



**Student Handbook 26-27**

# **Grace Academy**

## **Student Handbook**

### **2026-2027**

104 E. Greene Street  
P.O. Box 96  
Carmichaels, PA 15320  
Phone - 724.963.0096

**"Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear." Hebrews 12:28**



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## A Note From The Principal ...

# *Welcome to the New School Year at Grace Academy!*

Dear Grace Academy Families,

Welcome back to another exciting school year at Grace Academy! We are grateful that you have chosen to partner with us in your child's education. As we begin a new year together, we want you to know how committed we are to providing a safe, nurturing, Christ-centered learning environment where students can grow academically, spiritually, socially, and emotionally.

At Grace Academy, our mission is to equip students with a strong educational foundation while encouraging them to develop a personal relationship with Jesus Christ. We are excited to continue emphasizing both academic excellence and spiritual growth throughout the school year.

Students will participate in daily Bible instruction and weekly chapel services designed to strengthen their understanding of God's Word and encourage Christ-like character. In addition, students will have dedicated opportunities for prayer, reflection, and spiritual development as part of their daily routine. Through these experiences, we pray that each child will grow in faith, wisdom, and a love for God.

Academically, we remain committed to providing engaging, high-quality instruction that challenges and supports every learner. Our teachers work diligently to create meaningful learning experiences while providing individual attention, enrichment opportunities, and academic support when needed. We believe that strong communication and collaboration between home and school are essential components of student success.

As Grace Academy continues to grow, we look forward to offering new opportunities that enrich the educational experience of our students. We are excited to see the unique gifts and talents God has placed in each child and to help them develop those gifts for His glory.

Thank you for your continued support, encouragement, and partnership. We are honored to serve your family and look forward to a wonderful year filled with growth, learning, friendship, and countless blessings.

*"And Jesus increased in wisdom and stature, and in favor with God and man." — Luke 2:52*

In His Service,

Mrs. Beckie Cannon  
Principal

**"Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear." Hebrews 12:28**



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### **Mission & Vision Statement**

Grace Academy exists to be an extension of the Christian family in training and developing their Christian student(s) for committed service to our Lord Jesus Christ. Through quality instruction, and the teaching of unshakeable kingdom value, we aim to provide activities designed to foster spiritual and social growth. Grace Academy works to help each student reach their potential in Christ, as well as their highest academic potential to serve the Lord.

### **Philosophy**

#### **Philosophy of Education**

Grace Academy exists to be an extension of the Christian family in training and developing their Christian student(s) for committed service to our Lord Jesus Christ. Through quality instruction, and the teaching of unshakeable kingdom values, we aim to provide activities designed to foster spiritual and social growth. Grace Academy works to help each student reach their potential in Christ, as well as their highest academic potential to serve the Lord.

Grace Academy is committed to nurturing students, not just as learners, but as active, faith-driven participants in the world. We encourage students to live out their faith in practical ways.

We believe that the Word of God should provide the basis for all that we do, our goal is that students will be taught to be an example of the believer in word, deed, love, spirit, faith and purity. We believe that our students, staff and parents should work together, by teaching in word and deed in all that we do.

#### **Diversity and Marriage Statement**

Grace Academy believes that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love.

The Grace Academy standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore or reject biblical standards represent diversity in rebellion to God's standards and are unacceptable for the families of Grace Academy. Grace Academy holds to the beliefs as stated in the King James Version of the Bible and asserts that marriage is the union between one man and one woman, and that from the beginning of the creation God made humans in two distinct sexes, male and female.

#### **Statement of Non-Discrimination**

It is the commitment of Grace Academy to provide an academic, Biblical worldview education. Grace Academy does not discriminate on the basis of race, color, sex and ethnic background. This policy is exercised during student admission, hiring of faculty and staff and all school-administered programs.

#### **Statement of Faith**

Grace Academy believes that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which the school operates and is the basis for which the school is governed.

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Grace Academy believes that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

Grace Academy believes in God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him in faith through Jesus Christ, the only way a lost sinner can come to God for salvation. (Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 3:16 and 4:24; 1 Timothy 1:17; Titus 1:3).

Grace Academy believes in Jesus Christ, God's only begotten son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into Heaven, perpetual intercession for His people and personal, visible return to earth. (Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2,8:58 and 11:25; 1 Corinthians 15:3-4; 1 Timothy 3:16; Hebrews 1:8; 1 John 1:2; Revelation 1:8).

Grace Academy believes in the Holy Spirit, who is one with the Father and the Son and is sent to convict the world of sin, righteousness, and judgment and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that he is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit. (Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 8:26 and 15:13,16; Hebrews 9:14).

Grace Academy believes that all people are sinners by nature and choice, falling short of God's standard and breaking His commandments – and therefore are under God's righteous judgment. Yet God saves and gives new life to all who come to Him in repentance and faith, trusting in the Person and work of Jesus Christ. At the cross, Jesus Christ died in our place (and for the sins of all sinners) as our substitute, absorbing God's wrath that should have come upon us. Because Jesus died for the sins of the world and all in the world, the invitation to believe is open to all, and whoever accepts drawing of the Holy Spirit and comes unto Jesus for new life and the forgiveness of sins. Not all will be saved but all can be saved if they will turn to Christ in faith for salvation (Romans 3:23, Acts 3:19, Acts 20:21, Ephesians 2:1-3, Ephesians 2:8-9, 1 John 2:2, John 3:16, Matthew 11:28, Revelation 22:17, John 6:44).

**“Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear.” Hebrews 12:28**



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### Grace Academy Board of Education

Pastor Jordan Smallwood, Chairman

Mr. Robert Gray

Mr. Jason House

Mr. Mike Monroe, Treasurer

Mrs. Peggy Pust, Secretary

### Grace Academy School & Teacher Contact Information for Grades PK-7th

| Name               | Role                       | Email                          | Phone        |
|--------------------|----------------------------|--------------------------------|--------------|
| Beckie Cannon      | Principal                  | beckie@academyofgracepa.org    | 724-963-0098 |
| Vickie Berdine     | School Secretary           | vickie@academyofgracepa.org    | 724-963-0098 |
| Beth Brovey        | Bookkeeper/Art/Fundraising | beth@academyofgracepa.org      | 724-963-0098 |
| Gabrielle Piper    | PK-4                       | gabrielle@academyofgracepa.org | 724-963-0098 |
| Allison McClelland | Kindergarten/1st           | allison@academyofgracepa.org   | 724-963-0098 |
| Heather House      | 2nd/3rd                    | heather@academyofgracepa.org   | 724-963-0098 |
| Jason House        | 4th/5th                    | jason@academyofgracepa.org     | 724-963-0098 |
| Marita Parker      | 6th/7th                    | marita@academyofgracepa.org    | 724-963-0098 |

### School Cancellation due to weather/emergency - Snow Day and/or Emergency

In case of inclement weather, we may delay or even cancel school. However, please note that if the school district you reside in has a two-hour delay and/or cancellation, your child will NOT be counted as absent and/or tardy if we are still having school. We also use the Remind app. ***We encourage you to download the Remind app on your mobile device, so that you will receive text alerts.*** We also post on our school Facebook page.

We will, however, be offering a virtual learning day for snow days! Here is the procedure for remote learning.

- Remote learning will be for students in 1st thru 7th grade. If we close due to inclement weather, we will add to the Remind message that it is a remote learning day. If you or your child does not have accessibility to log on remotely simply email the school office and we will mark your child as an excused absence. Certainly no child will be penalized for not having remote access.

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- For middle school only, your child's teacher will email you a Zoom link to your student's email. For elementary, your child's teacher will email the parents. If your child logs on, they will be marked present! Teachers will cover core classes such as reading, math and english. We will adjust which subjects and how long they will be according to the weather emergency. We will send home books and worktexts with students if possible and if we have enough notice.
- The email with the link will arrive by 9:00 AM on a remote snow day. A few important things for success: please have your child sit at a table with their books, papers, and pencil. We also ask that background noise be kept to a minimum during instruction such as TV, radio, etc.

## 2026-2027 School Calendar

| JULY 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| AUGUST 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

10-12 New Teacher Inservice  
 10-14 Teacher Class Setup-Pick 3  
 13-14 New Teacher Class Setup  
 17 Teacher Inservice  
 18 Student 1<sup>st</sup> Day/Qtr 1

| SEPTEMBER 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

7 Labor Day - No School  
 17 Progress Grades Due  
 24 Qtr 1 Prog Rep Distribution

| OCTOBER 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

20 1<sup>st</sup> Qtr Ends  
 20 Report Card Grades Due  
 21 2<sup>nd</sup> Qtr Begins  
 22 Qtr 1 Report Card Distribution  
 23 11:30 Dismissal (End Qtr 1)

| NOVEMBER 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

11 Veterans' Day - No School  
 25 Progress Grades Due  
 25 11:30 Dismissal  
 26-30 Thanksgiving - No School

| DECEMBER 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

1 Students Return  
 3 Qtr 2 Prog Rep Distribution  
 21 11:30 Dismissal  
 22-31 Christmas - No School

| JANUARY 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |

1 Christmas - No School  
 4 Students Return  
 8 2<sup>nd</sup> Qtr Ends/11 3<sup>rd</sup> Qtr Begins  
 8 Report Card Grades Due  
 14 Qtr 2 Report Card Distribution  
 15 11:30 Dismissal (End Qtr 2)

| FEBRUARY 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

10 Progress Grades Due  
 11 Qtr 3 Prog Rep Distribution  
 15 \*Presidents Day - No School

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**Board Approved Apr 14, 2026**



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### Student Attendance

**Arrival/Dismissal** - We open the main school door from 8:00-8:15 AM for student arrival. Any student who arrives at school after 8:15 AM will be considered tardy. Students will be dismissed at 2:45 PM from the main school entrance door (parking lot side).

For arrival and dismissal, simply get in the car/bus line and school staff will be happy to unload and load your precious cargo at the door! We ask that you stay in your vehicle to keep arrival and dismissal safe and swift.

If your student normally rides a bus, but you are picking them up, please relay this information to the school office asap via phone call or email. If you fail to notify us, your child will be sent home on the bus.

**Early Dismissals** - All students are dismissed at 11:30 AM for all early dismissals.

#### Types of Absences

- **Excused**
- *Full Day Absent*
  - Student is absent for the entire school day.
  - Send an excuse with the student the next day they attend school.
- *Half Day Absent*
  - Students who arrive at school after 9:00 AM or leave before 2:00 PM will be marked as ½ day absent.
  - Send an excuse with the student the next day they attend school.
- *Early Dismissal*
  - Students who leave school after 2:00 PM will be marked as an early dismissal.
  - Send an excuse with the student the next day they attend school.
- *Tardy*
  - Students who arrive at school between 8:16- 9:00 AM will be marked tardy.
  - For every 10 days a student is tardy, they will receive a ½ day absence. Please note: This absence will be counted as an applicable absence.

**NOTE:** Dr. Excuse absences are always excused absences.

- **Unexcused**
- When a student has reached a ten (10) applicable limit of absences, and has no Dr. Excuse, any further absences will be marked as unexcused.
- **Types of Unlawful Absences** - Report to School District in which you reside
- After three (3) days of unlawful/unexcused absences, an official notice will be sent to the school district in which you reside.

#### Types of Excuses

Applicable Absences - Parent Written Excuse - Ten (10) per student per school year.

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- Excuses are due the same day the student returns to school.
- Excuses can be written, emailed or electronically submitted.
- Excuses may NOT be turned in once a quarter has ended.
- Students are permitted ten (10) applicable absences each year.
  - *An applicable absence is any absence for any reason.*
- Ten (10) tardies will equal a ½ day of absence. This ½ day absence WILL be considered part of your applicable absences.

#### **Absence Affecting Academic Standing**

- Once a student reaches ten (10) days absent the school may require a parent conference.
- Once a student reaches a total of fifteen (15) days absent the school reserves the right to have the student repeat their current grade level the next academic year.

#### **Classroom Work Makeup Due to Absence**

- Typically, students have one (1) school day to make up missed work due to absences, per day of absence (i.e., your child missed Monday and Tuesday due to sickness, you have Wednesday and Thursday to complete it, and return it to the teacher on Friday).
- It is the student's/parent's responsibility to be sure that all past/missed work has been completed due to missed days. Please be sure your student has received their makeup work from their teacher.
- Please email/communicate directly with your child's teacher for special circumstances.

#### **Student Sickness Policy**

If your child has a fever, and/or has thrown up *in the last 12 hours*, has a persistent cough, or diarrhea we ask that you please keep your child home from school. Thank you for your cooperation.

In the event of an "emergency sickness" with a student the school will first contact the student's parents or emergency contact located in the student file. If unable to reach any of the above parties, the school will then decide if an ambulance is necessary for the safety and health of the student. If need be, the school will call 911. In this event, the principal or a staff member will accompany the student to the hospital. The school will continue to try to contact the parent until they are reached.

If a student seems to be overly tired and falling asleep in class, parents will be called to come and pick up their child. We do not have an area for students to lie down when not feeling well.

#### **Communicable Diseases**

From time-to-time students may enter school not realizing they may have a contagious condition that may affect other students. Conditions such as pink eye, lice, impetigo, chicken pox, measles, to name a few, are in this category. (This is not a complete listing.)

If any contagious condition is noted or observed, the student will be isolated from other students. Parents will be notified to come to the school and pick up their child and it is recommended that medical attention be sought when necessary.

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The child will be readmitted to school upon receipt of a written report from a medical doctor, when necessary, ensuring that the condition has been corrected and safe for other children in school. It is also standard policy for the child to be brought to school by the parent for the student to be cleared for re-admittance. Once the student has been cleared, they will receive all services including transportation. The school will send home a parent note schoolwide to inform parents of any communicable diseases that your child may have come in contact with.

### **Birthday Celebrations**

Celebration of birthdays will happen at lunchtime or when the teacher specifies. (Parents may provide snacks, cookies, cupcakes, etc.)

### **Bus Behavior Policy**

In order to promote the safety and welfare of our students, we have put into place some bus rules of conduct. Please note that the school district transporting your student also may have additional rules that students will need to adhere to.

The terms “suspension” and “expulsion” are used and refer to school vehicle suspension and expulsion only. However, Grace Academy also may give discipline related to school as well, depending on the offense. Students may not be permitted to ride the bus/van if they have repeated bus discipline.

#### **Bus Rules of Conduct**

1. Students are to obey the bus driver and bus rules at all times.
2. Students are to be seated at all times unless they are boarding or exiting the bus. Wait for the bus to come to a complete stop before standing to exit the bus.
3. Students are not permitted to eat or drink on their bus/van.
4. Students are not permitted to place their arms out the windows and/or throw anything out of the bus window.
5. Students are not permitted to yell loudly, or have any behavior that may distract the driver.
6. Students are to be kind to one another while on the bus.

### **Chapel**

Grace Academy loves to worship Jesus and provide opportunities to do so in multiple ways throughout each day!

In Grades Pre-K through 5th we begin every day with Chapel. Monday – Thursday Chapel is from 8:15–8:25 AM. Students start their day with worship songs, a Bible verse, pledges to the American Flag, Christian Flag and the Bible. This is a great way to start the day!

On Fridays, all students (Pre-K through 7th) will have a Teaching Chapel from 8:15–8:40 AM. We will have an extended Chapel to include a teaching Chapel, and the principal, or Pastor will do a group Bible lesson.

### **Communication/School Communication**

Communication is a must for a successful school year! Grace Academy loves the opportunity to connect and communicate with families!

#### **MySchoolWorx - New for 2026-2027**

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Grace Academy provides parents online access to their student's teacher, grades, assignments, school events, lunches, financial accounts, and more with *MySchoolWorx*. Parents will receive an invitation via email to log in with an assigned password. You may now log into [portal.myschoolworx.com](http://portal.myschoolworx.com). This password needs to be changed upon first log in. You can securely access *MySchoolWorx* from any computer, smartphone, or tablet. A *MySchoolWorx* log-in button is conveniently located on our website. *MySchoolWorx* provides parents help and support at <http://support.myschoolworx.com/>

### **Thursday Newsletter Email**

Schoolwide communication happens weekly. Every Thursday, you will receive our Thursday Newsletter email! It contains information related to the operation of Grace Academy and other items of information that parents/students need to know, such as forms (lunch, permission, field trip, etc.) will be included in this email.

### **Remind App**

The REMIND app is how we will let you know if we have any delays, cancellations, or early dismissals. It is a free app that you can download on your phone.

To Join - Please text to **81010** the following code from your phone - **@6ah34a**

You will receive a welcome text from REMIND.

If you need assistance, contact the office.

### **Teacher Communication to Parents**

Grace is excited to be using *MySchoolWorx* for communication home regarding grades, attendance, lunch orders, discipline, financial and hot lunch statements/payments, as well as medical updates. We encourage parents to login and check out all of these items. If you have login issues, please contact Mrs. Brovey at [beth@academyofgracepa.org](mailto:beth@academyofgracepa.org).

Grace teachers may also choose to utilize Class Dojo.

All teachers have created a syllabus for their classes with helpful information.

### **School/Teacher/Student/Family Struggles**

Even with good communication policies in place, it is possible for potential conflict or misunderstandings to happen. Grace has put together some guidelines we hope will help the process and correct any misunderstandings/conflict. In order for this to happen, it is important to communicate with one another. We ask everyone to follow these steps to keep communication clear and relationships healthy!

- **1<sup>st</sup>** - Go directly to the teacher/parent/person you are having an issue with and discuss the problem.
- **2<sup>nd</sup>** - If you feel that the problem is unresolved after this meeting, set up a meeting with the principal.
- **3<sup>rd</sup>** - If you still feel that the problem has not been resolved, please contact the school office to set up a meeting with one of our board of education members.

### **Scheduling a Teacher/Parent Conference**

Anytime you feel a conference would be helpful, an appointment can be made by contacting your child's teacher. Emailing your child's teacher is the preferred and quickest way to get a response. Teachers do not take calls during class time.

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### Discipline Policy

Grace Academy believes discipline is an important part of educating. Good classroom control means good classroom learning! However, we also believe that discipline should be a non-emotional response from all parties, to correct an issue. We have put this system in place as a way to assure safety for students and teachers. The classroom rules are posted in each classroom.

All discipline infractions will be logged into *MySchoolWorx* for families to view.

#### Damaged Books/School Property/Church Property

If a student damages a book, school item/furniture or church/school property, parents will be billed to replace/repair the book/items/damage/replacement. Any church/school property that a student may damage, will be replaced/repaid at the cost of the parent. Disciplinary action may also be taken.

#### PRESCHOOL DISCIPLINE

##### Preschool Card System

We use the same classroom standards and card colors for preschool. However, they are given a timeout. This approach helps the children to reflect on their behavior without being overwhelmed. When a red card is pulled, the student is sent home for the day.

##### Timeout Guidelines

- 4 years old: 4 minutes
- 5 years old: 5 minutes

#### ELEMENTARY DISCIPLINE

##### Elementary Classroom Standards are as follows:

1. Love the LORD your God with all your heart, all your soul, all your mind and all your strength.
  - a. Follow all directions & procedures.
2. Love your neighbor as yourself.
  - a. Raise your hand to leave your seat/talk in class.
  - b. Use Kind words & keep your hands and feet to yourself.
  - c. Students are to communicate respectfully with one another. (i.e., no tattling or correcting one another)

##### Elementary Card System (Grades PK thru 5th)

How it Works: The card system is set up to help students remember what they are asked to do, and if they make a mistake and do not follow the system, they will be asked to "pull a card."

Card Colors: Note cards are re-set daily. The card system is followed methodically, no jumping of cards, unless it is the red card which is automatically given when a student gets aggressive in word, actions or physical with anyone.

| <i>Elementary Card System</i> | <i>Consequences</i> |
|-------------------------------|---------------------|
|-------------------------------|---------------------|

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|                                                           |                                                                          |
|-----------------------------------------------------------|--------------------------------------------------------------------------|
| White Card                                                | Warning #1                                                               |
| Purple Card (Kindergarten and 1 <sup>st</sup> grade only) | Warning #2                                                               |
| Blue Card                                                 | Prayer & Counsel + 10 minutes off <u>next</u> recess/ free time that day |
| Green Card                                                | <u>1 set of lines and note/email sent to parents</u>                     |
| Yellow Card                                               | <u>2 sets of lines and note/email sent to parents</u>                    |
| Red Card                                                  | <u>3 sets of lines and note/email sent to parents</u>                    |

- White: Warning Card – No Consequences given; just a reminder and encouragement/prayer.
- **Blue:** No Consequences given; just a reminder and encouragement/prayer.
- **Purple:** (PK-4/Kdg/1<sup>st</sup> Only) No Consequences given; just a reminder and encouragement/prayer.
- **Green:** Green Card Alert goes home for parents to sign, and the student writes lines for misbehavior. Alerts are to be returned the next school day.
- **Yellow:** Yellow Card Alert goes home for parents to sign, and the student writes green and yellow lines for misbehavior. Alerts are to be returned the next school day.
- **Red:** Red Card Alert goes home for parents to sign, and the student writes green, yellow and red lines for misbehavior. Alerts are to be returned the next school day.

Once a student has pulled their green and/or yellow cards eight (8) times, the school may require a parent meeting. If a student fails to return their green card the next school day, they will be required to do their lines that next day in school.

If a student hits/kicks/pushes/uses aggressive behavior toward another student or uses foul language they immediately pull their red card. Also, if a student is blatantly disrespectful to a teacher/faculty member/adult (i.e., argues repeatedly, ignores direct instruction, or becomes aggressive, this as well can be an immediate red card).

Red Card Consequences – Please see the red card consequences below. It is important to note that we also can expel/suspend a student right away if aggressive or inappropriate behavior is observed. This can be regardless if it is their first or third red card. Grace Academy reserves the right to take whatever action necessary to keep students, teachers and school a safe place.

- 1st Red Card - After School Detention/Parent Conference
- 2nd Red Card - Suspension and/or probation
- 3rd Red Card - Expelled for the remainder of the year

**“Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear.” Hebrews 12:28**



## **Student Handbook 26-27**

### **MIDDLE SCHOOL DISCIPLINE**

#### **Middle School Discipline (Grades 6 & 7)**

Immediate 10 Demerits (inside & outside school) for the following behaviors:

- Inappropriate use of device/laptop/electronics is a Major Offense (i.e. social media, bullying, inappropriate sexual content, cheating). The student will lose device privileges.
- Drug or alcohol possession or involvement.
- Smoking/Vaping any substance or possession of.
- Destruction of school property or other property.
- Fighting or physical harassment.
- Aggressive behavior (i.e. slamming doors, books, kicking, pushing, etc.).
- Sexual misconduct.

#### **Technology misuse and/or using mobile phones/device/smart watch during school.**

We will collect the device immediately and it will be held in the principal's office. The parent may be required to pick up the item.

- 1st Offense: The student will not be permitted to bring devices to school for 2 weeks
- 2nd Offense: The student will not be permitted to bring devices to school for 1 quarter.
- 3rd Offense: The student will not be permitted to bring devices to school for the remainder of the school year.

Students will have access to computers and computer applications in order to learn and reinforce academic curricula, enhance student creativity, and assist in project development. Each student and parent will receive a set of guidelines for acceptable use of computers at school.

Middle School students may bring their own personal laptop or device to use during school hours. However, they must follow the school computer guidelines and policies. If a student is found to not adhere and follow the set guidelines, they will lose the privilege of being permitted to use their laptop, iPad, tablet or readers at school.

Please Note: The school WILL be looking at our student's social media pages. If deemed necessary, the school will require a parent meeting and/or proper discipline to the student.

#### **Middle School Demerit System**

Those who receive 4 demerits will have detention.

- 1st & 2nd Time: The student will receive detention and will complete a reflection form.
- 3rd - 6th Time: The student may be placed on probation at this step or any future step. The student will receive detention and will complete a reflection form and will complete 1 hour of community service at school after school hours.
- 7th & Time: The student will receive detention and complete a reflection form as well as complete 1 hour of community service at school after school hours. Also, a parent meeting will be held to discuss possible suspension or expulsion of the student.

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## Student Handbook 26-27

### Major Infractions = Immediate 10 Demerits

- Students who receive an immediate 10 demerits will bypass the first few steps in our demerit system and may be suspended or expelled.
- A student can be expelled immediately if aggressive or inappropriate behavior is observed.

### Detention

When a student is in detention, they will complete a reflection form to help them think through and reflect on what behavior caused them to be in detention.

| <b>Behavior</b>                                                                                                               | <b>Warning</b> | <b>1st Offense</b> | <b>2nd Offense</b> | <b>3rd Offense</b> |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|--------------------|--------------------|
| Not following instructions / Unprepared for class / General                                                                   | Yes            | 1                  | 2                  | 4                  |
| Talking out in class / Excessive talking                                                                                      | Yes            | 1                  | 2                  | 4                  |
| Cheating / Lying                                                                                                              | Yes            | 2                  | 4                  | 6                  |
| Classroom Disruption                                                                                                          | Yes            | 2                  | 4                  | 6                  |
| Inappropriate use of device/laptop (minor infraction)                                                                         | Yes            | 2                  | 4                  | 6                  |
| Profanity                                                                                                                     | Yes            | 2                  | 4                  | 6                  |
| Putting hands on another student in a non-aggressive manner (minor infraction)                                                | Yes            | 2                  | 4                  | 6                  |
| Stealing                                                                                                                      | Yes            | 4                  | 8                  | 10                 |
| <b>Destruction of school/church property</b> (major infraction)                                                               | No             | 10                 |                    |                    |
| <b>Drug / Alcohol / Smoking / Vaping / Tobacco</b> (major infraction)                                                         | No             | 10                 |                    |                    |
| <b>Inappropriate joking / Fighting / Aggressive Behavior / Verbal Aggression toward student or faculty</b> (major infraction) | No             | 10                 |                    |                    |
| <b>Inappropriate use of device/laptop</b> (major infraction)                                                                  | No             | 10                 |                    |                    |
| <b>Sexual Misconduct</b> (major infraction)                                                                                   | No             | 10                 |                    |                    |

*\*When a student reaches 4 or more demerits, they will receive a detention or punishment.*

### Dress Code

**“Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear.” Hebrews 12:28**



## Student Handbook 26-27

- Shorts/dresses must be appropriate in length and modesty. Please be sure that a student's shorts/dress/skirt is properly fitting as to cover the student when sitting, standing and playing.
- Girls in Grades PK-3rd are to wear shorts under their dresses.
- The belly button must be covered up; no midriff shirts.
- Spaghetti straps are not permitted.
- Modest necklines, an undershirt must be worn under a V-neck shirt, when needed.
- No inappropriate t-shirts (i.e., secular bands, derogatory messages, skulls, or dark-themed clothing).
- No Hats or Hoodies (no hoods up) are to be worn inside.

### **Outside Recess Dress Code**

Please Note: We do go outside for recess unless it is under 32 degrees or a “feels like” temperature under 32 degrees. Please dress your student in warm clothes, including coats, hats and gloves for cooler weather.

### **Emergency Procedures/Sickness Policy**

The school will not give any student prescription medication without a slip from their doctor. This includes allergy medication, asthma sprays, etc. If your student needs to take prescription medication while in school, the medicine must be brought to the school office in its original prescription bottle and it will be kept in the school office. We will administer over the counter medications (i.e., cough syrup, Tylenol, Advil, or Tums) with a signed permission slip. Please note that you must complete the Student Permission Form in order for your child to be given medication at school.

### **Field Trips**

Each class will go on field trips during the year. For each trip, every child must have a permission slip signed by the parent. Transportation can be by bus/van/carpools. The child’s teacher will notify parents in advance of any extra field trip expenses. *Some of our field trips will be parent-required field trips. In order for your child to participate, an adult will need to be with their child.*

Any payment received for your student and/or family members to attend a field trip is not refundable even if your child or family member can not attend for any reason.

**Field Trip Attendance:** You may take your student home at the end of a field trip. In order to do this, you must sign your child out on the early dismissal sheet, located with your child’s teacher. Please Note: When taking your child early, *they will still be subject to follow our attendance guidelines which will be applied accordingly.*

### **Grades**

#### **Grading Scale**

Grace Academy utilizes the following standard for determining grades:

| <u>Numerical Score Letter Grade</u> |   |
|-------------------------------------|---|
| 90 – 100                            | A |
| 80 – 89                             | B |
| 70 – 79                             | C |
| 60 – 69                             | D |

**“Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear.” Hebrews 12:28**



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0 – 59

F

| <u>Letter Grading</u> | <u>Letter Grade</u> |
|-----------------------|---------------------|
| 90 - 100              | O=Outstanding       |
| 70 - 89               | S=Satisfactory      |
| 0 - 69                | N=Needs Improvement |
|                       | P=Pass              |
|                       | F=Fail              |

### Honor Roll Scale

|                |           |
|----------------|-----------|
| Highest Honors | 4.00      |
| High Honors    | 3.90-3.50 |
| Honors         | 3.49-3.00 |

### GPA/Honor Roll Calculation

|              |
|--------------|
| A = 4 points |
| B = 3 points |
| C = 2 points |
| D = 1 point  |
| F = 0 points |

### Promotions/Retention

Students must pass most classes with a D average or above in order to be promoted to the next grade. If a student received a failing (F) grade in two or more core classes, they will be retained and must repeat that grade level the following school year.

The school will call and schedule a meeting during the 3rd quarter to discuss options for any student who has a failing grade in two or more classes. Parents are always encouraged to call and set up a parent conference at any time if they are concerned about their child's progress.

### Homework

Homework is important but should not be the main source of learning. Each teacher assigns homework to assist the students in their studies. Failure to complete homework will affect the student's grade. We also believe homework should not be an "all night" task with many worksheets and projects. If you find that your student is consistently spending more time than the guidelines below to complete homework, please contact your child's teacher for some help.

**"Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear." Hebrews 12:28**



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| <i>Elementary Homework Guideline/Grade Level Time Limit</i>    |
|----------------------------------------------------------------|
| Kdg/1st Grade = 20 minutes or less                             |
| 2nd/3rd Grade = 30 minutes or less                             |
| 4th/5th Grade = 40 minutes or less                             |
| <i>Middle School Homework Guideline/Grade Level Time Limit</i> |
| 6th/7th Grade = 50 minutes or less                             |

### Inside School Rules

- No running
- Hands must be kept to self at all times
- No gum
- No loud noises/yelling
- No sitting on desks/tables
- Students will follow all lunchroom rules posted in the lunchroom and school

### Lockers

#### Lockers (Middle School only)

It is the right and responsibility of Grace Academy to maintain a safe and secure environment. Therefore, periodic and unannounced locker and campus inspection may be conducted. The school lockers, classrooms, and/or student backpacks may be searched. Please Note: We do not use locks. We do suggest that the student NOT leave anything of great value in their locker overnight.

#### Locker Rules

1. Each student is assigned a locker.
2. Any item found in/on a locker is considered the property of the student to whom the locker is assigned.
3. Any damage or vandalism to a locker is the responsibility of the student to whom the locker is assigned.
4. Lockers **must** be emptied and cleaned prior to or on the last day of classes for students. Any items that are left will be discarded.
5. Students are not permitted to leave items on the floor in front of lockers.

#### Personal Belongings/Lockers

Grace Academy reserves the right to confiscate any personal belongings that are not appropriate for the school environment. The safekeeping of any personal items is the responsibility of the student. Students may NOT sell personal

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items at school. No borrowing/loaning of items at school as well.

### **Lunchroom Policy**

#### **Lunches**

Grace does not offer hot lunch. The students will need to bring their lunches from home. We will not offer “heat ups”. However, we will be offering weekly pizza orders, parent prepared meals, and/or take out from local restaurants that your student can order.

- You may order your student’s meal up to 4 weeks in advance on *MySchoolWorx*. Order cut off is the previous day. Payments can be accepted through *MySchoolWorx* or by turning in cash or a check made out to Grace Academy.
- If school is cancelled you will not be held responsible for that hot lunch payment. If your child is absent or leaves early, we will do our best to adjust your child’s hot lunch account accordingly.
- Unfortunately, we will not be able to take “last minute” orders as food is pre-planned/ordered.

#### **No Caffeine Use for students**

Students are **not permitted** to drink or eat any energy or high caffeine items.

#### **Lunchroom Rules**

These rules were created to make the lunchroom safe and enjoyable for all students. We ask students to follow these guidelines:

1. Stay in your seat, unless given permission from a teacher.
2. Use good manners, eat over your table.
3. Use your inside voice to talk to students at your table.
4. No sharing of food.
5. Students will be called up by their table for trash disposal.

### **Permission for Pictures/Videos**

Pictures and videos will be taken and used in publication on social media websites, print form and any type of form. The picture/video release form is on the student permission form which is sent at the beginning of each year.

### **Services via Intermediate Unit**

#### **Counseling Services**

If a student is struggling with the academic setting or emotions while at school, we can arrange for some counseling through the Intermediate Unit (IU) with their school counselor who does academic counseling. We also offer student/family counseling as needed done by the Chairman (Pastor) of the Grace Academy Board of Education.

#### **Guidance Services**

If a student is struggling, families have a few options.

1. Contact Grace Academy and request some additional educational testing and class adaptations and service plans be

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### **Student Handbook 26-27**

put into place.

2. Contact the principal to request formal academic/psychological testing to be done through the Intermediate Unit (IU).

#### **Speech Services**

If a student is in need of speech services, contact the school and we can set those up through the Intermediate Unit (IU).

## **Technology**

#### **Cell Phones/Mobile Devices/Smart Watches**

Students are not permitted to use any devices or phones during school. Cell phones must be turned off and stored during school hours.

Faculty & staff will use technology as teaching aides in the classroom. However, in the elementary, students will not be using devices, rather they will be using books. We believe that at this age, students learn best with books, pencils and paper.

Students may have access to computers and computer applications in order to learn and reinforce academic curricula, enhance students creativity, and assist in project development. Our acceptable use policy for the internet is as follows:

Students may:

- Use ebooks
- Read approved books
- Take notes in class/studying
- Use Google Drive
- Research (Teacher approved)
- Play educational games

Students may not:

- Use Social Media
- Take photos/videos without permission

#### **iPad/Tablets/Laptops/Personal Devices**

We encourage the use of iPads/tablets in the classroom as an educational device.

All students are expected to exhibit respect for the privacy of others, respect for law and for property. Students have limited privacy in the contents of their personal files and an internet connection.

#### **Students may:**

- Use eBooks
- Read approved books
- Take notes in class/studying

**“Therefore, since we are receiving a kingdom which cannot be shaken, let us have GRACE, by which we may serve God acceptably with reverence and godly fear.” Hebrews 12:28**



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- Use Google Drive
- Research (Teacher approved)
- Email (teacher/school related only)

#### **Students may NOT:**

- Use Social Media
- Play games
- Take photos and videos without permission

We see the iPad/tablet/laptop as an educational tool. It is NOT a computer but a device to help to be more efficient in learning as well as to help students be better organized. If we see the device is a hindrance to the student, we will ask the student NOT to use it for school.

The Internet and other online services at Grace Academy have been established for educational purposes.

#### **Student Responsibilities**

1. Each student will be given a student login and password that will give them access to any school computer. Each student is responsible for any use of computers or network resources performed on that unit.
2. Accessing or attempting to access another user's data will be considered a serious offense.
3. Games are prohibited on school computers as well as any personal computers/devices of the students and may not be played during school hours.
4. Students will refrain from using/viewing/sharing/listening to inappropriate videos/website/music/social media/youtube.

### **Tuition**

#### **Tuition & Tuition Payments**

All families who enroll are asked to sign a tuition contract agreement form along with a scholarship application. This will entitle parents to a "Parent Pay" tuition instead of full tuition. Monthly tuition is due by the 5th of each month. A tuition statement will be provided to you via mail or email through Quickbook. Your account is also visible through *MySchoolWorx*.

#### **Past Due Accounts**

If a problem arises that will result in a missed tuition payment or late payment, it is your responsibility to contact Beth Brovey at [beth@academyofgracepa.org](mailto:beth@academyofgracepa.org), before the payment due date. Failure to communicate and/or pay will result in the school sending official notice of the student's last day of classes until tuition is paid.

If disenrolled for non-payment of tuition and mandatory fees, all charges are required to be paid and must be received before grades, transcripts, or diplomas are issued.

Please Note: Any student with an outstanding account will not be re-enrolled for the following school term and **no report cards or student records will be issued if you have a balance.**

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## Student Handbook 26-27

### Unenrolling a Student During the School Year

- If your child is unenrolled during the school year, you are required to still pay for the entire month that your child leaves, regardless of the day of the month.
- You will be refunded any tuition paid in advance thereafter. For example, if your child is removed from the school on November 1st you will be responsible for the entire month of November. If you have paid through December, you will be refunded for the month of December. Any money raised through fundraisers benefiting tuition is non-refundable. Any scholarships, EDS, EITC, etc. are non-refundable.
- Student Fee and 1st Month Tuition, as well as any monies raised for tuition from a fundraiser, are non-refundable.

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