
Grace Fellowship



Academy

A ministry of Grace Fellowship Church

6500 South Miller Road
Buckeye, AZ 85326
Phone: 623-393-8883
www.gracefellowshipacademy.org

2025/2026 Parent/Student Handbook

***"Watch, stand fast in the faith, be brave, be strong."
1 Corinthians 16:13***

*"Train a child in the way he should go, and when he grows up he will not turn from it."
Proverbs 22:6*

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Monday-Thursday

7:00 AM-4:00 PM

School Hours

Monday-Thursday

7:30 AM-3:30 PM

www.gracefellowshipacademy.org

School Board

David Lewis- President

Cheryl Sawyer- Vice President

Cash Veo- Treasurer

Krysti Coursey- Secretary

Jay Kline- Member

Jenna Burden- Member

Grace Fellowship Academy is a non-denominational Christian day school dedicated to giving the very finest Christian education possible to young people in Preschool through Eighth grade. GFA provides a sound academic education based on a Christian worldview. It provides the opportunity for all students to know Christ Jesus as their personal Savior and to acquire Christ-centered attitudes, desires, conduct, standards, and goals.

Mission Statement

Equip minds, nurture hearts, and promote service all for the glory of God.

Vision Statement

Preparing student's hearts to impact the world for Jesus Christ.

Statement of Spiritual Commitment and Doctrine

We, the Board of Directors, administration, and faculty of Grace Fellowship Academy believe the school to be an extension of the Christian home and the Christian Church. Its purpose is to educate any student who has a desire to be educated in a Christian oriented atmosphere. Grace Fellowship Academy's view of life is based upon the Bible as God's only infallible, written revelation to man.

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ABSENCE REPORTING

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period.

When an absence is necessary, the parent or guardian must notify the school, telling the reason for the student's absence. This should be done by contacting the school before 8:15 am. Messages can also be left on voice mail before 7:00 am or by emailing the office. **Students are not permitted to call.** Attendance emails are automatically generated when a student is marked absent to remind the parent to notify the school. Failure to communicate with the office with a valid excuse may result in an unexcused absence.

Excused Absences will be allowed for the following:

1. Student illness
2. Extended student illness-- reviewed by Administration on an individual basis
3. Family emergencies (catastrophic events, etc.)
4. Doctor, dental or other professional appointments which cannot be made outside of school hours. (Please make every effort to schedule appointments outside of school hours.)
5. Upon approval, special consideration for other reasons will be given to students.

Unexcused absences are absences that are not on the excused absence list. According to Arizona State Statutes, a student with five unexcused absences can be reported and considered truant.

ACADEMIC PROBATION

Probation is defined as a specific length of time during which a student is expected to demonstrate his/her ability to perform satisfactorily. *All new students are placed on a 90-day probationary period for attendance, academic performance and disciplinary behavior.* GFA reserves the right to dismiss a student anytime during this period for any kind of non-compliance.

If any student is in danger of failing one or more courses at GFA, he/she may be placed on academic probation at the discretion of the classroom teacher and the principal. The student's parents will be notified of this probation. Terms for the length of the probation will be for one marking period, or a period established by the principal. Failure to meet specific academic goals will result in a meeting with the principal to discuss a further plan of action. The goal of academic probation is to foster and promote improved academic standing.

ACSI

GFA holds membership in the Association of Christian Schools International (ACSI). ACSI is a strong International Organization of Christian Schools with nearly 29,000 members. Its purpose is to provide guidance, research, curriculum, administrative policies and other resources enabling member schools to provide the best of Christian Education with high academic standards.

ADMINISTRATION

GFA is a ministry of Grace Fellowship Church under the direct authority of the GFA School Board, who answers directly to the Grace Fellowship Church Elder Board. The School Board is responsible for establishing school policy. The School Principal is responsible to the Board for the daily operation of the school.

ADMISSION POLICY

The following admission policies are in place to ensure consistent standards that align with the mission and vision of Grace Fellowship Academy:

Parent Requirements (Kindergarten–8th Grade)

- At least one parent or legal guardian must be a born-again, Bible-believing, Christ-honoring Christian.
 - *In situations where only one parent is a believer, the non-believing spouse must agree not to oppose the biblical teachings of the school.*
- All parents/guardians must read and sign the school's **Statement of Faith** and agree to have their child educated according to these biblical principles.
- Parents must agree to the following commitments:
 - Support the school's discretion regarding **grade placement** decisions.
 - Support the school's full discretion in administering discipline within the guidelines of the **Discipline Policy**.
 - Meet all **tuition and financial obligations**.
 - Support the school through **prayer and practical assistance** when needed.
 - Read, agree to, and uphold the **Parent Covenant**.
- **Be active participants in a Bible-believing church and maintain ongoing involvement throughout enrollment at Grace Fellowship Academy.**

- *Starting with the 2026–2027 school year, families will be required to submit a **yearly renewed pastoral recommendation form** at the time of registration to confirm continued active participation in a Bible-believing church.*

Admission Process

- A **parent interview** with the school principal is required for all prospective students. At least one parent or guardian must attend, but it is preferred that both parents attend.

Student Requirements

1. Students entering **grades 1–8** will be given an **entrance exam** to determine academic readiness and alignment with the school’s educational standards.
2. The principal reserves the right to **deny admission** to students with severe disciplinary, psychological, or learning challenges that the school is not equipped to support.
3. Students must have satisfactory **attendance and behavior records** from their previous school.
4. Students must not have any **failing grades** on their most recent report card and must hold at least a **2.0 GPA** on a **4.0 scale**.

ADMISSION PROCEDURE

Applications for **Preschool through 8th Grade** are available online at www.gracefellowshipacademy.org.

Priority Enrollment

- Siblings of current students are given first consideration, followed by families actively involved in **Grace Fellowship Church** and **Grace Fellowship Preschool**.
- Children of staff members will also be given special consideration.
- **Returning students are given enrollment priority** for a designated re-enrollment period. After this priority window closes, applications are processed on a **first-come, first-served basis** as space allows.

Kindergarten Enrollment

Enrollment in **kindergarten** is not automatically guaranteed for current preschool students. All kindergarten applicants must complete the full admission and registration process.

Application Process

Acceptance of new students is based on completion of the following requirements:

- Online application submission with applicable fees
- Payment of tuition and fees upon acceptance
- Copy of birth certificate
- Up-to-date immunization records
- Recommendation forms from:
 - Teacher
 - Principal
 - Pastor
- Signed Parent/Student Handbook Acknowledgment Form
- Previous school records, including:
 - Report cards (for grades 1–8)
 - Standardized test scores (if applicable)
- Parent/Student interview with school administration
- Placement exam (for students entering grades 1–8)

ARRIVAL & DEPARTURE INFORMATION

Morning Drop-Off:

Playground supervision begins at 7:15 am. For your child's safety, please do not drop off students before this time.

There are two designated options for morning drop-off:

1. **South Parking Lot (Park and Walk):**

This lot is for families who wish to **park and walk** their child to the drop-off area located at the **playground/basketball courts**. Parents must escort their child across the lot to ensure safety.

2. **North Parking Lot (Drive and Drop):**

This lot is designated for **drive-through drop-off** only. Parents must remain in the vehicle and follow the drop-off line. Students may exit their vehicle **only when they reach the designated drop-off zone supervised by staff**.

- This option is intended for **self-sufficient students** who are able to quickly and safely exit the vehicle on their own to help keep traffic flowing efficiently.
- Students will line up for **Prayer and Pledges at 7:30 am**.

Afternoon Pick-Up:

- At dismissal (**3:30 pm**), **all students must be picked up directly from their classroom**.
- Classroom doors will open at **3:30 pm** for dismissal.
- A **late charge of \$1.00 per minute** will begin at **3:45 pm** (or **4:40 pm** for students in after-school clubs).

Any student not picked up on time must be signed out by a **parent or guardian at the front office**.

Repeated late pick-ups place an undue burden on staff and may result in a meeting with administration. Continued disregard for timely pick-up may result in **termination of enrollment** at Grace Fellowship Academy.

ATTENDANCE/TARDY POLICY

Purpose:

At Grace Fellowship Academy, we recognize that regular attendance is crucial for academic success and personal development. Punctual and regular attendance at school is a shared responsibility between the student and his/her parent or guardian. Consistent attendance fosters a positive learning environment, enhances student engagement, and

promotes accountability. This policy aims to emphasize the importance of good attendance while providing guidelines for excused and unexcused absences, as well as consequences for excessive absences.

Attendance Expectations:

Grace Fellowship Academy expects all students to attend school, to be punctual to school and to classes, and to bring appropriate materials with them. Attendance is taken at 7:30 am; a student is tardy after that time. Students are expected to attend all scheduled classes, activities, and events unless prevented by illness, family emergency, religious observance, or other legitimate reasons approved by the school administration.

If your student arrives late, a parent or guardian must accompany the student to the office to be checked in. The student will be given a tardy pass for entry into class. Students who arrive after 11:00 am or leave before 11:00 am are recorded absent for one-half day rather than tardy. This policy is in effect even on field trip days.

A student will not be allowed to participate in extracurricular activities (sport, after-school club, school function, etc.) if he/she goes home early or is absent due to illness the day of the activity. The parent will need to contact the principal prior to an absence for other reasons as special consideration may be given to the student. Excessive absences and/or tardies throughout the school year will affect the re-enrollment options for the student for the following school year.

Doctor's Note Requirement:

If a student is absent for three (3) or more consecutive days, a doctor's note is required in order to excuse the absences and allow the student to return to school.

Excessive Tardies:

Frequent tardiness disrupts the learning environment and can result in the student not fulfilling the required academic hours mandated by the state. Failure to meet these requirements may hinder the student's future enrollment status and can negatively impact academic performance and grades. Consistent tardiness reflects a lack of preparedness and responsibility, both of which are essential for academic success.

Make-up Work:

Students who are absent are responsible for obtaining and completing all missed

assignments. They will be allowed **the same number of days they were absent** to complete make-up work, unless alternate arrangements are made with the teacher.

Please note that **same-day access to make-up work will not be provided**. Students must take initiative to communicate with their teacher promptly upon returning to school.

To support timely completion of missed work, students may be required to attend **tutoring sessions during their specials time**, which means missing that day's scheduled special class.

If a student is absent the day before a **long-term project is due**, the project must still be submitted **on the original due date**. Students are responsible for arranging to have these projects delivered to school if absent on the due date.

Excused Absences:

Excused absences include but are not limited to:

- Illness or injury that prevents the student from attending school
- Medical appointments that cannot be scheduled outside of school hours
- Family emergencies (e.g., death in the family, severe illness)
- Religious observances
- Court appearances or legal obligations
- Pre-approved educational activities or school-sponsored events

To excuse an absence, parents/guardians must notify the school office within 24 hours of the absence and provide appropriate documentation when required. *After three (3) consecutive days of absence, a doctor's note is required.*

Unexcused Absences:

Unexcused absences may include:

- Oversleeping
- Family vacations
- Non-emergency appointments that could be scheduled outside of school hours
- Truancy or skipping classes without permission

- Unverified absences where no valid reason is provided

Consequences for Excessive Absences and Tardies:

Excessive absences and tardies negatively impact a student's academic progress and may result in the following consequences:

- **Notification:** Parents/guardians will be notified after 7 absences or excessive tardies in one semester to discuss the issue and may develop a plan for improvement.
- **Loss of Credit:** Excessive absences or tardies may result in the loss of credit for a class or course, jeopardizing academic advancement.
- **Impact on Enrollment:** Students with 14 or more absences—or those with excessive tardies resulting in insufficient academic hours—may face consequences regarding enrollment for the following school year, including potential placement in a different program or grade level.
- **Appeals:** Parents/guardians may appeal absences or tardies deemed unexcused by providing additional information or documentation to the school administration within a specified timeframe.

Administration reserves the right to exercise discretion.

BIRTHDAY PARTIES

Students may bring a special treat for the class on their birthday. We encourage store-bought treats rather than homemade items. **Please notify** the teacher of your plans so he/she can work out the best time and inform you of any student allergies in your child's class. Don't plan a class party, bring special guests, or send telegrams. If the whole class is not invited, please use a different avenue for inviting students to birthday parties.

Chapel

All grades participate in **weekly chapel services**, held on **Wednesdays at 7:30 A.M.** Chapels may be led by teachers, students, or guest speakers. Parents are encouraged to attend whenever possible.

Child Abuse and Neglect Reporting Policy

In compliance with **state law** and **Grace Fellowship Academy policy**, all school staff are **mandated reporters** of suspected child abuse or neglect. This includes, but is not limited to:

- **Physical abuse**
- **Sexual abuse**
- **Emotional abuse**

Neglect (including medical, educational, or physical neglect)

Staff are **legally required** to report any **reasonable suspicion** of abuse or neglect to the proper authorities. This is not optional. Failure to do so may result in fines, criminal charges, and loss of professional licensure.

Important Notes:

- **Parents or guardians will not be notified prior to a report being made.** This is standard legal procedure in matters of child protection and ensures that the safety of the child remains the highest priority.
- Reports are made to the appropriate **Child Protective Services agency or law enforcement authorities** for investigation and review.
- School staff are not responsible for conducting investigations or determining guilt. Their role is strictly to **report reasonable suspicion** in accordance with the law.

All reports are made in **good faith** and in the **best interest of the child**. Once reasonable suspicion is established, staff have **no legal alternative** but to report.

For more information, or to review the full **Child Protection Policy** adopted by Grace Fellowship Church and Grace Fellowship Academy, copies are available in the **church or school office** upon request.

CLASSROOM RULES

Every classroom will have classroom rules posted. Students are expected to follow them.

COMMUNICATION

As a parent, we believe it is your responsibility to involve yourself in your child's education. In an effort to do our part to communicate with families, we use FACTS (formerly RenWeb). This web-based program allows us to be eco-friendly. You are able to check grades, pay tuition, email teachers, view our calendar of events, check for overdue library books, and more.

Christ-Centered Communication Boundaries with Teachers

At Grace Fellowship Academy, we desire to cultivate a spirit of unity, grace, and mutual respect in all relationships—including those between parents, students, and teachers. We believe that honoring one another in our words and actions reflects the heart of Christ and helps to foster a healthy, God-honoring school environment.

As Scripture reminds us,

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." —Colossians 4:6 (NIV)

To protect the time, well-being, and personal boundaries of our teachers and staff, the following guidelines have been established for communication:

1. Communication with Grace and Respect

- All communication should reflect Christ-like love, patience, and humility (Ephesians 4:2-3).
- Teachers are to be spoken to with kindness, even when discussing concerns or difficulties.
- Aggressive, disrespectful, or confrontational communication—in any form (verbal, written, or electronic)—is not in line with our calling as believers and will not be accepted.
- Should misunderstandings arise, parents are encouraged to seek peace and resolution in a spirit of prayerful humility and grace (Matthew 18:15-17).

2. Appropriate Times and Methods for Contact

- Teachers may be contacted through school-approved methods such as official email or designated communication platforms.
- Non-urgent matters should be addressed during regular school hours (7:30 AM – 4:00 PM, Monday through Friday).

- Texting or calling a teacher's personal phone number is discouraged unless prior permission has been given for that form of communication.

3. After-Hours Boundaries

- Teachers are not expected to respond to messages, emails, or calls outside of school hours, on weekends, or during school breaks, except in true emergencies affecting student safety.
- Please allow a minimum of **24 business hours** for a response to non-urgent communications, in keeping with grace and patience (Galatians 5:22-23).

4. Scheduling Conversations with Teachers

- To maintain order and respect for classroom responsibilities, please avoid discussing concerns with teachers in passing or at drop-off/pick-up times.
- Parents are encouraged to schedule conferences or meetings in advance when matters require more in-depth discussion.

5. Social Media Conduct

- Personal social media communication between teachers and parents/students is not permitted to maintain healthy professional boundaries.
- School-sponsored platforms may be used for updates and information only.

Violation of these Christ-centered communication boundaries may result in future communication being routed solely through school administration.

By committing to these guidelines, we honor the Lord, protect the peace and unity of our school family, and model biblical communication for our children.

"Make every effort to keep the unity of the Spirit through the bond of peace." —Ephesians 4:3 (NIV)

CURRICULUM

In keeping with GFA's high academic standards, it is our goal to challenge each student at their appropriate level.

Bible- All students in grades 1–8 must have a Bible for class. Some recommended versions are the New King James Version (NKJV), New International Version (NIV), and English Standard Version (ESV).

Grace Fellowship Academy's Bible program is designed to provide children with a strong doctrinal and practical understanding of God's Word, integrated throughout all subjects with Biblical truth. The Bible curriculum used for grades PreK–8 is **Positive Action for Christ**

Science-Science is the study of God's World (see Psalm 33). Purposeful Design Publications Curriculum is implemented in grades K-8.

It is the aim of all these science curriculums to develop within each child a meaningful reverence for the almighty power and infinite wisdom of God. This helps the student understand the order and precision of the physical world. In science, the student presupposes the Scriptural teaching that God created the natural world. The world operates in His continual providence, and He reveals Himself in this natural world (see Psalm 19:1).

History-This course of study is designed to help the students become geographically aware, historically literate, and politically astute. Abeka Curriculum is used for ^{Kt}-8th grade, along with other applicable material.

Math- Students and teachers are supported as they advance from concrete to abstract content through the use of models and math talk prompts presented. The Houghton Mifflin Harcourt Curriculum is designed so that teachers can easily create the environments necessary for teaching the standards for Mathematics with depth.

Language Arts- At Grace Fellowship Academy, we believe that strong communication skills are a gift from God and an essential tool for both academic success and spiritual growth. We utilize Shurley English for grammar, writing, and language structure, and BJU Press Literature to guide students through quality literary works from a biblical worldview. Together, these resources help students develop skills in reading comprehension, literary analysis, vocabulary, writing, and proper grammar usage.

Specials Classes

Specials classes at Grace Fellowship Academy are designed to enrich the academic experience and support the development of the whole child. These classes may include subjects such as **Agriculture, Art, Spanish, STEAM, Life Skills, and/or Physical Education (PE)**.

Specials are assigned to teachers each school year and are subject to change based on staff availability, student needs, and curriculum planning. While general offerings may vary by grade band, all students will receive a well-rounded experience that supports creativity, physical development, practical skills, and cultural awareness.

A Technology Use Agreement signed by the student and parent **must** be on file **before** the student will be permitted to use school technology.

DISCIPLINE

Philosophy of Discipline

We believe that all children need discipline and that love is an essential element of discipline. Our standards for acceptable behavior are explained to the children frequently throughout the school year.

Mature and appropriate behavior is expected of all students. Acting in a self-disciplined manner is expected. A cooperative spirit is required of all. If, at any time, the attitude of cooperation is lacking, the student may be required to withdraw from GFA.

The authority of the teacher must always be respected. Acts of a threatening or aggressive nature will be dealt with promptly. Every pupil has a right to learn, and any act by a classmate that interferes with this right will not be tolerated.

It should be emphasized that the parents have a prime responsibility in the matter of discipline. GFA will endeavor to be an extension of the biblical discipline that the child is receiving in his/her Christian home.

We believe that God endorses proper discipline. The school will follow the biblical commands regarding respect for authority. Students will be taught to obey their parents, civil authorities, and those who are over them spiritually in their churches. In the classroom, the teacher and the principal represent the parents, and the directives of the Bible about child-parent relationships are applicable during school. The teacher is viewed as a figure of authority by the will of God, so the directives to obey those who have spiritual authority are applicable.

We believe that a minimum number of behavioral rules are necessary to allow students and teachers to live and work together in a peaceful, orderly environment. Respect for these rules is required and students or teachers who refuse to comply will be dismissed from the school. The school will not permit a disruptive student to impede the education of the entire class. This does not imply a fearful, coercive atmosphere that would stifle students. It simply means that education is best accomplished under conditions of specific behavioral standards. Students are actually happier when there are clear rules that are consistently and fairly enforced, for then students know what is expected of them. This gives them security.

GFA believes that the methods of teaching all students behavioral and mental discipline must be the methods that God gives in the Bible for training children. Even though these methods are often rejected by contemporary psychologists and educators, the school supports biblical methods for discipline.

To illustrate these methods, the book of Proverbs includes the following about discipline:

- The parent who does not discipline his child hates him, but the parent who loves his child disciplines him. (*Proverbs 12:24*)
- Parents are to chasten their children while there is hope, not spare the soul because the children cry. (*Proverbs 19:18*)

Standard of Conduct

GFA seeks for a tone of the highest personal and group conduct that expresses basic principles of life as found in the Scriptures. Among these are **honesty, respect for one another, property, and authority, a sense of community, stewardship of time, talents, self-control, and creativity**. Just as all staff members are expected to display values consistent with a Christian life-style, students are expected to show traits of Christian character such as **integrity, sincerity and concern for others**. Each student is considered responsible for his/her own behavior. In acting responsibly, the student will observe all the school rules and respect the rights of others.

As a matter of conviction and policy, GFA disapproves of habits that debilitate the mind, spirit, and body. These include the use of illegal habit-forming drugs, alcoholic beverages, smoking, and sexual immorality. Habits and actions which are contrary to Biblical growth and development **are considered unacceptable behavior by GFA**.

Standards apply while on school property, and attending school functions. It is also understood that the actions of students reflect on GFA, as well as on themselves, family,

church, peers, and most importantly the Lord Jesus Christ, even when they are not on our campus or engaged in a school activity. Therefore, disciplinary measures may be taken with those students who do not abide by the spirit, purpose, and standards of GFA. **Students, by virtue of their enrollment, agree to accept the responsibility of adherence to the school's Standards of Conduct or to withdraw if they can no longer, with integrity, conform to them.** As God disciplines us in love for our own good, so the school will discipline students who do not adhere to GFA's standards.

DISCIPLINARY ACTIONS/CONSEQUENCES TO BEHAVIOR

Due to their intimate contact with students, it is the classroom teacher who most often is in a position to discipline a student. Students who become involved in areas of problem behavior will be subject to disciplinary actions. The Bible commands us to discipline. It is important for us and for our children:

- “Blessed is the man you discipline, O Lord; the man you teach from your law.” (*Psalms 94:12*)
- “The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.” (*Proverbs 1:7*)
- “Do not withhold discipline from a child.” (*Proverbs 23:13*)
- “He who ignores discipline despises himself, but whoever heeds correction gains understanding.” (*Proverbs 15:32*).
- “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (*Hebrews 12:11*).

Therefore, at GFA, we make the child aware of our expectations both in schoolwork and in school behavior. We have definite standards for the students and work to have children adhere to those standards. GFA's program of discipline is based on the assumption that the Christian school is the extension of the Christian home. We work cooperatively with families to support the program of nurturing children by the Christian home and the Christian church. Together, we believe that we make a significant difference in the life of your child. Sufficient record keeping will be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/principal discussion can ensue.

Corporal punishment will **not** be administered by the school.

Discipline Action Levels

At **Grace Fellowship Academy**, discipline is approached as an opportunity for **correction, growth, and accountability**. Consequences are designed to be **progressive**, meaning they will escalate if behavior does not improve. All discipline will be handled in a manner that aligns with GFA's mission to guide students toward godly character.

Category III: Serious Violations

Definition:

These are severe behaviors that **require immediate involvement from school administration**. Consequences are serious and may include, but are not limited to:

- **Out-of-school suspension**
- In-school suspension
- **Dismissal from Grace Fellowship Academy**

Examples of Category III Violations:

- Theft
- Use of extreme or offensive language/gestures (vulgar, obscene, derogatory, or disrespectful)
- Physical harassment, including threats, intimidation, or bullying
- Inappropriate verbal or physical behavior that creates a hostile, offensive, or fearful environment
- Deliberate damage or destruction of school property, or the property of students or staff

Category II: Moderate Violations

Definition:

Moderate violations involve actions that are **dishonest or compromise the safety and well-being of others**. Consequences are progressive and may include:

- Detention
- In-school suspension
- Out-of-school suspension
- Dismissal from Grace Fellowship Academy

Examples of Category II Violations:

- Misuse of electronic devices
 - Disrespectful words or actions toward anyone on campus
 - Throwing or shooting objects in a building or at others
 - Horseplay or roughhousing
 - Dishonesty, cheating, or plagiarism
-

Category I: Minor/Intermediate Violations

Definition:

These are **day-to-day behavioral issues** that should be addressed first by the classroom teacher using escalating consequences. Administration will become involved if the behavior continues or worsens.

Possible consequences include:

- Extra chores
- Reflection writing assignments
- Detention
- In-school suspension
- Out-of-school suspension
- Dismissal from Grace Fellowship Academy (in rare cases of repeated violations)

Examples of Category I Violations:

- Failure to meet classroom responsibilities
 - Disruptive behavior
 - Running in the halls
 - Dress code violations
-

Additional Discipline Guidelines

Category Resets

- **Category III: Serious Violations**

Do not reset. These violations remain on the student's record for the duration of their time at GFA.

- **Category II: Moderate Violations**

Reset at the beginning of each school year.

- **Category I: Minor/Intermediate Violations**

Reset at the beginning of each academic quarter.

Further Consequences & Notes

- **Honors & Awards:**

Students receiving **unsatisfactory conduct or effort marks** for the quarter are **not eligible** for Principal's List or Honor Roll.

- **Extracurricular Activities:**

Students may **not participate in GFA-sponsored extracurricular activities or events while on suspension.**

- **Discipline Tracking:**

All discipline violations must be **documented in RenWeb**. This keeps parents informed and ensures consistent communication with GFA Administration.

Other Aspects of Student Behavior

Students are expected to show respect for authority and for one another. At GFA this includes faculty, staff, and peers. A student is expected to show concern and respect for the person, rights, and possessions of others. In the classroom, students are to demonstrate self-control, compliance with the teacher's directions, and avoidance of anything that will disrupt the teaching-learning process. (see Attachment 1 for Descriptions of Violations)

DISCRIMINATION POLICY

GFA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or its scholarship programs.

GFA DRESS CODE

At Grace Fellowship Academy, we believe that a neat, modest, and appropriate appearance contributes to a positive learning and spiritual environment. Our dress code is designed to reflect Biblical principles while promoting a respectful, distraction-free atmosphere.

This standard is not meant to judge personal spirituality or suggest that certain clothing is wrong outside of school. Rather, it exists to support our mission of honoring God in all areas—including appearance. We appreciate the cooperation of parents, students, and staff in upholding this policy.

Biblical Principles Behind Our Dress Code

- We do all things to glorify God (1 Cor. 10:31).
- We avoid causing others to stumble (Romans 14:13).
- We dress modestly, with decency and humility (1 Tim. 2:9-10).
- We point attention to God, not ourselves (John 3:30).
- We do all things in love (1 Cor. 16:14).

We recognize that families may apply these principles differently in their personal lives; however, while at GFA, students are expected to follow the guidelines below.

General Guidelines

- Students must be in dress code at all times while on campus unless otherwise specified (e.g., Spirit Days, field trips).
 - The administration may make exceptions for special events.
 - Clothing must be neat, modest, and free from excessive or distracting styles.
-

Definitions

- **Solid Color:** One consistent color—no variations, patterns, tie-dye, or ombre.
 - **Finger-Tip Rule:** Skirts, shorts, and dresses must be at or below the length of the fingertips when arms are resting at the sides.
-

Acceptable Attire

Pants, Shorts, Capris

- Colors: Solid khaki, black, or blue denim shorts/jeans.

- Shorts must meet the Finger-Tip Rule.
 - No athletic/gym shorts or pants (dri-fit material is okay if not athletic in style).
 - Must be worn at the waist or hips.
 - No holes, rips, or embellishments of any kind.
 - Ponte uniform-style jeggings in khaki or black are acceptable for girls (must have pockets).
 - Leggings, yoga pants, or similar styles are NOT allowed as primary pants.
 - Solid khaki, black, gray, or navy leggings/tights may be worn *under* shorts, skirts, or dresses (length requirements still apply).
-

Skirts, Skorts, Jumpers, Dresses (Girls)

- Solid khaki or black uniform-style are permitted; no glitter, sequins, or decorations.
 - Solid red, black, or gray polo dresses are permitted.
 - Hemlines/slits must meet the Finger-Tip Rule.
 - Shorts under skirts/jumpers are encouraged for modesty.
 - Solid khaki, black, gray or navy leggings/tights allowed under skirts/dresses (must meet length rule).
-

Shirts

- Solid red, black, or gray polos (plain—no logos, embellishments, decorative stitching, or rhinestones).
 - Standard uniform-style dress shirts are also permitted.
-

Outerwear

- Solid red, black, or gray jackets, sweatshirts, vests, or GFA-issued outerwear only.
- Logos or graphics allowed *only* if GFA-issued.
- Outerwear may be worn in class but not as a replacement for the required uniform polo.

Outdoor jackets for weather may have patterns but cannot be worn in class.

Footwear

- Tennis shoes, dress shoes, and sandals with a back strap.
 - No Heels
 - Laces must be securely tied.
 - Not Allowed: Crocs, flip-flops, slippers, shoes with wheels.
 - Graphic or tall socks may only be worn on Free Dress Days or under pants.
-

Accessories & Appearance

- **Hats, caps, beanies, bandanas:** May be worn outside only. Must be removed inside buildings, during prayer, and for the pledge.
 - **Girls:**
 - Minimal jewelry (stud/post earrings only—no dangles for safety).
 - No excessive makeup, glitter, or body piercings.
 - No tattoos (temporary or permanent).
 - **Boys:**
 - No excessive jewelry, chains, or studded bracelets.
 - No tattoos (temporary or permanent).
 - **Hair (Boys & Girls):**
 - Clean, neat, no extreme cuts or unnatural colors.
-

Other Items Not Permitted

- Any clothing, book bags, notebooks, or accessories with inappropriate messages or images.
-

Thursday Dress Code

- Regular uniform OR
- GFA-issued T-shirt with solid black or khaki pants, or blue shorts/jeans (no holes, rips, or embellishments).

Free Dress Day

On the **last Thursday of each month**, all students may participate in **Free Dress Day**, allowing them to wear casual clothes instead of the regular school uniform.

While Free Dress Day offers more flexibility, all clothing must still adhere to **Grace Fellowship Academy's modesty and dress standards** to maintain a respectful and appropriate learning environment.

Free Dress Day Clothing Guidelines

- **Modesty:** All clothing must be modest and appropriate for school. Clothing with **inappropriate words, images, or graphics** is not allowed.
- **Tops:**
 - Tank tops, spaghetti straps, halter tops, and backless tops are **not permitted**.
 - Sleeveless shirts must have straps at least **3 inches wide**.
- **Pants and Shorts:**
 - Jeans, pants, or shorts **may not have rips, or holes**.
 - Leggings, yoga pants, or similar stretchy pants are **not acceptable as primary pants**. However, **solid-colored leggings or tights may be worn under shorts, skirts, dresses, or jumpers**.
 - Jogger-style sweatpants and athletic wear are acceptable, **provided they are modest and do not resemble pajamas**.
- **Skirts, Dresses, Shorts, and Jumpers:**
 - Must comply with the **“finger-tip rule,”** meaning the hem must be long enough to reach at least the tips of the student's fingers when their arms are relaxed at their sides.
- **No Pajamas:** Pajamas, sleepwear, or anything resembling pajamas are **not allowed**, even on Free Dress Day.

Enforcement

Students who arrive in clothing that does not meet these guidelines will be asked to change into appropriate attire or may be sent to the office for further action.

Dress Code Violations

- Teachers and administration will monitor student dress.
- Violations will result in consequences consistent with Category I offenses.
- Parents are expected to help ensure their child's daily compliance—especially when purchasing clothing.

EARLY PICK UP

If your child is to be picked up during the day, please first report to the school office. **Do not** go directly to the classroom to get your child. When the parent arrives in the office, the teacher will be called and the parent sent to the classroom to pick up the student. If someone other than the parent is to pick up a child that is not on his/her pick-up list, the office must receive a note from a parent/guardian prior to the releasing of the child, or the parent must call the office giving definite verification of the individual that is picking up their child.

FIELD TRIP POLICY

Field trips are an important and enriching part of the educational experience at Grace Fellowship Academy. These outings are designed to enhance classroom learning, build community, and create meaningful, hands-on experiences that deepen students' understanding of the world around them.

Parents will be notified in advance of any planned field trips and must submit a signed permission slip for their child to participate. The allotted amount for each student is \$18; if the cost exceeds that amount, the parent will be responsible for the remaining cost.

Chaperones and Volunteer Drivers:

We welcome and encourage parents to assist as chaperones. All chaperones and volunteer drivers must meet the following requirements at least two weeks prior to the field trip:

- Completion of the school's online volunteer screening process
- A valid driver's license and proof of current insurance on file with the school office

Chaperones are expected to support teachers in supervising students and ensuring a safe, enjoyable experience for all.

Student and Family Participation:

- **Only currently enrolled GFA students** may attend field trips with their class.
- **Siblings over the age of 1 and non-GFA students are not permitted** to attend or accompany the group, in order to maintain a focused, safe, and manageable learning environment.
- Chaperones are expected to fully engage in supervising and supporting their assigned group of students.

Attendance Policy on Field Trip Days:

The school's Attendance/Tardy Policy remains in effect on all field trip days. Students who arrive late or leave early may be marked absent or tardy according to the standard policy. Field trips are considered instructional days and attendance is required unless an excused absence has been granted in advance.

FINANCIAL AID & SCHOLARSHIPS

A limited amount of student financial aid is available. Eligibility is based on the financial need of the family as well as the academic, citizenship, and positive spiritual impact of the student. Additional information is available in the school office.

School Tuition Organizations (STOs) are established to receive income tax credit contributions that fund scholarships for students to attend qualified private schools. Arizona Christian School Tuition Organization (ACSTO) and School Choice Arizona scholarships are awarded based on recommendations, financial circumstances, and the personal narrative. School Choice Arizona also has scholarships for low-income, disabled and displaced students. Many GFA families receive tuition scholarship funds through these organizations. Information on these and other STO scholarships is available in the school office and on our website.

FINANCIAL SUPPORT

GFA is a ministry of Grace Fellowship Church to Christian families. Our support comes through tuition and private donations. Various fundraising projects are conducted to help offset operating costs, capital improvements, special activities, and projects. All voluntary contributions are income tax deductible and may qualify for employer/employee matching donations.

GRADING

Grades are the record of a student's achievement in school and their importance is obvious. The following is a description of the grading system used at GFA:

A grade in a course of study represents the teacher's best judgment of a student's academic achievement. Various components such as class participation, projects, reports, homework assignments, tests, quizzes, etc., may be assigned different weights by individual teachers. The grade assigned represents a student's achievement in relationship to the expectation of the teacher of that particular subject.

The Letter Grading Scale will be used in the following subjects: Bible, Reading, Mathematics, Language Arts, Spelling, Science, and History. The Effort Grading Scale will be used for Obedience, Self-Control, Responsibility, Effort, and Cooperation, all Specials classes and all subjects for Kindergarten.

Letter Grading Scale

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-0

Effort Grading Scale

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

GUIDELINES FOR PARENT VISITORS

Parents are always welcome and encouraged to visit Grace Fellowship Academy's campus.

To ensure the safety and smooth operation of the school, please observe the following guidelines:

- **All visitors must sign in at the front office immediately upon arrival, regardless of how long they plan to stay on campus.**

- **Visits to classrooms must be arranged in advance** with both the **teacher and the front office**. Unscheduled classroom visits are not permitted to avoid disrupting instructional time.
- The principal values open communication and welcomes appointments. Meetings with the principal can be scheduled through the front office or by emailing **principal@gracefellowshipacademy.org**.
- **Parent volunteers will no longer be allowed to assist with lunch or recess duty** for the safety and well-being of all students.
- All parents and visitors are expected to **conduct themselves respectfully at all times**, which includes refraining from using foul or inappropriate language and treating **all staff and students with respect and courtesy**.
- When parents or family members are on campus, **they are not permitted to discipline any students**. Discipline is the responsibility of school staff only.
All parents and visitors are asked to **dress modestly and respectfully** while on school grounds.
- **Smoking is strictly prohibited anywhere on campus at all times.**

HEALTH REQUIREMENTS & ILLNESS

1. An up-to-date immunization record for each child must be on file in the school office. Immunizations must be completed according to the Arizona School/Child Care Immunization Law. Check with the school office for the requirements.
2. All students must have a pass from their teacher to go to the Nurse's office, unless they are bleeding or vomiting. After a pass is obtained, students are to go to the nurse's office and the office will determine if a call home is recommended. Students are not to call parents to pick them up until the office is consulted.
3. Students are not allowed to carry prescription medication on their person, with the exception of an inhaler for asthma.
4. Every possible provision is made to provide a wholesome, healthy atmosphere at school. There is a correlation between a child's health and his enjoyment of school and ability to profit from it. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. **If your child appears to be ill, please do not send him/her to school.** Keeping a sick child home prevents the spread of illness in the school community and gives the child an opportunity to rest and recover.

The following guidelines should be considered when making the decision as to whether your child should come to school:

- **Fever:** The child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (**without** the use of fever reducing medication).
- **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
- **Conjunctivitis (eye infection):** Following a diagnosis of conjunctivitis, the child may return to school after the first dose of prescribed medicine.
- **Rashes:** Common infectious diseases with rashes may be contagious in the early stages. A child with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorized the child's return to school.
- **Colds:** Consider keeping your child at home if he/she is experiencing discomfort due to cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the child seen by your healthcare provider.
- **Communicable Diseases:** The State Health Department requires written permission from a private physician or the Health Department to return to school after having a communicable disease, including, but not limited to, measles, chicken pox, mumps, scarlet fever and impetigo.
- **Lice:** The incubation period for lice is 6-14 days. As long as live lice are present on the head, the student may not return to school. The student will be checked upon returning to school to be sure they have been treated and are clear of all nits (eggs).

HOMEWORK

Grace Fellowship Academy Homework Policy (K–8th Grade)

At Grace Fellowship Academy, we believe that homework is a meaningful extension of the classroom and an opportunity to build responsibility, reinforce learning, and involve parents in the educational journey.

Purpose of Homework

- To reinforce concepts taught in class
- To build independent work habits and time management
- To develop responsibility and self-discipline
- To strengthen the partnership between home and school

Recommended Time Guidelines

These times represent the average amount of time students may spend on homework each night, Monday–Thursday:

- **Kindergarten:** 10–15 minutes (may include reading or light review)
- **Grades 1–2:** 15–30 minutes
- **Grades 3–5:** 30–45 minutes
- **Grades 6–8:** 45–60 minutes

These times may vary slightly based on projects, reading logs, or missed classwork.

Weekends and Holidays

We value family time and rest. Homework will generally not be assigned over weekends or holidays, with the exception of long-term projects or independent reading.

Missed or Incomplete Work

Students who are absent will be given time to complete missed assignments. Late or incomplete homework may result in reduced credit or loss of privileges, depending on the grade level.

HONOR ROLL & PRINCIPALS LIST

The **Honor Roll** and **Principal's List** begin in **2nd grade** and are published at the end of each academic quarter. These recognitions are designed to encourage academic excellence and reward students for consistent effort and achievement.

Criteria:

- **Principal's List:**
 - A **4.0 GPA (all A's)** in all graded subjects
 - **No unsatisfactory marks** in conduct or effort
- **Honor Roll:**
 - A minimum **3.0 GPA**, with **no grade lower than a B-** in any graded subject
 - **No unsatisfactory marks** in conduct or effort
- Students who receive **two or more detentions** during the quarter will **not be eligible** for the Honor Roll or Principal's List.

- To qualify, a student must be **enrolled for the entire quarter**.

Kindergarten and 1st Grade:

Students in Kindergarten and 1st Grade are not eligible for the Honor Roll or Principal's List. At this developmental stage, the emphasis is on building foundational skills and mastering concepts through guided instruction and repetition. Academic success in these early grades is measured more by progress and understanding than by letter grades.

LUNCH

Students must bring a sack lunch and a few snacks each day. **Caffeinated sodas, energy drinks, and candy are not allowed**, except with explicit permission from the teacher.

Please note that **there is no refrigeration available** for student lunches, so parents should plan accordingly.

Microwave Use

Junior high students are permitted to use the **provided microwaves** to heat their lunches. However, please observe the following guidelines:

- Heating time should **not exceed one minute** per item to ensure fairness and efficiency.
- Parents must ensure their children **know how to properly and safely use a microwave** before sending microwavable foods.
- The school does **not provide paper plates, bowls, or utensils**. Students should bring any necessary items to safely heat and eat their lunch.
- Misuse of the microwave or failure to follow guidelines may result in the loss of this privilege.

Hot Lunch Program

Grace Fellowship Academy partners with **My Hot Lunchbox** to offer hot lunches on select days each week. The specific days and menu vary annually. Parents can create an account online to view menus, place orders, and make payments through My Hot Lunchbox. (www.myhotlunchbox.com)

MANNERS & COURTESY

Students are expected to be courteous to one another and to their teachers, conducting themselves in a way that demonstrates respect and consideration for others. In doing so, we reflect Christ's command to love one another. The following are specific directions on showing good manners and courtesy:

1. Listen attentively and speak politely.
2. Greet visitors and one another politely.
3. Acknowledge responses with 'please' and 'thank you.'
4. Enter buildings quietly.

MEDICATION DISTRIBUTION

All medication sent to school must accompany a signed "Medication Consent Form", which lists the dosage and time of distribution. Prescription medication should be in its *original* container, with student name and dosing instructions. All medicine will be kept in the school office and administered by the office staff. GFA is not responsible for loss or damage to any medication or medical equipment brought to school.

MISSION PROJECT

The school board of GFA has designated the importance of including short-term mission projects as part of the educational and spiritual training for our students on an annual basis. Each year the seventh and eighth grade class will participate on an overnight mission trip in the second semester. Specific details of this mission project will be formulated and will be distributed to the applicable parents and students during the school year.

MOVIE/VIDEO POLICY

At Grace Fellowship Academy, movies and videos may be used occasionally to **enhance the curriculum** or as a **classroom reward**. All media shown in the classroom must align with the values and mission of GFA and support a Christ-centered learning environment.

- **Curriculum-Based Videos:**

Any video used to support instructional content must be **previewed in full by the classroom teacher** to ensure it is appropriate and educationally relevant. A permission slip will also be sent home to receive parent permission.

- **Entertainment or Reward-Based Movies:**

Movies must be **rated G** to be considered appropriate for classroom use.

If a movie is **rated PG**, it must be **previewed by the teacher and approved by the administration** prior to being shown to students.

Teachers are expected to use discernment and ensure all content reflects biblical values and promotes a positive and respectful learning environment.

PARENT'S COVENANT

As a parent/guardian of a student at Grace Fellowship Academy (GFA), and as a partner in Christian education, I agree to the following:

- I will pray earnestly for Grace Fellowship Academy, its leadership, staff, and students.
- I will cooperate fully in the educational functions of GFA, doing my best to make Christian education effective in the life of each of my children so that he or she may love and serve the Lord Jesus Christ in all of his or her life.
- I will maintain a Christian lifestyle that corresponds with biblical values, recognizing that my conduct reflects not only on my family but also on the GFA community and the name of Christ.
- I will pay all of my financial obligations to GFA on or before the date due.
- I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables. (As God has prospered us, may we be faithful to Him.)
- I will be responsible for fulfilling 10 hours of service each semester, or be billed in January and May at a rate of \$10/hr. for any hours not fulfilled per semester. I will record my service hours in the service log located in the office. Please note that we at GFA are very grateful for the giving of your precious time. (This applies to K-8th grade parents only.)
- I will recommend GFA to other Christian families as the occasion occurs.
- I will make every effort to attend parent/teacher meetings and other functions of the school regularly.
- If I become dissatisfied with the school in any respect, I will seek to resolve the matter biblically, following the principles laid out in Matthew 18:15-17. I will address my

concerns directly with the person or persons involved in a spirit of humility and grace rather than spread criticism, gossip, or slander about the school, its staff, or other families. I will strive to maintain the unity of the body of Christ and behave in a manner that honors Him, especially when conflict arises. Also see Parent Grievances.

- I will seek the advancement of GFA in all areas: spiritually, academically, and physically.

Parents/Guardians who violate the Parent Covenant—including but not limited to engaging in gossip, slander, divisive behavior, or conduct inconsistent with biblical values—are subject to having their student(s) removed from the school. The School Board will make the decision to remove a family at the recommendation of the School Administration.

Parent Grievances

Grace Fellowship Academy is committed to fostering **positive communication** and resolving potential conflicts **promptly and biblically**. When misunderstandings or conflicts arise, everyone involved is expected to follow the principles and procedures outlined in **Matthew 18** to guide the process and maintain a spirit of grace.

Privacy (Matthew 18:15)

Difficulties are often worsened when people who are not directly involved become part of the conversation. It is essential to **keep the circle of involvement limited to those directly affected** and to **avoid gossiping or involving other staff members or families**, even when gathering information.

Direct Information (Matthew 18:16)

Communication can be imperfect. Therefore, **do not draw conclusions based on second-hand information or rumors**, regardless of the source's perceived reliability. Make judgments only based on what you have personally **seen and heard**.

Resolution (Galatians 6:11)

Our goal in all conflicts should be the **restoration of relationships** and the resolution of the issue in a way that builds up everyone involved.

A Spirit of Gentleness

The **attitude** with which concerns are approached is critical. All discussions should be carried out with kindness, humility, and respect.

Looking to Yourself

Before addressing a grievance, take time for **self-examination and prayer**. Check your motives and attitudes to ensure your approach is constructive.

Application of Matthew 18 Procedures

1. Self-Examination and Prayer

Reflect on the issue and pray for guidance.

2. Private Discussion

Meet privately with the person involved to seek resolution.

3. Meeting with the Principal

If the issue is not resolved, arrange a meeting with the principal for further discussion.

4. School Board Involvement

If resolution is still not achieved, a written request to meet with the School Board may be submitted. This request must include:

- A clear statement of the grievance
- The current status of the issue
- The desired resolution
- The request must be submitted to the principal or School Board President **within two weeks** of the incident.

Every effort will be made to handle grievances **according to biblical guidelines**, with the goal of **edifying all parties involved**.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are a vital part of building a strong partnership between home and school. At Grace Fellowship Academy, we believe that open and honest communication between parents and teachers is essential for supporting each child's academic, spiritual, and personal growth.

Scheduled Conferences:

- For K-5th grade, formal conferences are scheduled for all students during the first quarter of the school year. During the third quarter, conferences will be held based on teacher discretion and/or parent request.
- For Junior High, conferences will be held based on teacher discretion and/or parent request during the first and third quarter.

During these conferences, report cards are reviewed and the student's **grades, conduct, and overall progress** are discussed.

Teacher Responsibility:

- Teachers are **obligated to offer a conference to families** during these formal conference times.
- If a family is unable to attend on the scheduled dates, teachers should make **reasonable efforts to accommodate** alternate times to ensure every parent that desires has an opportunity to meet.

Scheduling and Communication:

- Parents may schedule a conference **at any point during the school year** by **emailing the teacher directly**.
- If parents encounter difficulty scheduling with a teacher, they are encouraged to contact the **principal for support in arranging a meeting**.

We encourage parents to bring questions, concerns, or feedback directly to the teacher, as we seek to work together in a spirit of unity and mutual support for the benefit of each child.

“Two are better than one... for if they fall, one will lift up his fellow.” – Ecclesiastes 4:9–10

PARTNERS IN EDUCATION/SERVICE HOURS

At Grace Fellowship Academy, we view education as a **partnership between the school and families** entrusted to us. For GFA to operate effectively and provide the best possible environment for our students, **active family involvement is essential**.

While we appreciate that many families already contribute their time and talents, we ask **every family to participate in this partnership** by serving the school community.

Ways to Get Involved

Parents are encouraged to join **school committees**, which play a vital role in supporting GFA’s mission and fostering community. Committee involvement might include:

- Event planning
- Fundraising activities
- Athletics support
- Other special projects

Participation in committees counts toward your family’s required volunteer hours.

Service Hour Requirements

In addition to tuition, each GFA family is asked to contribute **10 service hours per semester**. These hours can be fulfilled through various opportunities such as:

- Classroom assistance
- Special projects
- Fundraisers
- Cleaning and maintenance
- Field trip chaperoning
- Committee meetings

Families who do not fulfill the required hours will be **billed \$10 per hour for any uncompleted hours** at the end of each semester.

PERSONAL BELONGINGS

To maintain a safe and distraction-free learning environment, **students are not permitted to bring personal items or electronics to school** unless specifically approved by a teacher for a class project or special event.

Items Not Allowed on Campus:

- Radios, gaming devices, CD players, MP3 players, iPods
- Toys of any kind, including trading cards (e.g., Pokémon, sports cards, etc.)
- Bicycles, skateboards, scooters, roller skates, or similar recreational equipment

CELL PHONE POLICY

Students are **strongly discouraged from bringing cell phones to school**. If a student does bring a phone, the following rules apply:

- **Phones must remain in the student's backpack at all times.**
- **Phones must be turned off or set to silent during the entire school day.**
- **Phones may not be used for calls, texts, photos, videos, games, or internet use at any time during school hours, including recess and lunch.**

Failure to follow this policy will result in the phone being **confiscated and held in the office** until a parent comes in person to retrieve it.

Confiscation Policy:

If a student brings an unauthorized item to school:

- The item will be **confiscated by the teacher or office staff**.
- The item will only be returned when a **parent comes in person to pick it up**.
- Repeated violations may result in additional disciplinary actions.

Liability Notice:

Grace Fellowship Academy is **not responsible for lost, stolen, or damaged personal items** brought to school, including cell phones, even if permission is granted for specific uses.

PHILOSOPHY OF EDUCATION

- The primary purpose for establishing Grace Fellowship Academy is to fulfill the scriptural commands (*Dt 6:5-7; Pr 22:6; Matt 28:19-20*).
- God is the ultimate source of all truth (*John 14:6*).
- GFA is an extension of the Christian home in training young people in a Christian environment to reap eternal gains.
- GFA is a ministry being offered to the people of God whereby the school and the home become co-laborers in fulfilling the word of God in training children.
- Parents bear the primary responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way. Parents will experience the resulting blessings of obedience or consequences of disobedience, which will result from their decision regarding the provision of a God-honoring education

(Dt. 4:10, 6:6-7, 20:17-18; Ps. 106:34-37; Jer. 10:2; Matt. 12:30; 2 Cor. 6:17; Eze. 4:5; Ezra 7:25; Pr. 22:6).

- God has ordained marriage, the family (*Gen. 2:27-28, 3:18-24*) and the Church (*Matt. 16:18; Eph. 5:23-32*) as the institutions which He desires to use to accomplish His divine will on earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education, by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the weekday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics. The goal of the three (parents, church, and Christian school), is to work together to carry out the mandate of Scripture to “Train up a child in the way he should go, and when he is old, he will not depart from it.” (*Pr. 22:6*).

PHOTOGRAPHS, VIDEOS, and STUDENT PRIVACY

Throughout the school year, **Grace Fellowship Academy may take photographs or videos of students** during school activities, events, or in the classroom. These images may be used for:

- The school website
- GFA’s official social media accounts (e.g., Facebook, Instagram)
- Printed or digital promotional materials (brochures, flyers, etc.)

Student names will not be posted alongside photos or videos used in public materials or online.

Photo and Video Permission

By enrolling your student at GFA, you give the school permission to use your child’s image as described above.

If you **do not wish for your child’s photo to be used**, you must notify the school office **in writing** at the start of the school year. GFA will honor all written opt-out requests for school marketing and social media content.

Christmas Program Livestream

The **GFA Christmas Program** is typically livestreamed through **Grace Fellowship Church's website**. Due to the nature of a live broadcast:

- **There is no way to blur, edit, or exclude individual students from the livestream.**
- The livestream is **broadcast live and remains available for 24 hours** after the event. After that time, the video is removed and is **not saved or stored publicly**.

If you **do not want your child to appear in the Christmas Program livestream**, the only way to opt out is to have your child not participate in the program.

Parent and Staff Social Media Guidelines

To protect the privacy of all GFA families:

- **Parents, guardians, and staff may not post photos or videos of other students on social media** (including class photos, group shots, or event pictures) **unless they have received prior permission from the parents or guardians of each child featured in the image.**
- This policy helps respect the privacy of families, especially those who do not want their children's images shared publicly.

PLAYGROUND RULES

Safe equipment and adult supervision are maintained on playgrounds during school hours. GFA playground rules are as follows:

- Be respectful of others, and have good sportsmanship
- Use all equipment safely, and for its intended purpose
- No fighting or rough play
- Stay in designated areas at all times
- Stay away from non-playground equipment
- Be safe and have fun

***PRESCHOOL AND KINDERGARTEN STUDENTS ARE RESTRICTED TO THE SMALL
PLAYGROUND AT ALL TIMES.**

PLEDGES

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one brotherhood uniting all Christians in service and love.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I might not sin against God.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

RE-ENROLLMENT POLICY

Students are enrolled for one academic year at a time. Students will be invited to return if they are succeeding academically, have no attendance or behavioral issues, and if the student and parents continue to be supportive of the spiritual mission of the school. Your school account must be current for your student to be enrolled for the coming school year. This invitation may be revoked at any time at the discretion of the School Board if the family is not following school policy, including but not limited to, the Dress Code, Guidelines for Parent Visits, Tuition Payment Policy, or Parent's Covenant.

The School Board reserves the right to not re-enroll a student for the following year if, on the recommendation of the faculty or administration, the Board believes the student has educational or behavioral needs outside the mission of the school, or the student and/or parents are no longer supportive of the mission of the school.

Beginning with the 2026 re-enrollment period, all families will be required to submit an updated Pastor Recommendation Form annually. This form will be similar to the one completed at the time of initial enrollment, confirming that the family regularly attends a Bible-believing Christian church. However, the updated form will be more concise and designed to be easier for pastors to complete, as it will be required every year.

REPORTS CARDS

The purpose of our reporting system is to provide parents and students with a clear and honest reflection of academic progress throughout the school year. **Report cards are issued four times per year**, at the end of each academic quarter.

A student's **4th quarter report card will not be released** until all tuition and school-related financial accounts are **paid in full**.

Promotion and Retention

Students are expected to maintain satisfactory academic performance in order to be promoted to the next grade level. **Grace Fellowship Academy reserves the right to retain a student** if it is determined to be in the student's best academic or developmental interest.

Decisions regarding retention are made through **prayerful consideration and collaboration** between the teacher, principal, and parents. While parent input is valued, **the final decision rests with the school administration** based on what is best for the student's long-term academic success.

GFA School Board Information

How the School Board is Considered

The board position comes with a significant humility of heart and submission to God. It is self-perpetuating which means that prospective board members neither ask for the position, nor are they nominated. The board itself submits the candidate for prayerful consideration. Prospective members are observed by the board and/or the administrator displaying leadership, consistency, the fruit of the spirit, a servant's heart and a desire to be involved in children's education.

Primary Purposes of the Board

- **Govern:** To determine God's will for the school and govern accordingly (by seeking God through prayer and wise counsel).

- **Leadership by example:** To take the lead by serving others (displaying positive servant leadership) and articulating the future vision for the school.
- **Grow a strong relationship with the administrator:** To project the administrator as the head of the school and to be aware and responsive to the administrator's needs and expectations of the board.
- **Equip:** To equip the staff and faculty spiritually and financially so that they can accomplish the goal of providing excellent academic and spiritual training to the students of GFA.

SPECIAL EDUCATION

At Grace Fellowship Academy, we are committed to supporting the learning needs of our students. To ensure the provision of individualized academic support, additional fees may apply for students requiring special education services.

The Special Education Fees are determined based on the level of services needed, which may include (but are not limited to): academic support, organizational skills, quarterly progress reports, and accommodations outlined in the Individualized Service Plan (ISP). Please note, that GFA has limited resources and cannot meet the needs of all students needing special education services. Fees are assessed annually and communicated clearly to families during the enrollment or re-enrollment process.

A detailed breakdown of services and associated costs is available through the school office. We strive to work in partnership with families to provide the best possible educational experience for every child.

For questions or to schedule a meeting regarding special education services, please contact the school administration.

SPORTS

Grace Fellowship Academy offers girls' volleyball, soccer, basketball, flag football, softball, and baseball for grades 5th-8th. All sports offered are subject to the availability of a qualified coach and sufficient player participation. If either requirement is not met, the sport may be postponed or canceled for the season. The teams play in the White Tanks Athletic Conference. A \$85.00 fee per athlete/per sport is collected to cover the cost of equipment, referees, field rentals, and/or a

stipend/love offering for the coaches. Students will need to maintain a minimum 2.0 GPA to participate in games. However, if a student has an D or F, he/she will be unable to participate in games *regardless* of overall GPA. Reports will be given to the coach each Monday.

STATEMENT OF FAITH

- The Bible is inspired by God and is the only infallible, inerrant, authoritative Word of God (*2 Tim. 3:15-17; 1 Peter 1:23-25; Heb. 4:12; John 20:31*).
- There is One God eternally existent in Three Persons: Father, Son and Holy Spirit (*Matt. 3:16-17, 28:19; Luke 1:35; 1 John 5:7; 2 Cor. 13:14*).
- Jesus Christ is God (*John 1:1-2, 14*) who came in the flesh through the virgin birth, (*Isaiah 7:14; Matt. 1:23*); lived a sinless life (*Heb. 4:15*); performed miracles (*John 2:11; Luke 1:1-4*); died for the sins of the world (*Rom. 3:23-26; 1 Cor. 15:3; Col. 1:14; 1 John 1:7; Hebrews 10:19*); bodily rose from the dead (*Matt. 28:6; Rom. 1:4, 8:1*); ascended to Heaven and intercedes for us with the Father (*Luke 24:50-51; 1 John 2:1-2; Heb. 7:25*); will return in power and glory to judge all creation and to establish an eternal kingdom (*Acts 1:11; Titus 2:13; Rev. 1:7, 11:15; Php. 2:9-11*).
- Man and woman were created in the image of God, were tempted by Satan, rebelled and sinned and experienced spiritual and physical death. As a result, all people are born with a sinful nature and, apart from Jesus Christ are eternally lost. (*Gen. 2:17; Rom. 5:12-19; Eph. 2:1-3, 4:18-19, 6:10-19; Mark 7:20-23; Rev. 12:9; 1 Peter 5:8*).
- A person becomes a Christian by personally receiving Jesus Christ as an act of faith, a willful commitment to trust and follow Him. All who believe are assured that Christ comes into their life (*Rev. 3:20*); sins are forgiven (*Col. 1:14, 2:13-15*); the believer becomes a child of God (*John 1:12*); a new life with Christ begins (*2 Cor. 5:17; John 10:10*); and eternity in Heaven is assured (*John 11:25-26, 17:3; 2 Cor. 5:1-10; 1 Th. 4:13-18*). Salvation is a gift from God (*Eph. 2:8-10*).
- The Holy Spirit indwells the Christian and is actively ministering in the world today enabling and empowering the living of a life pleasing to God; He gives gifts to every believer for building up the Body of Christ (the Church) (*Rom. 8:9; 1 Cor. 6:19, 12:1-14; Gal. 5:22-23; Eph. 5:18; Rom. 12:6-8; 1 Peter 4:1-10*).
- All people will be resurrected, the believers to everlasting life in Heaven and

eternal rewards; the non-believers to everlasting death in Hell and eternal punishment (*John 5:24-29; 1 Cor. 15:20-28; Rev. 20:11-15*).

- There is a spiritual unity of believers in Jesus Christ; many churches but one Lord (*Eph. 4:4*). The Church is made up of all who put their faith in Jesus Christ and is to give praise to God, build up believers and proclaim the Gospel (*Matt. 16:16-18, 28:19-20; Acts 1:8; 1 Peter 2:9-10; Rev. 1:4-8*).

SUPPLIES

All personal desk supplies for the student are to be provided by the parents. A list of all necessary supplies for each grade is sent home in the summer to begin preparing for the upcoming school year.

TESTING

Grace Fellowship Academy participates in various testing throughout the school year. In order to evaluate the student's capability to learn and his/her progress, the following standardized tests are used:

- | | |
|--------------------------------|-------------------|
| • <i>MAPS Testing</i> | <i>Grades K-8</i> |
| • <i>Quarterly Skills Test</i> | <i>Grades KG</i> |
| • <i>Dibels</i> | <i>Grades K-5</i> |

TUITION FEE

A \$55.00 Application Fee for **each new student** enrolled must be received at time of application. A \$150.00 Tuition Fee per **new student** is due upon acceptance. A \$100.00 Tuition Fee is due with **each returning student's** re-enrollment application if completed by the early enrollment deadline. *Application and Tuition fees are non-refundable.* The fee covers the initial cost of curriculum, fees, and expenses.

Tuition Payment Policy

At Grace Fellowship Academy, we view tuition as a **matter of stewardship**—both for our families and for the school. As a non-profit Christian ministry, GFA relies on the faithful and timely payment of tuition and fees to provide excellent Christian education while keeping costs affordable.

Tuition Payment Options

- **Payment in Full** – Tuition may be paid in full by **August 1**.

- **Monthly Payments** – Tuition may be paid in **10 equal monthly installments**, due on the **1st of each month**, from **August 1 to May 1**.
- **ESA Payments** – Families using **ESA (Empowerment Scholarship Account) funds** will follow a **quarterly payment schedule** with payments due on:
 - **August 1, November 1, February 1, and May 1.**

Please Note:

For families utilizing ESA, **any out-of-pocket balance not covered by ESA is also due on the corresponding due date** listed for each invoice. Out-of-pocket portions follow the same late fee and delinquency policy as regular tuition payments.

A **\$25 fee** will be assessed for any returned checks due to insufficient funds. Monthly statements are provided via email for your records, but the statements do not alter the required payment due dates.

Delinquent Account Process

To help families stay on track and to ensure GFA can meet its financial obligations, the following process will be followed for all past-due accounts:

Days Past Due	Action/Consequence
15 Days	The account is considered delinquent. A \$35 late fee will be charged each month the balance remains unpaid. For ESA invoices, a \$75 late fee per quarter will apply.
30 Days	You will receive a personal phone call or email from the administration to discuss the overdue balance and create a resolution plan.

60 Days Administration will contact you again, and the **School Board will be notified** of the delinquency. The student may be suspended from attending class, and **all student records, report cards, and transcripts will be held** until the account is brought current.

90 Days The account may be **turned over to a collections agency**, and all collection fees will be added to the family's balance. At this stage, the student's **continued enrollment will be under review by the School Board**, and the family may be subject to withdrawal from GFA.

End-of-Year Balance Requirement

All accounts must be **paid in full by May 1 of the current school year**. Students with unpaid balances will **not be allowed to participate in end-of-year promotion ceremonies, and report cards, transcripts, and student records will be withheld** until the account is settled.

*"So then, each of us will give an account of ourselves to God." –
Romans 14:12*

We ask that families **communicate promptly with the Finance Office** if financial difficulties arise. GFA is committed to working with families in **grace and truth** to find reasonable solutions.

ESA Families

Families utilizing **ESA funds** are held to a **two-strike policy** to ensure responsible use of state funding:

- Families must remain in contact with the Finance Office and **submit invoices in a timely and accurate manner**.

- **Errors, delays, or improper submissions that risk GFA’s status as an ESA vendor** will result in a **strike**.
- After **two strikes**, the family will be required to **pay tuition out-of-pocket** and seek reimbursement directly from ESA.

Maintaining your ESA account in good standing ensures this blessing remains available to all eligible GFA families.

Additional Giving Opportunity

Tuition alone does not cover the full cost of educating each child at GFA. The remaining balance is made up through the **generosity of donors and fundraising efforts**. If you feel led, please consider adding a **tax-deductible donation** to your tuition payments. Additional giving can be noted on your monthly statement.

Payment Methods

- **Cash or Check** – Drop off at the school office.
- **Online Payments** – Pay via debit or credit card using the link provided in your monthly invoice email.

VISITORS

All visitors, including parents, must sign in and sign out at the office if they are visiting during school hours. Be sure to bring your Drivers License or State ID to sign in to our Visitor Management System. This procedure will help us better protect our children from unwanted visitors and also help us know who is on campus at all times. Exceptions to the sign-in procedure are programs and school-wide events. Parent involvement is welcomed and encouraged for all activities.

VOLUNTEER SCREENING

Parent Volunteers

At Grace Fellowship Academy, we believe that serving our school community is a privilege and a calling. As we partner with parents to help raise students who love the Lord and walk in His ways, we are committed to maintaining a safe, Christ-centered environment where every child can learn and grow.

Because we take seriously our God-given responsibility to safeguard the students entrusted to our care, all volunteers must complete a yearly screening process. Unfortunately, in today's world, not everyone's intentions are pure, and GFA cannot overlook potential risks to the safety and well-being of our students. To protect against this, all volunteers are required to complete an online application and background check at:

<https://www.ministryopportunities.org/Application.aspx?oid=22896>

The background check screens only for criminal history; it does not include financial or civil matters. All results are kept strictly confidential. Only the office administration will have access to this information, and safeguards are in place to protect its security.

A **volunteer** is defined as anyone who will be serving on campus regularly or helping with field trips, including driving students. **Visitors**—such as guest speakers, attendees at large events (like programs, school picnics, or chapel), or parents visiting their own child (for example, to have lunch)—are not required to complete the background check process.

Please note that GFA no longer offers parent volunteer opportunities for **recess or lunch duty**, as these times are now fully supervised by staff members.

When serving on campus or at school events, we ask that parent volunteers keep in mind their role is one of support and service, reflecting Christ's love and humility. Volunteers are not responsible for student discipline. If any issue or concern arises, they should promptly notify a teacher or staff member. Our goal is to model grace, patience, and unity in all things, trusting our trained staff to handle discipline in a manner consistent with our Christian values.

We are deeply thankful for the time, energy, and servant hearts of our volunteers. Your partnership helps make GFA a place where students are nurtured not only academically, but spiritually as they grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18).

WITHDRAWAL & REFUND POLICY

GFA recognizes there may be circumstances when a family chooses to petition for early withdrawal. Any family that desires to withdraw their student(s) must notify the school in writing two weeks prior to the student's final day. Any student that attends at least one day of class for that month is charged for that month's tuition. All accounts must be paid in full at the time of withdrawal or we will be unable to release school records. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of students from GFA. Additionally, if a student, after leaving the school, returns for re-enrollment, a \$150.00 tuition fee will apply.

- Families that have paid the entire year in advance that withdraw prior to the first school day are refunded the amount of tuition paid for the current school year. *It is important to note that repayment of these funds must wait until funds become available.
- Families that have paid the entire year in advance that withdraw after the first day of school are refunded the amount of tuition *minus* the monthly tuition for any month the child attended, even if he/she only attends one day for that month. *It is important to note that repayment of these funds must wait until funds become available.
- Any money received from GFA scholarships will be forfeited

Category	Description/Examples	Consequence
	<ul style="list-style-type: none"> ● Theft 	1. First offense

Attachment 1: Discipline Policy - Description of Violations

<p>Category III: Serious Violations</p> <p><i>Serious violations are those that require the immediate attention of the GFA Administrator.</i></p>	<ul style="list-style-type: none"> ● Extreme language/gestures that are vulgar, obscene, offensive, derogatory or disrespectful ● Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment ● Deliberate destruction or damage to school, student, or faculty property 	<ol style="list-style-type: none"> a. Immediate referral to a GFA Administrator. b. A conference with parent(s), student, teacher and Administrator. c. Out of school suspension for 1-3 days*. <i>*The number of days will be determined by the Administrator based on the severity of the offense.</i> <p>2. Second offense</p> <ol style="list-style-type: none"> a. Immediate referral to a GFA Administrator. b. A conference with parent(s), student, teacher and Administrator. c. Out of school suspension for 3-5 days*. <i>*The number of days will be determined by the Administrator based on the severity of the offense.</i> d. A Behavior Management Contract will be implemented. <p>3. Third offense</p> <ol style="list-style-type: none"> a. Immediate referral to a GFA Administrator. b. A conference with parent(s), student, teacher and Administrator. c. Board decision: If serious violations continue beyond the acceptance of the
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Attachment 1: Discipline Policy - Description of Violations

		<p>Behavior Management Contract, the parent(s) and student will go before the board (during Executive Session) to discuss further necessary action. Based on that discussion and the recommendation of GFA Administrator, the board will make the final decision to release the student from GFA or to allow them to stay while on a probationary contract.</p>
<p>Category II: Moderate Violations</p> <p><i>Moderate violations are dishonest behaviors, or those that can affect the safety and well-being of our students or staff.</i></p>	<ul style="list-style-type: none"> ● Misuse of electronic devices ● Disrespect by word or action toward anyone on school campus ● Throwing/shooting items in a school building or with the intention of hitting someone ● Horseplay/rough housing ● Dishonesty, cheating, plagiarism 	<ol style="list-style-type: none"> 1. First offense <ol style="list-style-type: none"> a. Student will serve a detention. b. Parent(s) will be contacted. 2. Second offense <ol style="list-style-type: none"> a. Individual student will have a conference with GFA Administrator. b. Parent will be contacted. 3. Third offense <ol style="list-style-type: none"> a. A conference will be held with parent(s), student, teacher and Administrator. b. A Behavior Management Contract will be implemented.

Attachment 1: Discipline Policy - Description of Violations

		<p>4. Fourth offense/Board decision: If serious violations continue beyond the acceptance of the Behavior Management Contract, the parent(s) and student will go before the board (during Executive Session) to discuss further necessary action. Based on that discussion and the recommendation of GFA Administrator, the board will make the final decision to release the student from GFA or to allow them to stay while on a probationary contract.</p>
<p>Category I: Minor/Intermediate Violations</p> <p><i>Minor violations are behavioral issues that do not warrant a Discipline Support Referral and should be dealt with by the classroom teacher with their escalating consequences (*See GFA Behavior Management Plan #3).</i></p> <p><i>Once the child has completed all steps of the GFA Classroom Management Plan,</i></p>	<ul style="list-style-type: none"> ● Failure to meet classroom responsibilities <ul style="list-style-type: none"> ○ Examples include, but are not limited to <ul style="list-style-type: none"> ▪ Leaving seat without permission ▪ Talking out of turn ▪ Disrupting the class ▪ Failing to follow directions ▪ Behaving impolitely ● Running in halls 	<p>1. Completion of the discipline process with teacher. <i>*See GFA Behavior Management plan #3 for more details.</i></p> <p>2. First offense</p> <ol style="list-style-type: none"> a. Individual student conference with Administrator. b. Parent(s) will be contacted. <p>3. Second offense</p> <ol style="list-style-type: none"> a. Conference with parent(s), student, teacher and Administrator. d. A Behavior Management Contract will be implemented.

Attachment 1: Discipline Policy - Description of Violations

<p><i>they will move to step 2 of additional consequences for category I: minor/intermediate violations.</i></p> <p><i>A student who chooses to not follow any reasonable step in this process can receive a Discipline Support Referral per the teacher's discretion.</i></p>	<ul style="list-style-type: none"> ● Disrupting chapel 	<p>4. Third offense/Board decision: If minor/intermediate violations continue beyond the acceptance of the Behavior Management Contract, the parent(s) and student will go before the board (during Executive Session) to discuss further necessary action. Based on that discussion and the recommendation of GFA Administrator, the board will make the final decision to release the student from GFA or to allow them to stay while on a probationary contract.</p>
<p>Violation of Dress Code</p>	<p>Please see the GFA handbook for more details.</p>	<ol style="list-style-type: none"> 1. First offense <ol style="list-style-type: none"> a. Individual student conference with teacher. b. School administrator will be contacted. c. Parent(s) will be contacted. 2. Second offense <ol style="list-style-type: none"> a. School administrator will be contacted. b. Parent(s) will be contacted. c. Student will serve an in-school suspension for 1 day. 3. Third offense

Attachment 1: Discipline Policy - Description of Violations

		<ul style="list-style-type: none">a. Immediate referral to a GFA Administratorb. conference with parent(s), student and Administrator.c. Out-of-school suspension for 1 day. <p>4. Fourth offense/Board decision: If serious violations continue beyond the acceptance of the Behavior Management Contract, the parent(s) and student will go before the board (during Executive Session) to discuss further necessary action. Based on that discussion and the recommendation of GFA Administrator, the board will make the final decision to release the student from GFA or to allow them to stay while on a probationary contract.</p>
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Dear Parent/Guardian,

It is imperative that parents apprise themselves of the contents of this handbook each year and review the appropriate sections specifically with their children.

After reviewing the Parent/Student Handbook with your child(ren), please sign this form and return it to the school office or your child's teacher **the first week of school.**

We have read, understand, and agree with the Grace Fellowship Academy Handbook rules, policies and procedures.

Parent/Guardian Signature

Date

1st Child's Signature (1st grade or older)

Date

2nd Child's Signature (1st grade or older)

Date

3rd Child's Signature (1st grade or older)

Date

4th Child's Signature (1st grade or older)

Date