

Green River Christian Academy

Parent/Student Handbook

Kindergarten – 6th Grades



Revised July 2024

Table of Contents

MISSION STATEMENT.....	3
PURPOSE.....	3
HISTORY.....	3
DOCTRINAL STATEMENT.....	3
ADMISSIONS POLICY.....	4
ARRIVAL & DISMISSAL.....	5
ATTENDANCE REQUIREMENTS.....	5
AWARDS.....	6
BAD WEATHER.....	7
BIBLE INSTRUCTION.....	7
BICYCLES.....	7
CARE OF PROPERTY.....	7
CHURCH ATTENDANCE.....	8
CLASSWORK.....	8
CONFERENCES (Parent-Teacher).....	8
CRISIS PLAN.....	9
CURRICULUM.....	11
DATING.....	11
DISCIPLINE.....	11
EXTRACURRICULAR ACTIVITIES.....	12
EXTRA HELP CLASSES.....	13
FIELD TRIPS / BUSING.....	13
FINANCES.....	13
GRADING SCALE.....	14
HAIR & DRESS CODE.....	14
HOMEWORK POLICY.....	16
HONOR ROLL.....	18
ILLNESS/ACCIDENTS/MEDICATIONS.....	18
LOST AND FOUND.....	18
LUNCH PROGRAM.....	19
MONEY.....	19
NEWSLETTER & WEBSITE.....	19
PARENT CHAPERONES.....	19
PARENT-SCHOOL RELATIONSHIP.....	20
PARENT-TEACHER MEETING.....	20
PARTIES.....	21
PETS.....	21

P.E. REQUIREMENTS.....	21
PRAYERFUL CONSIDERATION.....	22
PROGRESS REPORTS.....	22
PROMOTION.....	22
RE-ENROLLMENT.....	22
RULES OF BEHAVIOR.....	23
SCHOOL OFFICE.....	28
SOLICITATION & DISTRIBUTION.....	28
SPECIAL EVENTS.....	29
SPECTATOR CONDUCT.....	29
STUDY TIPS.....	29
SUMMER SCHOOL.....	30
TELEPHONES / CELL PHONES.....	30
TESTING PROGRAM (Standardized).....	30
TEXTBOOKS.....	30
TRANSFER STUDENTS.....	31
TRANSFER GRADES.....	31
VISITORS.....	31
VOLUNTEERS.....	31
WITHDRAWAL FROM SCHOOL.....	31

MISSION STATEMENT

Green River Christian Academy, as a ministry of Green River Bible Baptist Church, exists to assist parents in teaching students to glorify Jesus Christ in the pursuit of spiritual, academic, physical, and social excellence.

PURPOSE

The firm conviction of Green River Christian Academy is that in order to develop solid Christian character, education must be Christian in context. The Academy sends young people into the world who will be confident, devout Christian leaders with firm moral and spiritual values. We train children not only how to make a living, but also more importantly – how to live it!

Since the Christian school is considered an extension of the home, it is imperative that parents create an atmosphere at home that is supportive of the Academy and its goals. At the Academy children are taught to honor the rights of others and to respect manners, rules, and laws.

Students learn that one must be self-disciplined and that people who cannot control their own actions and emotions face negative consequences.

Love of God and country were primary concerns of our forefathers. Students at Green River Christian Academy will be taught respect for our nation's heritage, constitution, flag, and leaders, as well as being encouraged to participate in our system of government.

HISTORY

Green River Christian Academy was founded as a ministry of Green River Bible Baptist Church in 1995 to provide Christian education for the Green River area.

DOCTRINAL STATEMENT

1. We believe the Bible to be the inspired, infallible, authoritative Word of God. (II Tim. 3:16; I Peter 1:21)
2. We believe that there is one God, eternally existent in the persons of the Father, Son and Holy Spirit. (Matt. 28:19; II Cor. 13:14)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Jn 1:1-2; Phil. 2:5-8; Rom. 3:24-25, 8:34)

4. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men. (Eph. 1:7, 2:8-10; I Jn 1:9)
5. We believe in the resurrection of both the saved and the lost; those that are saved will dwell in heaven for eternity, and those that are lost will suffer in hell for eternity. (Rev. 20:5-6, 12-13)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Cor. 12:14-30; Rom. 12:4-8)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Eph. 1:13-14; II Cor. 3:6)

**NOTICE OF NON-DISCRIMINATORY
POLICY AS TO STUDENTS**

Green River Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Green River Christian Academy meets all requirements of the Wyoming Division of Non-Public Instruction and is a member of the American Association of Christian Schools.

ADMISSIONS POLICY

Green River Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness and scholarship. The school maintains the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates, on or off campus, the standards set down in the Parent-Student Handbook or other rules of conduct as defined by the administration.

The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted.

It is understood that attendance at Green River Christian Academy is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the Institution. The Academy may request the withdrawal of any student at any time, who, in

the opinion of the Academy, does not fit into the spirit of the Institution, regardless of whether or not he conforms to the specific rules and regulations of the Academy.

ARRIVAL & DISMISSAL

8:15-8:30 a.m.	K5-6 th Gym
1:30 p.m.	K5 Early Dismissal at the Front Door
3:00 p.m.	1 st --6 th Front Door

ATTENDANCE REQUIREMENTS

- A. In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child at home for reasons other than sickness or emergency. Planned absences such as family vacations must be excused at least 2 days in advance. Contact the teacher or the office.
- B. Yearly attendance will be kept by ½ and full days. Any student who arrives after 10:00 A.M., will be considered absent for half a day. If a student signs out in the afternoon before 1:30 P.M., and does not return to school that day, he will be considered absent for half a day.
- C. The school day begins promptly at 8:30 A.M. All students are expected to be in their classrooms at this time. Late arrivals (after 8:30 a.m.) are to report to the office and sign in. Late students will not be admitted to class without checking in at the office.
- D. Students are allowed ten (10) morning tardies per semester without penalty. After the tenth tardy, the student's account will be charged \$1.00 for every tardy thereafter.
- E. Students are allowed to checkout to accommodate doctor appointments, family emergencies, or other unforeseen circumstances.
- F. If a student needs to leave early, the parent should come to the office and sign the student out on the Check-out sheet. The office will then contact the teacher and have the student sent to the office to meet their parent. Parents should not go to the classroom or call/text the teacher on his/her personal cell phone.
- G. When a student is absent, he must bring a written excuse to school the day he returns and give it to the teacher. The note should include the following information:
 - 1. Date of absence or tardiness
 - 2. Reason for absence or tardiness
 - 3. Signature of parent or guardian
 - 4. Parent or guardian's phone number

H. If a student is absent from class more than 20 days, he will be required to attend summer school at an additional cost in order to advance to the next grade.

I. A general rule for makeup time is the number of days missed plus two. Vacations during the school year cause hardships on the educational process.

J. Excused Absences:

1. Sickness or injury
2. Medical/dental appointments
3. *Educational opportunity / Out of Town Trip (requires advanced notice)
4. Death in the immediate family
5. Court/administrative proceedings
6. Quarantine

K. Unexcused Absences: (includes but is not limited to the following)

1. Hunting Trip
2. Missing the carpool
3. Out-of-town trip without advance notice
4. Babysitting
5. Oversleeping

AWARDS

- A. A Honor Roll – given each nine weeks in chapel to students who have earned all A's during a grading period.
- B. A/B Honor Roll – given each nine weeks in chapel to students who have earned all A's and B's during a grading period.
- C. Perfect Attendance - given to any student who has been present all 180 days of the school year, and has had five or fewer tardies during the year. Students arriving after 10 A.M. or leaving before 1:30 P.M. will be considered absent for half a day.
- D. Citizenship Medallion – given to one student in each classroom exhibiting great discipline and friendliness towards others
- E. Top Honor Ribbon – given to the top student for each subject in each class.
- F. Top Honor Trophy – given to the student in each class who has the highest overall academic average for the class.
- G. Principal's Award - given to one student in the school who exhibits great Christian character.

BAD WEATHER

If Green River Christian Academy closes due to emergency or weather conditions, announcements will be made through our All Call system, Facebook page and the school website. To the best of your ability, please abide by the Academy's decisions if they decide to have school or have a delayed start time because of inclement weather.

BIBLE INSTRUCTION

Bible study is recognized at Green River Christian Academy as a fundamental requirement for all students. Without Bible study a student cannot be educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. No other book can enrich and influence the minds and hearts of children like the Bible. Because of this fact, all students are taught a planned program of Bible study.

BICYCLES

All bicycles must be parked in the enclosed gated area.

CARE OF PROPERTY

God has blessed GRCA with good facilities. The manner in which our property is maintained is very important because it affects the Christian testimony of the school and the students. Willful damage or destruction of school property will not be tolerated. The student will be expected to pay for any damage, either willful or accidental.

CHURCH ATTENDANCE

Church is a necessary and beneficial part of everyone's life. As a Christian school, we encourage our students to attend the services of a doctrinally sound, Bible-teaching church.

CLASSWORK

- A. Unless otherwise specified, all class work must be done on standard size, wide ruled, loose-leaf notebook paper. Certain subjects may require special types of paper.
- B. All work is to include the student's name, date, and subject.
- C. All work must be neat and legible. A teacher may refuse to accept any work which does not meet these two standards.

- D. Students should use a number 2 lead pencil.
- E. Each student should bring a red pencil or pen to each class to use for grading quizzes or correcting papers.
- F. Written work in every class may be subject to being checked for spelling and grammar.
- G. When taking a quiz or test, each student is responsible for making sure that his paper cannot be seen and copied by someone else.
- H. As a general rule, make-up work must be completed upon returning within the number of days missed plus two.

CONFERENCES (Parent-Teacher)

- A. In order for parents to know firsthand their child's progress, parents are encouraged to request conferences at any time they think necessary. Green River Christian Academy teachers and administrators welcome these opportunities and are eager to help with the student's problems.
- B. Please call or email the teacher for a conference time. Mid-year parent conferences are mandatory for low achieving students.
- C. Do not meet the teacher before school begins and detain the teacher from his or her responsibilities. Teachers are very happy to arrange for conferences with parents at a scheduled time. Please be considerate of your child's teacher.

CRISIS PLAN

In an emergency, we will use the following protocol:

A. Lockout Condition (Secure the Perimeter)

Lockout is called when there is a threat or hazard **outside** of the school building.

Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Lockout uses the security of the physical facility to act as protection.

1. Public Address

- a. The public address for Lockout is "**Lockout! Secure the perimeter!**" and is repeated twice each time the public address is performed.

2. Actions

- a. Bring all students inside the building and lock all outside access points.
- b. Where possible, classroom activities will continue as normal.

- c. There may be occasions where students expect to be able to leave the building (end of classes, job commitment, etc). Depending on the condition, this may have to be prevented. During the training period, students and parents must understand that they may be inconvenienced by these directives, but your cooperation is important to ensure your safety.
- 3. Drills: Lockout drills will be performed twice a year.
- 4. Examples of Lockout Conditions
 - a. Dangerous animal on school grounds
 - b. Criminal activity in the area
 - c. Civil disobedience

B. Lockdown Condition

Lockdown is called when there is a threat or hazard **inside** the school building from parental custody disputes to intruders to an active shooter. Lockdown uses classroom security to protect students and staff from threat.

- 1. Public address
 - a. **“Lockdown! Locks, Lights, Out of Sight!”** is repeated twice each time the public address is performed.
- 2. Actions
 - a. Keep everyone inside the classroom
 - b. Lock classroom doors
 - c. Move all persons out of sight of the doorway
 - d. Remain silent
 - e. Stay there until first responders open the door.
- 3. Drills: Lockout drills will be performed twice a year.
- 4. Examples of Lockout Conditions
 - a. Dangerous animal within school building
 - b. Intruder
 - c. Angry or violent parent or student
 - d. Active shooter

C. Evacuate Condition

- 1. Public Address
 - a. **“Evacuate! To a Location”**
- 2. Actions
 - a. Move in an orderly fashion

3. Responsibility

- a. Teacher will lead evacuation to location
- b. Follow instructions from teacher or possibly first responders.
- c. Teacher will take attendance once at location.

3. Drills: Evacuation drills will be performed twice a year.

4. Examples of Evacuation Conditions

- a. Fire Hazard
- b. Biohazard Danger

D. Shelter Condition

Shelter is called when the need for personal protection is necessary.

1. Student Actions

- a. Hazard Safety Strategy
- b. Tornado Evacuate to shelter strategy
- c. Hazmat Seal the Room
- d. Earthquake Drop, cover and hold

2. Teacher Actions

- a. Lead safety strategy
- b. Take attendance

3. Drills: Shelter drills will be performed once a year.

CURRICULUM

The Green River Christian Academy utilizes textbooks from *ABeka* Book.

DATING

“Dating” or “boyfriend/girlfriend relationships” are not encouraged in the Academy. No activities are planned to encourage dating.

DISCIPLINE

The purpose of discipline at Green River Christian Academy is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students find personal security, true happiness, and an absence of excessive temptations to do wrong. When this type of atmosphere exists, students can achieve academic excellence.

Merit Card System

- A. Each teacher will have the Merit Card System to keep track of behavior in the classroom.
- B. Teachers will keep parents updated regarding their child's behavior
- C. Every child starts over each day.

Green = Every student starts out on green every day.

Yellow = 5 minutes off recess

Blue = 10 minutes off recess

Red = Loss of recess and extra work

Black = Merit Loss and a note sent home

- If a child gets on two blacks in a day, they will be sent to the office for the remainder of the day to do their work.
- If a child gets on six blacks in a week, they will receive an in-school suspension, and they will receive Zeros on any missed work.
- If a child does not get more than six blacks in a quarter, they will earn the reward of participating in a Merit Movie at the end of the quarter.

A. Behaviors that warrant a card turn:

- a. Disrupting others
- b. Off-task behavior
- c. Excessive talking
- d. Unauthorized area (Classroom)
- e. Not respecting others property
- f. Unkind behavior or talk
- g. Running in the halls or cafeteria
- h. Not following directions

B. Behaviors that warrant an automatic Black card and a visit to the administrator:

- a. Fighting
- b. Vandalism
- c. Cheating
- d. Profanity
- e. Bullying

- f. Stealing
 - g. Lying
 - h. Insubordination
 - i. Disrespect to a staff member
 - j. Inappropriate body contact with another student
- C. Positive Incentives
- a. Teachers will have their own incentives in the classroom to encourage positive behavior.

EXTRACURRICULAR ACTIVITIES

Weekly Electives:

Physical Education Class

Art Class

Chapel

Music Class

Computer Class

EXTRA HELP CLASSES

Teachers are available for extra-help classes if students experience difficulty in understanding a given subject. If the difficulties continue, we recommend that parents secure the services of a tutor. Contact the administrator for the names of recommended tutors.

FIELD TRIPS / BUSING

All students are required to ride in school-approved transportation to and from field trips, unless riding home with a parent when the field trip is over. No student may ride in another parent's personal vehicle unless given direct permission by the student's parent. Students are expected to abide by all bus rules.

- A. Students are to speak in a soft voice.
- B. Students may be assigned seats.
- C. Objects are not to be thrown in or out of the vehicle.
- D. Students are not to put their hands out or lean out of windows.
- E. Students should not leave paper or trash.
- F. Students are to remain in their seats.
- G. Students may not wear earbuds or headphones.

FINANCES

A. Tuition

The tuition is charged in 10 equal payments with the first payment due in August or at the time of enrollment and the remaining payments due each month from September through May.

B. Refunds

The application fee is not refundable under any circumstances. Paid registration fees will only be returned for the following reasons:

- Job relocation outside of our county area (Sweetwater) prior to the first day of school.
- Emergency situations agreed upon by the administration of GRCA.

C. Withdrawals

If your balance is not up-to-date at the time of withdrawal, all grades and records will be held until the balance is paid. Tuition will be prorated to the date of withdrawal, not the day the student stops attending the school. Parents must notify the school administrator to officially withdraw.

D. Late Charges

All payments are due on the 1st of the month and are considered late as of the 15th.

Accounts will incur a late fee of \$15.00 as of the 15th of the month if not paid up to date.

E. Delinquent Accounts

Report cards will not be released for students whose accounts are not paid by the day prior to sending home report cards. Any account is delinquent after 30 days, and if all delinquent payments have not been paid and brought up-to-date after a total of 60 days have elapsed, the student may be suspended until payment has been made. No refunds will be made for fees such as books, registration, etc. School records will not be released until the outstanding account is paid in full.

GRADING SCALE

The following grade scale will be used by GRCA:

A+ = 99-100	B+ = 91-92	C+ = 83-84	D+ = 75-76	F = 0-69
A = 95-98	B = 87-90	C = 79-82	D = 72-74	
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71	

I. HAIR & DRESS CODE

The Bible commands the Christian to do “all to the glory of God” (1 Corinthians 10:31). In today’s society, this command has special reference to the fact that God may be honored or dishonored by personal dress and grooming.

GRCA believes that we glorify God best when we dress and conduct ourselves with good taste and modesty, and when our dress is appropriate for the occasion and free from distracting offensive peculiarities or extremes. In this regard, parents have the primary responsibility to send their children to school with correct dress and grooming.

A. Dress

The administration reserves the right to ask a student to change clothing or accessories if an item presents an unprofessional appearance or takes away from the unity of the school attire. If a student is not in dress code, the parent will be contacted to bring the proper clothing to school.

B. Hair

Young men’s hair is to be tapered in back with a traditional taper or block-cut with a short taper. It should be off the collar, off the ears and not excessively full. Bangs are to be out of the eyes and at least one finger width above the eyebrows. Young men are to be clean shaven with no facial hair and sideburns should be no lower than the bottom of the earlobes. Boys’ and girls’ hair should not be bleached, and if dyed, or tipped it should be a natural color. Conspicuously, bizarre hair styles are not acceptable.

C. Shoes

Tennis shoes, dress shoes, or casual shoes are acceptable. Students may not wear sandals to school.

D. General Guidelines

- a. Students must wear a polo shirt or a button up shirt that is navy, black, blue, or gray. A solid navy, black, blue, or gray sweater or sweater vest may be worn over the colored shirt.
- b. Students may wear solid navy, black or khaki shorts or pants.
 - i. No cargo style pants or skinny jeans are permitted.
- c. Girls may wear jumpers or skirts that are solid khaki, navy, black, or plaid.
 - i. Skirts and shorts may be pleated or straight and must come to the top of the knee at all times (including when sitting). No pencil style skirts.
 - ii. Leggings may only be worn under skirts/dresses. They may not be worn as pants. Solid or patterns are acceptable.

- d. Boys must wear socks.
- e. If an undershirt is worn, it must be one of the following colors: solid blue, black, navy, or white and should remain tucked in.
- f. Hats are not to be worn in the building.
- g. Students may wear GRCA hoodies in the classroom. All other hoodies or jackets must be stored on the student's hook upon entering the building.
- h. Jewelry should be tasteful, not excessive. Boys may not wear earrings or necklaces.
- i. Casual Friday: On Fridays, students may wear a GRCA t-shirt (or hoodie for winter months) from PMS Screen Printing with a pair of nice jeans (no holes) or other non-uniform pants (no tight leggings). The order form is provided at the beginning of the school year, or you may request one from the office.

E. Event Attire

- a. T-shirts, spirit wear, college professional sports attire, button or pullover shirts, sweaters, or tops (must cover the mid-section) may be worn by boys or girls.
- b. Girls – pants, skirts, capris, shorts or jeans that are modest and meet the dress code may be worn.
- c. Guys – Docker-style or cargo pants, shorts or jeans that meet the dress code may be worn.
- d. Dress, casual, and athletic shoes (including flip-flops) are acceptable.

F. Special Events (concerts, recitals, programs, graduations, etc)

- a. Boys are to wear collared shirts, dress slacks (no jeans), appropriate socks and dress shoes.
- b. Girls are to wear nice dress outfits and dress shoes.

G. Special Days / Casual Days

- a. T-shirts, spirit wear, college professional sports attire, button or pullover shirts, sweaters, or tops (must cover the mid-section) may be worn by boys or girls.
- b. Girls – pants, skirts, capris, shorts or jeans that are modest and meet the dress code may be worn.
- c. Guys – Docker-style or cargo pants, shorts or jeans that meet the dress code may be worn.
- d. Dress, casual, and athletic shoes are acceptable.

- e. Casual Day clothing must meet regular guidelines for modesty and appropriateness. Leggings are not to be worn as pants unless they are a loose fitting and do not cling to the skin.

Please Note: If a student is out of dress code, a note will be sent home the first time, as a reminder. The next time, a parent will be called to bring a change of clothes for the child, and he/she will need to wait in the office until the appropriate attire is brought.

HOMEWORK POLICY

A. Homework may be assigned for various purposes:

1. If a parent has a question about homework or some other problem, he should contact the teacher through email, phone message, or note. Since it is not always possible for the teacher to respond before school is out that day, it would be helpful to list your telephone number and the time of day you can be reached.
2. For practice – Following classroom explanation, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
3. For Drill – It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
4. For Remedial Activity – At times it may be necessary for students to do individual assignments as a means of overcoming academic weaknesses.
5. For Enrichment Activity – Many students need to be challenged to move on to higher levels of attainment. Their own creativity will motivate them to independently reach a broader scope of understanding in various subject fields.
6. For Special Projects – Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class and construction of various types of projects.

B. Homework assignments made by the classroom teacher should be completed by the student and turned in at the time designated, usually the following day. Guidelines for homework are as follows:

1. 1st and 2nd grade assignments should take approximately 30 minutes.
2. 3rd grade assignments should take approximately 1 hour.
3. 4th – 6th grade assignments could take up to 1 – 1^{1/2} hours.

4. From time to time, special projects may take longer.
 5. Incomplete classroom work may also need to be finished in addition to specific homework assignments.
- C. Please provide a definite time and quiet location for your child to do his work undisturbed.
 - D. Each student is to do his own work. Parents are asked to not do homework for their children.
 - E. Very limited amounts of homework for 6th grade may be assigned for Wednesday night. Homework may be assigned or a test announced on Tuesday that will be collected or given on Thursday. There will not be homework assigned on Wednesday nights for grades 1-5.
 - F. As a general rule, make-up work must be completed upon returning within the number of days missed plus two.
 - G. If a student has a reasonable excuse for not having his homework the parent is requested to write a note to the teacher. This should not happen often and only in emergency situations.
 - H. Copying another student's homework is considered cheating.
 - I. No credit will be given for late homework.
 - J. Late projects will be docked one letter grade for every day it is late.

HONOR ROLL

- A. A Honor Roll – Students who have earned all A's during a grading period.
- B. A/B Honor Roll – Students who have earned all A's and B's during a grading period. Any grades below a B disqualify a student from this honor roll.

IMMUNIZATIONS

Parents are to provide the school office with a copy of each child's up-to-date immunization record (or a Medical/Religious Exemption form) prior to the first day of school. Each student should be up-to-date on the Minimum Immunization Requirements as per the state of Wyoming prior to the first day of school.

ILLNESS/ACCIDENTS/MEDICATIONS

- A. Emergency Care Plans will be developed for students with special health concerns.
- B. First aid will be administered by the teacher or a staff member.

- C. The school cannot administer internal medicine (including aspirin or Tylenol). Prescription medication must be accompanied by Permission to Administer Medication Form. The teacher will place the medication in a locked cabinet.
- D. Students must be fever-free for 24 hours before returning to school.
- E. If a student becomes sick at school, the parents will be notified promptly.
- F. If a student is involved in an accident, the teacher will fill out an accident report immediately and notify the parent.

LOST AND FOUND

- A. The school will not be responsible for the loss of any personal property. Parents should label all articles of clothing and any personal possessions with the student's name.
- B. A lost and found area is maintained in the corner of the gymnasium.
- C. Unclaimed lost and found articles will be sold at a Lost and Found sale or donated to a local charity.

LUNCH PROGRAM

GRCA offers a hot lunch once a month at a reasonable price for students and parents. The event will be announced in each Monthly Newsletter.

MONEY

When money is sent to school for book orders, field trips, lunches, etc., enclose it in a sealed envelope with the following information on the front:

- A. Teacher's Name and Grade
- B. Student's Name
- C. Amount
- D. Purpose

NEWSLETTER & WEBSITE

At the beginning of each month, the office will send out a Monthly Newsletter to the parents with important information about announcements, upcoming events, prayer needs of the school and any information deemed important for all to know. The newsletter is also posted on the website. Parents should check the school website and their child's classroom website every week for important class announcements and homework information.

PARENT CHAPERONES

- A. Parents are encouraged to volunteer their services. There are times throughout the school year when parents will be asked to serve as chaperones at school-sponsored activities such as events and field trips. When serving as chaperones parents should observe the school casual dress code and abide by school policies.
- B. Depending upon the level of responsibility and involvement, parent volunteers will be required to submit a volunteer application and submit to a background check.

PARENT-SCHOOL RELATIONSHIP

To increase cooperation and the overall effectiveness of GRCA's educational efforts, parents are asked to carefully practice the following:

- A. If any question arises over a decision made or rumor heard, please call the administrator directly. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- B. Please bring questions and criticisms directly to the administration for consideration. Enrollment may be terminated for families that promote and/or foster a negative, divisive attitude regarding the philosophy, mission or operation of Green River Christian Academy.
- C. When a problem arises in the classroom, please discuss it with the teacher first. If the problem is not resolved, the administrator will meet with the teacher or parent.
- D. Keeping in mind our dress code for the students, please dress appropriately when coming to the school.
- E. Please do not smoke in the buildings or on the property.
- F. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

PARENT-TEACHER MEETING

Refer to the school calendar for the dates of these meetings. The nature of the meeting will vary from time to time but the general objectives are:

- A. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.

- B. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.
- C. To provide an opportunity for parents and teachers to know and fellowship with each other.
- D. To provide parents an opportunity to see the achievements of the students.

PARTIES

- A. GRCA has the following parties each year:
 - 1. Thanksgiving
 - 2. Christmas – (As a Christian school, we feel the primary emphasis for this holiday should be the birth of Christ; therefore, the use of Santa Claus in decorations and party favors is not allowed.)
 - 3. Valentine’s Day
 - 4. End-of-the-Year Party
- B. All school related off-campus activities must be cleared through the administration in advance of the activity.
- C. Halloween parties are not allowed.
- D. Any class party or outing must be teacher sponsored.
- E. All activities must be cleared through the administration in advance of that activity. Full details as to purpose, date, location, supervision, etc. must be presented at that time. All “surprise” parties must be cleared with the administration before such plans are made.
- F. Classroom parties may not be held at private homes or clubhouses. Parties must be held at school, city parks, or commercial locations.

PETS

Children may not bring pets to school for extended periods of time. With teacher permission, a parent may bring the pet to the classroom, show it, and after a brief time, take it home.

P.E. REQUIREMENTS

- A. P.E. classes are taught in all grades.
- B. Students in grades 5th – 6th may change clothes for PE if they choose but are not required to do so. If they change clothes, they must wear knee-length shorts or loose fitting fitness/jogging pants and a t-shirt that meets Casual Day guidelines. If their clothes are not appropriate, they will be required to change back into their uniform.

- C. Grades can be based on objective skills criteria, as well as written academic work.

PRAYERFUL CONSIDERATION

Each year certain students exhibit attitudes that are not consistent with the spirit of the Academy. Although they may not receive a large number of demerits, these students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to prayerfully evaluate each student. Each semester, the administration will meet with those students who were identified by the faculty for spiritual improvement. The administration will meet with the parents to discuss the child's situation and create a plan to foster the child's spiritual improvement. If this improvement is not realized, the student may be asked to withdraw from Green River Christian Academy.

PROGRESS REPORTS

- A. A report card will be issued each 9 weeks.
- B. A progress report will be sent home in the middle of each 9 week grading period.

PROMOTION

A student will be promoted if he completes language arts and math satisfactorily and has not failed more than one subject. Students may miss twenty days per year with no penalty. Students missing twenty-one days to twenty-five days will make the days up in Summer School. Students who miss twenty-six days or more will not be promoted. Absences caused by extenuating circumstances will be considered under administrative discretion.

RE-ENROLLMENT

Current students will be given an opportunity to re-enroll prior to the beginning enrollment date for new students. After the re-enrollment period ends, present students are accepted on a first-come, first-served basis if space is available.

RULES OF BEHAVIOR

- A. General
 - 1. The school expects the cooperation of students in obedience and enforcement of the rules and regulations. Rules and expectations at the Academy exist to promote the effective operation of the school and fulfill Biblical commands and principles.

2. Involvement in criminal activity, immorality, pornography, homosexuality, illegal drug use, prescription drug abuse, alcohol consumption, and other behaviors is strictly prohibited. Violation of these rules on or off campus may result in suspension or expulsion.
3. Students who are expelled may reapply for the semester following a one year absence. During the expulsion period, the student is not allowed on campus for school activities.
4. Guns, knives, explosives or weapons of any kind are strictly prohibited. Students who bring these items to school will be strictly disciplined, and the items will be confiscated. The unapproved use of fire is prohibited.
5. Fighting, bullying, lying, stealing, cheating, cursing, vulgarity, smoking, using e-cigarettes, etc., are considered serious offenses and will be given the appropriate disciplinary action. Dice, playing cards, recreational electronic devices or video games, and medications not prescribed by a doctor for that particular student are not permitted at school.
6. Although popular in our current culture, tattoos and non-traditional body piercings are inappropriate and not permitted.
7. Music that violates biblical principles of morality, propriety and Christian values is not allowed on campus (Phil. 4:8). Students are not to display posters, stickers, emblems, pictures, logos, etc., of musicians who violate these principles and values.
8. Students should take care not to use idly any name or attribute of Christ or God.
9. Students may not use the name of the school detrimentally on any radio or TV program or in any written or internet publication. Use of the school's name must have prior authorization from the school administration. Any reference to the Academy on social media must be made in a respectful manner.
10. The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.
11. For all school-sponsored functions, rules and regulations apply to both students and their guests.
12. Students should have concern about the maintenance and upkeep of their school. Any student who defaces or destroys property, even through negligence, must pay for the replacement or repair of the property.
13. Unless given special permission, students are not to chew gum on campus including after school hours.

B. Attitude

1. Students at Green River Christian Academy are expected to comply with the rules and not gripe or stir up discontent among fellow students.
2. Students are to always show respect to adults. A teacher, administrator, or staff member should never be called by his or her first or last name alone. They should be addressed with Mr., Mrs., or Miss.
3. A student should realize that his attitude can be manifested in any number of ways: by what he says, by his tone of voice, by his facial expression, or by the way he stands, sits, or walks. "Body language" often betrays our verbal language.
4. If a student has a question about a teacher's action, he should personally and politely make an arrangement to talk with the teacher after school or during school hours at a free time.
5. No student will be retained who, after being warned, continues to be disrespectful or to have what is considered by the teachers and administration as a "bad attitude".

C. Lunchroom

1. The lunchroom is to be used primarily for eating.
2. Good table manners are expected by all students. Throwing food, lunch bags, etc. is totally unacceptable.
3. After eating, each student is expected to clean his area and deposit paper, food and silverware in the proper containers.
4. Absolutely no running, horseplay, scuffling, or breaking in line in the lunchroom is permitted.
5. Students who have been expelled/suspended from GRCA or have enrolled in other schools are not permitted to visit during lunch without special permission.
6. Students should never sit on the tables or counters.

D. Chapel

1. All students are required to attend chapels.
2. Students should always bring their Bibles and participate in the service.
3. Reverence should always be displayed during any prayer.
4. The following actions will be considered improper conduct: Talking or whispering, excessive commotion, passing or writing notes, slouching down in the seat, sleeping, studying for a class, and excessive laughing.
5. All students should enter and leave chapel quietly and sit in their assigned seat if applicable.

6. Electronic devices must be used appropriately and without distraction.

E. Classrooms

1. Students are to be in their seats at the beginning of class.
2. Students are not to leave their desks without the teacher's permission unless extremely sick.
3. Students are expected to come to class with the required supplies.
4. Nothing is to be thrown in the classroom.
5. Students should never sit at or touch anything on the teacher's desk.
6. During the break between classes, talking should be done in an orderly manner.
7. Unless for chapel or class, students should never be in the church auditorium or church offices without special permission.
8. No student may come to the office during changes of classes and be tardy to the next class without a pass and permission from the teacher.

F. Gym

1. No student is to be in the gymnasium without permission and adult supervision.
2. Eating or drinking without permission in the gymnasium playing area is prohibited.

G. Halls

1. Absolutely no running or horseplay is permitted.
2. Students are to keep their hands and feet off the walls.

H. Restrooms

1. Absolutely no loud talking or horseplay is permitted.
2. Loitering in the restroom is not permitted.

I. Overnight Trips, Retreats

1. Swimming is permitted when there is adequate supervision by Academy personnel. Modest attire is required (one-piece swimwear or t-shirt cover for girls, modestly fitted swim trunks for boys).
2. When Green River Christian Academy is in charge of the itinerary of a multi-day trip, provisions will be made to attend church. If not scheduled, arrangements will be made to conduct special services for the group.
3. Students are not to participate in activities not in keeping with the testimony of Green River Christian Academy.
4. Electronic devices must be used appropriately.
5. Green River Christian Academy students are to use official school transportation on all trips. Exceptions to this rule can only be given by the administration.

6. When staying overnight in motels, girls and boys are not to be in the room of the opposite sex. Parties or special mixed meetings will be designated by the chaperone(s).
7. Students are expected to display proper manners and etiquette when eating in public places. When eating at fast food restaurants, students are expected to clean up the area which they use. Tipping is expected at restaurants with table service.
8. When traveling, boys and girls are to sit together only with chaperone approval and adequate supervision.

J. Technology

1. Social Media

- a. Students should exercise caution and discretion when posting on social media. Users worldwide can find out where they go to school, learn their interests, download their pictures and send them messages. In order to help our students and protect the integrity of our student body, any student who decides to post online (social media, blogs, etc.) will be held accountable for its content.
- b. Any student with online material that is deemed inappropriate to the purpose and mission of the Academy will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy.

2. Internet Use and Responsibilities

- a. The internet can be used to meet educational needs as a learning resource. However, the internet also provides access to material that is of no educational value. Because the value of the information found and interaction available outweighs the possibility of locating inappropriate material, we have guidelines to enhance and protect our students' internet usage and safety.
- b. Acceptable Use – The goal of providing internet access for students and staff is to support education and research consistent with the educational objective of GRCA. Transmission of any material in violation of any federal and state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material in violation of GRCA's policies.
- c. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the suspension of the privilege. All user accounts are property of Green River Christian Academy. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive

infractions will be reported to teachers and administrators and handled according to student discipline policy.

- d. Online Etiquette – While each user has the right to free speech, all are expected to abide by the Green River Christian Academy handbook. The following are especially not permitted.
 - i. Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
 - ii. Harassing, insulting, or attacking others.
 - iii. Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading or dissemination of computer viruses.
 - iv. Violating copyright laws. All communication and information accessible via the network are private property unless otherwise stated.
 - v. Using another's ID and password.
 - vi. Illegally using, destroying or manipulating data in folders or work files.
 - vii. Arranging or agreeing to meet with someone you have met online.
 - viii. Gaining unauthorized access to Green River Christian Academy's network.
 - ix. Engaging in any illegal activities or accessing material advocating illegal acts of violence. This includes pornography and hate literature.
 - x. Posting false or defamatory information about a person or organization.
 - xi. Downloading files without prior approval from supervising staff.
 - xii. Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.

3. Internet Security

- a. Green River Christian Academy utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, or harmful to minors.
- b. Students will not be allowed access to email, chat rooms, and other forms of electronic communication except related to special projects and only under direct

supervision by authorized personnel. Activities must be related to the educational program and determined not to be harmful to minors.

- c. Attempts to breach security firewalls, whether successful or not, will be disciplined.

4. Sanctions

- a. Violations of any of the above provisions may result in access being suspended and or future access being denied.
- b. Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing handbook policies as stated by Green River Christian Academy. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

SCHOOL OFFICE

- A. The school office hours are from 8:00 A.M. to 4:00 P.M., Monday through Friday.
- B. If you need assistance and are not sure who to contact, please call the office and they will be glad to help you. If you are calling about a classroom problem or general needs of a student, it is best to contact the teacher of the appropriate grade level or class.

SOLICITATION & DISTRIBUTION

Students and parents are not to distribute or sell non-GRCA items (such as candy, tickets, political materials or petitions) on campus without the permission of the administration.

SPECIAL EVENTS

All students participating in groups or classes which have a part in a concert or production must attend dress rehearsals and performances. A failing grade will be given to students who fail to attend due to work or other unexcused reasons.

SPECTATOR CONDUCT

In some respect every student, parent and faculty member is a representative of Green River Christian Academy. Our community judges our school by our attitudes and actions both on and off our campus. Therefore, we ask that members of the GRCA "Family" attending extra-curricular activities (events, fundraisers, concerts, contests, etc.) conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials, judges or members of

the visiting school are not acceptable and certainly are not evidences of mature, Christian character.

STUDY TIPS

- A. "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." II Timothy 2:15
- B. Schedule a regular time for study and start promptly without procrastination.
- C. Collect all of the materials you will need and set aside anything which distracts you. Study in a quiet place.
- D. Before beginning your work, commit your study time to God in prayer. You are His child studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
- E. Concentrate on the work and refuse to entertain irrelevant thoughts. Think Hard!
- F. Budget your time to cover all of your studies.
- G. Skim over the whole assignment to get the main points. Then reread for details.
- H. Outline, write topic sentences, and make notes.
- I. Study the examples, maps, charts, and footnotes.
- J. Use your dictionary.
- K. Review the information you have studied.
- L. Do your own work. Do not ask for help unless you are absolutely certain that you are unable to do the work yourself.
- M. Do your own independent research on topics which are related to your class assignments.
- N. Be dissatisfied with any effort which falls short of your God-given ability. Work up to your potential. Remember, "It is a sin to do less than your best."

SUMMER SCHOOL

A student will be promoted if he completes language arts and math satisfactorily and has not failed more than one subject. Students may miss twenty days per year with no penalty. Students missing twenty-one days to twenty-five days will make the days up in Summer School. Students

who miss twenty-six days or more will not be promoted. Absences caused by extenuating circumstances will be considered under administrative discretion.

TELEPHONES / CELL PHONES

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not allowed in the school. Confiscated cell phones will be returned at the end of the day and demerits (or extra homework for elementary) assigned.
- C. Cell phones are not to be used to transmit any text or images to harass, bully or derogatorily attack another individual.

TESTING PROGRAM (Standardized)

The Iowa Achievement Test is a nationally standardized test given to all students annually.

TEXTBOOKS

A program fee is charged annually to cover the cost of textbooks and workbooks supplied by the school. These books must be replaced by the student if the books are damaged or lost.

TRANSFER STUDENTS

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he may be placed in the grade best suited for his achievement.

TRANSFER GRADES

- A. GRCA will accept full credit courses/grades from educational institutions.
- B. If deemed adequate, any non-institutional courses/grades will be transferred into GRCA as standard grades/non-advanced courses. A maximum of three (3) credits per summer will be accepted from remedial or tutorial programs.

VISITORS

Students not enrolled at GRCA are not allowed to visit GRCA students during daily non-public activities without special permission.

VOLUNTEERS

Depending upon the level of responsibility and involvement, volunteers will be required to submit a volunteer application and submit to a background check.

WITHDRAWAL FROM SCHOOL

Should it be necessary to withdraw a student from school for any reason, parents must notify the office directly as soon as possible. Tuition will be prorated and is due on the day of withdrawal. All fees and tuition must be paid before school records will be released.