

GREATER HOULTON CHRISTIAN ACADEMY

Home & School Handbook
2008-2009

“TEACHING MINDS. . . TOUCHING HEARTS”

Home of the Eagles

TABLE OF CONTENTS

	Pg. #		Pg. #
Introduction	4	3.0 COMMUNICATION	17
Who We Are!	5-9	3.1 Parent/Teacher Conferences	
Ownership/Sponsorship/Affiliation		3.2 Parent Involvement	
Association Membership		4.0 DISCIPLINE	17
Board of Directors		4.1 Tally Marks	
Mission Statement		4.2 Office Visit	
Vision Statement		5.0 SPECIFICALLY FOR PREK	17
Core Values		5.1 Drop-off/Dismissal	
Christian Philosophy of Education		5.2 Field Trips	
Statement of Faith		5.3 Food	
School History		5.4 Closing Program	
Statement of Purpose		5.5 Recess	
Admissions.		5.6 Show & Tell	
Admissions Policies		6.0 SPECIFICALLY FOR KINDERGARTEN	17
Admission Procedures		6.1 Community service	
Opportunities for Parent Involvement.	10	6.2 Drop-off/Dismissal	
Important General Policies and Procedures.	11-15	6.3 Field trips	
Attendance Procedures		6.4 Food	
Bullying Policy		6.5 Closing Program	
Cell Phone Policy		6.6 Learning to Reading	
Change in Child Custody		6.7 Library	
Cheating Policy		6.8 Rest time	
Closed Campus Policy		6.9 Show & Tell	
Discipline Policy		6.10 Weather	
Emergency Preparedness		Elementary School Information	18-20
Grading Policy		1.0 ACADEMICS	18
Immunization Requirements		1.1 General Curriculum	
Jurisdiction Statement		1.2 Homework	
Locker Search Policy		1.3 Homework Requests	
Reporting Child Abuse		1.4 Honor Roll	
Resource Program Policy		1.5 Report Cards	
Retention Policy		1.6 Assignment Notebooks	
School Hours		1.7 Bible Version	
Sexual Harassment Policy		2.0 COMMUNICATION	18
Student Medication		2.1 Conferences	
Suicide Crisis Response Policy		2.2 Classroom Visitation	
Visitor Policy		2.3 Parent Involvement	
Weather/Other Closure		2.4 Contacting Teachers	
Early Childhood Section.	16-17	3.0 ACTIVITIES/PROGRAMS	18-19
1.0 GENERALPROCEDURES	16	3.1 Awards Assembly	
1.1 Assistance		3.2 Chapel	
1.2 Atmosphere		3.3 Choir	
1.3 Bible Version		3.4 Class Activities/Field Trips	
1.4 Book Orders		3.5 Recess	
1.5 Chapel		3.6 Library	
1.6 Classroom Visitation		3.7 Aerospace Lab	
1.7 Extra clothes		3.8 Learning Resource Program	
1.8 Milk		3.9 Physical Education	
1.9 Rest rooms		3.10 Student Phone Use	
1.10 Volunteers		4.0 DISCIPLINE	19-20
2.0 ACADEMICS	16	4.1 Student's Code of Conduct	
2.1 Student Expectation		4.2 Goal of Discipline	
2.2 General Curriculum		4.3 Process of Discipline	
2.3 Grading		4.4 Classroom Expectation	
2.4 Homework		4.5 General Rules of Conduct	
2.5 Report Cards		4.6 Violations & penalties	
2.6 Reading Partners		4.7 Repeated Disciplinary Problems	
		4.8 Dismissal	

	Pg. #
5.0 DRESS CODE	20
5.1 Reason for Dress Code	
5.2 Parent Communication	
5.3 The Standards	
6.0 MISCELLANEOUS	20
6.1 Before School Hours	
6.2 Dismissal Procedures	
6.3 Lunch Procedures	
6.4 Lost & Found	

	Pg. #
7.0 ATHLETICS	30
7.1 Philosophy	
7.2 Administration	
7.3 Coaches Eligibility	
7.4 Student Eligibility	
7.5 Extra Curricular Eligibility	
7.6 Athletic Equipment	
7.7 Fans	

Secondary School Information21-30

1.0 ACADEMICS	21-22
1.1 Junior High Curriculum	
1.2 High School Graduation Requirements	
1.3 Homework	
1.4 Homework Requests	
1.5 Grading Periods	
1.6 Honor Roll	
1.7 Student Ineligibility	
1.8 Course Failures	
2.0 COMMUNICATION	23
2.1 Conferences	
2.2 School Visitors	
3.0 ACTIVITIES/PROGRAMS	23
3.1 Awards Assembly	
3.2 Chapel	
3.3 Fall Retreat	
3.4 Homeroom Meetings	
3.5 Study Halls	
3.6 Library	
3.7 Aerospace Lab	
3.8 Class Field Trips/Activities	
3.9 Senior Trip	
3.10 Student Practicum	
3.11 CLEW	
4.0 DISCIPLINE	24-28
4.1 Student's Code of Honor	
4.2 Level One	
4.3 Level Two	
4.4 Level Three	
4.5 Behavioral Contract of Probation	
4.6 Suspensions	
4.7 Dismissal	
4.8 End of Year Student Review	
5.0 DRESS CODE	28
5.1 Reason for a Dress Code	
5.2 Parent Communication	
5.3 The Standards	
6.0 MISCELLANEOUS	29
6.1 Before School Hours	
6.2 Dismissal Procedures	
6.3 Cell Phones	
6.4 Christian Service	
6.5 Lockers	
6.6 Lunch procedures	
6.7 Parking Lot Regulations	
6.8 Student Drivers	
6.9 Student Assignment Books	
6.10 Telephone Use	
6.11 Internet & Email	

INTRODUCTION

A WELCOMING WORD FROM THE HEADMASTER

Dear Parents and Students,

It is always my pleasure to welcome you to Greater Houlton Christian Academy. I truly sense that God is up to something here at GHCA. While I am not sure exactly what it is, I know we must be watching, waiting and ready to move ahead at His leading. God has chosen to bless this place beyond measure. It was by His grace that we came into existence, and it is His grace that sustains us.

It is my prayer that during this academic year you will learn firsthand what makes the Academy unique. Yes, we have an excellent Christian based curriculum. Yes, our teachers are awesome. Yes, our students are great kids. But though these things are important, they are not what makes us unique. What makes GHCA special is the presence of the Living God. He is here at the center of everything we do. We recognize that our students come to us for many different reasons. When the year is over, however, I hope that each of you will be able to look back and be glad you were here because you discovered that within these walls God is about the business of changing lives. Even yours!

Thank you for your confidence. Please know we count it a great privilege to share in the responsibility of training your children. Please join us in our prayer that we will be found faithful as we seek to lead your boys and girls and teenagers to the One who never turns them away. I am convinced that in the final analysis there is nothing more important.

In Christ's service and for His glory,

*Mark B. Jago
Head of School*

How to reach us. . . .

**School Address: 27 School St.
Houlton, ME 04730**

Website: www.ghca.com

Telephone: (207) 532-0736

Fax: (207) 532-9553

Office Hours: Monday-Friday 7:30am-3:00pm

**GREATER HOULTON CHRISTIAN ACADEMY
CHANGE POLICY**

While every attempt has been made to cover the most common issues at school, this handbook is not exhaustive in its contents. Furthermore, school policies are subject to change. As policies change, notes will be sent home with the students and announcements will be made.

**GREATER HOULTON CHRISTIAN ACADEMY
BOARD OF DIRECTORS
2008-2009**

Mr. Steve Bither	Mrs. Joan Barton
Mr. Peter Holmes	Mr. Dallas Henderson
Mr. David Gates	Mr. Matthew Nightingale
Mrs. Jane Long	

WHO WE ARE!

OWNERSHIP/SPONSORSHIP/AFFILIATION

The school is owned and sponsored by the Greater Houlton Christian Academy Association, Incorporated, a non-profit corporation. The affairs of the Association are administered by the Board of Directors, composed of at least five but not more than nine members, elected by the corporate membership. The Head of School is appointed by the Board and is the chief executive officer of the Academy and carries out the policies established by the Board.

The Head of School oversees the day to day operation of the school and is available to listen to concerns and questions regarding procedures. The Board designates the Head of School to be the contact person with overall school matters. Classroom issues or questions can best be address by the classroom teacher first.

Greater Houlton Christian Academy (GHCA) student body is represented by more than twenty area churches. GHCA, however, is a non-denominational, independent Christian School in Houlton, Maine and is a member of the Association of Christian Schools International (ACSI) since 1994.

ASSOCIATION MEMBERSHIP

All school parents who are in agreement with the Statement of Faith and Christian Philosophy of Education are Association members. Former school parents, alumni, and friends may also be Association members if they are also in agreement with the Statement of Faith and Christian Philosophy of Education and have been approved by the Board and if they make a contribution per year to the school. The Greater Houlton Christian Academy, Inc. holds an Association meeting each year.

Parents are encouraged to take an active part in the school experience for they play a pivotal role in the development of their children's responsible attitudes towards school, appropriate behavior, and respectful interactions with others. The Academy depends on parental involvement in such activities as work nights, fund raisers, and parent-teacher meetings. Realizing that some have time constraints due to work schedules, etc., we simply ask parents to do their very best in what they can participate in. This is what makes this parent-sponsored school work successfully.

BOARD OF DIRECTORS

Board members are elected for three-year terms at the annual meeting of the Association in late spring. Presently, seven members comprise the Board with the Head of School acting as an *ex-officio* member of the Board. The Association delegates leadership of the school to the Board, which establishes policies for the operation of the school. The Head of School, as chief executive officer, exercises oversight for all the operations and activities of the school's ministry. At the annual meeting, the Board submits the school budget to the Association for information and approval. Greater Houlton Christian Academy is a board-directed, parent-sponsored school with a high measure of parental involvement at all levels of school activity.

MISSION STATEMENT

Greater Houlton Christian Academy exists to educate the mind for knowledge and to enlighten the spirit for wisdom in order to empower the next generation of godly leaders who will impact the world for Jesus Christ.

VISION STATEMENT

Functioning as a center of Christian educational influence, GHCA will be an exemplary school community that with nurture, challenge and empower students to develop their unique gifts and abilities to their highest potential for the glory of God. Led by a committed and caring faculty, the students will be taught to think critically and biblically, and to achieve appropriate levels of academic and extracurricular excellence in order to become godly leaders for Jesus Christ and His kingdom in the greater Houlton area and around the world. Each student is given opportunity for a well-rounded education in a safe, loving and disciplined environment. GHCA is committed to providing this affordable quality education for all families seeking a Christian school education.

GHCA CORE VALUES

Glorify God – We seek to glorify God in all activities and relationships and in the use of the resources God has given us.

Partnership – We view education as a partnership between parents, churches and the Academy.

Love – We seek to model the love of Jesus Christ through compassion, discipline, and grace.

Respect – Each person is created in God's image and therefore will be treated with respect and encouraged to treat others with respect.

Honesty – Our relationships and academic performance will be based on honesty and fairness.

Excellence – Continuous improvement and the pursuit of excellence will underlie all that we do.

CHRISTIAN PHILOSOPHY OF EDUCATION

The educational philosophy of the Greater Houlton Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things in six days and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

The Academy will provide the student as well as the parent the necessary awareness of God and responses to His Word, so that when the Holy Spirit brings conviction of sin, he will readily and with understanding accept Christ as His Savior. Christian education can then carry out its purpose.

This philosophy also channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university or in vocational training areas.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship – all grounded in the Christian concept of love.

The Academy permits the parents to carry out their responsibility to God for the education of their children. This is the prerogative, not of the state, but of the parents. Therefore, Greater Houlton Christian Academy assists the family in this responsibility and requires the support from the home.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone – the scarlet thread must be woven throughout the total curriculum.

It is apparent; then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas – else we become textbook oriented rather than student oriented.

Carried out, this philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of GHCA. This cooperation enables us to better accomplish our goals for our students. It is our philosophy that also makes us uniquely different and preserves our Christian distinctiveness.

STATEMENT OF FAITH

- A. **WE BELIEVE** the Bible to be the only inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
- B. **WE BELIEVE** there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- C. **WE BELIEVE** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; I Corinthians 15:4); His physical ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
- D. **WE BELIEVE** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- E. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- F. **WE BELIEVE** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- G. **WE BELIEVE** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
- H. **WE BELIEVE** in the creation of man and the world by the direct act of God (Genesis 1:26-28; 5:1-2), and that God has commanded that no intimate sexual activity should be engaged in outside of marriage between a man and a woman. We also believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex (Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9).

SCHOOL HISTORY

In 1984, a small group of church members from County Road Baptist Church was led together by God because they shared the earnest conviction that their children should have a Christian education. They wanted their children taught to see all of life in the light of God's Word, including academic subjects, music, the arts, athletics and social activities. It was their desire that their children would be educated to do all things as unto the Lord, heartily.

In September 1984, County Road Baptist School opened its doors in the church facilities with kindergarten through twelfth grades. The first of many steps of faith in the history of the school had proven that God's hand was upon the work.

In the summer of 1993, the school came under new leadership with Mark B. Jago and led to change its name to County Road Christian School so that it would be recognized as a school that was becoming more available to families of other denominational backgrounds sharing the same statement of faith. The school continued to grow slowly to about forty students under the sponsorship and direction of County Road Baptist Church of New Limerick, Maine.

With an even greater vision for what God could do in the greater Houlton area for Christian education, history was made on August 15, 1995 as County Road Baptist Church voted to allow the school to break away from the control and administration of the church to become an independent, non-denominational, Christian school.

On Monday night, August 21, 1995, the Parent/Teacher Fellowship of County Road Christian School voted unanimously to receive ownership, operation, oversight and responsibility of the newly organized school with the direction of a new Board of Directors. The decision to form the Greater Houlton Christian Academy came with God's leading believing the expansion would open more doors of opportunity for Christian school education in Aroostook County for families of various evangelical denominational backgrounds. In October 1995, the Greater Houlton Christian Academy was incorporated as an independent, non-profit Christian School Association of parents and members. County Road Christian School then became the parent school of Greater Houlton Christian Academy. After much work, the by-laws were written and the Academy Association began looking for its own facility in Houlton. Principal Mr. Mark B. Jago was given the new leadership title of *Headmaster*.

In February 1996, the Lambert School building on School Street in downtown Houlton was offered to the Association for just \$1.00. Believing that nothing is too hard for God, as in Jeremiah 32:17, the Association purchased the property and took a loan to renovate the building. The resulting beautiful facility was the product of thousands of hours of volunteer work, excellent contracted labor and many love gifts from interested and caring friends. It became a warm, comfortable, charming school building – the result of “love going to work.”

The doors to the new building were opened in September 1996 and the enrollment jumped to eighty students in kindergarten through twelfth grades. In September 2002, a 4 year old kindergarten was started thus completing a pre-school through grade 12 educational program with a current enrollment of close to 190 students. In June of 2003, Head of School Mark B. Jago began leading the faculty toward readiness for accreditation.

We invite you to share in our miracle by becoming an active part of the Greater Houlton Christian Academy Family. God's faithfulness has been apparent in providing personnel as well as property. We praise the Lord for being able to pay off completely the school's mortgage debt in December of 2005 through a capital campaign program to accelerate our payment payoff placing the school in a position of being mortgage free. It is the continued purpose of the Academy to honor Jesus Christ, believing that an education in which Christ is central will influence the entire course of a student's life.

In the spring of 2008, the administration and Board completed development of a Five-Year Strategic Plan (2008-2013) which maps the vision of the school in the areas of academic excellence and financial stability. The Board continues to be open to expansion of its facility as God leads.

STATEMENT OF PURPOSE

It is the purpose of the Academy to establish, own, maintain, and conduct a Christian school for the daily instruction of children. The Academy seeks to teach its students Christian values and to help develop their Christian character and biblical worldview within the framework of a quality academic education.

ADMISSIONS PHILOSOPHY

Christian education involves the whole person, therefore it is desirable that all elements which bear on the education of a child be consistent and properly reinforce one another.

In view of this, it is therefore understood that a Christian school be supported by a Christian home and a Bible-believing church sharing the same Statement of Faith. The Christian Academy is therefore going to appeal primarily to Christian parents. However, because the Academy may appeal to other parents because of the quality educational program and caring environment, it will be open to those families provided they agree to have their children taught from the philosophy and faith of the school. The following admissions policies have been adopted to assure consistent standards of admission in agreement with the philosophy and mission of the school:

ADMISSIONS POLICIES

- A. **Statement of Non-Discrimination** - The Greater Houlton Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.
- B. The parents must state in writing that they have read and agree with the Statement of Faith and Christian Philosophy of Education of the Academy, and/or both parents must agree to have their children educated in accordance therewith.
- C. Parents must be interviewed by the Head of School or administrative personnel as requested.
- D. Prospective students may be given an entrance test to determine grade placement and to determine if the prospective student fits the educational capabilities of the school.
- E. GHCA is not equipped to handle children with serious learning disabilities, who are seriously deficient academically or who manifest consistent behavior problems. GHCA does offer Passport Learning Reading intervention programs, which often enable a child to gain skills needed for success. However, GHCA will not accept students whose needs we are not equipped to meet.
- F. During a new student's first quarter at GHCA, teachers, staff and administration go the extra miles to assist the student with the adjustment process. Our desire is to quickly recognize when a new student may need help with the transition. Therefore, a close eye is kept on academic progress, attitude, social adjustment, and compliance to school policies. Parents will, of course, be informed as needed.
- G. Prospective pre-school students must be four years old by October 15th of the school year.
- H. Prospective kindergarten students must be five years old by October 15th of the school year.
- I. Students in grades 7-12 must fill out a Student Application and sign in agreement to the Student Honor Code. A letter of recommendation is also required.

- J. A high school student may be dismissed from school or asked not to return the following year if he is out of harmony with the Statement of Faith and Student Honor Code. This applies to the spirit of the Statement of Faith and its application in stated school policies whether on or off property, as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.
- K. Acceptance or rejection of applicants will be by written notification.

ADMISSIONS PROCEDURES

The procedure for a student to be admitted is as follows:

- A. An application with the registration fee must be submitted to the main office. A copy of the last report card must also be included.
- B. The student may have to take an entrance test. Admissions and placement of the student requires the approval of the administration.
- C. The parents must be interviewed and the family approved. Students in grades 7-12 are required to be a part of the interview and must express a desire to attend GHCA.
If all steps are successfully completed, the student is admitted to the school if space is available in the class.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Greater Houlton Christian Academy desires for parents to be very much involved in the school. In fact, parental involvement particularly beyond the classroom is absolutely necessary to the operational success of the Academy. Therefore, it is crucial that every parent seeks ways in which they can contribute to the Academy. The following list of organizations, events and opportunities parents can serve:

FUNDRAISING EVENTS

Those events and opportunities are communicated at the beginning of each year. Each family is encouraged to do its part in helping the school raise funds in order to keep tuition costs affordable since the school receives no state or federal funding and tuition does not cover all the operating expenses of the school.

PARENT ORGANIZATIONS

Parent Teacher Fellowship (PTF):

The Academy has established a fellowship for the close association and cooperation of the parents of students and the teachers engaged by the Academy. The PTF is also open to those interested in serving the ministry of the Academy.

- The purpose of the PTF shall be to promote unity and serve in support of the Academy Board, the Administration, and faculty.
- The PTF shall function in coordination with the administration of the Academy and shall be under the authority of the Board of Directors.

Parents are encouraged to meet with their child's teacher and to participate in meetings that may also be held throughout the year as called for by departmental team leaders.

Open Forums- The purpose of the Open Forum meetings are as varied as the needs of the school but usually include the communication between parents and the school for ideas and suggestions. The Head of School may call for periodic school-wide or departmental meetings throughout the school year as an opportunity for parents and Head of School or director to share ideas and seek input.

Booster Club

Homeroom Moms/Dads

VOLUNTEER OPPORTUNITIES

Summer Work Program – major maintenance and repair jobs
Parent Cleaning Nights– Special cleaning projects throughout the school year
Hot Lunch Programs
Office Help with newsletter mailings
Moms-in Touch Prayer Groups
Class Field Trip Chaperones and Drivers
Maintenance and repair jobs
Bus drivers
Classroom readers
Music/Drama production helpers
Elementary sports coaches and helpers
Concession Stand

IMPORTANT GENERAL POLICIES AND PROCEDURES

ATTENDANCE POLICY

A. Policy Statement

All classes begin promptly at 8:00 am. We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. Any work done to make up what is missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the following conditions:

B. Excused Absences or Dismissals

1. Illness or injury prohibiting a child from coming to school.
 2. Students participating in School-sponsored activities during the school day.
 3. Serious illness or death in the family.
 4. Planned absences for personal or educational purposes, which have been approved in advance.
 5. Appointments with a health professional that cannot be made outside the regular school day.
1. **Excused** – for one of the reasons above, the student will be allowed to make up all work missed.
 2. **Unexcused** – an absence without permission of the school or the parent/guardian. Work missed during this absence cannot be made up; all exams, class work and other graded work will result in a zero. In addition, there will be consequences in accordance to the discipline policy.

Consequences – students who obtain a combination of twenty (20) unexcused or excused absences during the school year will be required to meet with the administration to discuss disciplinary actions or appropriate consequences. A letter will be sent home to parents/guardians with notification of 10 absences.

Dismissals

1. The portion of the day missed because a student left early will be considered unexcused except for reasons already stated.
2. When a student must leave school early he must bring a note from a parent that morning stating the reason and dismissal time.
3. 1st-12th grade students coming late or leaving early must sign on or out at the office.

C. Tardies

A sincere effort should be made to be in school on time. In order to ensure punctuality, the school sets penalties for unexcused tardiness. Any student arriving late to school must report to the office first.

1. Tardies due to inclement weather will not be recorded.
2. Oversleeping or arriving late for any reason not in keeping with reasonable prudence.

Penalties

Students with five (5) unexcused tardies in a semester will receive an after-school detention. Continued tardiness will result in meeting with the administration to determine further disciplinary action or appropriate consequences.

BULLYING POLICY

God says in His Word that we are fearfully and wonderfully made. From this, we understand then that there is great value upon every human being; therefore, we are to respect and honor one another. For this reason, bullying, as defined in this policy, is not acceptable conduct at GHCA and is prohibited. Any student or staff member who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion as stated in the school's discipline policy.

Bullying Defined

For the purpose of this policy, "bullying," means any physical act or gesture, or any verbally, written or electronically communicated expression that:

- A. A reasonable person should expect bullying will have the following effects:
 1. Physically harming a student or staff or damaging a student's or staff's property.
 2. Placing a student or staff in reasonable fear of physical harm or damage to his/her property.
 3. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so purposefully hurtful that it undermines a student or staff's sense of personal safety and well being contrary to the spirit and mission of the GHCA.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. Examples of conduct that may constitute bullying include, but are not limited to the following:

1. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
2. Physical contact
3. Stealing or hiding books, backpacks or other possessions.
4. Persistent degrading name calling, mockery or inappropriate humor.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

CELL PHONE POLICY

Students may have cell phones for emergency or parent-communication use, but must keep them in their lockers or in their schoolbags during the school day. Text messaging is not permitted during class time. Students will be permitted to use them when given permission to call home for transportation arrangements, schedule changes, etc.. Students found misusing cell phones may have their phones confiscated to be picked up at the end of the school day.

CHANGE IN CHILD CUSTODY

If there is a change in the custody of your child, please notify the school office.

CHEATING POLICY

The Academy operates on an honor system. The honesty and integrity of each student is considered vital. Cheating is a major violation and is disciplined accordingly. The following areas are considered as cheating:

1. Giving or receiving help on tests, copying homework, allowing someone to copy;
2. Sharing information from tests or quizzed with others;
3. Plagiarizing or copying work and claiming as student's own work.

Cheating is a serious offense and will be addressed as follows:

On first offense:

1. Teacher will deal with the student in keeping with the disciplinary policy. The teacher will report suspected cheating and/or plagiarism to the administration.

On the second offense:

1. The student will meet with an administrator and the teacher.
2. If it is then determined that the student has indeed cheated, the Head of School will be notified and parents called.
3. The student will receive a zero on the assignment.
4. A conference may be held with the parent, student, teacher and Administrator, if the Head of School deems necessary.

If continued offenses occur, the student may be expelled from the Academy.

CLOSED CAMPUS POLICY

GHCA is governed by a **CLOSED CAMPUS** policy. Students must stay on campus from normal arrival time until normal departure time. Students may not leave school without proper permission. Seniors may be granted permission but only if accompanied with parental/guardian approval.

DISCIPLINE POLICY

See each grade division explanation

EMERGENCY PREPAREDNESS

GHCA will follow crisis management plan in the event of an emergency. The administration will make every effort to contact the parent of the student(s) with necessary information.

GRADING POLICY

It is the expectation and requirement of each student to demonstrate the highest level of academic integrity and honor in the completion of all schoolwork and in the performance of all testing and research assignments. The Academy simply asks that each student does his/her best with their God-given abilities. Teachers will use the following grading scale:

Numerical Equivalent	Letter Grade	4-pt Scale Equivalent
94-100	A	4.00
92-93	A-	3.67
90-91	B+	3.33
86-89	B	3.00
84-85	B-	2.67
82-83	C+	2.33
78-81	C	2.00
76-77	C-	1.67
74-75	D+	1.33
73-70	D	1.00
Below 70	F	0.00

A- Excellent
B- Above Average
C- Satisfactory
D- Just Passing
F- Unsatisfactory

Letter grades are used in the elementary through eighth grade and numerical grades are used in the high school.

HELP CLASSES (Required)

Students in grades 4-12 that are failing a course(s) at the end of each quarter will be required to attend two (2) help classes each week until they are passing with a "C" at the end of the next quarter. Each teacher is responsible set this up with the student.

IMMUNIZATION REQUIREMENTS

Students must have all required immunizations to attend school. Our school nurse is responsible to file a report with the Bureau of Health. A detailed list of all immunizations and when they are due can be obtained from the school office.

JURISDICTION STATEMENT

All handbook and school rules apply to all school-sponsored events, even those activities occurring off campus.

LOCKER SEARCH POLICY

School lockers are owned and controlled by GHCA and locker inspections may occur periodically throughout the school year by either a teacher or administration.

REPORTING CHILD ABUSE

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

RESOURCE PROGRAM POLICY

The Learning Resource Program at Greater Houlton Christian Academy provides help for students who need accommodations or modifications in the regular classroom. Students may be seen by the learning resource teacher. These sessions will be one-on-one as much as possible.

This program is designed for the student who is experiencing difficulty in one or two areas. These students may need accommodations in the regular classroom, such as: word banks added to tests, retests, more time for tests, or highlighted notes. Generally, the classroom teacher will be responsible for these accommodations.

The classroom teacher refers students to the Learning Resource Program when a weakness is discovered. The length of time spent in the Resource Program varies according to need (from one month to a full school year). Recommendations will be made throughout the school year. Classes that are modified or accommodated will be identified on the student's transcript.

RETENTION POLICY

GENERAL PRINCIPLES

- A. We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. This is more likely to occur in an upper grade. However, in most instances, especially in grades PreK-8, retention is recommended because of social, emotional or behavioral factors. While it is recognized that this is a serious action with potentially long-range impact on children and their families, retention will be recommended only in certain circumstances. The difficulties that may be created must be minimized. The prayer of our school would be that through the retention experience that student will meet success in the classroom and develop age-appropriate social and emotional behaviors.
- B. The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention.
- C. The general policy regarding retention is that a child may not be retained more than one time while enrolled at GHCA.

PROCEDURES

- A. If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she will consult with the Head of School. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference, the possibility of retention will be suggested as well as specific plans for remediation.
- B. Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the Head of School's approval. This conference will be scheduled at the earliest time possible during the second semester.
- C. In some cases, in spite of appropriate intervention, retention will still be necessary. The administration will make this final recommendation. If parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and administration. The desired result of this conference is to have a parental consent for retention. We recognize this is a vital component for the retention to be effective. Generally, the school will not retain a student without parental consent. However, in extremely rare cases in which the school believes the promotion would be educationally detrimental to a student, the school reserves the right to retain a student.

SCHOOL HOURS

7:30am	Doors Open – students are to wait in the main hall
7:45 am	Students go directly to homerooms
8:00 am	Classes promptly begin
11:30 am	Pre-K dismissal
2:20 pm	Kindergarten dismissal
2:30 pm	Grades 1-6 dismissal
2:35 pm	Grades 7-8 dismissal
2:40 pm	Grades 9-12 dismissal

SEXUAL HARASSMENT POLICY

Employee-Student and Student-Student

Policy – GHCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

STUDENT MEDICATION

Students are allowed to carry and self-administer emergency medications, specifically asthma inhalers and epinephrine auto-injectors under the following conditions. 1.) The student must have prior written approval from their health care provider indicating that they have the knowledge and skills to safely possess and use the medications. 2.) Parent must also give written approval. 3.) Student must demonstrate to the school nurse the appropriate technique for safe and effective use of the medications.

SUICIDE CRISIS RESPONSE POLICY

All staff members have the responsibility to help keep students safe and to intervene when students exhibit any warning signs of suicide. For high-risk situations, when there is reason to believe that a student is in immediate danger, the administration shall notify the police so that the student can receive appropriate outside assessment and treatment. If the student's parents and legal guardians cannot be reached, this step can be taken without their permission.

VISITOR POLICY

Students wishing to bring a visitor to school must first pick up a visitor form and fill it out bringing it back to the office before permission is given. Only visiting students interested in possible enrollment are welcomed; however, the visitor must not miss any classes from his/her school and would have to visit when their school was not in session unless approved by his principal in written note form. All visitors must first check in at the office upon arrival for a visitor ID tag before going to class.

WEATHER AND OTHER CLOSURES

In the event of inclement weather please check the school's website, www.ghca.com, WHOU 100.1, WHCF 93.7, or WAGM TV8 for the latest information on cancellation, emergency evacuation, or early dismissal.

EARLY CHILDHOOD SECTION GRADES PreK and Kindergarten

1.0 GENERAL PROCEDURES

- 1.1 **Assistance** – Teachers will gladly assist students with snaps, buttons, etc. when needed.
- 1.2 **Atmosphere** – Students will be surrounded by loving teachers with many hugs and positive attitudes!
- 1.3 **Bible Version Policy** – For classroom Bible memorization and oral recitation so that confusion will not be introduced in the elementary classrooms, the King James Version will be used.
- 1.4 **Book orders** – If students receive book order papers once a month, parents wishing to make a purchase should return the order form along with the appropriate amount of money in a sealed envelope. Checks should be made payable to the teacher.
- 1.5 **Chapel**- Chapel will be held each week. Chapel dress is regular school attire.
- 1.6 **Classroom Visitation** -Parents are welcome to visit classes but prior arrangements with the teacher and office are required.
- 1.7 **Extra clothes**- Parents are asked to leave an extra set of clothes (sweat suit) in the classroom to be used in the event of sickness or accidents. This is not to be confused with their gym clothes.
- 1.8 **Milk** – Students may purchase milk to drink at snack time and lunch. Milk cards are available for purchase. Teachers will keep track of what the student drinks and will send a notice home to let you know when 4 or less milks remain.
- 1.9 **Restrooms** – Parents are encouraged to take their child to the appropriate bathroom and show them how to use it, wash their hands, and dispose of paper towel.
- 1.10 **Volunteers** - Teachers always welcome volunteers, please call the Office for an application! Lunch duty, noon recess, crafts, field trips, and room mothers are some of the opportunities to serve.

2.0 ACADEMICS

- 2.1 **Student Expectation** -It is the expectation and requirement of each student to demonstrate the highest level of academic integrity and honor in the completion of all schoolwork and in the performance of all testing and research assignments.
- 2.2 **General Curriculum**- PreK- Bible, phonics, math, writing, music, art and physical education, Kindergarten - Bible, phonics, reading, math, writing, social studies, science, music, art, and physical education.
- 2.3 **Grading**- Pre-K report cards exemplify progress of social/emotional skills, listening and language communication, motor skills, math and reading readiness and handwriting. Kindergarten first quarter report cards exemplify progress of social/emotional skills, listening and language communication. Motor skills, math and reading readiness and handwriting. Report cards for the second, third and fourth quarter exemplify progress from the first quarter.
- 2.4 **Homework** - Homework is assigned to reinforce concepts or to enrich the academic program. It is intended that homework be an appropriate complement to the respective grade level; appropriate in both time requirement and level of difficulty/challenge. Average time spent on homework at home should be in the range of 0 – 30 minutes.
- 2.5 **Report Cards** - Report cards are issued each quarter in grades PreK-6. Report cards must be signed by a parent and returned the following school day. Conferences may be scheduled at the initiative of parents or teachers. Failures or unsatisfactory achievement may result in the loss of extra-curricular activity privileges. Kindergarten first quarter report cards exemplify progress of social/emotional skills, listening and language communication. Motor skills, math and reading readiness and handwriting. Report cards for the second, third and fourth quarter exemplify progress from the first quarter.
- 2.6 **Reading Partners**- PreK & Kindergarten students will enjoy being paired with an upper elementary student who they can read with one time each week.

3.0 COMMUNICATION

3.1 **Parent/Teacher Conferences** - A formal parent/teacher conference is scheduled in January. The goal of conferences is to develop a mutually supportive home and school relationship in promoting student learning and character development. Additional conferences may be scheduled at the initiative of parents or teachers. If and when there is a problem in the classroom the teacher is to be contacted first before the administration.

3.2 **Parent Involvement** – Parents are encouraged to be in communication with the teacher as to how they can become more involved.

4.0 DISCIPLINE

4.1 **Tally marks** - Students will receive tally marks for good behavior.

4.2 **Office Visit** - Tally marks are taken away for negative behavior. When the tallies are gone the teacher will give check marks, at the accumulation of 3 check marks students will go to speak with designated administrator.

5.0 SPECIFICALLY FOR PRE-K

5.1 **Drop-off/dismissal** – Parents are asked to bring their child to the classroom in the morning and must be in the hall outside the classroom to pick them up by 11:30. Students will be dismissed individually when the parent has arrived. If someone other than Mom or Dad is picking them up please notify the teacher.

5.2 **Field Trips** – Share your ideas throughout the school year !

5.3 **Food** – Students will need one snack and one lunch. These will be kept in their cubbie until needed.

5.4 **Pre-K Celebration** - PreK students will have their closing program on the Thursday before Memorial Day.

5.5 **Recess** – After the first snowfall recess will be inside.

5.6 **Show & Tell** – PreK students will have show & tell once each month.

6.0 SPECIFICALLY FOR KINDERGARTEN

6.1 **Community service** – Choir students will be singing/visiting the nursing homes as schedule allows.

6.2 **Drop-off/dismissal** – Parents are encouraged to bring their child to their locker in the morning and then give a kiss at the classroom door before leaving. Parents must be in the hall outside the classroom at 2:20 to pick up their child. Children will be dismissed individually when parents arrive. Notes should be sent with your child if someone other than a parent is picking up the child.

6.3 **Field Trips** – Kindergarten students will enjoy a field trip to the Apple Orchard in the fall and we welcome suggestions for other trips from you throughout the year!

6.4 **Food** – Students will need two snacks in addition to their lunch each day.

6.5 **Kindergarten Celebration** – Kindergarten students will have their closing program on the day after Memorial Day.

6.6 **Learning to Read** – A parent meeting will held in December with suggestions on how to assist your child in reading.

6.7 **Library** – Students will walk to the Cary Library once each week rain or shine. Umbrellas will be kept in their lockers.

6.8 **Rest time** – Students are given a rest time each day. A forty-five minute rest time at the beginning of the year will be reduced to 15 or 20 by the end of the school year. Students may bring their favorite blanket and/or pillow and stuffed animal.

6.9 **Show & Tell** – Friday is Show & Tell day!

6.10 **Weather** – Once the snow arrives students will need ski-pants, boots, hat and mittens every day! Students will go outside for lunch recess unless the temperature is 10 degrees or below.

ELEMENTARY SCHOOL INFORMATION

GRADES 1-6

1.0 ACADEMICS

- 1.1 **General Curriculum** –Bible, reading, math, spelling, language arts, handwriting, social studies, science, music, art and physical education are taught in elementary grades.
- 1.2 **Homework**- Homework is assigned to reinforce concepts or to enrich the academic program. It is intended that homework be an appropriate complement to the respective grade level; appropriate in both time requirement and level of difficulty/challenge. Average time spent on homework at home should be in the following ranges:
(1-3) 0 – 30 minutes (4-6) 0 – 60 minutes
- 1.3 **Homework Requests** – There may be times when a child cannot be in school or is unable to complete the homework assignment due to appropriate extenuating circumstances and parents wish to request additional time. Parents are to put their request to the teacher in writing, stating brief reason and the specific request.
- 1.4 **Honor Roll** - After each grading period, an honor roll will be published in the local newspaper. The Highest Honor Roll has no grade lower than an A- in academic subjects. The High Honor Roll has no grade lower than a B- in academic subjects. The Honor Roll has all A's and/or B's and just one C in academic subjects.
- 1.5 **Report Cards** - Report cards are issued each quarter in grades 1-6. Report cards must be signed by a parent and returned the following school day. Conferences may be scheduled at the initiative of parents or teachers. Failures or unsatisfactory achievement may result in the loss of extra-curricular activity privileges. Parents of students in grades 4-6 can view their child's grades any time by clicking on SURRANET on the school's website.
- 1.6 **Assignment Notebooks** - For grade 1 folders only will be used to transport papers and notes to home. For grades 2 through 6 an assignment notebook will be used. Teachers and parents are to check daily for assignments, notes, papers, etc.
- 1.7 **Bible Version** - The King James Version will be used for classroom Bible memorization and oral recitation so that confusion will not be introduced in the elementary classrooms.

2.0 COMMUNICATION

- 2.1 **Conferences** - A formal parent/teacher conference is scheduled in the fall of each year. The goal of conferences is to develop a mutually supportive home and school relationship in promoting student learning and character development. Additional conferences may be scheduled at the initiative of parents or teachers. If and when there is a problem in the classroom the teacher is to be contacted first before the administration.
- 2.2 **Classroom Visitation** - Parents are welcome to visit classes but prior arrangements with the teacher and office are requested. Parents are asked to not go directly to the classroom but to check in with the office first.
- 2.3 **Parent Involvement** – Parents are encouraged to keep in touch with their child's teacher and to be involved in the educational process. Not doing the child's work, but encouraging them along the way is the key to their success.
- 2.4 **Contacting Teachers** – Teachers can be reached during the school day by calling the office and leaving a message with the secretary. Teachers will return the call at their convenience. The use of emails is also strongly encouraged.

3.0 ACTIVITIES AND PROGRAMS

- 3.1 **Awards Assembly** – Awards and acknowledgments are presented to all students in the elementary to honor those who excel in academic and school activities and to encourage students who demonstrate Christian character qualities and display those qualities that make them unique and special in our eyes and the eyes of God.
- 3.2 **Chapel** - Chapel is held once a week. Offerings are received to help Christian ministries selected by the student body and faculty. Special all-school (Pre K – 12) chapels are held at Thanksgiving, Christmas and Easter. Parents are always welcome to attend all chapel services.
- 3.3 **Choir** - This group of all elementary students rehearses during the school day and performs for special occasions. Student participation at rehearsals and performances is a program requirement.

- 3.4 **Class Activities/Field Trips** – Seasonal activities and field trips are scheduled by the teacher and are planned cooperatively with the homeroom mothers. Chaperones and drivers are asked not to bring any other children. A half-day is planned for one class picnic at the end of the year. Field trip forms will be sent home to explain the objective and details of the trip.
- 3.5 **Recess** - Children are not permitted to stay in from recess without a written note from the parents. In case of inclement weather, recess in the gym and/or classroom is supervised.
- 3.6 **Library** – Elementary students have full access to the Cary Library and are taken on scheduled visits throughout the year by their teachers.
- 3.7 **Aerospace Science Lab** - Students interested in the field of aviation and space technology are encouraged to use the lab with the scheduling coordination of the teacher and the Aerospace Science Lab director.
- 3.8 **The Learning Resource Program** – A computer-based learning program designed to pinpoint specific reading sub skills that result in student weaknesses in reading and provides a personalized program of instruction for improvement. Parents of students using this program will be notified by the teacher of the details involving reasons, times, and progress.
- 3.9 **Physical Education** - Elementary physical education classes are held in the gym during the winter months and during inclement weather.
- 3.10 **Student Phone use** – Students may use the office phone, with permission, to call home for special-urgent type situations.

4.0 DISCIPLINE

- 4.1 **Student's Code of Conduct** – Because it is considered a privilege to be enrolled at the Academy, students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents and the Academy while they are enrolled, and including all school vacations. This Code of Conduct applies to any student who is:
- A. In attendance at school;
 - B. On school property
 - C. At any school-sponsored activity; or
 - D. Off school property at any time or place when it has an effect on
 - 1.)maintaining school order and discipline,
 - 2.)protecting the safety and welfare of others,
 - 3.)keeping the reputation of the school and the testimony for Jesus Christ.
- 4.2 **The Goal of Discipline**-The goal of GHCA’s discipline program is one of correction and restoration within God’s community on the elementary campus. A distinctive mark of discipline in the Christian school is that it is viewed as a positive process; bringing one into fellowship with others and oneself. Discipline, in the proper context, is a manifestation of love, rooted in God’s disciplining of His children. (Hebrews 12:6)
- 4.3 **The Process of Discipline** -The process of discipline is initiated by the classroom teachers with their students as the school year begins. Positive and consequential reinforcements are implemented as necessary. When a severe discipline situation arises, the student is sent immediately to the elementary director who becomes involved in the process. With chronic behavior problems, a specific behavior plan may be designed for the student. Suspension or expulsion may result if sufficient change is not seen in response to the steps of disciplinary action taken. Communications with parents is included within the varying levels of the discipline process, encouraging a mutually supportive home and school approach in dealing with the student.
- 4.4 **Classroom Expectation** - Good discipline in the classroom is the foundation for good teaching and learning. Students will always be treated in a fair manner with any discipline action being based on documented, cumulative behavior.

4.5 General Rules of Conduct

A. Manners and Courtesy

1. General rules of courtesy will be expected.
2. No chewing gum allowed on school property.
3. There is to be no running or loitering in the halls.
4. No defacing of school property.
5. No electronic games or toys, iPods, MP3, CD or DVD players, weapons of any kind, etc. are to be brought to school. Cell phones must be turned off and kept in lockers during the school day.
6. No bullying or harassing other students in person or via internet use. See policy.

B. Outdoor Rules

1. No loitering in back of the building.
2. Hard balls of any kind are not permitted.
3. Students are not permitted to throw snowballs.
4. Students are not permitted to play games where other students are knocked down or where one student jumps on the back of another.
5. No contact sports or rough play.
6. Students may not use skateboards, rollerblades, or scooters at school.
7. No student may leave the school grounds without proper authorization.

4.6 Violations & Penalties- The classroom teacher may use any or all of the following steps in correcting/changing wrong behavior: 1. Verbal Warning 2. Tally or demerit 3. Loss of privilege; minutes off recess/ away from class 4. Call or note home to parents 5. Writing assignment 6. Detention 7. Sent to an administrator

4.7 Repeated Disciplinary Problems - Students who continue to display repeated or deliberate disobedience to the school rules or directives from the teachers and administration may receive after school detention or suspension until the student can agree to be in compliance to the school's rules. Biblical counseling and prayer will always be a part of this process. Communication from the teacher to the parent(s) will always be a very important part of the disciplinary system.

4.8 Dismissal - It is not our desire to ever ask a student to leave the Academy. Yet reality mandates that with these difficult times of society's moral and spiritual decline this will happen. If the parents demonstrate an unwillingness to work with us, we may ask that their students be enrolled in a school where the parents could comfortably work with the staff. It is not fair to the school family, the students and his family, or any of us to perpetuate a relationship that is not working together toward the needed objectives. Such teamwork actions are imperative for the ultimate best for the child.

5.0 DRESS CODE

- 5.1 The Reason for a Dress Code -** School is a place for students where clean, neat, modest and appropriate attire creates an appearance to enhance student self-image and the overall learning atmosphere. Parents have the primary responsibility to assist their children in this area. Each year the school makes available detailed dress code information.
- 5.2 Parent Communication -** Students are not allowed to change their clothing to leave campus unless parental requests are approved by administration. Parental notifications of violations will come from the teacher or administration.
- 5.3 The Standards –** Each year the Board approves the standards of the Dress Code. The dress code of GHCA is distributed to families prior to the next school year.

6.0 MISCELLANEOUS

- 6.1 Before School Hours -** Students who arrive after 7:45 a.m. but before 8:00 a.m. should proceed to their homeroom. Students arriving after 8:00 a.m. are considered tardy and must first check in at the office.
- 6.2 Dismissal Procedures -** Students are to proceed according to the traffic patterns explained at the beginning of each school year. Students are to go home with designated drivers only. Extreme caution needs to be exercised as students are dismissed to their respective cars. Students are not to be going back and forth from the car to the building.
- 6.3 Lunch Procedures -** Children may bring their lunches which are eaten in the lunchroom under adult supervision. Hot lunches may also be purchased if available. Milk cards may be purchased during the year from the office or your child's teacher or money may be given to the homeroom teacher on a daily basis. Food is limited to designated times and areas. Except for special occasions, no food will be permitted to be eaten outside of the cafeteria and must be kept in bags or lunch boxes in the student's locker until lunchtime. Inside the cafeteria, students will be expected to be courteous and orderly and will clean up their own trash. Microwave use is restricted to grades 4-6 only due to limited access.
- 6.4 Lost & Found -** Unclaimed articles will be placed in the lost and found box and will be discarded periodically after students are given ample opportunity to reclaim their articles.
- 6.5

SECONDARY SCHOOL INFORMATION GRADES 7-12

1.0 ACADEMICS

1.1 **Junior High Curriculum-** The junior high grades (7th & 8th) curriculum includes Bible, Language Arts, U.S. History, world history and geography, mathematics, life science, earth science, choir, keyboarding and computer.

1.2 **High School Graduation Requirements -** Greater Houlton Christian Academy grants a high school diploma to a graduating student based upon the successful completion of the course requirements. Each track has certain criteria that must be met before receiving a diploma.

The total of minimum required credits includes all the courses needed for graduation. This total also includes Bible in addition to those courses recommended by key colleges and universities and the State of Maine.

- | | |
|------------------------|-----------------------|
| 1. Standard Education | 20 credits plus Bible |
| 2. College Preparatory | 20 credits plus Bible |

	Standard (required minimum)	College Preparatory (required minimum)
Bible	*	*
English	4	4
Social Studies	4	4
Math	3**	4**
Science	3	3
Foreign Language	0	2 (same)
PE	1	1
Health Education	.5	.5
Computer	1	1
Fine Arts	.5	.5
Required Electives	<u>3</u>	<u>0</u>
Total Credits	20 plus Bible	20 plus Bible

* One credit of Bible will be required for each year of attendance at GHCA.

** Mathematics Flow Chart is available upon request.

One Physical Education credit can also be earned through participation in sufficient interscholastic or intramural sports or approved independent recreational activity.

A Course Selection sheet listing all the classes offered is available upon request. Students meet with the Academic Guidance Counselor at the end of each year to sign up for classes the next year.

- A. Physical Education - A maximum of one Physical Education credit may be earned per semester through participation in interscholastic sports. This may only replace a required Physical Education credit and may not be used as an additional elective.
- B. Graduation Participation Requirements - Students must attend full time for both semesters of their senior year at GHCA in order to graduate. A transfer student's remaining graduation requirements will be determined at the time of admission. Participation in graduation activities is a privilege earned by meeting GHCA standards.
- C. Graduation Honor Parts Policy - Only verifiable transferred grades will be considered in computing graduation honor GPAs. A minimum GPA of 3.67 (A-or above) is required to qualify for honors GPA. A student must have attended the Academy a minimum of 4 semesters to qualify for graduation honor parts.
- D. Transfer Credit - All grades will be transferred to the GHCA grading scale by the most equitable method. Transfer students will have their prior course work evaluated for GHCA credit at the time of enrollment. Scholastic work accomplished through home-schooling will be evaluated on a case-by-case basis upon receipt of an official transcript.

1.3 **Homework** - It is very important that students be prepared for each of their classes so they do not lose the value of the class time. Homework is given on a regular basis. Students are expected to complete all of their homework on

time and make up any incomplete work. Homework should normally take anywhere from 1 to 2 hours on the nights assigned. Times vary due to student grade level, work habits and course work load. There will be limited or no homework assigned for over the weekends and holidays.

*Students excused early from school for sports, other activities or appointments must submit that day's assignments to their teachers before they leave school and are responsible to obtain and complete assignments for the next class.

*Students and parents can go online at www.ghca.com to view the test schedule.

*Students missing three (3) homework assignments per teacher will be required to have assignment notebooks signed by teacher and parent. The student will be responsible to get the signatures.

- 1.4 **Homework Requests** - There may be times when a student cannot be in school or is unable to complete the homework assignment due to appropriate extenuating circumstances and parents wish to request additional time. Parents are to put their request to the teacher in writing, stating brief reason and the specific request.
- 1.5 **Grading Periods** - The rhythm of the school year consists of four quarters. At the mid-point of each quarter, and at the end of each quarter, teachers will update comments with SurraNet. The Academy's SurraNet will automatically indicate any student failing a course(s). Report cards are sent home at the end of each nine-week report period. Students in grades 7 & 8 are given letter grades. Students in grades 9 through 12 are given numerical grades. Honor Rolls are posted after each quarter. Students' grades can be viewed any time from home on the school's website on SurraNet.
- 1.6 **Honor Roll** – Students in grades 9-12 are given numerical grades. Honor rolls are posted after each quarter. The Highest Honor Roll has no grade lower than a A- in academic subjects. The High Honor Roll has no grade lower than B- in academic subjects. The Honor Roll has all A's and/or B's and just one C in academic subjects.
- 1.7 **Student Ineligibility**- For all extra-curricular activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility. For fall sports, the first eligibility check shall be made following the first two weeks of attendance at the beginning of the school year. The minimum criteria to be followed will be the MPA's standard that a student must be passing four (4) major subjects. In addition to this, GHCA's standard for eligibility is as follows:

Any student whose grade point average (GPA) falls below 76% will be placed on a “watch list” and will be encouraged to seek assistance from the appropriate teacher or tutor. If a student's grade point average (GPA) falls below a 70%, he or she will be considered “ineligible” for participation in all extra-curricular activities (athletic or non-athletic) for a period of fourteen (14) days. The student will be removed from any position of leadership (captain, student council, etc.) for the remainder of the school year. At the end of this 2 week period, the student's compliance to the MPA's standard and GHCA's standard of eligibility will be reviewed in order for the student to be “reinstated” to the position of eligibility.

Students who struggle with repeated instances of ineligibility may be advised to withdraw from participation in certain extra-curricular activities in order to allow more time for academic preparation. It is the desire of the Administration and faculty that students work up to their highest potential, and every effort will be made to achieve that goal through faculty mentoring and parental involvement.

- 1.8 **Course Failures** - Students who fail a required full-year course must make that work up in one of three ways:
 - a. Pass a comparable course in an approved correspondence school.
 - b. Be tutored for a minimum 20 hours in the subject by a tutor approved by the school and pass a re-examination. Tutoring for a required semester course is 10 hours minimum.
 - c. Repeat the course in the upcoming school year, schedule permitting.

If the Bible course is failed, the student must successfully complete a project assigned by the Bible teacher.

Students must have a final grade of 60-69 in order to make up any course. Students who receive 59 and below must repeat the course. The administration will make the final decision. A grade of 70 will be entered on transcripts when a failed course is successfully completed. An updated report card will be mailed home.

2.0 COMMUNICATION

- 2.1 **Conferences-** Parents may request conferences with any of the student's teachers. The office may schedule several teachers to meet with a student's parents at one time for a group conference. All conferences are by prearranged appointment.
- 2.2 **School Visitors** – Parents are welcome to visit the school. Students should never ask a student to visit at school without prior approval from the administration. A Visitor Request Form needs to be completed by the potential visitor with a worthwhile reason to visit explained and submitted for approval prior to the visit.

3.0 ACTIVITIES AND PROGRAMS

- 3.1 **Awards Assembly** - Awards and acknowledgments are presented to students in the secondary to honor those who excel in academic and school activities and to encourage students who demonstrate Christian character qualities and display those qualities that make them unique and special in our eyes and the eyes of God.
- 3.2 **Chapel & Discipleship groups**– Regular chapel time will be held as part of the school program. Chapel attendance is required by all students. These chapel times and discipleship meetings are designated to provide a positive, meaningful time of spiritual growth for all students at GHCA. Parents are welcome to attend Chapel at any time.
- 3.3 **Fall Retreat** - An overnight retreat is held in the fall for high school students. The retreat provides an opportunity for new and returning students and teachers to get to know each other. The retreat provides a time of spiritual challenge and social fellowship.
- 3.4 **Homeroom Meetings** - Homeroom meetings are held throughout the school year. Students are encouraged to participate in planning school activities.
- 3.5 **Study Halls** - Students are to come to study hall with work to do. They may go to the library for research and for recreational reading unless their schoolwork is unsatisfactory. The purpose for study halls is to permit student's time for individual study.
- 3.6 **Library** - Students are encouraged to use all of the resources of the Cary Library. Students with a pass from a teacher may go to the library during study halls. Students must sign in and out at the office.
- 3.7 **Aerospace Science Lab** - Students interested in the field of aviation and space technology are encouraged to use the lab with the scheduling coordination of the teacher and the Aerospace Science Lab director.
- 3.8 **Class Field Trips/Activities** - Seasonal activities and field trips are scheduled by the teacher and are planned cooperatively with the homeroom mothers. Chaperones and drivers are asked not to bring any other children. A half-day is planned for one class picnic at the end of the year. Field trip forms will be sent home to explain the objective and details of the trip.
- 3.9 **Senior Trip** – A senior trip will be scheduled for the members of the senior class. All details of the trip will be planned by the administration and class advisor.
- 3.10 **Student Practicum** – Students in their junior and senior years are given opportunity for credit with practicum classes.
- 3.11 **CLEW (Christian Life Emphasis Week)** – A portion of the week where we set aside the afternoons for opportunities for spiritual growth and study for high school students.

4.0 **DISCIPLINE**- At Greater Houlton Christian Academy students are expected to exhibit a commitment to learning, character development, and to achieving success. As young adults the students are expected to take personal responsibility for their behavior. The school's philosophy of nurturing and mutual responsibility is based on proper attitude and choices as they relate to consequence, not punishment. Students will always be treated in a fair manner with any disciplinary action being based on fully documented, cumulative behavior.

4.1 Student's Honor Code

The Honor Code is not only at the core of the discipline system at Greater Houlton Christian Academy, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the community are willing to hold one another accountable.

*Out of a desire to honor God,
I commit to a lifestyle
which reflects trust,
honesty, and respect for
my peers, authority,
and all property.
I acknowledge this lifestyle
does not condone deceit,
mistreatment of others, disrespect to authority,
and other dishonorable acts.
Committing to this code demonstrates my respect for
Greater Houlton Christian Academy
as we strive to glorify
God and love others.*

At the heart of the Academy's mission statement is the sincere hope for a truly Christian community. For this mission to be realized, the members of the community must commit to follow the two greatest commandments as expressed by Jesus Christ in Matthew 22:37, 39. The first is "to love the Lord your God with all your heart and with all your soul and with all your mind." The second is "to love your neighbor as yourself." These two commands have called us to formulate the Student Honor Code as the inspiration and core of an honorable lifestyle.

Not only will our students be expected to live by the Student Honor Code, they will also be expected to hold each other accountable to follow the Student Honor Code. Based on the principles of Matthew 18, the student seeing a violation needs to talk with the student and encourage him/her to do what is right. Another option might be to bring it to the attention of a teacher in order to correct dishonorable behavior.

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. It is our hope that our student's commitment to this Christian lifestyle will far outlive their time at GHCA. We hope our students see the benefits of an honorable lifestyle and allow the principles of the Student Honor Code to govern all aspects of their lives.

Always assume that the Student Honor Code is in effect . Whether openly stated or not, the principles and policies of the Student Honor Code are continually applicable 1. on school property; 2. in attendance at school or away from school; 3. at any school-sponsored activity; or 4. whose conduct at any time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school and the testimony of Jesus Christ.

4.2 **Level One: Less Serious Offenses**

The discipline system for what are called "Less Serious Offenses" (LSO) due to immaturity and foolishness is based on a **demerit and detention system**. Students are issued demerits to identify and record the less serious offenses. An accumulation of demerits will result in detentions being issued. Detentions are used as consequences.

The intent of discipline is to help students learn from their mistakes to make right choices. It is important for students to realize that there are consequences for their actions. It is the teachers who have the responsibility by the administration for the day-to-day discipline of the students while they are at school.

Disciplinary Responses

When an offense is observed, the teacher will utilize one or more of the following actions:

1. Speak with the student for purposes of correction and instruction
2. Issue a demerit slip for the purpose of recording the infraction
3. Remove the student from the classroom
4. Assign a special written assignment or work detail
5. Assign an after-school detention

If a student earns three or more demerits in a week from an individual teacher, or the same demerit is earned five times in one quarter, that teacher will assign and record a detention in place of the demerit. The Administration will track the student records and get involved as needed in cases where the total accumulation of demerits becomes a concern. Parents will be notified if there is growing concern of the direction the student is headed.

Examples of Less Serious Offenses

This list is not meant to be all-inclusive:

A demerit will be issued and recorded for the following infractions:

- Tardy to class
- Unprepared for class [no book(s), paper, pen, etc.]
- Disruptive behavior in the classroom, chapel, hallway, field trips, etc.
- Failure to attend a scheduled help class or meeting
- Dress code infraction
- Writing, passing, or reading notes during class
- Eating in non-designated areas of the building
- Gum chewing
- Inappropriate lunch time behavior
- Improper disposal of paper or trash
- Jostling with no intent to hurt (horseplay)
- Foolishness resulting in damaged school furniture or property
- Unkind and hurtful verbal treatment of other students
- “Borderline” disrespect to teachers
- Minor arguing or bickering with a faculty member
- Public display of affection on campus or at school events.

NOTE: The recording of demerits and detentions begins new with each quarter; the number of demerits are indicated on the report card.

4.3 Level Two: More Serious Offenses

Infractions that are identified as “More Serious Offenses” usually reflect a defiant and rebellious attitude and/or action. More serious offenses may be identified by a teacher, staff member, or the administration. Behavior offenses categorized as “more serious” are handled differently than those categorized as “less serious” or “most serious”. The type and severity of the disciplinary response shall be related to the seriousness of the offense, the student's attitude toward correction and the student's previous discipline record. The parents will be notified concerning the more serious offense and the method of discipline chosen. The Administrator's approval is required for certain responses.

Disciplinary Responses

When an offense is observed, the teacher or administration will utilize one or more of the following actions:

1. Sent to Administrator's Office
2. Assigned various work details
3. Given loss of privileges (driving, sports, lab/library access, senior privileges, etc.)*
4. Placed on Behavioral Contract of Probation*
5. Suspension *

*Approved by the Head of School

Examples of More Serious Offenses

This list is not meant to be all-inclusive:

- Malicious throwing of objects
- Willfully cutting class or leaving campus without permission
- Purposeful destruction, pranks, vandalism, or abuse of school property
- Willful critical or derogatory remarks, disrespect, insolence shown toward those in authority
- Malicious mistreatment, bullying or harassment of other students in person or via cyber-stalking
- Violations of the “Terms of Use” for the library, computer, science, or aerospace labs
- Acts of rebellion against school standards
- Deceiving by means of cheating, lying, stealing, forging signatures
- Plagiarism: literary theft, misrepresentation or falsification
- Swearing, using inappropriate language or obscenities
- Defiant, willful disobedience of those in authority
- Inappropriate or dangerous use of vehicle on or off school property
- Participation in inappropriate material or messaging on publicly accessible websites.

4.4 **Level Three: Most Serious Offenses**

Infractions that are identified as “Most Serious Offenses” are examples of a serious breach of the Student’s Code of Conduct. These infractions are an indication that the student has a major “heart” problem and is jeopardizing not only his or her reputation, but also the testimony of the Academy. The Administration reserves the right to choose whatever disciplinary response it feels is warranted for the situation.

Disciplinary Responses

When an offense is observed, the administration may utilize one or more of the following actions:

1. Meeting(s) with the Head of School
 2. Suspension(s) from school
 3. Expulsion from school*
- *Approved by the Head of School

Examples of Very Serious Offenses

This list is not meant to be all-inclusive:

- Assault on another student, fighting
- Sexual misconduct, immorality
- Pornography: includes possession, distribution, or acquisition of, via communications network
- Drinking, smoking or possession of tobacco or alcoholic beverages
- Possessions, sale, use of illegal drugs or abuse of medications
- Possession or use of a weapon of violence
- Possession or use of matches, lighters, or fireworks
- Arson, false alarms, or bomb threats
- Committing a serious breach of the Student Honor Code either inside or outside the school which mars the testimony of Christ and/or the Academy

DEMERIT TOTALS & CONSEQUENCES

1. 3 in one week = after school detention
2. 10 in one quarter = after school detention plus a conference with an administrator and a letter and/or phone call home
3. 20 in one quarter = 1 day suspension and parent(s) notified
4. 25 in one quarter = Behavioral Contract of Probation plus a conference with the parent(s)

DETENTION TOTALS & CONSEQUENCES

1. 5 in one quarter = letter of concern is mailed
2. 10 in one quarter = 1 day suspension and placed on Behavioral Contract of Probation plus a conference with the parent(s)

4.5 **Behavioral Contract of Probation** – Being placed on Behavioral Contract of Probation gives the student an opportunity to correct a serious problem. If he or she does not improve to a satisfactory level, the consequences will be suspension, expulsion or permissible withdrawal from the school.

A. Reasons for Behavioral Probation

1. Continued, deliberate disobedience and/or uncooperative spirit
2. A rebellious spirit which is unchanged after counseling and prayer by the teachers and administration
3. A continued undermining, negative attitude and bad influence upon other students
4. Committing a serious breach of conduct inside or outside of the school which mars the testimony of Christ and the school.
5. Receiving twenty-five (25) demerits or ten (10) detentions in any quarter .

B. Invoking Behavioral Probation

1. After serving detentions and school suspension, the student may be placed on a Behavioral Contract of Probation.
2. This contract, signed by both student and parent, is an agreement between the school and the student and identifies the terms and conditions to permit the student to stay in school.
3. A student may be put on immediate Behavioral Contract of Probation for a serious, overt act upon the agreement of the faculty and administration.
4. This contract will remain in force until it is removed by the administration. Breaking the contract may result in suspension from school for the remainder of the school semester or expulsion from school. The Head of School has the sole authority for expulsion from school.

C. Counseling During Behavioral Probation – students will receive biblical counseling to encourage positive change.

D. Activities Limited – students may be limited in participating in activities to highlight need for change.

4.6 Detentions – The student and his parents are totally responsible for working out any transportation needs. An additional detention may be given each time a student misses this deadline. Procedure for serving a detention:

1. Students report to the classroom of the issuing teacher or to the office of the issuing administrator when directed.
2. Students are to bring a Bible, pen, paper, and the detention slip signed by the parent.
3. No talking is allowed during detention, except to the teacher.
4. Student must work only on the assigned work during the 45 minutes period.

4.7 Suspensions - Students may be placed on suspension by the Head of School.

If a student is suspended, the following consequences will occur:

1. The student will be required to stay at home to serve the suspension.
2. The student shall not attend any extra-curricular event or functions on days suspended.
3. The student may be required to do some in-school or out-of-school research and/or work related to the violation.
4. All academic work must be made up within the normal framework of time, as outlined in "Make-up Work for Absences."
5. For each day of suspension, two points from the current nine-weeks grade shall be deducted in every subject.
6. Members of the Student Senate will immediately withdraw from office for the balance of the school year and will not be allowed to hold office the following year.
7. Athletes who are suspended will not be allowed to participate in upcoming games and perhaps for the remainder of the season. The number of games missed would be based on the number of games played during the athlete's season.
 - a. If a student has a season of 9 scheduled games or less, he would miss 1 game.
 - b. If a student has a season of 10-18 scheduled games, he would miss 2 games.
 - c. If a student has a season of more than 18 scheduled games, he would miss 3 games.

They may not serve as captain or co-captain for the following academic year. Those who receive a second suspension any time during the school year will be immediately dropped from the team for the remainder of the season and will not be awarded a letter or certificate and will not be allowed to participate the following year. Students suspended between seasons may lose the privilege of participating in the first game(s) in the next season.

8. The student may be permitted or required to go before the student body or a group of peers to ask forgiveness for the wrong committed.

The Administration will hear the parents or student if they wish to appeal. Appeals, addressed to the Administration, must be written, and must state why the parents or student believe the action taken was unwarranted. A hearing will then be scheduled.

4.8 Dismissal - Expulsion is by action of the Administration after review. When the administration's decision is made, the parents and student or students involved will be notified. If desired, a hearing will be available to the parents and the students with the Discipline Committee of the Board and Administration.

Also, parents who seek re-admission of a student to the school shall request such by letter to the Board should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration. It is the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances.

It is not our desire to ever have to ask a student to leave Greater Houlton Christian Academy. Yet reality mandates that these difficult times will, of course, come. Allow us to share some of the situations that might bring us to the point of dismissal. Please realize as you review these possible situations that at Greater Houlton Christian Academy we believe that **Attitude** is often more crucial than visible **Actions**.

A. Attitudes Reflecting a "Flaunting of Sin."

1. As mandated by the School Board, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices that would reflect a non-Christian life-style. If a student's attitude towards a personal sin remains repentant and serious about change, it is often our privilege to leave that student in the school and to continue to work with him.
2. If the student's attitude begins to transmit an undercurrent of glamorizing sin, or setting a continuing non-Christian tenor with minimal serious attempts to change, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that they may even be fabricating.

B. Attitudes Which Create Negative Tenor For Other Students

C. Attitudes Which Continue To "Dampen" Spiritual Growth In Others

D. A Progressive Hardening Against The Things Of God

1. Although everyone attending GHCA may not be a Christian, we do desire that the experience at our school be one that makes Christianity progressively more and more attractive. Should we see a sustained pattern of heightening spiritual hardness rather than progressive spiritual softening, we will feel as though we are doing the student a serious disservice to continue to influence them.
2. In the Christian atmosphere of GHCA...including Bible class, Chapels, and daily verbalizations about Christ...it is possible for a student who is choosing not to follow Christ to experience just enough Christianity to build up a growing spiritual-immunity and hardness, but not enough Christianity to get the real thing. For their own sakes and for the sakes of other students around them, we cannot allow a growing sense of progressive spiritual hardness.

E. Continued Verbal Abuse To Fellow Students and/or Teachers

F. The Inability, Or Unwillingness, Of Parents To Work With Us When Repetitive Serious Problems Arise With Their Student.

1. We at GHCA believe that teamwork with the parents is both biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will value the insight that the parents might be able to give us as to what might be behind the scenes. Yet, should the overall attitude of the parent be one of continual blame shifting, denial, or defensiveness, it will be very difficult to work together for the good of the student.
2. Furthermore, it is hard to work with parents when they do not allow their children to accept personal responsibility for wrong actions and continue to reflect the attitude of, "My child is good, but it's just all the other students in the class who are negatively influencing my child." Though we realize the strategic power of influence, it is imperative that each individual student be allowed to accept personal responsibility for his or her own actions.
3. If the parents demonstrate an unwillingness to work with us, we may ask that their students be enrolled in a school where the parents could comfortably work with the staff. It is not fair to the school family, the student and his family, or any of us to perpetuate a relationship that is not working together toward the needed objectives. Again, such teamwork actions are imperative for the ultimate best for the child.

4.8 **End of Year Student Review-** At the end of the school year, the administration will review the performance of all students. Special attention will be given to the student who has accumulated excess amounts of demerits and/or detentions. The Administration may decide that the student be placed under Academic or Behavioral Contract of Probation, or denied the opportunity to re-enroll.

5.0 DRESS CODE

- 5.1 **The Reason for a Dress Code** - School is a place for students where clean, neat, modest and appropriate attire creates an appearance to enhance student self-image and the overall learning atmosphere. Parents have the primary responsibility to assist their children in this area. Each year the school makes available detailed dress code information.
- 5.2 **Parent Communication** - Students are not allowed to change their clothing to leave campus unless parental requests are approved by administration. Parental notifications of violations will come from the teacher or administration.
- 5.3 **The Standards** – Each year the Board approves the standards of the Dress Code. The dress code of GHCA is distributed to families prior to the next school year.

6.0 MISCELLANEOUS

- 6.1 **Before School Hours** - Students who arrive after 7:45 a.m. but before 8:00 a.m. should proceed to their homeroom. Students arriving after 8:00 a.m. are marked tardy and must first check in at the office for a pass to class.
- 6.2 **Dismissal Procedures** - Students are to proceed according to the traffic patterns explained at the beginning of each school year. Students are to go home with designated drivers only. Extreme caution needs to be exercised as students are dismissed to their respective cars. Students are not to be going back and forth from the car to the building.
- 6.3 **Cell Phones** – Cell phones will be permitted on campus but may not be used during the school day. They must be turned off and stored away. Cell phone use or ringing between 8:00 am-2:40 pm will result in the phone being confiscated and a demerit given. Repeat offenders will be required to “check-in” their cell phone each day at the school office. Cell phones may be used after school.
- 6.4 **Christian Service** - Students in grades 9-12 are encouraged, as well as expected, to be involved in actively serving in their local churches. The student's parents and pastor are asked to assist the school in encouraging and supporting our young people in this training program at GHCA.
- 6.5 **Lockers** - Students are responsible for the care of their lockers. Locker assignments are not to be exchanged without permission from the headmaster. Nothing is to be posted in the lockers that cannot be easily removed without damage to the surface. The administration has the authority to enter a student’s locker for good cause.
- 6.6 **Lunch Procedure** - Students bring their own lunches and eat them in the lunchrooms. No provision is made for refrigeration. Milk is available for purchase. Limited microwave use is available to warm foods. Hot lunches may also be purchased if made available..
- 6.7 **Parking Lot Regulations** - All drivers must exercise extreme caution on the school’s parking lots and driveways. The established speed is 10 mph, which is very slow. Pedestrians have the right-of-way. It is very important that everyone use extreme caution in walking to his or her vehicles and in the operation of these vehicles.
- 6.8 **Student Drivers** - Students are to park only in the areas designated for student parking, leave their cars and not return to them until they are ready to leave campus. There is to be no loitering around the cars at any time. Extreme caution is to be exercised at all times when driving in the parking lot.
- 6.9 **Student Assignment Notebooks** – All junior high students are required to use their assignment notebooks each day. Teachers are to have notebook checks. High school students may also be required to use assignment notebooks if the teacher requests it of the student. Parents are to be informed of the requirement.
- 6.10 **Telephone Use** - Students are not to use the office phones unless there are extenuating circumstances.
- 6.11 **Internet & Email** - The Academy has Internet access and an e-mail system which students are allowed to use. The equipment is located in the computer room in the library. The use of the system is a privilege for a student at GHCA. We do not want this privilege to be abused, and as a school, wish to guard against contributing to potential misuse. We, therefore, do not allow inappropriate language and/or content to be received or sent out from student accounts. The system has in place a filter which rejects inappropriate language and content and at the same time does not allow for the material to leave the Academy’s system. Students who download, abuse or misuse the Internet system, or who use inappropriate language or pass on such material to another student, will receive disciplinary action against them. In order to protect against someone misappropriating personal mailbox accounts, it is vital that students never give out their passwords and that they log off the system properly when finished using the account. Participation in inappropriate material or messaging on publicly accessible websites.

6.12 Safety, Health & Welfare

1. Students are not to make or throw snowballs.
2. Skateboards, rollerblades, and scooters are not to be brought to school.
3. Knives, guns, fireworks, lighters and matches are not to be brought to school or to school activities.
4. During the school day, students are not permitted behind the school building, or in parking lots unless given permission by a faculty member or administrator.
5. Public display of affection is unacceptable during school or school-related activities.
6. No walkmans, radios, computer games, CD's, DVD players, pagers, iPods are to be used or worn on campus before, during or after school on school-sponsored trips as well as on the school bus or in school vans traveling to and from home.

ATHLETICS

7.1 Philosophy - GHCA provides a God-centered education through the teaching of Christian principles. The athletic program serves as an integral part of the total education program. GHCA's athletic program serves as a channel to develop, above all else, a strong Christian character in athletics.

7.2 Administration - The athletic director is responsible for the over-all functions of the athletic department. He/she is held accountable by the Head of School who is ultimately responsible to the School Board. All communications and decisions must filter through the athletic director to promote consistency in the athletic program. Among other things it is the athletic director's responsibility to:

1. Schedule games and practices
2. Determine cancellations and reschedule
3. Prepare fields/courts for play
4. Make arrangements for financial responsibilities
5. Verify eligibility of coaches and students
6. Arrange for training of coaches
7. Represent our school in issues of public relations
8. Communicate with coaches, athletes, and the MPA

7.3 Coaches Eligibility - All coaches and assistant coaches are required to meet the eligibility requirements set forth by the Maine Principal's Association (MPA) and Greater Houlton Christian Academy. In meeting these requirements a committee is established to interview prospective coaches and to make a recommendation to the School Board through the athletic director. Coaches must take the ASEP coaching principal's course and be certified in CPR and sports first aid. Coaches must agree with school policies. Coaches must set a standard of excellence in dress and character that encourages our athletes to do the same. It is the coach's responsibility to do the following:

1. Assure communications with the Athletic Director
2. Transport athletes to and from games
3. Make sure travel arrangements among students has been documented
4. Stay with team until all players have been picked up
5. Monitor behavior of athletes
6. Report injuries
7. Receive uniforms from the AD, distribute and collect them, return them to the AD

7.4 Student Eligibility - Students are required to meet school policy guidelines. These guidelines meet and exceed those required by the MPA. Commitment and excellence are of great importance to the GHCA athlete. Dress and character are to be exemplary and in accordance with school policy. It is the athletes responsibility to do the following:

1. Be committed to his/her team
2. Display strong Christian character at all times
3. Strive to maintain a high academic standard
4. Attend practices and games
5. Develop the skills that God has given to them
6. Be supportive of all school policies
7. Communicate with his/her coach

7.5 Extra Curricular Eligibility - Participation in extracurricular activities is a privilege earned by representing Jesus Christ, Greater Houlton Christian Academy, the student's family, and himself/herself in the best possible way. Failure to appropriately represent our standards will result in a loss of privilege. Students with consistent behavioral problems may be ineligible. Students must agree with school guidelines and a physical examination must be on file every two years.

7.6 Athletic Equipment - The athletic director is responsible for the overall inventory of athletic material. It is his/her responsibility to distribute material as needed to the coaches and to order material as needed. An athletic budget is established and the athletic administrator is held accountable by the Head of School.

7.7 Fans - Students and parents of the Academy in attendance at any game or athletic event are expected to conduct themselves in a manner consistent with the testimony of Christian character and spirit if the Academy. Failure to do so may result in being asked to leave.

