



GRAHAM CHRISTIAN ACADEMY

**Student/Parent Handbook
2026-2027**

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I. CHRISTIAN EDUCATION

I.1 Philosophy of Education

Our school's Philosophy of Education is in complete alignment with and does fully affirm our 'Statement of Faith.'

- God is the Creator and Sustainer of all things. Because man is created in the image of God, man's ultimate purpose, meaning and very definition of being must all come from God. Thus man, as a finite creature, is dependent upon the divine revelation for all ultimate truth. (Genesis 1:1, Genesis 2:1, Exodus 3:14, Colossians 1:15-17, Genesis 1:26-17, Isaiah 55:69)
- Truth reveals God and is a revelation from God. God reveals Himself (generally) through His created universe, (specifically) in the Scriptures and (personally) in His Son, Jesus Christ. (Romans 1:19-20, II Timothy 3:15-17, Deuteronomy 8:1-3, Isaiah 40:6-8, John 1:14, John 14:6)
- Since the moment Adam and Eve disobeyed God in the Garden, man's essential nature has been corrupted by sin and, in sin, man's understanding has been darkened. At enmity with God in his spirit, man had embraced the falsehood that man's ways are better than God's ways. From the time of the fall, man had believed he could explore, understand, relate to and even teach the laws and facts of the created universe, independent of God's revealed truth and without need of "the grace of God to comprehend and receive it." (Genesis 3:1-7, Genesis 3:14-19, Genesis 6:5, Romans 3:10-11, Romans 1:21-22)
- As Christians, we believe we are commanded by God to adopt, maintain, and perpetuate (teach our children) a totally Christian worldview or Christian philosophy. We believe our philosophy to be centered upon God (our creator); that God is Truth; that God's word is completely trustworthy (inerrant and infallible) and that God can be known. From this Christian philosophy of life we derive our philosophy of Christian education. (Colossians 2:8, Romans 12:2, Colossians 3:1-2, Romans 11:35, Psalm 111:10, James 1:5, Proverbs 22:6, Deuteronomy 6:6-9, Psalm 78:1-11, Exodus 13:8, II Corinthians 10:3-5)
- We live in a created world in a reality of created facts which can be rightly understood only as they relate to their Creator. We hold firmly to the philosophy that man's reason does not determine God's revealed truth about Himself and all that He has created. Rather, God has graciously given man reason in order that God's truth (by the power of His Holy Spirit) might be discovered, understood, categorized, and passed down from generation to generation in the systematic approach of training and discipline that is Christian education. (Proverbs 3:5-7, Proverbs 1:7, Psalm 119:89-91, Proverbs 22:6, Ephesians 6:4, II Timothy 3:16-17, II Timothy 2:15)
- Biblical truth must validate experience and knowledge at all times. In all subjects: mathematics, the arts, geography, economics, history, or English, the Bible is the key to true understanding. The Bible gives us the perspective we need to see God as He is, ourselves as we are, our relationship to others and to the world that we live in, and it provides the necessary principles without which there can be no true understanding. Thus, Biblical truth will undergird the teaching of all subjects and provide the standard qualifying all other texts, materials, and supporting media used in our classrooms. (Proverbs 1:7, Proverbs 9:10)

- Moreover, we hold the Scriptures to be Divinely inspired, inerrant, infallible, authoritative, and sufficient. Our philosophy of Christian education, this document and every policy and practice hereunto will regard the Word of God as the final authority in all matters of faith and practice. (2 Timothy 3:16)

GCA's purpose is to provide a distinctly Christian academic environment in which God's mandate to train, instruct, and nurture each student in the Truth may be fulfilled. Administration, faculty, and staff shall seek to minister to each student, providing a Christlike example while promoting that student's spiritual, physical, academic, and social development. We recognize that children are a heritage of the Lord (Psalm 127:3). We believe that, to the Christian parent(s) of every GCA student, God has delegated a special "stewardship responsibility" for the instruction, nurture and discipline of children. The process of "training up a child" starts in the home. The Bible declares: "Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6) God has additionally granted (in Christ Jesus) the authority of the parent(s) to train and instruct their children (particularly in matters of Christian faith and life). Again, the Scriptural mandate is clear and repeated: "These commandments that I give you today are to be upon your hearts. Impress them on your children." (Deuteronomy 6:6-7) and "Fathers do not exasperate your children; instead bring them up in the training and instruction of the Lord." (Ephesians 6:4)

At GCA, we hold to the Biblical position that while parents can never delegate away their responsibility (before God) to instruct and discipline their children, they may share the authority (given to them by God) for the teaching of their children, with our faculty and staff. Children will be blessed as parents and teachers share in their instruction, so long as the instruction is provided with God-given and rightly shared authority. "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" (Mathew 19:14). GCA is committed to its mission of fostering academic excellence in a genuinely Christ-centered scholastic community.

For this reason, the parent(s) of GCA students will be expected to clearly communicate with their children God's design in, and the necessity for respect of, teachers' authority in the classroom at all times. GCA students, learning to be in submission to the authority of their teachers in the classroom, even as they learn to submit to the authority of their parents at home, actually engage in the larger process of learning obedience to God.

We desire to create an optimal learning environment, based on academic excellence, that compliments the Christian home. We strive to promote an atmosphere where students learn to live their lives for Christ, developing their character and achieving their highest potential (in Him). As we seek to train students, we believe that the school and the home need to work cooperatively in providing the best educational experience for every student.

As to their spiritual nurturing, our goal is to develop within each student an inclination to study, learn, and apply God's Word in every area of his or her life. Ultimately, in all that we shall teach, in all that we shall say and do and plan and promote, we shall direct all to the glory of God, exalting the name of our Lord and Savior Jesus Christ. We will, at every point, seek to promote an experience of education and discipleship in

the lives of GCA students, that imparts God's truth. We believe that this will prepare them for faithful service in the cause of Jesus Christ and the Gospel, that their involvement in the home, church, workplace, and community might manifest the glory of Jesus Christ for the world to see. (Psalm 22:23, Psalm 57:5, Mathew 5:16, I Peter 4:11, Revelation 4:11)

I.2 Statement of Faith

The Board of Directors, administration, faculty, and staff, of Graham Christian Academy hold to the following doctrinal beliefs and will endeavor to operate with these beliefs serving as the fundamental and guiding principles for all aspects of our organization:

- The Bible is the inspired, inerrant, infallible, authoritative, sufficient word of God and is therefore recognized and taught in our school as absolute truth. (2 Timothy 3:15; 2 Peter 1:20-21)
- Knowledge of God and His nature (attributes) is the most important type of knowledge and serves as the foundation for all learning. (Proverbs 1:7; Proverbs 2:10-11; Romans 1:20)
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- Our Lord Jesus Christ is deity (John 10:33); born of a virgin (Isaiah 7:14; Matthew 1:23; Luke 1:35); lived a sinless life on earth in the form of a human being (Hebrews 4:15; Hebrews 7:26); performed miracles (John 2:11); atoned for the sins of man through His death on the cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); was resurrected from death (John 11:25; 1 Corinthians 15:4); ascended to the right hand of the Father (Mark 16:19); will return in power and glory (Acts 1:11; Revelation 19:11).
- Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)
- Salvation from one's sin comes only one way: grace through faith in Jesus Christ (Ephesians 2). Obedient faith leads one toward a Christ-centered life and submission to baptism in imitation of His death, burial, and resurrection (Romans 6), for the gifts of forgiveness of sins and the indwelling Holy Spirit (Acts 2).
- The Holy Spirit indwells Christians, sanctifying, equipping, empowering, and enabling them to live godly lives. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
- Christians are called to the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28)
- In the beginning God created mankind in His image, and man is not in any sense the product of evolution. (Genesis 1:27, 31)
- Men and women were created distinctively by God, further His intent for all people is that they live distinctly male or female as He created. (Genesis 1:27-28; Psalm 139:13-14)
- Marriage is a covenant union designed by God and only between a man and a woman. (Genesis 2:22-24; Mark 10:6-9) Human sexuality is part of God's designed creation and to be experienced

and enjoyed in a monogamous marriage relationship between a man and a woman only. (1 Corinthians 7:2; Hebrews 13:4)

- The church is the body of Christ and the family of God. It is made up of saved believers, who assemble for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- It is a privilege to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
- In addition to these beliefs, we also believe that God has given parents the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) We believe GCA should partner with the home to grow God-fearing students through Bible-based curriculum and experiences.

I.3 Spiritual Formation Faculty

GCA employs teachers who embrace our Statement of Faith and are active in their walk with Christ. We seek “kingdom” people. Educators teach their trained area of specialization, and each year they receive continuing education hours to enhance teaching skills. Faculty members are expected to present biblically integrated curriculum, focusing on both the spiritual and academic growth of each student. We want to shape hearts and minds for kingdom living.

Chapel

Weekly chapel is a major rhythm on campus. Students enjoy singing, praying, scripture reading, and hearing the word of God together. Leadership opportunities are presented, mentor groups are formed, speakers are brought in, split chapels for male and female students are created, and all-school chapels are scheduled to provide a variety of experiences.

Bible Curriculum

At GCA, students are required to successfully complete a Bible class each semester. Bible is central to our academic program on all grade levels. It is the course textbook, while other resources are used to reinforce and illustrate biblical teachings. Students are taught to accept the Bible as the inspired word of God, and they are taught the love of God according to scripture.

Kindergarten

The purposes of this class are to develop a love for God as our Creator and Father and for Jesus as our friend and Savior, to teach the rewards of obedience and the consequences of disobedience for God’s chosen people, and to study the life of Christ and His great love for all mankind. These purposes are accomplished by studying the books of Genesis, Exodus, Joshua, Judges, I & II Samuel, I Kings, Daniel, Matthew, Mark, Luke, and John.

First-Sixth

First through fifth grade follow a curriculum that encourages students to memorize scripture, understand concepts from culture, remember important facts about people, places, and things, apply biblical principles from the stories in the Bible and interact through group dynamic activities to reinforce the lessons.

Approach to Sex Education

In grades K-6, there is no formal presentation of sex education topics. Students during this stage of growth are in the latency phase of development, when any presentation of explicit material can cause disruption of the normal pattern of growth. However, questions will arise in various subject areas such as Bible, science, and health. Teachers will answer questions age appropriately, and all topics dealing with sexual behavior are answered through a biblical lens.

II. ENROLLMENT POLICIES AND PROCEDURES

II.1 Non-Discrimination Policy

Graham Christian Academy admits students of any race, color, or national/ethnic origin. All students are entitled to the same rights, privileges, programs, and activities. GCA does not discriminate based on race, color, or national/ethnic origin in administration of our educational policies, admissions requirements, scholarship applications, athletic activities, or other school-administered programs.

II.2 Elementary Admission Requirements

Students admitted to GCA should meet the following criteria:

- Have a “B” or above average in core courses (English, math, science, social studies) with no failing grades. (Some exceptions may apply.)
- Not currently expelled or suspended from another school.
- Have a positive report from their previous school. (No fighting, biting, or other aggressive behavior)
- Agree to all disciplinary procedures in the student handbook and other documents.
- Must be living with parent(s) or legal guardian(s).
- Interview with Director before admission.
- All Kindergarten students must be completely potty-trained. (See definition and accident policy under “For Parents”)

All new students are admitted on a one-year probationary basis.

II.3 Application Procedures

Application

To apply for Elementary grades, PK-6th, the applicant must do the following:

1. Complete an application for admission (online) and pay the application fee. The following items will be required:
 - a. Furnish a copy of birth certificate and immunization records. A kindergarten student must be five years old as of August 1st. A first grader must show successful completion of kindergarten or have reached their 6th birthday by August 1st.
 - b. Provide a copy of the most recent report card (1st-6th).

2. Set up an interview with the Executive Director.
3. Provide contact information for one Pastor/Church staff reference and one teacher/principal reference from previous school.
4. Complete online enrollment once acceptance has been granted.

Interview

During the admissions process, the Executive Director will interview prospective students with their parent/s. The family is encouraged to ask questions regarding the school. It also provides an opportunity for the Director to communicate the standards of GCA and the expectations for culture “buy-in.”

Immunization Records

Upon enrollment, all students must provide the school with an updated immunization record. Failure to do so within 30 school days after enrollment will result in suspension until the immunization record is made available. Noncompliance with this requirement will result in dismissal. Notices will be sent prior to any action being taken. Parents are expected to keep updated immunization records yearly. They must give a copy of new records to the school office to remain in good standing.

Appeals Procedure

An appeal may be made by the applicant to the Board President when an application is rejected. The appeal must be submitted within 10 days and must be in writing. Upon receipt of the appeal, the president will schedule a meeting with the applicant, the parent/s or guardian/s, and the principal. If the original decision is reversed, the applicant will be given a date for enrollment at the earliest possible time.

II.4 Tuition and Fees

2026-2027 Tuition

Kindergarten	\$6,500.00
1st-6th	\$7,100.00

Tuition Discounts

Prepayment Discount: For accounts paid in full on or before August 15, a 3% discount will be deducted from the yearly net tuition charges.

Family Discount: The oldest student in each family pays the full price. The second child will receive a 5% discount and any additional student in the same family will receive a 10% discount.

GCA Employee Discount: Graham Christian Academy employees will receive the GCA 40% discount upon enrollment of a new student or upon re-enrollment of a current student for a new academic year. No additional discount will be applied.

GCA Family Recruiting Credit: For every student a current GCA family actively recruits to attend Graham Christian Academy, the following will apply:

- Your family will receive a \$250 credit to be applied toward tuition for the following school year.
- The \$250 credit is for a full year of attendance by the recruited student.
- The family being recruited will certify the recruiting family to GCA.

Minister Discount: Full-time ministers receive a 30% discount. No additional discounts will be applied.

Hero Discount: Law enforcement officers receive a 10% discount. Must be TCOLE peace officer certified and commissioned with a department. No additional discounts will be applied.

Fees

Enrollment Fees **\$100**

Application Fee **\$40**

Payment Plans

We can discuss flexible payment plan options, allowing families to budget effectively for tuition. Our process is simple, convenient, and secure.

When are my payments due? Your payment is scheduled by you during enrollment. You may choose to pay all your tuition in August for a 3% discount. You may also choose a semester payment plan or a monthly payment plan. You will choose to be invoiced on either the 3rd or 10th of each month for the monthly payment plan.

What happens when my payment falls on a weekend or a holiday? Your payment will be processed on the next business day.

What happens if a payment is returned? Returned payments are subject to a payment fee of \$30.

How do I make changes to any of my information? You may change your banking information by contacting the administration. Changes to your address, phone number, or email address can be made by contacting GCA. Any changes to payment dates or amounts need to be approved by GCA. All changes must be received by GCA at least two business days prior to the invoice date to affect the upcoming payment.

What is the cost to set up a payment plan? The fee amount is \$25 and first month's tuition.

II.6 Refund and Withdrawal Procedures

Withdrawal Procedures

Students withdrawing from Graham Christian Academy should use the following procedures:

- Call or come by the office to initiate the withdrawal. (We request a notice of at least 24 hours for processing.)
- When the withdrawal steps have been completed, notification will be made, and records will be released.
- If the student's account is not clear at the time of withdrawal, no grades or records will be released. All books, uniforms and equipment must be returned prior to withdrawal, or applicable charges will be added to the account.

Tuition Refunds

Parents or guardians are responsible for the entirety of the tuition and fees agreed upon in the student/parent contract. Therefore, GCA will not refund any tuition or fees upon withdrawal or expulsion. It is further agreed that enrollment may be canceled in writing, without penalty (except forfeiture of applicable fees), prior to August 15th of the contract school year. If the enrollment is canceled after August 15th, parents/guardians financially responsible for student(s) will be obligated to pay the entirety of tuition plus fees. All finalized contractual agreements are binding for the duration of the contracts. Any additional tuition discounts that may occur after finalization will only be available for the next contract period.

Tuition and Fee Refund Appeals

Those experiencing extraordinary events that require a student to withdraw from GCA may request an exception be made to the GCA no refund policy. Appeals must be made in writing with supporting documentation and be within 30 days of withdrawal date. The Tuition Appeal Committee will review the appeal and notify the appellant of the decision within 30 days of the appeal date. Extraordinary events include serious illness of the student or an immediate family member, death of an immediate family member, military deployment that was not previously scheduled or other similar unforeseen events. Documentation may include one of the following:

- Letter from your physician or mental health professional
- A death certificate
- A funeral program
- Military orders
- Any official documentation that will verify your request to appeal

Delinquent Accounts

Any account balance that exceeds 60 days past due and does not have an acceptable payment arrangement is deemed to be delinquent. Parents whose accounts are delinquent will be notified by FACTS and the administrative office will request immediate payment. Failure to make a payment arrangement or fulfill an agreement may result in student dismissal, the holding of transcripts, and/or submission to a third-party collection agency. Exceptions to the policies listed above may be made in extenuating circumstances provided a request is submitted to the Board President, it is approved by the Board of Trustees, and a letter of documentation is on file. A question related to the alleged violation procedures may be appealed to the Board of Trustees provided the parents have a written request to be placed on Friday prior to any regularly scheduled Board meeting. The Board shall have the option of calling a special meeting if it is necessary. During such an appeal, the student will not be withdrawn from school, nor will they be denied the right to take exams. *Any student whose tuition and/or incidental accounts become 60 or more days delinquent will be ineligible to participate in extra-curricular activities. The student will be allowed to finish the current season but will not be allowed to begin a new extracurricular activity until the accounts are current or arrangements have been made through the business office.*

Financial Aid Applications

Financial aid applications are completed online and remain open throughout the year. If financial aid is granted, it will become effective the following semester.

III. ADMINISTRATIVE POLICIES

III.1 School Hours

Kindergarten	8:00-12:30
1st - 6th	8:00-3:00

III.2 Attendance

General Rules

Regular and punctual attendance is important to maintain continuity in the learning process. Obvious abuse of the absence/tardy policy may result in review of the student's continued enrollment in GCA. Consistencies of absences (e.g., on test days or first period) will trigger a review.

There are situations when it is necessary for a student to miss classes due to personal illness, serious illness, death in the family, or school related events. These absences will be considered excused, and the student will be given an opportunity to make up missed class work.

For an absence to be considered excused, the parent or guardian must contact the school office on the day of absence or provide a written note stating the reason for the absence upon the student's return. Failure to produce an acceptable reason for the absence within two days will result in an unexcused absence. If a student has excessive unexcused absences, the following procedure will apply:

<u>Absences</u>	<u>Consequence</u>
5	Warning letter sent home to parent
7	Warning letter plus a parent/Director meeting
9	Warning letter plus academic hour recovery

A repeat of grade level or dismissal of enrollment from GCA could occur should the student fail to attend required academic recovery hours.

Students must be in school for a minimum of 4 class periods to be counted as present for the day.

Students who signed out for illness, at any time during the day, will not be allowed to participate in after-school functions.

Tardies

All students are to be in class before 8:00 a.m. Any student not in class when class begins will be counted as tardy. After 4 unexcused tardies, the student will receive an unexcused absence. A tardy warning will go out for every three unexcused tardies a student receives. If a student has more than 17 absences in a school year, it will result in academic hour recovery. This make-up time could be after school or on a Saturday. If the student cannot make up the time, it could result in repeating the grade level or other such consequences.

Failure to report for disciplinary consequences may be grounds for dismissal.

Truancy

Absence from school without parent permission may result in suspension or other disciplinary action.

Student Check-out Policy

Any time a student is checked out of school, there must be direct parent contact with the office staff before the student leaves. This may be in person, by written note, or by phone call. Parents must sign the checkout sheet in the elementary office for the student(s) to be released. These are important safety procedures for children even if they are sometimes inconvenient. The school will not release students to friends, other students, or strangers without assurance of parent approval. Any student who leaves the school premises without checking out in the office may be subject to suspension. The student may receive zeroes in the missed classes.

Family Trips

When at all possible, trips should be scheduled during school vacations to maintain the continuity of the learning process. This is especially true in the elementary grades since so many missed activities cannot be made up.

When trips must be made, we request the following:

- Contact the school office to inform the Director at least two weeks prior to the trip and the Director will forward the information to the teachers.
- A signed trip form by the approving administrator or designated staff member will be sent to the teacher(s) and arrangements made for make-up work one week prior to the trip. These arrangements will be at the teacher's discretion and approval. (Form may be obtained in the school office.)
- All make-up work must be submitted to the teacher the day the student returns. Failure to do so will result in a grade of zero (0). It is the responsibility of the student and parent to see that all make-up work is finished and turned in on time.

Unexcused absences will be given if the above protocol is not followed.

Make-Up Work

It will be the student's responsibility to obtain, complete and turn in missed assignments within the designated time. The designated deadline for make-up work for nonscheduled excused absences will be two days for the first absence and one additional day for each subsequent absence. Quizzes or tests for the first day of attendance after an absence of two or more days may be postponed. Regularly scheduled tests which fall on the first day of attendance after an absence will be taken at the teacher's discretion. Students will take make-up tests at the teacher's convenience.

III.3 Academics

The academic program is designed to educate students in their knowledge and understanding of subject matter from a Biblically based, Christian perspective. The curriculum is intended to be challenging and comprehensive.

Grade Reporting System

Grade Reports and Report Cards will be posted on Gradelink at the end of each Quarter. Parents may request a hard copy of their student's grades through the office; however, release of grades may be subject to an account hold.

(Students in Kindergarten class do not receive report card grades through Gradelink. The teacher will show student progress through skill assessments made throughout the year and report to the parent at the end of the year, using Gradelink.)

The faculty will post a minimum of twelve grades in a nine-week grading period (at least 10 assignment grades and at least two assessment grades). Grades will be posted in Gradelink no later than 5 academic days from the due date of the assignment.

In addition to posting report cards, the school will also inform parents about potential academic problems through progress reports. Progress reports will be posted on Gradelink at the end of the 5th week of each grading period.

Grade Reporting Schedule

The school year is divided into periods of 4 quarters. In grades 1-6, report cards will be posted to Gradelink after each quarter. At the midpoint of each grading period, progress reports will be posted to Gradelink for all students.

Q1: Aug 25 - Oct 15, 2026

Q2: Oct 19 - Dec 17, 2026

Q3: Jan 5 - Mar 10, 2027

Q4: Mar 22 - May 20, 2027

Grading Scale for 1st - 6th

LETTER	NUMBER	DESCRIPTION
A	90-100	H - Highly Satisfactory
B	80-89	S - Satisfactory
C	75-79	I - Improvement Needed
D	70-74	U - Unsatisfactory
F	69 & below	Failing

Testing Program

In addition to the tests and examinations given periodically by teachers, the school is developing a regular program of standardized testing. Achievement tests (Map Growth Reading, Math, Science and Language) are given twice a year to pupils in grades 3rd-6th.

It is emphasized that these tests are not used in determining whether a pupil is promoted, nor are they used to determine the effectiveness of teachers. Tests are aids to understanding.

Retention

A student will be retained in grades K-6 if the teacher, parent, and administration feel it necessary based on the following criteria:

1. Subject Assessments
2. Report Cards
3. Classroom Observation
4. Student Behavior (anxiety, not turning in work, absences, etc.)
5. Failing two or more of the following subjects:
 - Mathematics
 - Science
 - Language arts (reading, spelling, language)
 - Social studies (history)
 - Bible

Efforts will be made to identify potential problems as they develop. It is our desire to involve the parent(s) completely in these decisions. Where a viable and satisfying decision for all involved cannot be reached, cases will be referred to the president.

Solutions may include academic probation (one semester) or required transfer to another school. It is not our desire to force any student out of GCA. However, if we lack the resources to meet the needs of the individual student, it may be necessary.

Academic Probation (1st-6th)

A student is placed on academic probation after failing one or more subjects for a semester. Generally, under the conditions of academic probation, the student must

- Show significant improvement in the following semester.
- Arrange with their teacher or outside tutor to receive tutorial help. The Director and teacher will schedule a parent conference to establish a plan.
- Fail no course(s) and have at least a "C" overall average at the end of the semester following the probationary period.

If these conditions are met, the student will be removed from academic probation. If these conditions are not met, the student's admission status at GCA will be reviewed.

Awards

Awards are given each year to bring honor to our students while recognizing valued characteristics and student achievement. It is a special time to promote quality character and academic excellence. Awards given will include, but are not limited to the following:

- Honor Roll
- Perfect attendance
- Biblical Character Traits

III.4 General Policies

For Students

Electronics

GCA elementary students are not allowed to possess a cell phone/smart watch during the school day. A student found to have their device in their possession during the school day without

permission is in violation of this policy and the device will be confiscated and secured in the Director's office. Any device taken from a student will result in the loss of the device until the end of the school day. The device will be returned to the student after the first offense. If a device is taken up a second time, it will be given to the Director and the student's parent will pick up the device from the office. The student will not be able to have it at school for the remainder of the year. A third infraction will result in implementing the disciplinary procedures discussed in this handbook.

Library

If a student has an overdue book(s), they will not be allowed to check out another book. Report cards are not distributed until all fines are cleared and books returned.

Lockers

Lockers are provided for the storage of clothing and school supplies. Each student is assigned to a locker or cubby and held responsible for its condition. No adhesive products are to be used on the inside or outside of a locker. (This includes stickers, tape, glue, and/or any product requiring adhesives to be attached to the surface.) Valuables should not be stored in a locker unless it has a lock. GCA is not responsible for any lost or stolen items.

Lost and Found

Lost and found items are kept in the Administrative Office. If clothing or other items of value are not claimed, they will be given away or sent for disposal.

Lunch

Students will be required to bring their lunch. Parents may bring lunch to the student and drop it off in the office by 11:00am for lunch. If parents want to eat with their child during lunch, they must check in with the Admin office and get a Visitor Badge.

Textbooks

Student books and workbooks are issued by the teacher and returned to the teacher. Charges will be made for books that are lost or damaged. Charges for damaged books will be based on the damage done. The fine for any lost or destroyed book will be the total price of the book. All book fines must be paid before the 9-week or semester grades are released.

For Parents

Campus Facility Use

GCA does not own the buildings and facilities used by students and staff. All care must be given to protect and conserve all property by students, staff and parents alike. For GCA groups and individuals to use the facilities at specific times and for special occasions, each person or group must go through the proper procedure of filling out a reservation form which must be signed by the Director.

Logo Use and Fundraising

The GCA logo or name may not be used in conjunction with any fundraising event, activity, or solicitation without permission from GCA Administration. All fundraising events, activities, functions, and/or solicitations must receive approval before any correspondence, notification, or other communication is made. All merchandise orders must be approved by the Director, and no

group is authorized to charge any purchase to a school organization or the school without prior approval.

Music

The Graham Christian Academy community should be selective in the kind of music it provides during the school day or at events. The school maintains the right to supervise music performed by or for any group of students on campus and all school-sponsored activities.

Parent Teacher Organization (PTO)

All GCA parents are encouraged to become members of the PTO. The members work primarily to raise money to purchase equipment and materials for classrooms. Some of their projects include the annual Fall Festival, spirit items sales, and the teacher appreciation luncheon. Officers are selected yearly by the members.

Posters and Announcements

All posted notices of club meetings, athletic or social events, general information for the day, and specific instructions must be approved by the Director.

School Parties

There are three class parties scheduled throughout the school year. They include Christmas, Easter, and end-of-school. Invitations to private parties are allowed at school if every child in the class is invited. A designated girl or boy party would need to include every girl or every boy.

Telephone Calls

Unless the message is unusually urgent, teachers will not be able to leave their class to receive a telephone call. To reach a teacher, please call the front office or email the teacher directly to schedule a meeting. A student should not be asked to leave their classroom to receive a telephone call unless there is an extreme emergency. Students may make phone calls in the front office if the teacher deems it necessary.

IV. STUDENT CONDUCT

Graham Christian Academy exists primarily for the purpose of making Christ and Christian principles the formative influences in the lives of its students. Disciplinary guidelines provide for the orderly operation of the school, for personal and physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the mission statement.

The kind of conduct that GCA expects from its students exemplifies submission to Christ and respect for the authority of the home, school, and community.

IV.1 Responsibilities and Expectations

Students will follow all guidelines established by the teachers, administration, and Board of Directors respectfully complying with directives related to this discipline code. Everyone in the GCA community will be held to a high standard of behavior.

- Students will exercise self-discipline and self-control—fighting, sexual harassment, physical altercations, or bullying will not be tolerated.

- Students will not use vulgar or obscene language, make rude or insolent comments, or display sexually suggestive gestures.
- Students will not use or illegally possess tobacco, drugs, vapes, e-cigs, or alcohol in the school building, on school grounds or at school-sponsored activities.
- Students will not have weapons in their possession.
- Students will attend all classes and be on time. Three tardies constitute one unexcused absence.
- Students will bring all required materials to class and complete all assigned work.
- Students will dress in accordance with the approved dress code.
- Students will respect the rights and dignity of other individuals, treating others as they want to be treated and showing the kind of love Jesus did.
- Students will respect their own property and that of others including FBC buildings, equipment, and grounds.
- Students will not leave church grounds or school-sponsored activities without the written permission from a parent, guardian, or Director.
- Students will practice academic integrity in the classroom. Cheating will not be tolerated.

IV.2 Dress Code and Appearance

While uniforms are not required, we do require students to dress modestly and neatly, with an appearance that is not distracting or disruptive to the learning environment.

Appropriate Appearance

- Hair should be kept cut and groomed. If a teacher or administrator determines that a student's hair is not neatly trimmed, then that student must obtain a satisfactory haircut within two days.
- Mohawks, spiked hair, or patterns cut into the hair are not allowed.
- Hair may not be dyed unnatural colors.
- Headwear (including hats, sunglasses, bandanas, or scarves) must not be worn inside the buildings by either boys or girls without special approval from the Director.
- Boys are not allowed to wear earrings. Body piercing is not allowed except for girls' pierced ears.
- Footwear with open backs/toes are not approved.
- Shoes must be suitable for street wear.
- No blankets, shower shoes, house shoes, pajamas, or robes should be worn while in school.

Modesty

- Sagging pants are not permitted.
- Low-cut blouses are not allowed.
- No halter-tops, tank tops or bare-shouldered tops are permitted.
- Short skirts, short dresses, and short shorts are not allowed. The appropriate length for shorts is 4 inches above the top of the knee and 2 inches above the top of the knee for dresses. Shorts, spandex, leggings, or tights are required under dresses.
- Underwear must not show.
- Clothing must not be tight fitting.
- All clothing must fit properly. Pieces should not be frayed or contain holes.
- Skirts and pants must be totally zipped or fastened.
- Clothing must not be modified, other than alterations necessary for fit. Skirts or shorts should not be rolled.

Physical Education

Students should bring or wear appropriate PE shoes for their physical education activities. Students in grades 4-5 should bring court shoes that are not worn outside. Girls in grades 1-6 should wear shorts under

skirts or dresses. Excuses from physical education for a period of more than three days may require a note from a physician.

Dress Code Referral/Consequences

If a student is not in compliance with the dress code, any GCA faculty/staff member will send the student to the Director's office to change their clothes using the spare clothes closet. If appropriate clothes cannot be found, parents will be called to bring appropriate clothing. Teachers will remind/update students of expectations for dress code the first week of school.

If a student receives a dress code referral a second time, the student will begin the disciplinary process referred to in Section IV.4.

IV.3 Mistreatment and Misconduct

Bullying

"Bullying" means intimidation or harassment that causes a student to fear for their physical safety; substantially interferes with the educational performance, opportunities, or benefits of a student; or substantially disrupts the orderly operation of the school. Bullying is unacceptable at GCA. Victims of bullying should confide in their parents and school officials. All accusations of bullying are investigated. If substantiated, a parent conference will be scheduled with the student involved in the bullying offense. Further incidents will result in additional consequences which are outlined in this document.

Harassment

Any person who believes they have been the victim of harassment is encouraged to report the alleged act to school officials immediately for investigation.

Dangerous Weapons

GCA absolutely prohibits the use and/or possession of dangerous weapons on school premises or at school functions by any student. Dangerous weapons include, but are not limited to, guns (pellets, bb, and stun), firearms, knives, clubs, brass knuckles, etc. Students who violate this policy may be required to withdraw from school. The policy on dangerous weapons is applicable to all students without regard to age or grade.

Public Displays of Affection

In keeping with our standards of modesty and our focus on learning, behaviors such as kissing, cuddling, etc., will be subject to appropriate discipline procedures.

Inappropriate Public Behavior

Students will be held to account for their representation of GCA on social media (e.g., Facebook, Twitter, Instagram, Snapchat). Students are expected to behave, both on and off campus, in a way that will bring honor and respect to God, their families, themselves, and our school. GCA students should set a Christian example in attitude and behavior.

Distracting Personal Items

Students should refrain from bringing personal belongings to school that are not necessary for an academic school day. These items include, but are not limited to, toys, trading cards, inappropriate books, expensive belongings, or anything else that distracts from the learning environment. Administrators or teachers will help students determine if a personal belonging is not appropriate for school. If a student brings this to school, the item will be confiscated, and the parent will have to pick it up from the teacher who confiscated

the item. If a student continues to disregard this rule, they could be subject to appropriate discipline procedures.

Breach of Academic Integrity

Academic cheating is an attempt to obtain information, knowledge or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Academic integrity is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure.

Plagiarism is "When you use another person's work, including text, data or graphics and attempt to pass it off as your own, you are committing plagiarism. There are two forms of plagiarism: intentional and technical. Intentional plagiarism occurs when you blatantly submit someone else's work as your own. Technical plagiarism occurs when you improperly cite or document a source, so it misrepresents the work as your own."

If students are concerned about plagiarism, they may ask the teacher about the assignment before submitting it for a grade. **Students who cheat or plagiarize on any assignment will receive a 0 on the assignment and be subject to appropriate disciplinary procedures.**

IV.4 Disciplinary Procedures

Disciplinary Action

Disciplinary action will be administered as uniformly and consistently as possible. However, each student and each incident will be assessed individually according to background, attitude, and offense(s). This action can include a verbal or written warning, parent notification, suspension, disciplinary probation and/or expulsion.

Insubordination or blatant disrespect toward a teacher/sponsor could have a serious consequence. Sexual harassment will not be tolerated. As a private institution, Graham Christian Academy reserves the right to search persons, or lockers which might conceal illegal contraband. Additionally, GCA reserves the right to administer disciplinary action for serious violations of this kind which occur away from school.

Academic and behavioral records of a student expelled for disciplinary reasons, upon customary inquiry, will be provided to the appropriate personnel of the new school for which the student applies for enrollment.

Reapplication may be made after one full semester. Such a reapplication must be made in accordance with existing application procedures and policies. Readmission is subject to review by the Graham Christian Academy Board of Directors.

Guidelines for Possible Disciplinary Actions

The faculty and staff at GCA will lead in the integration of Christian beliefs and principles into all areas of life and train students to base their conduct on faith in God. All students at Graham Christian Academy are expected to maintain high standards of behavior, self-discipline, and positive conduct. The GCA faculty and staff expect full cooperation from all students and will act fairly but decisively in dealing with those students who are disruptive. Teachers will set consequences for their classroom. The objective is to develop and maintain a proactive stance on discipline by teaching, promoting, and maintaining positive attitudes and healthy habits. Students who do not respond to the best efforts of staff members will be referred to the Director.

Range of Disciplinary Consequences (K-6th)

The highest level of consequence for repeated violations of classroom rules will be referral to the school administration. The seriousness of certain student misbehaviors will be determined by the age or grade level of the student. When students are referred to administration for disciplinary action, the following procedures will be administered **in an age-appropriate manner**:

1st Offense: The student is given a verbal warning in the classroom, and an email from the teacher of the incident is sent home to parents through Gradelink. Documentation of student behavior begins. Parents may contact the classroom teacher directly to schedule a conference for more details.

2nd Offense: The student will be issued detention, with a verbal explanation given. Parents will be called, and a detention notice will be emailed to them for acknowledgment. Detentions will be served during lunch and recess.

3rd Offense: The student will be sent to the office; the parents will be called, and an email will be sent through Gradelink. The student will begin in-school suspension (ISS) immediately. The student will have ISS for the remainder of the day and the following day.

4th Offense: The student will be sent to the office; a call will be made to the parents, and the student will be sent home for a 2 day out of school suspension. All work missed during the suspension period is still due by the teacher's due date. Quizzes and Tests will be made up at the end of the out of school suspension period. Parents may schedule a conference with the Director for more details by emailing the Director directly. Students will NOT be allowed to participate in extracurricular activities while they are assigned to ISS or out-of-school suspension.

5th Offense: The student will be dismissed from school. A parent meeting will be scheduled with the Director for the following day, during which parents will sign a withdrawal form to confirm the student's expulsion. Parents will be given student records once all accounts have been paid for in full.

To appeal any decision made by the campus administration, please contact the Board President for a meeting regarding the dispute.

Behaviors warranting immediate referral to the principal

Examples include but are not limited to: Fighting, flagrant profanity or vulgar language, vandalism, sexual harassment, damage, or destruction of school property (over \$100 damage), possession or transmission of sexually explicit material, or racist remarks.

Behaviors warranting immediate expulsion

Examples include but are not limited to: Bringing weapons on campus, use of illegal drugs, alcohol, or tobacco on campus or at a school related activity, possession, or distribution of such substances on campus or at a school related activity, physical aggression on school faculty or students, criminal activity, incorrigible behavior, or any sexual misconduct.

IV.5 Problem Resolution

Complaint Process

It is the desire of the administration and teaching staff of GCA to resolve all concerns before they become problems. Even in Christian circles, prayer is often a last resort. Administrators, teachers, parents, and students are encouraged to pray and ask God for wisdom and discernment while resolving any differences.

The following guidelines are to be used for resolving any problems or concerns a parent or student may have:

Parents/Legal Guardians or students having a problem or concern should first try to solve it by talking the matter over with the employee involved. If you are not able to reach a satisfactory solution, the problem should be discussed with the Director or supervisor under whom the employee works. All problems or concerns presented in writing to the Director or supervisor will require a written response from the Director or supervisor within three days from receipt of the written complaint.

Appeal Process

If you are not satisfied with the decision of the Director or supervisor, the matter should be referred in writing to the Board President. The President will respond within three school days of receipt of the complaint. If no satisfactory understanding can be reached with the President, a request for appeal to the Board may be submitted to the President. The request will be reviewed by the President and the Board designee within 3 days of receiving the written request. The President of the Board will approve the request for appeal to the Board provided the request meets the following criterion:

1. The person making the request has followed the proper chain of command throughout the process.
2. The "Request for Appeal to the School Board of Director" form has been filled out completely and accurately.
3. The person making the request agrees to the terms of an appeal to the School Board outlined in school policy.

Attendance at GCA Board Meetings

The process outlined below is established for anyone wishing to address the Board of Directors.

1. Complete and return a request form to the Executive Director's Office at least one week prior to a regularly scheduled Board meeting. This form will be available in the Director's office during normal office hours. The following information will be required:
 - Name & signature of the person who will address the Board. By signing, the presenter agrees to all the stipulations as outlined in this process.
 - Subject to be addressed.
 - Physical address, email, and telephone number of the presenter.
 - If applicable, the name of the GCA organization the person represents.
2. Opportunities to present at any regularly scheduled Board meeting will be available on a first-come, first-served basis through the request form process described above.
3. The President of the Board and/or designees will review each form submitted by the deadline stated above. All who have submitted forms will be notified within 24 hours of the start of the scheduled Board meeting if the Board has approved their request. **Only those who have completed the form within the required time stated above will be considered.**
4. At the beginning of each regularly scheduled Board meeting, the Board will schedule a maximum of 30 minutes for those wishing to address the Board. A maximum of 5 presenters will be scheduled at any one Board meeting. No single presentation will exceed 3 minutes, and no presenter may relinquish time to another. The order of presenters will be determined by the President (or designee) of that meeting. Following the conclusion of the last presentation, all visitors will be dismissed. Five (5) minutes after the scheduled start time of the meeting, if no presenter has

arrived, the meeting room doors will be closed, and the Board will begin the regularly scheduled meeting. Any presenter arriving after the doors have been closed will not be permitted to address the Board and may reapply for the next regularly scheduled Board meeting.

5. The Board will not comment nor act on anything presented to the Board; however, time permitting, the Board may ask follow-up questions. Within 30 days of the meeting, the Board will send a letter to each presenter stating the position and/or recommendation of the Board.

6. This process is not intended to replace nor circumvent any established process for conflict or problem resolution. The Board requires following the Problem Resolution process as documented in this handbook prior to addressing the Board regarding any issue involving conflict.

7. The Board of Directors reserves the right to refuse to hear any presenter for reasons such as, but not limited to, previous presentations, issues/concerns being clearly documented in the Student Handbook, any topic/subject deemed inappropriate for public hearing, requirements/policies deemed necessary for safety, etc.

V. SAFETY

V.1 Emergency Response and Preparation

Inclement Weather Policy

During times of inclement weather, GCA cancellations, delays, or early releases will be decided independently of all other area schools. Delay or cancellation decisions will be made by 6:00 a.m. Two-hour delays are typical, and early releases for weather are rare. If it does happen, we will get the word out as quickly as possible, and GCA will provide supervision for children until they are picked up.

Fire, Disaster, and School Lock-Down Drills

Fire and disaster drills will be conducted at least once a semester in each classroom building. When the fire alarm system sounds, all people in the building will file out of the building in a quiet, orderly manner. All windows and doors must be shut, lights turned off, and there should be no talking. Each student is to remain with the class with which they exited and go to their designated area. All classrooms will have an assigned exit through which students will pass.

School lock-down procedures and other emergency protocols are kept in administrators' offices.

V.2 School-Sponsored Trips

Transportation

All GCA drivers will be TXDOT compliant. Students are expected to go on school trips by parent transportation. They will return the same way unless the parent or guardian of the student notifies the teacher of a change. Students will be given permission to ride with another student's parent to or from a school activity only if written permission is received by teacher or administration.

Seat belts must be worn by everyone in a car or van. The sponsor should both remind and check that occupants are doing so. We are not responsible for passengers disengaging their belts without our knowledge, but we are responsible for carrying out a strict policy of seat belt enforcement.

Supervision

Teachers who are traveling with students on field trips, athletic trips, etc. have the responsibility for correcting behavior that would reflect poorly on GCA.

Communication

Advance notice will be given regarding out-of-town trips. The following information should be included: names of sponsors, name, and phone number of the place they stay for an overnight trip, time of departure, and time of return.

Responsibilities and Expectations

Any student who travels while representing Graham Christian Academy will be subject to the following regulations and procedures:

- All meals will be the responsibility of each individual student.
- Housing will be arranged by school personnel. The expense of motels will be the responsibility of each student.
- Transportation will be arranged by the school. School personnel will make these arrangements for all levels.
- All vehicles will be driven by school personnel or approved adults.
- All policies relating to student conduct are applicable while traveling with GCA student organizations.
- All students are to go as a group to athletic events, band trips or academic meets, etc., and return with the group. With written authorization from parents, a student may return with a parent or guardian.

V.3 Entering and Leaving Campus

Visiting School

All visitors to GCA must check in with the Administrative office upon arrival to get a visitor's badge before entering the hallways or classrooms.

Drop-Off and Pick-Up Process

- Drop-Off: Parents may drop students off in the front parking lot. We will have staff outside to welcome and bring students inside safely.
- Pick-Up: Parents may pull up in the parking lot near the front door and wait for their child to exit the building. We will have staff on site that will help children out of the building and into the car.

Traffic Precautions

Parents should be aware of the traffic regulations in the parking area. Please stop for pedestrians in the crosswalks.

VI. HEALTH GUIDELINES

GCA believes healthy students make better learners. Value is placed on the health and well-being of each student and staff member. Below are some standards that are followed at GCA. Websites are provided for additional information.

VI.1 Requirements

Immunizations

To comply with the Texas Education Code, Section 2.09, students must present a valid record from a physician or health clinic for the following immunizations:

Grades K-6: <http://www.dshs.state.tx.us/immunize/school>

All students are required to present a current immunization record upon enrollment to GCA. Students must keep an up-to-date record and will be notified if immunizations are noncompliant. Please submit all records to the school administration. An original copy of the affidavit for exemption from immunizations can be provided in place of an immunization record. Failure to comply with requested immunizations/affidavit requests will result in suspension from school until documentation is provided. Frequently asked questions and instructions for requesting an affidavit can be found at: <http://www.vaccineinfo.net/exemptions/index.shtml>

State Required Screenings (Vision, Hearing & Spinal)

Under the guidelines for the Texas Department of Health, the school nurse will conduct the following:

- Vision and hearing screenings for students in K, 1st, 3rd, 5th, and all students new to the school community.
- Screenings will be given to any new student who does not have proper screening documentation for the current school year.

Parents will be notified, by written communication, of any abnormal screening results. Results of any follow-up care, related to vision/hearing/spinal screenings, should be sent to the admin office to update the student school health record.

VI.2 Injury and Illness Policies

Clinic Guidelines

Use the following guidelines in determining when to keep a student home from school due to illness or a potentially contagious condition:

- Fever –Students will not be allowed to attend school if the temperature is 100.4 degrees F or higher. Do not give students any fever-reducing medicine and send them to school. This practice only reduces fever for a short time and does not address the illness causing the fever. Also, coming to school sick may delay your child's recovery while exposing others to infection.
- Uncontrolled Vomiting/Diarrhea – If vomiting or diarrhea occurs more than once in 24 hours, you must keep the student home.
- Skin rashes – If the rash has any fluid or pus coming from it, students must remain out of school until the rash is gone (dried or scabbed over with no new spots appearing) or provide a physician's note stating the student may return to school.
- Pink Eye – Red eye/eyes, especially if there is colored drainage or crusting around the eyes, students must receive treatment and/or provide a physician's note stating the student may return to school.
- Head Lice – Students who are found to have head lice or nits (eggs) should not be sent to school. All soft materials such as coats, scarves, and hats must be washed or dry-cleaned. Any fabric item that cannot be cleaned must be sealed in a plastic bag for two weeks. Students may not return to school until their hair has been treated with a lice-killing shampoo and all the nits have been removed.

In the event a student becomes ill or injured during school hours, the student will be referred to the school nurse and he/she will determine if parental contact is necessary. Simple first aid will be administered by the school nurse or trained designee, according to GCA Standing Orders.

- If the nurse determines that a student needs to go home, they must be picked up within 30 minutes of communication and checked out through the office.
- If a parent or guardian cannot be reached, emergency contacts will be utilized.
- A student who has experienced vomiting, diarrhea, or fever must be asymptomatic for a period of 24 hours, without a fever-reducing medication, before returning to school.
- Any student who has a communicable illness (Covid-19, flu, strep, etc.) may return to school with a doctor's note and must be fever free 24 hours without the use of fever-reducing medications.
- Students who are found to have head lice or nits (eggs) will be separated immediately and parents will be called to pick up the child. The student must be nit free to return to school. A letter will also be sent to the student's classroom informing parents that head lice was found in that classroom.
- Assistance from local emergency services will be obtained when deemed necessary by the school nurse and/or school administration. In such cases, the parent or guardian will be contacted and responsible for any costs incurred.

VI.3 Medication at School

Prescription

- Must be brought to the school office or nurse by a parent or guardian. Do not send medication to school with a student.
- It must be in original pharmacy packaging with prescription labels fully intact.
- All medication is kept in a locked cabinet in the administration office.
- Each prescription medication requires a separate **Medication Administration Form** to be completed by parent or guardian and kept on file with the admin office.
 - Forms are updated yearly and upon prescription change.
- No prescription medication will be administered without a signed consent form.
- Medication must be picked up by parent or guardian at the end of the school year or it will be disposed of.
- *If possible, medication should be given at home. "Three times per day" medication can be given before school, after school and at bedtime.*

Non-Prescription

- Parent **Non-Prescription Consent Form** is completed during enrollment. No non-prescription medication will be administered to students without consent from parent/guardian.
- Nurse or trained designee will administer school provided over-the-counter medication according to GCA Standing Orders and manufacturer's instructions.
- Frequent need for non-prescription medication may be related to underlying medical concerns that need assessment by a pediatrician. A physician's signature is required for these instances.
- Any OTC medication not listed on the Non-Prescription Consent Form that needs to be given at school requires a physician's signature.
- Herbal medications, dietary supplements, and other nutritional aids not approved as medication by the FDA may not be administered at school.

Chronic or Lifesaving Medication

- Students with diagnosis of Diabetes, Asthma, Allergies, Anaphylaxis, etc., must have an annual Individualized Care Plan (Asthma Action Plan, Allergy Action Plan) signed by parents or legal

guardian. The Care Plan must be accompanied by a Management and Treatment Plan (MPT) signed by the student's physician.

- Teachers and staff who have a student with emergency medications will be educated by the school nurse on the student's action plan.
- Designated teachers and staff may administer lifesaving medication (inhaler, epinephrine, or insulin) during an off-campus activity when medical personnel are not present.
- Required inhalers or EpiPens must be provided by the parent/guardian to be kept in the child's classroom or nurse's office, depending on arrangements set up between the parent/guardian, school nurse and student's physician.
- All emergency medication should be brought in original pharmacy packaging with an intact prescription label.
- Emergency medication will be stored in an unlocked cabinet and accessible to teachers and staff as needed.

GRAHAM CHRISTIAN ACADEMY

Elementary

Parent/Student Handbook

SIGNATURE PAGE

Please sign and return this form to the office to indicate you have read the 2026-2027 Parent/Student Handbook.

"I have read the Parent/Student Handbook of Graham Christian Academy and agree to abide by its principles and expectations. I hereby give assurance that my child will comply with Handbook policy.

Please print name of Student

Signature of Student (1st-6th grade)

Date

Please print name of Parent/Guardian

Signature of Parent/Guardian

Date