biblical view of relationships and does not support conduct that contradicts these teachings, including inappropriate heterosexual, homosexual, or transgender behavior (1 Thessalonians 4:3–4; Leviticus 18:22; Romans 1:18–32). Families or students whose conduct is not aligned with these values may be subject to denial of admission or removal from enrollment at the discretion of the Administration and Board of Directors.
- **Marital Engagement:** Students enrolled at GCA are expected to focus on their academic and spiritual development during their time at the Academy. Therefore, engagement to be married during enrollment is not permitted. Students who become engaged will be required to transfer to another school.

Greenbrier Christian Academy strives to support families and students in pursuing relationships that reflect God's design, with the shared goal of cultivating maturity, wisdom, and Christlike character.

Harassment Policy

Greenbrier Christian Academy is committed to maintaining a safe, respectful, and Christ-honoring environment for all students. In alignment with this commitment, any form of bullying or harassment is strictly prohibited and will be addressed with appropriate disciplinary action.

Bullying is defined as a deliberate, negative action—whether verbal, physical, emotional, or social—repeated over time with the intent to intimidate, threaten, or harm another individual. This includes behaviors by an individual or group that create an unsafe, hostile, or degrading environment for another student.

Cyberbullying—bullying through the use of technology or electronic communication—is also strictly prohibited. Cyberbullying includes, but is not limited to:

- Impersonating another student or individual through social media or other digital platforms
- Creating fake accounts or content to mislead, mock, or harm
- Distributing harmful or harassing messages about another person via text, email, group chats, or social media
- Posting degrading, embarrassing, or threatening material about another person on any digital platform where it can be accessed by one or more individuals

Greenbrier Christian Academy will not tolerate behavior—whether in person or online—that damages the dignity or reputation of others. Students involved in bullying or cyberbullying may be subject to disciplinary consequences, including suspension or dismissal from the Academy.

As followers of Christ, we are called to love one another and to treat each person with kindness and respect (Ephesians 4:29, Colossians 3:12-14). GCA expects all students to uphold this standard in every setting—on campus, off campus, and online.

Music at GCA

Because our school community is diverse in denomination and conviction, music used in school settings will be selected to reflect spiritual balance and unity. Extreme styles of music—regardless of content—are not appropriate for Academy programs or campus activities.

Personal Items

To minimize distractions, students should not bring non-academic items such as toys, games, or personal reading material unrelated to coursework. If such items are brought to school, staff may collect them and require a parent to retrieve them.

GENERAL INFORMATION

Student Arrival and Dismissal

We want arrival and dismissal to run smoothly and safely for all families. Please note the following expectations:

Arrival

- Pre-K
 - o students may arrive at 7:30 a.m.
- Foundations
 - o students may arrive at 7:40 a.m. Classes start at 8:00 a.m.
- Jr. Collegiate/Collegiate
 - o Zero Bell begins at 7:30 a.m.
 - o Students not enrolled in Zero Bell may arrive starting at 7:40 a.m. and should proceed directly to the designated supervised areas.
 - o Homeroom begins at 8:10 a.m.

Dismissal

- Pre-K
 - o Half day dismissal is 11:45 a.m.
 - o Full day dismissal is 3:00 p.m.
- Foundations
 - o Dismissal is at 3:10 p.m.
- Jr. Collegiate/Collegiate
 - o Dismissal is at 3:25 p.m.
- Parents are asked not to arrive earlier than 5 minutes before dismissal to help maintain safe and orderly traffic flow.
- If an earlier arrival is necessary, parking is available in designated areas only.

Jr. Collegiate and Collegiate Academy students who are not picked up by 3:45 p.m. must be signed into the Student Center for supervision.

Student Center

- The Student Center is accessible to students in grades 6-12.
- The Student Center is open beginning at 7:40 a.m. and is open after school until 5:00 p.m.
- When attending in the afternoon, students may not sign out of the Student Center without parent permission. Once signed out, GCA is no longer responsible for the supervision of the student.
- Students are dismissed from the Student Center upon arrival of their designated pick-up person.
- Students not picked up by 5:00 p.m. will be directed to the lobby in Extended Care for late pickup. Charges for late pickup may be applied to the student's financial account. Extended Care closes at 6:00 p.m.

Traffic Flow

To help keep our campus safe for students, families, and staff, we ask all drivers to follow these important guidelines:

- Please always observe the campus speed limit of 5 MPH.
- All traffic should follow the one-way traffic pattern as marked.
- Student drop-off and pick-up should take place only in designated zones, with students entering and exiting from the curb side for safety.
- For the safety of all, we ask drivers to avoid using cell phones while moving through the traffic flow.
- Please follow instructions as given by all parking attendants.

Thank you for your partnership in ensuring a safe and orderly arrival and dismissal each day.

Student Drivers

We are happy to offer parking privileges for student drivers and ask that all student drivers help maintain a safe and orderly campus by following these guidelines:

- All student vehicles must be registered with the divisional office.
- Parking privileges are granted on a first-come, first-served basis to seniors and juniors; sophomores may be granted parking if space allows.
- Students must park only in designated student parking areas.
- The senior lot is reserved exclusively for seniors during school hours.
- Students not assigned a parking space must park off campus.
- For safety and accountability, we ask student drivers to enter the building promptly upon arrival and avoid gathering or loitering in the parking areas.
- Students may not go to their vehicles during the school day.
- Student drivers may not leave campus during the school day unless permission is granted by both a parent and appropriate school personnel.
- Students should not transport other students without parental permission.
- Students that have reached the age of eighteen may sign themselves out through the divisional office.

Thank you for helping us maintain a safe and respectful environment for all members of the school community.

School Offices

Our school offices are open Monday through Friday from 7:30 a.m. to 4:00 p.m. Please note that office hours may vary during the summer months.

Students may use the office telephone only in cases of emergency. If you need to reach your student during the school day, parents are welcome to leave a message with the office staff, and we will ensure it is delivered promptly.

Campus Visitation

In support of campus safety and security, Greenbrier Christian Academy maintains a closed campus during school hours. We ask all visitors to help us protect this environment by following these guidelines:

- All visitors must check in at the appropriate office upon arrival and obtain a Visitor's Pass before entering the building.
- Visitors will be asked to leave a form of personal identification while visiting.
- Visitor's Passes should be returned to the office when departing campus.
- We ask that all visitors observe our school's standards of modesty in dress while on campus.
- Guests are welcome to visit during lunch with prior approval from an administrator.
- To protect instructional time, parents should not approach teachers for unscheduled meetings during the school day; appointments should be arranged in advance.
- Classroom observations by parents may be allowed with administrative approval.
- Backpacks and/or weapons are not permitted by visitors.

Thank you for partnering with us to maintain a safe, orderly, and respectful campus environment.

Campus Security

We care deeply about providing a safe and secure environment for our students, faculty, staff, and families. We have a comprehensive campus security and crisis management plan in place, including the presence of an armed school resource officer to help ensure the safety of our community.

To maintain a safe and peaceful environment, the following expectations apply to all students, staff, and visitors:

- Carrying, bringing, using, or possessing a weapon or a look-alike weapon on school grounds, in school vehicles, or at any school-sponsored event is strictly prohibited.
- Prohibited items include but are not limited to: firearms of any kind (loaded or unloaded), pellet or BB guns, realistic firearm replicas, fixed-blade knives longer than three inches, spring-loaded knives, pocketknives, slingshots, brass knuckles, bludgeons, or any object intended to inflict harm or capable of causing serious injury.
- Any dangerous or potentially dangerous behavior or possession of a prohibited item will result in immediate suspension or expulsion, and law enforcement will be notified in accordance with state law.

Because we value the safety and well-being of everyone in our school community, we maintain a zero-tolerance approach toward weapons and dangerous behavior. We appreciate the partnership of families

in supporting these expectations, ensuring that GCA remains a safe place for learning, growth, and fellowship.

Weather-related Dismissals/Virtual Learning

- School closing announcements for inclement weather are announced through ParentAlert, RenWeb, and local TV stations.
- To allow for continuous instruction, virtual and/or home assignments may be required during inclement weather days. Students will be expected to meet the expectations for each of their classes as assigned by the individual instructor.

In the event of an emergency—whether related to campus safety or severe weather—families will be promptly contacted through our “Parent Alert” communication system. Additional details about campus safety procedures are available in the *Safety and Security Information for Parents* pamphlet, which can be found on our website or at the Student Services Office.

Lockers

- In keeping with our culture of trust and respect, student lockers do not have locks, and personal locks may not be added. Students are encouraged to use their lockers responsibly and with care; any willful damage will be repaired at the student’s expense.
- Students should avoid bringing valuable or irreplaceable items to school, as lockers are not secured. To help keep hallways safe and organized, backpacks must be stored in lockers during the school day.
- Because lockers are the property of Greenbrier Christian Academy, the school reserves the right to inspect lockers at any time with or without notice.
- Decorations are permitted on the inside of the locker and should meet appropriate student conduct standards. Stickers or other items that permanently mar the surface should be avoided.
- Students may not enter anyone else’s locker without permission from the student who is assigned to that locker.

Textbooks

- A variety of textbooks and electronic materials are used to support classroom instruction. Students are expected to care for all non-consumable textbooks, and any damage or loss will result in charges assessed at the end of the year.
- Families who need a second set of textbooks for accommodations should contact the Director of the STEP Center for information and details about any associated fees.

Technology and Internet Use

Technology and the internet offer valuable tools that can enrich learning and enhance the educational experience. At the same time, we recognize that they provide access to content that may not align with a Christ-centered life. As a community committed to honoring God, we view access to technology as both a privilege and a responsibility, and we expect all students to use these resources wisely and with accountability. Students should understand that network and internet access is a tool provided to support the mission of Greenbrier Christian Academy. As such, all files, communications, and materials transmitted or stored using school systems are the property of the school. Students should have no

expectation of privacy when using school devices or networks; staff may review files and communications at any time to ensure appropriate use and maintain system integrity.

- Students in grades 6-12 will be assigned a Chromebook for the school year, which may be used for both educational and appropriate personal purposes. Chromebooks and chargers remain the property of Greenbrier Christian Academy and must be returned at the end of the school year in good condition. Stickers should not be placed on school Chromebooks.
- Internet access at Greenbrier Christian Academy is provided to support learning and is highly filtered to help protect students; however, no system is perfect, and inappropriate material may occasionally slip through. We expect students to exercise discretion and make wise choices while online.

To help ensure appropriate use of technology:

- Internet access is monitored and may be blocked at any time through our filtering system.
- When using the school-issued device, all internet access is logged whether on or off campus.
- Streaming audio or video is not allowed unless approved in advance by a teacher or administrator.
- Any attempt to bypass the web content filter is a violation of school policy.

Responsible Use of Technology

Students should be familiar with the school's Acceptable Use Policy and understand that appropriate technology use is part of our commitment to being responsible and trustworthy members of the school community. Whether using a school-issued or personal device, students are expected to honor these guidelines so that technology remains a helpful tool for learning.

While not a comprehensive list, the following are examples of uses of an electronic device (EED) that could result in disciplinary action:

- Using technology in ways that violate the expectations outlined in the Student Handbook.
- Using devices for non-academic purposes during school hours without prior approval.
- Accessing computers, software, networks, or information without authorization.
- Setting up a wireless or wired network (such as hotspots or peer-to-peer connections) on campus that is not provided by Greenbrier Christian Academy.
- Taking actions that interfere with other students' ability to access technology and online resources.
- Attempting to bypass security measures or content filters, including using VPN or proxy services.
- Creating, sending, or accessing materials that are obscene, offensive, threatening, or intended to harass or demean others.
- Viewing or reading another user's files or information without permission.
- Using another student's device, even with that student's permission.
- Sharing or using another person's username or password.
- Violating classroom policies related to device use.
- Using technology in any way that contributes to academic dishonesty.

These expectations help ensure that all students can enjoy safe, reliable, and responsible access to technology. When students make wise choices in this area, they contribute to a positive learning environment for everyone.

Noncompliance

Use of the school's computer network is a privilege, not a right. Students who violate policies pertaining to rules of conduct, the acceptable use policy, or Internet use may receive a warning for the first offense, followed by an in-school suspension for additional infractions. Continued misuse may result in loss of technology privileges and any academic penalties associated with not having access to a Chromebook.

Personal Devices

- Students in grades K-5 are not permitted to bring cellular devices to school.
- Students in grades 6-12 may use their cell phones, smartwatches, and headphones before and after school hours. However, to support a focused and distraction-free learning environment, these devices must be powered off and stored in the provided phone lockers upon arrival or left securely in a student driver's car. Parents will notify GCA of where the student device will be stored at the start of the year. Devices can be retrieved at the end of the school day or when a student is dismissed.
- Cell phones are not permitted on local field trips.

We ask students to respect this policy so that our classrooms remain places of engagement, learning, and community. Failure to follow these guidelines may result in disciplinary action, which could include loss of extracurricular privileges or suspension. Repeated disregard for this policy may lead to dismissal from Greenbrier Christian Academy.

HEALTH INFORMATION

The State of Virginia requires that every student have an up-to-date immunization record and a current Virginia School Entrance Form on file before completing the admissions process. Families should promptly inform the school nurse of any updates to their student's immunization status and provide appropriate documentation for the student's records.

Families of student-athletes should also be aware that Greenbrier Christian Academy does not provide accident or injury insurance for sports participation; we encourage families to review their personal health insurance coverage for this need. Before participating in any athletic practices or games, student-athletes must have completed the admissions process, provided proof of health insurance, completed concussion baseline testing, and submitted a current athletic physical form to the school.

STUDENT HEALTH CLINIC

At Greenbrier Christian Academy, we care deeply about the health and well-being of our students. For minor health needs, our campus clinic is staffed by a qualified clinician who provides care and assessment when students are unwell. If a student becomes ill during the day and cannot remain at school, parents will be contacted promptly. The student will stay under supervision in the clinic until a parent arrives.

We ask families to partner with us by following these guidelines to help promote a healthy and safe community:

- Students with a fever of 100°F or higher, vomiting, or diarrhea will need to go home and should not return until they have been symptom-free (without medication) for at least 24 hours.
- Students sent home from the clinic or who leave due to illness may not participate in extracurricular activities until cleared by the school nurse. Coaches, sponsors, or the athletic office will be notified as needed.
- Students who leave campus due to illness without going through the clinic will be considered unexcused, and academic penalties for unexcused absences will apply.
- Any student requiring medication during the school day must have a Medication Administration Form on file, and medications must be submitted to the clinic in their original containers.
- Students may not carry or store medications (including over-the-counter medicines) while on campus or school trips, except in the case of emergency medications for diagnosed conditions, with proper documentation from a physician.
- Students may never distribute medications of any kind to other students.
- Emergency medications (such as epinephrine or inhalers) are stored both in the clinic and in a strategic location determined through a Severe Allergy Management Plan created with the family and the school nurse.
- If a student experiences a significant illness, injury, or planned medical procedure, parents should communicate directly with the school nurse. The nurse will help coordinate temporary accommodations and keep teachers informed.
- When classroom accommodations are needed due to illness or injury, a plan will be developed with input from the student's physician and shared with faculty as appropriate.

STUDENT CULTURE

At Greenbrier Christian Academy, our student culture is rooted in our mission: to help students know Christ, pursue academic excellence, and grow in wisdom and character. We believe that students who are striving to follow Christ can and should be treated with maturity, trusted with responsibility, and held accountable in ways that reflect respect for their God-given worth. Students are expected to live out our core values: honoring God's Word, valuing each person, upholding accountability and stewardship, learning through a biblical worldview, and partnering with the local church. **Students who are respectful, responsible, and motivated will thrive here.**

We trust students — but that trust is matched with clear expectations and loving accountability — so that each one is equipped to flourish academically, spiritually, and personally.

The following principles encourage the growth of our student culture:

- **Christ-Centered Living**
Students are encouraged to pursue a genuine relationship with Christ and reflect His character in all they do by reflecting Christ's example in their attitudes, words, and actions—showing kindness, humility, honesty, forgiveness, and compassion in all relationships.
- **Mutual Respect**
Each student, teacher, and staff member are valued as an individual created in God's image and treated with dignity. Students will treat peers, teachers, staff, and guests with dignity and respect, both in person and online.
- **Personal Responsibility**
Students are expected to take ownership of their actions, work, and relationships, demonstrating maturity and integrity.
- **Stewardship of Opportunities**
Students are trusted to wisely use the freedoms and privileges they are given and are held accountable for how they manage their time, resources, and relationships.
- **Academic Excellence and Integrity**
Learning is approached as an act of worship, with diligence and a commitment to do one's best in all academic pursuits as unto the Lord. Students must pursue learning with honesty and diligence. Cheating, plagiarism, or cutting corners undermines both personal growth and community trust.
- **Accountability with Grace**
Students are trusted and are held accountable for meeting expectations. When discipline is necessary, it will be handled with grace and an intent to restore relationships and promote growth.
- **Community Partnership**
Students, families, faculty, and the church work together to support spiritual formation, personal growth, and academic success. Students are encouraged to contribute positively to the life of the

school—showing school spirit, participating respectfully in activities, and supporting one another in word and deed.

- **Growth Mindset**

Students are encouraged to embrace challenges, learn from failure, and develop resilience as part of their growth into Christlikeness.

- **Biblical Worldview in Practice**

Students are expected to approach life and learning through the lens of biblical truth—evaluating ideas, entertainment, and decisions according to God’s Word.

STUDENT LIFE

At Greenbrier Christian Academy, student life extends far beyond the classroom. We desire for every student to flourish in a community where faith, friendships, service, and leadership are nurtured. Participation in the life of the school is an important part of personal and spiritual growth, and we encourage students to make the most of every opportunity.

Chapel and Spiritual Life

Chapel is a central part of our school and an opportunity for students to worship together, hear biblical teaching, and be encouraged in their faith. All students are expected to attend chapel and approach this time with respect and openness to God's Word. Other spiritual life opportunities may include small groups, class retreats, or discipleship events throughout the year.

Athletics

Athletics at Greenbrier Christian Academy provide opportunities for students to grow in character, teamwork, and discipline while honoring Christ through sportsmanship. Athletes are expected to represent our school with integrity both on and off the field.

Coaches and players are expected to reflect Christlike character by showing respect for teammates, opponents, officials, and coaches, and by upholding the values and standards of our community.

When student-athletes fail to meet these expectations, appropriate disciplinary action may be taken. Repeated misconduct may result in suspension from the team at the discretion of the Principal, Athletic Director, and/or Coach.

Additionally, any student-athlete suspended from school will not be permitted to participate in practices or games until cleared by the Principal and Athletic Director.

Our desire is that every athlete at Greenbrier Christian Academy competes with integrity, humility, and a heart that seeks to glorify God through both words and actions.

Spectator and Cheering Expectations

We are committed to honoring Christ in all areas of life—including how we cheer and support our teams. We desire our athletic events to reflect the spirit of Christian community and respect for all.

We ask students and spectators to follow these important guidelines:

- Cheer in a positive and encouraging way, focusing on uplifting our team rather than drawing attention to mistakes.
- Remember that all people—players, coaches, officials, and fans—are made in the image of God. Our words should build others up and reflect kindness and respect.
- Show respect to everyone involved in the event, including opponents and other spectators.

Any student or spectator who fails to meet these expectations may be asked to leave the event. For athletes, further disciplinary action may also be taken by the Principal, Athletic Director, or Coach.

Together, we can create an environment where school spirit is expressed with grace and good sportsmanship, honoring Christ through our words and actions.

Community Service

Community service is an important part of the student experience at Greenbrier Christian Academy, helping students discover their gifts while serving others. Students in grades 9–12 are required to complete at least 24 hours of community service each year.

We encourage students to explore a variety of service opportunities, which can help develop new skills and reveal areas of passion. All service activities should be approved through the Student Services Office.

Special Events and Traditions

Throughout the year, students will have the chance to participate in events and traditions that bring our community together—such as Spirit Week, service projects, retreats, and class trips. These experiences contribute to a strong sense of belonging and shared purpose.

Student Leadership

Leadership opportunities are available through Student Government and other campus roles. Students are encouraged to develop their leadership gifts by serving their peers with humility, wisdom, and respect.

Lunch

GCA offers a catered lunch program in partnership with local restaurants, giving families the option of purchasing lunch or sending lunch from home. Assorted snacks are also available for purchase.

- Microwaves are provided for student use in grades 3-12, and all purchases are processed through a prepaid FACTS account.
- Seniors are welcome to enjoy lunch outside in the designated area or on the mezzanine. These spaces are reserved for seniors, and underclassmen are not permitted to eat in these areas.
- Eighth grade students are permitted to eat on the mezzanine.
- To help protect the health and safety of all students, especially those with severe allergies, students may not share food with one another.
- The delivery of food to students by outside vendors is not permitted during the school day. Students may not call and order food to be delivered to campus. If parents would like to deliver lunch for their students, they may bring it to appropriate divisional office.

All students are expected to help keep our lunch areas clean and welcoming for others.

Lost and Found

The Lost and Found is located in the cafeteria and in the lower school office. These locations may be accessed before school, during lunch, or after school. To keep the area manageable, unclaimed items will be periodically donated to local charitable organizations.

General Conduct in Common Areas

Our shared spaces—including hallways, lounges, and outdoor areas—should reflect the respect we have for one another and for our school community. Students are expected to conduct themselves in a way that promotes safety, responsibility, and kindness toward others.

Upperclassmen Privileges

- Junior and Senior students are granted late arrival and early dismissal based on scheduling. This allows for flexibility for work and internship opportunities as students can handle these additional responsibilities. These privileges are with parent and administrative approval and may be revoked if not handled with responsibility. Students should not be on campus during these times of late arrival or early dismissal. This includes waiting in cars or in non-academic areas of campus.
- Seniors can paint their parking space with an approved design when submitted according to school guidelines and deadlines.
- Additional Senior privileges may be granted with administrative guidance and approval.

Dress and Appearance

At Greenbrier Christian Academy, we seek to maintain a positive and professional learning environment that reflects God's call to modesty and purity. We believe that a student's appearance should promote focus and respect in the classroom, never distracting from the learning process. Extreme styles should be avoided.

Our dress code is guided by principles of modesty and professionalism. We expect students to approach these guidelines thoughtfully and consistently, understanding that how we present ourselves is part of honoring God and respecting our community.

If a student is found to be out of the dress code, he/she will be required to correct the situation by changing clothes. The student will not be allowed to return to class until corrected. Repeated dress code violations may result in the student being asked to withdraw from the Academy.

Foundations Dress Code (Grades K-5)

Gentlemen

Pants or Jeans

- 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

- All solid colors as identified above are acceptable.
- 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 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.
- Jeans should not be worn on Chapel days.

Ladies

Pants or Jeans

- 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, except for leggings that may be worn under jumpers, skirts, or dresses.
- When belt loops are visible a belt must be worn.

Shorts

- All solid colors as identified above are acceptable.
- Shorts must be no shorter than two inches from the top of the kneecap when standing.
- 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.

Polo Dresses

- Polo dresses may be worn in any solid color.
- Dresses must be no shorter than two inches from the top of the kneecap when standing.

Skirts and Jumpers

- Solid Colors: Navy, Khaki, Black, Brown, Gray, Green, or Burgundy
- Skirts must be no shorter than two inches from the top of the kneecap when standing.

- Slits cannot be higher than the top of the kneecap when sitting or standing.
- Skirts should not be form fitting or tight.

Shirts

- All shirts must have a collar.
- Shirts may be solid (any) color, plaid, or striped.
- No graphic designs or prints 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.
- Jeans should not be worn on Chapel days.

Outerwear

- All sweaters & outerwear worn in the classroom must be 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 Extracurricular Activities

- Clothing worn to extracurricular 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.

Jr. Collegiate/Collegiate Dress Code (Grades 6-12)

Gentlemen

Docker Style Pants, Colored/Denim Jeans, and Shorts

- Docker style pants are acceptable in the following colors: navy, khaki, black, brown, gray, olive green, or burgundy.
- Colored jeans are acceptable in the following colors: khaki, black, brown, gray, olive green, or burgundy.
- Denim blue jeans can be worn every day and are to be medium to dark blue wash with no fading, fraying, or tears.
- Chino joggers can be worn every day but must be a cotton/polyester blend, such as the material used for the docker style pants. Athletic joggers made of dry fit or sweat-pant material are **NOT ACCEPTABLE**.
- Pants and jeans may not be tight or form fitting.
- All pants and jeans must be worn at the waistline.
- When belt loops are visible, a belt must be worn.
- Golf shorts are acceptable every day in the following colors: navy, khaki, black, brown, gray, olive green, or burgundy.
- Golf shorts must be no shorter than 3 inches above the knee and can be made of a dry fit or docker style material.
- Golf shorts **MUST** be structured as athletic and/or leisure shorts are **NOT ACCEPTABLE**.
- Cargo pants and jorts are not permitted.

Shirts

- Traditional style polos in long or short sleeves are permitted.
- Polos must be solid; however, any color is acceptable.
- White crewneck undershirts can be worn under polo shirts and quarter zips.
- Logos on any shirt must not be larger than 3 inches in diameter.

Shoes

- Dress, casual, or athletic shoes are acceptable.
- All shoes must be clean, neat, and in good repair.
- Laced shoes must be tied.
- Socks are required with all shoes. Low cut socks are acceptable.
- Sandals are not acceptable. Flip-flops, beach style shoes, slides, and/or crocs are not permitted.
- Open-toed sandals worn with socks (including Birkenstocks) are **NOT ACCEPTABLE**.

Hair/Facial hair

- Hair should not extend below the top of the ear, below the eyebrows, or below the top of the shirt collar.
- Hair that is longer on top may not exceed 3 inches in height.
- Hair must be natural in color.
- Facial hair is not acceptable.

Jewelry

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

Layering Items

- All layering pieces, except for quarter zips, **MUST** have a GCA logo and be purchased from the link provided¹. Layering pieces include solid crewneck sweatshirts, quarter zips, and (NEW FOR 25-26 year) full zip jackets.
- All layering pieces **MUST** be appropriately sized. No oversized layering items will be permitted.
- Polos **MUST** be worn under all layering pieces except for quarter zips. A solid white crewneck t-shirt may be worn under the quarter zip instead of the polo shirt.
- No hats, sweatbands, or head coverings are permissible while in the building.
- Official GCA “hoodies” as well as other school spirit wear (“Gator Wear”) are acceptable **ONLY ON FRIDAYS**.
- Hoodies **MUST HAVE** the GCA logo and are **ONLY ALLOWED TO BE WORN ON FRIDAYS**. No other hoodies are permissible.

After School and Extracurricular Activities

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

Friday Dress Code Attire

- Fridays are “Gator Wear” days.
- Official GCA hoodies and other Gator Wear shirts are only permissible **ON FRIDAYS**.
- Collared shirts are not required to be worn under hoodies and other Gator Wear.

¹ Understanding the shift to logo required items can be costly, solid quarter zips will be allowed to be worn through the 25-26 school year to give students the opportunity to wear items they may already own.

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.

Ladies

Pants, Colored Jeans, Leggings

- Docker style pants are acceptable in the following colors: navy, khaki, black, brown, gray, olive green, white, or burgundy.
- Colored jeans are acceptable in the following colors: khaki, black, brown, gray, olive green, or burgundy.
- Denim blue jeans can be worn every day and are to be medium to dark blue wash with no fading, fraying, or tears.
- White jeans should be worn with appropriate undergarments to ensure modesty.
- Pants may not be tight or form fitting and must be modest in appearance.
- Pants or jeans must have pockets.
- Leggings can be worn on Fridays ONLY with “Gator Wear” and at after-school events but **MUST be paired with a shirt/sweatshirt that comes to mid-thigh.**
- Shorts are not permitted for young ladies.
- Oversized or baggy “mom jeans” are not permitted.
- Cargo pants are not permitted.

Shirts

- Only polo style shirts are permitted– **NO** button downs, mock turtlenecks, or other collared shirts are permitted.
- Polos must be solid; however, any color is acceptable.
- No graphic designs or prints (including florals) are acceptable.
- Tight fitting, midriff length, or “see-through” polos are not acceptable.
- Shirts may be worn with no more than two buttons from the top unbuttoned. No cleavage may be visible.
- White crewneck undershirts can be worn under polo shirts and quarter zips.
- Logos on any shirt must not be larger than 3 inches in diameter.

Shoes

- Dress, casual, and athletic shoes are acceptable.
- All shoes must be clean, neat, and in good repair.
- Laced shoes must be tied.
- Dress-style sandals with straps are acceptable. Flip-flops, beach style shoes, slides, and/or crocs are not permitted.
- Open-toed sandals worn with socks (including Birkenstocks) are **NOT ACCEPTABLE.**
- Heels are acceptable unless they are extreme in height.

Hair

- No extreme cuts or extreme coloring is permitted. Hair coloring must be natural in appearance.

Jewelry

- Visible body piercings are restricted to ears and nose only.
- Nose piercings are restricted to studs only.

Layering Items

- All layering pieces, except for quarter zips, **MUST** have a GCA logo and be purchased from the link provided¹. Layering pieces include solid crewneck sweatshirts, quarter zips, and (NEW FOR 25-26 year) full zip jackets.
- All layering pieces **MUST** be appropriately sized. No oversized layering items will be permitted.
- Polos **MUST** be worn under all layering pieces except for quarter zips. A solid white crewneck t-shirt may be worn under the quarter zip instead of the polo shirt.
- No hats, sweatbands, or head coverings are permissible while in the building.
- Official GCA “hoodies” as well as other school spirit wear (“Gator Wear”) are acceptable **ONLY ON FRIDAYS**.
- Hoodies **MUST HAVE** the GCA logo and are **ONLY ALLOWED TO BE WORN ON FRIDAYS**. No other hoodies are permissible.

After School and Extracurricular Activities

- Jeans and pants must adhere to school dress code requirements.
- Shorts in solid colors may be worn but must have a minimum of a 5-inch (fingertip) inseam length when standing. These must be modest and not tightly fitted.
- No spandex shorts may be worn unless they are a part of an athletic uniform/practice wear. (Students should not leave the practice area without another garment over these style shorts.)
- Shirts and/or blouses may not have “spaghetti straps” or racerbacks.
- Halter, strapless, one-shoulder, or midriff shirts **ARE NOT ALLOWED**.
- No sheer garments that allow undergarments to be seen may be worn.
- No low-cut necklines are permitted. Cleavage should not be visible.
- Bralettes (including straps) should not be visible at any time.
- Leggings may be worn at after-school events but **MUST** be paired with a shirt/sweatshirt that comes to mid-thigh.

Friday Dress Code Attire

- Fridays are “Gator Wear” days.
- GCA hoodies and other Gator Wear shirts are only permissible **ON FRIDAYS**.
- Collared shirts are not required to be worn under hoodies and other Gator Wear.

¹ Understanding that the shift to logo required items can be costly, solid quarter zips will be allowed to be worn through the 25-26 school year to give students the opportunity to wear items they may already own.

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.

STUDENT DISCIPLINE

Classroom discipline is built on strong communication, consistent expectations, and positive reinforcement. Teachers partner with parents to help students grow in responsibility, respect, and Christ-like character.

While most behaviors are addressed through redirection and encouragement, more serious offenses may be referred to the divisional principal, depending on the severity and/or recurrence of the offense. Parents will be notified, and appropriate disciplinary measures will be assigned based on the nature of the incident.

Detention:

- Detentions are typically served for violations of school-wide or classroom expectations, including (but not limited to) inappropriate behavior, disrespect, or failure to follow school procedures.
- Detention is served after school for 60 minutes on a designated day and involves service to the school.
- Detentions take precedence over all extracurricular or athletic activities.
- Students who do not attend an assigned detention without an approved excuse (e.g., illness or medical appointment) will face additional consequences.
- Detentions are typically reserved for Upper school students.

Suspension

At times, suspension may be deemed an appropriate consequence when addressing certain behaviors that violate the standards and expectations of Greenbrier Christian Academy. The goal of any suspension is to provide both accountability and an opportunity for reflection and growth.

In-School Suspension (ISS)

- In-school suspension is a full day of supervised service held on campus during the regular school day.
- A \$50.00 fee will be charged to cover the cost of supervision.
- Parents will be notified directly when a suspension is assigned.
- The day of in-school suspension is recorded as an excused absence from regular classes. Students are expected to complete all academic work provided by their teachers according to the make-up work policy.
- Specific expectations for the day of ISS will be communicated in advance to both the student and parent.

Behaviors That May Result in In-School or Out-of-School Suspension:

- Inappropriate or disruptive behavior
- Disrespect toward faculty, staff, or peers
- Direct disobedience
- Inappropriate or profane language
- Lying or dishonesty
- Forging a parent's signature
- Skipping class or failing to report to class
- Leaving campus without permission
- Cheating or plagiarism (academic consequences will also apply)

- Fighting (initiating or responding)
- Use or possession of alcohol, tobacco, vaping devices, drugs, or drug paraphernalia
- Destruction of school property
- Unauthorized possession or use of a cell phone during school hours

Out-of-school suspension may be considered for more serious infractions or repeated offenses. In either case, the administration reserves the right to determine the nature and length of suspension based on the specific circumstances of the violation.

Expulsion

At Greenbrier Christian Academy, student behavior is expected to reflect the values and standards outlined in our mission and policies. In cases where a student demonstrates repeated misconduct, serious moral or legal violations, or actions that are clearly out of alignment with the expectations of the Academy, dismissal may be necessary.

Decisions regarding expulsion are made at the discretion of the Administration in consultation with the Greenbrier Christian Academy Board of Directors.

Grounds for Expulsion May Include:

- Repeated inappropriate or defiant behavior
- Violations of moral or biblical standards
- Legal infractions or involvement in illegal activity (including but not limited to drug or alcohol use, inappropriate conduct on social media, or criminal behavior)

In such cases, students may be referred to law enforcement, and GCA is not responsible for any action taken by civil authorities.

Students who are expelled or asked to withdraw are not eligible for re-enrollment for at least one full semester following the date of expulsion. Consideration for re-enrollment may be made after the student has completed at least one full semester without disciplinary action and pastoral and/or professional counseling, with documentation submitted for review. Final decisions regarding re-admittance rest with school administration and the Board. Re-admission is not guaranteed and will be considered only after careful review by school leadership and the Board of Directors.

Expelled students are not permitted to return to campus or participate in school activities without prior approval from the Superintendent.

At any point, the Superintendent and School Board reserve the right to intervene or expedite disciplinary action in response to serious or repeated infractions.

Discipline Record

Detentions and suspensions are documented as part of a student's disciplinary record for each year of enrollment at the Academy. While this record is not included on the academic transcript sent to colleges or universities, it may be disclosed if specifically requested by the institution.

Parents are encouraged to stay informed by regularly reviewing their student's discipline record through FACTS/RenWeb. In cases of repeated disciplinary infractions, a student may be placed on behavioral probation to encourage accountability and support positive growth.

ACADEMIC POLICIES

At Greenbrier Christian Academy, we offer a comprehensive curriculum designed to meet the needs of each student while equipping them to thrive academically, spiritually, and personally. Our biblically based program prepares students not only for success in higher education but also to live as productive members of society who seek to fulfill God's calling on their lives.

From the beginning, Greenbrier Christian Academy has been committed to providing a high-quality education in a Christ-centered environment. We recognize that God has gifted each student uniquely, and we seek to help them discover and develop those gifts—whether that leads them toward college, a trade, or another path where they can serve and contribute meaningfully.

The Collegiate Academy continues our tradition of academic excellence by offering a thoughtfully planned sequence of courses that meet both state and national standards for college admission. For students pursuing additional challenges, we offer a broad range of honors, Advanced Placement, and dual enrollment courses. At the same time, we strive to prepare every student for a future that reflects their talents, interests, and God's purpose for their lives.

Student Services Office

The Student Services Office plays a key role in supporting students throughout their academic journey. This office provides academic counseling, guidance on student progress, and resources related to transcripts, college applications, standardized testing, and other important academic records. Students and parents are always welcome to contact the Student Services Office with questions or requests for assistance.

In collaboration with divisional offices, administrators, and discipleship programs, the Student Services team works to:

- Assist with academic oversight for students and teachers in grades 6–12
- Oversee admissions and re-enrollment processes
- Provide college and career counseling tailored to each student's gifts and goals
- Coordinate testing schedules and manage annual achievement testing
- Oversee Advanced Placement, Honors, and Dual Enrollment programs
- Develop student and faculty class schedules
- Maintain student records and permanent files

Through these services, our goal is to walk alongside students and families, offering both practical guidance and personal support to help every student prepare for the next season of life with confidence, excellence, and faith.

The STEP Center

The STEP 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 STEP Center

seeks to rebuild the deficit area to enable the student to function successfully in the regular classroom.

Academic Accommodations and Support

Academic Disabilities

- An academic disability is defined as a learning condition that makes it particularly difficult for a student to complete his/her work or adequately demonstrate learning. Common academic disabilities among students at Greenbrier Christian Academy include ADHD (hyperactive, inattentive, or combined), learning disabilities in the areas of reading, writing, or math, and certain levels of autism.

Emotional Challenges

- An emotional challenge is defined as a social-emotional condition that affects the student's ability to function well under normal circumstances at school or while completing schoolwork. Greenbrier Christian Academy administration may recommend or ask families to seek a professional evaluation from an external agency if an individual's safety or well-being is in question. If a professional evaluation is required, the family will be asked to meet with the Academy's divisional administration and provide the evaluation results before a student can return to school.

Medical Conditions

- A medical condition may include any diagnosed condition that impacts a student's health or learning at school. Common medical conditions include concussions, seizures, diabetes, surgeries that require prolonged absences, and some chronic illnesses. Any medical accommodation will be written by the Academy's nurse; medical based academic accommodations will be written by the STEP Center director.

Process for Acquiring Accommodations

- While public schools are mandated by federal and state laws to provide Individualized Education Programs (IEPs) for students identified as eligible for special education and 504 Plans for students with a physical or mental impairment that limit major life activities or impacts their ability to perform everyday tasks, including learning, private schools do not have the same legal obligations. Although Greenbrier Christian Academy is not required or to provide IEPs, we are committed to reasonably accommodating students with identified learning needs.
- Families are asked to share information about educational evaluations, private support/therapy, medical needs, or requests for accommodations with the Admissions Office at the time of application. Those will be shared with the Divisional Leader and STEP Center Director to determine if the student's needs can be met.
- If a student is already attending Greenbrier Christian Academy, families should share educational concerns or educational testing results with their divisional leader and the STEP Center director as soon as they are aware of the need.
- If the Academy becomes concerned that a student is struggling with a possible academic, emotional, or medical challenge that is impacting his/her ability to learn, families may be asked to make an appointment for further evaluation and seek an official diagnosis from an outside professional.

- Documentation needed for accommodations may include a written diagnosis from a medical doctor, licensed clinical psychologist, or other appropriately licensed individual.

Developing the 504 / Accommodation Plan

- If it is determined that a student requires accommodations and that Greenbrier Christian Academy is equipped to provide such accommodation, a 504 Plan and/or Accommodation Plan will be developed.
- Official documentation must be submitted to the STEP Center director for accommodations to be written. Once written, the parent/guardian will be notified the accommodation document is ready for approval and will meet (via phone, email, or in person) to discuss. After approval has been given, the accommodation document will be distributed to teachers for implementation in the classroom.
- Students needing continuous academic support or accommodation may be advised to pursue a Standard Diploma track.

Reasonable Accommodations Offered

- Students must meet the Academy's educational standards for learning in each of their classes; however, reasonable accommodation will be provided based on the official documentation submitted.
- The following are examples of accommodations offered:
 - Extra time to complete assignments/assessments (up to 150%) *
 - Opportunity to test in the Testing Center
 - Oral assessment on Bible verses and vocabular
 - Access to teacher notes in paper form or posted in Google Classroom
 - Breaking large assignments into smaller tasks
 - Intentional seating
 - Ensuring directions are understood
 - Allow the use of technology on assignments

*On some assessments, the extra time is built into the time allotted for the assessment. Greenbrier Christian Academy will seek to partner with every family and student in their unique situation; however, there are some accommodations we are not equipped with space or trained staff to regularly provide.

Support Classes Offered

- Grades 1-5
 - Academic Language Therapy** – An Orton-Gillingham based reading program that uses a multi-sensory approach to focus on teaching our language phonetically, strengthening deficit areas, and enhancing learning strengths. Sessions are individually taught by a trained Academic Language Therapist.
 - Resource Classes** – Based on the need each year, resource classes in Math and ELA classes are offered to compliment the classroom schedule and as a support in the classroom.
- Grades 6-12
 - Accountability** - Accountability classes are offered to JRC and Collegiate students who need additional assistance in organization, study skills, and

preparation for assignments and projects. Accountability meets during a regular scheduled class period. Accountability instructors partner with teachers, parents, and students for successful achievement.

- Resource Classes** - Resource classes are for students with deficits of one year or more in the subjects of English and/or Math. They are also available for students who can accomplish grade level work but may have difficulty keeping the pace of the regular classroom.

**Each of these services requires an additional fee added to tuition.

Confidentiality

- All academic, emotional, and medical support is handled confidentially.

Homework

GCA values family time and desires students to be invested in extracurricular activities. Homework is limited to what is necessary for reinforcement and continued learning.

- No late homework will be accepted.
- Other homework policies will be communicated by individual syllabi provided by class instructors.

Assessments and Examinations

Assessment is an important part of the learning process, and we strive to communicate clearly with students and families about upcoming tests and major assignments.

- Details about assessments for each class can be found in the course syllabus.
- Major assessments may follow a prescheduled test calendar to help students manage their workload.
- Instructors will post test dates and deadlines in RenWeb at least one week in advance so students can prepare well.

Semester Examinations

- Juniors and seniors will take cumulative semester exams at the end of the first semester. These exams count for 20% of the semester grade and are required for all students; exam exemptions are not offered.
- For other grade levels, cumulative tests may be administered at the end of a grading period, but these tests are not weighted differently from other assessments.

Academic Integrity

As followers of Christ, we are called to live with integrity in every area of life—including our academic work. We hold students to a high standard of honesty and personal responsibility, as academic integrity reflects both personal character and faithfulness.

- Academic dishonesty occurs when students gain or help others gain credit for work that is not their own. Unless specifically directed otherwise by a teacher, students should assume that all homework, quizzes, tests, and exams are to be completed independently.
- Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This includes computer programs, drawings, artwork, digital images or media, and all other types of work that are not one's own. Types of plagiarism include word-for-word, rearrangement or rewording without documentation, and indirect paraphrasing without documentation.

Students are expected to:

- Complete their own work and take personal responsibility for their learning
- Properly credit ideas or words that are not their own
- Follow teacher expectations regarding collaboration and the use of resources
- Seek help in appropriate and honest ways when needed
- Teachers will guide students in understanding when collaboration is appropriate and how to work together responsibly. It is important for students to understand the difference between collaboration and copying; this includes work shared or submitted through digital tools. Students should never submit identical work unless it is a group project explicitly approved by the instructor.
- We recognize that tools like AI technology and ChatGPT can support learning when used properly. Teachers will provide clear guidance on the appropriate use of these tools. However, students should not use AI to complete, copy, or submit work as their own, as doing so is a form of academic dishonesty.

Violations of academic integrity—such as cheating or plagiarism—are taken seriously and may result in academic penalties or disciplinary action. Our goal is to help students understand the importance of honesty and to take joy in doing their best work as an offering to the Lord.

The following steps will guide our response to academic dishonesty or plagiarism:

- When an incident occurs, the teacher will notify the student and their parents and will refer the matter to the administration for review. Consequences may include loss of credit for the assignment, restorative conversations, academic probation, and/or the requirement to complete an alternate assignment. In addition, students may lose eligibility for leadership roles or participation in extracurricular activities.
- A second occurrence of academic dishonesty may result in suspension.
- Continued issues with academic dishonesty may result in the student being asked to withdraw from the Academy.

These guidelines are intended to uphold the integrity of our academic program and to help students understand the importance of honesty, responsibility, and doing their best work for the glory of God.

Submission of Student Work

We value responsibility and punctuality as part of helping students grow in character and prepare for future academic and professional expectations. The following guidelines apply to the submission of student work:

- Late homework is not accepted in any course.
- Late work is not accepted for seniors or in Honors and Advanced Placement courses.
- **Late Work Due to Absence**

If a student is absent, they are given a make-up window equal to the number of days missed **plus one additional school day** to complete any missed quizzes, tests, or projects.

If the assignment is **not submitted within this allotted make-up period**, the following late penalties will apply:

- 10 points deducted if submitted **one school day** past the end of the make-up window
- 20 points deducted if submitted **two school days** past the end of the make-up window
- No credit will be awarded if submitted **three or more school days** past the make-up deadline

Please note that “school days” are counted as total calendar school days, not based on whether the class meets on an A or B day.

- For assignments submitted electronically, the due time is 11:59 p.m. on the date due.
- If a student arrives late at school, they are still responsible for completing any assessments scheduled for that day.

Extracurricular Eligibility

To help students balance their academic responsibilities with extracurricular involvement, the following eligibility guidelines apply:

- To participate in an extracurricular activity (practice, game, rehearsal, or performance), students must be present at school by 9:00 a.m. and remain in all scheduled classes that day.
- Students must maintain a minimum 2.0 grade point average in core academic courses and have no more than one failing grade to remain eligible for participation.
- Grades are reviewed at the end of each semester to determine eligibility for the following semester (e.g., spring semester GPA determines eligibility for the fall).
- For winter sports or activities, eligibility continues until the end of the first semester based on the previous semester’s academic performance. Students who do not maintain the required GPA will become ineligible at that time.
- New students’ eligibility is reviewed during the application process. Students may not participate in extracurricular activities until eligibility is confirmed, all required paperwork is complete, and any necessary medical examinations have been submitted.
- Students who are selected for an extracurricular activity but then withdraw without administrative approval after practice or rehearsals have begun will become ineligible for further participation through the following semester.

Academic Waivers

A one-time academic waiver may be available to Collegiate Academy students (grades 9–12) who need additional support while participating in extracurricular activities or athletics.

- The waiver allows participation for one semester while students work toward improving their academic standing.

- Students granted a waiver must attend any teacher-sponsored help classes in subjects where they are struggling. Failure to attend these help sessions will void the waiver.
- If, at the end of the waiver period, the student's grades have not improved to at least a 2.0 GPA, the waiver will be revoked, and the student will become ineligible.

Requesting a waiver does not guarantee approval; requests are carefully considered by the administration and must be submitted before the activity or sports season begins.

Grading Scale

Numeric Scale

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

Communication of Student Progress

We believe clear communication between home and school is essential to student success. We encourage parents and students to actively monitor academic progress throughout the year using FACTS Family/ParentsWeb, which provides immediate online access to grades and class averages.

Through FACTS, parents can view current grades, upcoming assignments, and communicate easily with teachers by email.

To help families stay informed:

- Parents will automatically receive email notifications from RenWeb when:
 - A student's grade falls below 64 in a class.
 - When an individual assignment grade falls below 64.

- When a grade is incomplete.
- When an assignment has not been submitted by the due date.
- Notifications regarding incomplete work give parents the opportunity to assist their student in submitting assignments within the acceptable late submission window. (Please see the “Submission of Student Work” section for more details.)
- Incomplete assignments temporarily calculate as a zero until the work is submitted.

Report Cards and Transcripts

Report Cards

- Report cards are electronically generated at the end of each grading period and posted in RenWeb for easy access by students and parents.
- Parents may print report cards at the end of each quarter through FACTS/RenWeb.
- Final report cards are available electronically at the conclusion of the school year once all school commitments have been fulfilled.
-

Academic Transcripts

- Transcripts for students in grades 9–12 are available upon request from the Student Services Office. Request forms can be obtained in the office or downloaded from the school website under the *Student Record/Transcript Release Request* section.
- Senior midyear transcripts are sent directly to colleges of interest, and final transcripts are sent to colleges of acceptance after graduation.
- Alumni may request copies of their official transcripts through the *Parchments* tab on our website.
- Transcripts provide a complete record of a student’s academic progress but do not include behavioral records unless specifically requested by a college or university.
- Consistent with the practice of accredited schools in Virginia, only final semester grades are recorded on the official transcript.

We encourage students and parents to reach out to the Student Services Office with any questions regarding report cards or transcript requests. We are happy to assist and ensure this process is clear and smooth for every family.

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.**

Effective for the 2025-26 school year, Jr. Collegiate students enrolled in high school credited courses will receive high school credit, but GPA is not recorded until the start of the 9th grade.

Weighted Credits

- Honors courses receive a .5 additional credit.
- DE courses receive a .5 additional credit.
- Advanced Placement courses receive a 1.0 additional credit.
- Students who miss more than fifteen (15) class periods in an AP course will not earn the AP weighted credit on their transcript, but the class will be identified as an AP course.

Advanced Placement

- 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.
- 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
 - AP Government
 - AP European History
 - AP Seminar
 - AP Research
- 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:
 - Asbury University
 - Cedarville University
 - Grand Canyon University
 - Liberty University
 - Regent University
 - 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.
- Dual Enrollment 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 extracurricular activities or sports.

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

Academic Standing

At Greenbrier Christian Academy, we are committed to supporting the academic success of every student.

- To ensure a strong start, all new students are placed on academic probation during their first quarter of enrollment. This initial period allows us to assess each student’s adjustment to the academic environment and offer support where needed.
- Academic progress is reviewed at the end of each 9-week grading period. Students are considered in good academic standing unless they receive a failing grade or two or more grades of “D.”
- If concerns arise, a student may be placed on academic probation for the following quarter. This status is intended to serve as a time of encouragement and accountability, giving students the opportunity to raise their academic performance with the support of teachers and staff.
- Continued academic struggles without improvement may lead to dismissal. Our goal, however, is always to work in partnership with families to help each student grow and succeed.

Academic Affiliation: National Beta Club

We are proud to recognize academic excellence and Christlike character through our affiliation with the National Beta Club. This national organization promotes leadership, academic achievement, and service—values that align closely with our mission.

Greenbrier Christian Academy maintains active chapters of the National Junior Beta Club (grades 7–8) and the National Senior Beta Club (grades 9–12). Students are considered for membership based on the following criteria:

- A minimum overall weighted GPA of 3.8 in academic classes
- Nomination by faculty members based on the character standards established by the National Beta Club

- Final approval by the school's senior administration following academic review.

Students selected for membership will be notified in writing prior to the annual induction ceremony.

Beta Club members are expected to continue meeting the academic and character standards required for membership and to actively participate in service projects throughout the school year. Students who do not meet these expectations may be removed from the organization.

We value the opportunity to honor students who exemplify excellence in scholarship, integrity, and service.

Graduation Requirements

At Greenbrier Christian Academy, graduation represents more than the completion of academic credits—it reflects a student's growth in knowledge, character, and purpose as they prepare to live out God's calling. In alignment with the guidelines set by the Commonwealth of Virginia, students must complete one of the following diploma tracks:

Standard Diploma

Minimum Credit Requirements: 22

Subject Area	Credits
English	4
Mathematics	3
Laboratory Sciences	3
Social Studies	3
Health & Physical Education	2
Economics/Personal Finance	1
Electives (including Bible 11 & 12 and at least two Fine Art credits)	6
Total	22

Advanced Studies Diploma

Minimum Credit Requirements: 26

Subject Area	Credits
English	4
Mathematics	4
Laboratory Sciences	4
Social Studies	4
Health & Physical Education	2
Economics/Personal Finance	1
Foreign Language (3 years of one or 2 years of two)	3
Fine Arts	1
Electives (including Bible 11 & 12)	3
Total	26

Additional Graduation Requirements

To earn a diploma from Greenbrier Christian Academy, students must also meet the following expectations:

- **Community Service:** Complete 24 approved hours of community service for each year of high school enrollment at GCA.
- **Worldview Panel:** Successfully complete the senior capstone “Worldview Panel” project.
- **Standardized Testing:** Take the SAT and/or ACT, regardless of post-graduation plans
- **Career Credential:** Fulfill a career/technical credential requirement (such as the ASVAB or an equivalent assessment)
- **Online Learning:** Complete at least one online course prior to graduation (typically met through English 11 or AP English Language; otherwise, must be completed independently with approval)
- **First Aid/CPR Certification:** Complete emergency First Aid and CPR/AED training (usually completed in Health/PE; if not, student must complete a certified course independently)
- **Academic Standing:** Maintain a minimum GPA of 2.0 (equivalent to a 73 average on a 4.0 scale)

Additional Notes

- Diplomas and transcripts will be withheld until all financial and school-related obligations are fulfilled.

Valedictorian and Salutatorian Awards

The Valedictorian and Salutatorian awards honor academic excellence and Christlike character at the highest level. These recognitions are tentatively determined at the end of the first semester of the senior year and are finalized at the conclusion of the third quarter.

To be considered for these honors, students must:

- Hold the highest cumulative GPA in the senior class (Valedictorian) or the second highest (Salutatorian)
- Have attended Greenbrier Christian Academy for at least two full academic years
- Be in good standing regarding academic performance, behavior, and personal character.

Final approval of these awards is determined by the Administrative Team to ensure recipients reflect the values and expectations of the Academy.

Transfer Students

We welcome the opportunity to partner with families who are seeking to join Greenbrier Christian Academy community through transfer. To ensure smooth transition and appropriate placement, the following guidelines apply to both transfers from accredited schools and home-school environments.

Transfer from an Accredited School

Students transferring from other accredited schools—whether in-state or out-of-state—are considered for admission in accordance with the standards of the Commonwealth of Virginia and GCA’s accrediting agencies.

- Transfer students are responsible for fulfilling all Greenbrier Christian Academy graduation requirements for the years they are enrolled at GCA.

- All students must meet the diploma requirements of the Commonwealth of Virginia to graduate.
- Academic deficiencies identified during the admissions process must be addressed and completed, as scheduling permits.
- Administrative approval is required for any student seeking admission during the second semester of the academic year.

Transfer from a Home-School Program

We recognize the diversity of home-school experiences and are committed to ensuring a fair and thoughtful evaluation of each applicant's academic background. The following expectations help guide that process:

- The home-school program must be officially registered and approved by the public school superintendent of the student's local district. Written proof of this approval is required at the time of admission.
- Families must provide documentation of the student's academic history, including a list of courses taken, curriculum or programs used, grades earned, and credits issued.
- Standardized test scores and academic achievement records must be submitted.
- Home-school credits that meet the above criteria will be recorded as "pass/fail." These grades will not be included in the student's cumulative GPA.
- GCA reserves the right to administer placement assessments to ensure appropriate academic placement. Additional fees may apply for these services.

We are honored to partner with families through the admissions process and are committed to supporting every transfer student's successful transition into our school community.

Grade Promotion Requirements

Promotion to the next grade level is based on a combination of academic performance and attendance.

- Students in lower grades (K-8) who do not earn passing grades in two or more non-credit bearing core academic subjects may not be promoted. To remain on track, students will be required to successfully complete at least one of the failed courses through approved summer school or tutoring before advancing.
- Collegiate Academy students enrolled in credit-bearing courses must pass each class to earn credit. Failure to pass a course may impact the student's academic classification and progress toward graduation. Students may need to repeat or remediate failed courses to meet graduation requirements. Resource class may be required.

Attendance and Promotion

Students who are absent for more than **30 regular school days** (regardless of excused or unexcused status) may not be promoted to the next grade level.

Collegiate Academy students who miss more than **30 class periods** in a single course may forfeit credit for that course. Loss of multiple course credits due to excessive absences may also prevent promotion.

For more information, please refer to the **Attendance** section of this handbook.

Course Remediation and Summer School

Collegiate Academy (Grades 6–12)

Greenbrier Christian Academy is committed to supporting student success and academic progress. When challenges arise, course remediation and summer school options are available to help students stay on track for promotion and graduation.

- **Seniors** who are at risk of failing a graduation-required course will be notified at the end of the first semester to begin planning for remediation and to ensure timely completion of diploma requirements.
- **Summer tutoring** may be recommended for students with low performance in a particular subject area. While optional, this support can be beneficial in building skills and confidence before the next school year.
- To remediate a full-year course (two semesters), students must complete a minimum of **70 clock hours** of one-on-one tutoring with an approved instructor. If the course is being repeated in an approved formal setting, **140 instructional hours** are required.
- Students **may not accelerate** their academic progress by taking summer coursework in lieu of a regular school-year course without prior approval from the Student Services Office.
- **All summer school programs**—including tutoring, remediation, or credit recovery—must be **approved in advance** by the Student Services Office.

For guidance or to request approval for summer coursework, families are encouraged to contact Student Services directly.

Scheduling of Classes

- Class scheduling materials are distributed each spring for the following school year.
- Student Services is available to support students and families in selecting appropriate courses.
- Students are encouraged to prayerfully and thoughtfully consider their course selections.
- Course requests must be submitted to the Student Services Office by the designated deadline.
- Timely submission allows for accurate staffing and optimal schedule planning.
- Some Honors and AP courses require:
 - A completed application
 - Teacher recommendation
 - Submission by the published deadline
- Late submissions or missing requests may result in:
 - Ineligibility of selective courses
 - Assignment to electives based on availability

Dropping and Adding Classes

- Because staffing is based on course requests, there is no official drop/add period once schedules are finalized.
- Class selections should be made with thoughtful and long-term commitment.
- Withdrawal from a course may be permitted only in significant extenuating circumstances.
- Withdrawals require approval from:
 - The course instructor
 - A parent/guardian
 - School administration

- Withdrawn courses will appear on the transcript as:
 - **WP** – Withdrawn Passing
 - **WF** – Withdrawn Failing
- Withdrawn courses do **not** impact GPA calculations.

Student Withdrawal from School

While we are always sad to see a student leave, we understand that families may need to make changes throughout the year. If a student needs to withdraw from Greenbrier Christian Academy, the following process ensures a smooth transition:

- Parents must complete a withdrawal form stating the reason for the withdrawal.
- Withdrawal forms are available through the appropriate divisional office.
- Please notify the divisional office at least **three school days in advance** of the intended withdrawal date to allow time for necessary documentation to be prepared.
- Official transcripts and records cannot be released until:
 - The **withdrawal form** is submitted
 - All **financial obligations** are satisfied through the Business Office
- Delays in completing this process may result in a delay in transferring student records.
- For information about tuition charges related to withdrawal, please refer to your signed financial agreement.

Standardized Testing

GCA administers or requires the following tests:

- *NWEA MAP 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

At Greenbrier Christian Academy, we believe punctuality reflects personal responsibility, respect for others, and readiness to learn. Developing consistent habits of arriving on time helps create a focused learning environment and prepares students for life beyond the classroom.

General Expectations

- Collegiate Academy students are expected to be in class and seated by the end of the bell signaling the start of each class.
- All tardies, whether to school or to individual class periods, are recorded in FACTS/RenWeb and visible to parents.
- Tardies disrupt instructional time and, when excessive, may result in further disciplinary action, including possible dismissal in chronic cases.

Tardiness to School (First Block)

- Students must arrive by the start of first block.
- Beginning with the 4th tardy to school, the tardy will be recorded as an unexcused absence and will count toward the 30-day attendance limit. (See "Attendance Policy" for additional details.)

Tardiness to Class (After First Block)

The following progressive consequences apply to students who are tardy to any class after the first block:

1. 1st Tardy – Verbal warning.
2. 2nd Tardy – Parent/guardian contacted by the school.
3. 3rd Tardy – For upperclassmen, driving privileges and/or extracurricular participation opportunities are suspended for one week.
4. 4th Tardy – Detention is assigned, and a \$25 fee is assessed.

We encourage students and families to partner with us in fostering habits that support academic success and spiritual growth. If a student is having trouble arriving on time, the Student Services or divisional office is available to help problem-solve and provide support.

Late Arrivals & Early Dismissals

We understand that occasional scheduling conflicts may require students to arrive late or leave early. Our goal is to support families while also maintaining consistency and responsibility in the academic environment.

Late Arrivals

- Students arriving after the start of the school day must **check in at the divisional office** upon arrival.
- Late arrivals are marked **excused or unexcused**, based on the reason provided.
 - **Excused** tardies include personal illness or significant emergencies.
 - **Unexcused** tardies may include non-emergency situations.

- **Traffic delays** will be evaluated based on local traffic reports or law enforcement advisories.
- Students arriving late are expected to **stay up to date with any assignments, tests, or quizzes** scheduled for that day.

Early Dismissals

- Students needing to leave before the end of the school day must submit **written communication from a parent or guardian** to the attendance office at attendance@gcagators.org.
- Students will be called from class at the designated time using the school's intercom system.
- If a student is present for any part of the day, they are responsible for **communicating with their teachers to complete all work or assessments due that day**, including those in missed classes.

Proactive communication with teachers and staff is essential to helping students stay on track and thrive, even when scheduling adjustments arise.

Extracurricular Activities and Attendance

- **To participate in any extracurricular activity**, students must arrive at school **no later than 9:00 a.m.** and remain in **all scheduled classes** for the day until their dismissal for the activity.
- If a student returns to school **after 9:00 a.m.** with a **doctor's note**, they may still participate in that day's extracurricular events.

This policy helps ensure that students stay committed to both their academics and activities, while allowing flexibility for important appointments.

Absentee Policies

At Greenbrier Christian Academy, consistent school attendance is essential for academic success and personal growth. Excessive absences—whether excused or unexcused—can significantly impact a student's progress.

- Students in grades K-8, who miss more than 30 regular school days may not be eligible for promotion to the next grade level.
- Collegiate Academy students who miss more than 30 class periods may forfeit credit for those courses and risk not advancing to the next grade.
- Advanced Placement (AP) students who are absent for more than 15 class sessions in a given AP course will not receive weighted AP credit.
- All absences are closely monitored by the attendance officer (Collegiate Academy) or divisional office (Lower Academies) and will be followed up as needed.
- Any absence extending beyond three consecutive days requires a doctor's note upon the student's return.
- When students are leaving school to attend an appointment and then return to school, a doctor's note is required upon return to excuse the absence.
- Parents are expected to notify the school of all absences by emailing the attendance officer at attendance@gcagators.org.

Categories of Absences

Excused Absences

The following absences are considered excused when supported by appropriate documentation and communication:

- Personal illness
- Doctor or dentist appointments
- Court appearances
- Death in the family
- Emergency situations

Students with excused absences will be allowed to make up missed work in accordance with the **Make-Up Work Policy**. A parent or guardian must submit a note explaining the reason for the absence on the day the student returns. If the school does not receive a written explanation within five school days, the absence will be recorded as unexcused.

Unexcused Absences

An absence is unexcused when a student is absent without a valid reason, or for reasons not approved by the school—even if the parent is aware.

- Work missed due to unexcused absences may be completed, according to the normal makeup work policy.
- A student who is present on campus but does not attend a scheduled class will be considered truant. Truancy may result in in-school suspension, and repeated incidents may lead to dismissal from the Academy.

Make-up Work Policy

If a student is absent, they are given a make-up window equal to the number of days missed **plus one additional school day** to complete any missed quizzes, tests, or projects.

Please note that “school days” are counted as total calendar school days, not based on whether the class meets on an A or B Day.

If the assignment is **not submitted within this allotted make-up period**, the following late penalties will apply:

- 10 points deducted if submitted one school day past the end of the make-up window
- 20 points deducted if submitted two school days past the end of the make-up window
- No credit will be awarded if submitted three or more school days past the make-up deadline

CONCLUSION

At Greenbrier Christian Academy, our commitment to Christ-centered excellence in education is reflected not only in our academic and spiritual programs, but also in the standards we uphold for our students, families, and faculty. This handbook is designed to serve as a resource to guide families and students in fostering a safe, respectful, and thriving learning environment. We ask each member of our school community to review these policies with care, uphold them with integrity, and approach one another with grace and truth. It is our prayer that, together, we will continue to grow in wisdom, stature, and favor with God and man. Thank you for partnering with Greenbrier Christian Academy.