



Policy Book

2021 - 2022

Grace Classical Academy

2416 Creswell Road, Bel Air, MD 21015

410-734-6111

www.graceclassicalMD.org

Policy Book

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School Profile

Distinctives: Christian (non-denominational)
Classical
Challenging and developmentally appropriate
Highly experienced and classically-trained faculty
Affordable (family friendly “inclusive” tuition); No re-enrollment, book, technology, or activity fees except per sport.

Grade levels: PreK-3 through 12th grade

Location: 2416 Creswell Road
Bel Air, MD 21015

School hours:

Full day Grades 1-12	9:00 - 3:30
Kindergarten	9:00 - 12:00
Kindergarten	12:30 - 3:30
PreK-3 – M/Th.	9:00 – 11:30
PreK-4 – T/W/F	9:00 – 11:30
Before School Care	8:00 – 8:45
Extended Day	12:00 – 3:30
Homework Club	3:45 – 5:00

Contact information:

Educational Director: Deborah Glasgow
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Statement of Purpose

Grace Classical Academy provides a full PreK-3 – 12th grade programming by using engaging methods such as the classical model of education. This model originates from ancient cultures and is based on the Latin word, “Trivium,” which is translated three-fold or three-part way. The three stages of the Trivium are the Grammar stage (grades Pre-K through 6), the Logic or Dialectic stage, (grades 7-8), and the Rhetoric stage (grades 9-12).

Grammar stage instruction focuses on mastering a rich body of information and facts by engaging methods such as songs and jingles. Students in the Logic/Dialectic stage learn how to think analytically and develop their use of inductive and deductive reasoning skills. Rhetoric students polish their writing and speaking skills, helping them to be persuasive and eloquent in oral and written presentations. Our curriculum is thoroughly integrated with the truth of our faith. The goal is to help students develop a Christian worldview and think biblically.

Mission Statement

Grace Classical Academy is dedicated to assisting families in the instruction of their children using the classical model of education. This is accomplished by employing developmentally appropriate and academically challenging methods. Our goal is to equip children to think and act biblically in all areas of life, inspiring them to lead and serve others for the glory of God.

Vision Statement

Equipping children to think and act biblically using the classical model of education.

Statement of Faith

As a nondenominational school, these core beliefs form the biblical underpinnings for our teaching.

- We believe the Bible to be the only inspired, infallible, authoritative Word of God.
- We believe that there is one God, existing eternally in three Persons– Father, Son, and Holy Spirit.
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His physical return in power and glory.
- We believe that for the salvation of lost and sinful man, the Holy Spirit’s regenerating work is absolutely essential; that salvation is based on God’s grace, through faith alone.
- We believe in the ongoing, sustaining work of the Holy Spirit, Who resides in the Christian, enabling each to live a godly life.
- We believe in the resurrection of both the saved and the lost; the saved into the conscious eternal presence of God, and the lost into conscious eternal separation from God.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that marriage is intended by God to be between a man and a woman, and that gender is determined by God at conception.

*In the essentials of the Christian faith, we advocate unity; in non-essentials, we embrace liberty;
in all things, we seek to practice charity, pro gloria Dei, for the glory of God.*

Classical Model

Classical Model

- Traditional back-to-basics approach
- Trivium – historically proven model
 - Grammar (Pre-K–6th)
 - Logic (7th–8th)
 - Rhetoric (9th–12th)

Curriculum – Grammar Stage

- Developmentally appropriate
- Methodology that enhances mastery
- Specifics:
 - Sequential phonics program
 - Literature-based reading
 - Systematic approach to writing and grammar
 - American and world history
 - Unique approach to math and science
 - Cursive handwriting
 - Latin instruction

Curriculum – Grades 7-12

- Dialectic Stage
 - Formal instruction in logic
 - Rich content that develops students' thinking skills
- Rhetoric Stage
 - Instruction in advanced writing and oratory
 - Senior thesis
- Subject Areas
 - Humanities
 - Math
 - Science
 - Foreign Language
 - Bible
 - Core (Logic, Rhetoric, Civics, Debate, Senior Thesis)

Statement of Faculty Qualifications

The faculty of Grace Classical Academy must have a passion for God, a gift for teaching, and a love for children. The minimum educational requirement is a Bachelor's degree, and experience in teaching is preferred. Many teachers at our school have received specialized training in teaching methodologies that support classical instruction. Most importantly, all faculty and staff must be mature Christians, with no exceptions to the school's statement of faith and philosophy of education.

Student / Teacher Ratio

Class sizes:

PreK-3	11	Teacher and Aide
PreK-4	11	Teacher and Aide
K	16	Teacher and Aide
1-12	18-20	Teacher

Admission Policy

It is the policy of Grace Classical Academy to consider admission to any student whose parents support the mission, philosophy, faith statement and policies of the school, and whose educational needs can be met by the program. Grace Classical Academy is a developmentally appropriate school that integrates the Classical model of education with the truth of Christianity.

- PreK-3, PreK-4, K, 1st and 2nd grade students must be the appropriate age before September 1st of the grade for which the student is applying.
- Students entering PreK-3 and PreK-4: Students come to school with a parent for a scheduled observation.
- Students entering grades K - 6: Each student will have an individual educational assessment; submission of current school records are also required.
- Students entering grades 7 and above will be required to submit current school records and attend an interview with parents. Students may also be asked to complete an educational assessment.
- After the application process and assessment/interview are complete, an admission decision will be communicated to parents.
- A student will be considered enrolled when the enrollment contract is signed and returned to the school.
- An application fee of \$125 for grades K-12 and \$75 for grades PreK-3 & PreK-4 should be included with each application.

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

Tuition Information

Contractual Obligations

It is understood that the enrollment contract is a legally binding contract. Parents are bound by the terms stated in the contract when it is signed and returned to the school. Because budgets are based on enrollment contracts, it is not possible to release families from their financial obligation unless there is an extreme situation. We trust that families will honor their word.

Tuition Schedule

The 2021 - 2022 tuition levels for Grace Classical Academy are as follows:

- PreK-3 \$2,375
- PreK-4 \$3,025
- Kindergarten \$5,000
- 1st through 6th \$8,925
- 7th through 12th \$8,975

Application fees:

PreK-3 & 4: \$75, and K - 12th: \$125

Tuition discounts available:

- Sibling Discount: \$500 for each child after oldest (prorated for Pre-K and K)
- Active Military Discount: \$300 off per family
- Early Pay Discount: 2% off family tuition paid-in-full by July 1st

There are no fees for books or materials although there are additional fees for uniforms, field trips and school supplies.

Tuition Payment Options

There are three options for tuition payments.

1. Tuition can be paid in full annually on July 1st for the full year. This payment will be made directly by check to the school, and there will be no service fee.
2. Tuition can be paid semi-annually on July 1st and December 1st. These payments will be made directly by check to the school, and there will be no service fees.
3. Tuition can be paid in 10 monthly installments, which will be set up through FACTS Tuition Management Company and there will be a \$45 annual service fee per family. After your child is accepted and the enrollment contract is signed, the school will provide you with the information needed to register for this service online. FACTS will allow you to set up payments via direct withdrawal from your bank account or by credit card (additional fee if using a credit card). Payments are paid July 1st through April 1st.
4. If paying with FACTS, a \$100 fee per family will be assessed if not registered by June 15th.

Financial Aid Information

Grace Classical Academy tuitions are lower than most area private schools. We recognize that in some cases it may still be difficult for families to afford tuition payments. We have a Financial Aid fund that can be used to help in these situations. This fund is primarily donation-based and may be augmented through fundraising efforts.

Please contact the school for procedures to apply for financial aid.

Traffic and Parking

School begins at 9:00 a.m. and students may arrive at 8:45 a.m. Please do not drop your child off before 8:45 a.m. as student supervision is not available. It is our goal to have the children arrive and depart from school safely. Please help us accomplish this by following these procedures.

Parking

Student Parking – Student Drivers: Students may park in student parking.

Parents and Visitors – Parents may park in the spaces nearest the basketball court and next to the field near the softball diamond.

Faculty and Staff – The spaces in the middle of the driveway and next to the field in the front of the school are reserved for faculty and staff.

Traffic Rules

All cars will enter the campus from route 543. Traffic will be two-way at the main entrance (in front of the mansion) and one-way in front of the school building around the parking spaces. **Please do not change lanes unless directed by staff.**

Due to the high volume of traffic and for your safety we strongly recommend that drivers only make a right-hand turn between the hours of 3:30 – 4:00 p.m. If you need to go south on Route 543 (toward Bel Air), please exit the campus to the right onto 543, turn right at Goat Hill Road, and then turn right onto Route 136. At the traffic light you can then proceed to turn left onto 543. *Please note that student drivers must turn right at dismissal for their safety.*

Morning Arrival

All cars will enter from Route 543 and drive in a **single lane** traveling toward the school building. Cars should proceed to the front of the building stopping at the orange cones. At 8:45, a staff person will be stationed near the flagpoles and direct cars to form a second lane when the first lane is complete. **Children should remain in cars until the whistle is blown by the staff person at the front door.** Pre-K families please display your carpool sign in the driver's side front window. Pre-K students should remain in their car until the teacher or assistant comes to sign them in and escorts them to the building. School personnel are not permitted to unbuckle seatbelts. Cars will be dismissed one lane at a time by the staff person at the front door when all the children are safely in the building. *Please do not change lanes unless directed to do so by a staff person as children may still be moving.*

Pre-K and Kindergarten Dismissal

Pre-K & Kindergarten: Pre-K dismisses at 11:30 a.m. Kindergarten dismisses at 12:15 p.m. Drivers should form a **single** line beginning at the orange cones. *Please display your carpool sign in the driver's side front window.* Children will be dismissed one at a time. Please remain in your car until the teacher brings your child to you. School personnel are not permitted to buckle seatbelts. Pre-K students must be signed out before leaving.

Noon Dismissal

On scheduled half-days, all grades, Kindergarten through 12th Grade, will dismiss at 12:00. If you have older children and it would be helpful to have your PreK-3 or PreK-4 child remain until the 12:00 dismissal, please email or call the office. Our Pre-K teachers have graciously agreed to have the children remain in their classroom until 12:00 on these days.

Traffic and Parking (continued)

Regular School Dismissal for Grades 1-12 is 3:30 p.m.

Please contact the school office if you are delayed. Drivers should form two lanes beginning at the orange cones. The second lane should not begin until the first lane is full to the flagpoles to allow for cars to exit the parking lot if necessary. *Please display your carpool sign in the driver's side front window.* A parent volunteer will list names of carpools and children will be dismissed from the building (Grades 1-6). Upper School students (Grades 7-12) will walk to cars from the front porch when directed by the staff person directing carpool. When all children are safely in cars, the staff person will direct cars to exit one lane at a time.

Late Arrival

Students arriving after 9:00 a.m. will need to have their parent or carpool driver escort them to the office to be signed in.

Early Dismissal

Please try to avoid scheduling appointments during the school day. If scheduling a doctor's/dentist appointment requiring your child to leave before 3:30 is unavoidable, please make every effort to fill out an early dismissal form or send/email a note to the school office the day before the appointment.

Building Security and School Visits Procedures

Security

While we always strive to be gracious, for security purposes it is important that the entrance door to remain locked unless someone is admitted from the office. Each person must be admitted by a staff person only. For safety reasons, please check when you enter or exit that unknown people do not take the opportunity to come into the school building. We ask that you help us with this so that the office is aware of everyone who is coming into the building.

Entering

When coming to the entrance of the school building, please ring the doorbell to the left of the double doors. You will be greeted at the door by a staff member to be let into the building. Please check in at the office to sign in and receive a visitor's badge before visiting any area of the school. We ask that if parents are bringing any lunches, books, etc. to the school for their children that the items be left with the administrative staff in the office to be delivered to students by staff. This is to minimize disruptions to instruction in classrooms.

Exiting

When you are ready to leave the building, please return your badge to the school office and sign out. When exiting, please do not hold the door open for anyone to enter.

Animals on Campus

Before bringing animals/pets to campus, please check with the administration. Please ensure that dogs and other pets remain in cars. We need to ensure the safety of our students.

Discipline Philosophy & Policy

Our discipline policy will focus on teaching and training children and developing character. Children will know they are loved, and the faculty and staff will guide them to obedience. Unacceptable behavior will be addressed so children who are striving to cooperate will not have their education disrupted.

Discipline approaches will be appropriate to the children's stages of development. Policies will be implemented to encourage obedience and principles found in the Bible will be taught and applied.

Student Code

Grace Classical Academy Students will strive to:

- Treat everyone with grace and respect
- Work faithfully and responsibly
- Be truthful and honorable

Pre-Grammar

Students in grades PreK-3 and PreK-4 will learn to follow the routine of the classroom. If any child has difficulty following directions he/she may spend some time in the office with the Educational Director. If there is a pattern of non-compliance, the child's parents will be called and be required to pick up the child from school.

Grades K-6

Students in grades K-6 will each have a "Stamp Calendar." Each child will have the opportunity to earn a stamp every day when they follow the rules of the school. If a stamp is not earned, an explanation will be noted in the calendar space. Awards will be presented for earning 100 stamps and great achievements, etc.

Grades 7-12

Students in grades 7-12 may spend their lunch period in a quiet room for "Logic Lunch" or "Rhetoric Reflections." This will be time spent away from classmates to provide an opportunity to think, reflect and write about the behavior of concern. Lunch visits will be recorded on report cards and parents will receive an email notifying them of the concerning behavior. Logic/Rhetoric lunch may be assigned for behavior concerns and for incomplete homework.

Serious Behavior Concerns

Behaviors such as dishonesty (lying, cheating), defiance, stealing, bullying, gossiping, fighting, unacceptable language and sexual immorality will be handled on an individual basis. Sexual immorality is defined in I Corinthians 6:9, and includes immoral heterosexual and same gender interaction, as well as sexual abuse, sexual harassment, and use of pornography. Any conversation about sexuality and gender identity are unacceptable outside of certain Upper School educational contexts.

The consequence for serious behaviors may be suspension (in school), making restitution or expulsion. A student will receive no credit for work missed if a suspension is served. A parent conference will be required if any of these measures becomes necessary. In the event of expulsion, parents are responsible for the remaining tuition.

Any student initiating or participating in behavior that could be harmful to students, parents, staff or self will be required to remain out of school until the situation has been resolved.

School Communication

Each week the “Grace Classical Chronicle” will be e-mailed to everyone. This is our primary means of communication with our families so please be sure to read the Chronicle to stay current on important communication from the school. You can expect to receive the update each Wednesday unless there is no school on Monday, and then it will be sent on Thursday.

General School Communication

All general correspondence should be emailed to office@graceclassicalMD.org. This includes absences, pick-up, dismissal notes, event questions or questions not specific to a particular person.

Parent / Teacher Communication

At Back-to-School Night in September, each teacher will provide specific contact information. Because our priority is teaching and attending to your children, teachers are not able to respond to e-mails or texts during the school day. If you have an urgent need to communicate, please send a note to the teacher or email the office and we will pass the information on to the teacher. Please respect the home time/after-hours time of our staff and contact them through the office during school time unless there is an emergency. Parents should not expect email/text responses from teachers outside of school hours.

Communicating Sensitive Issues

If you have a concern that differs from clarifying or asking for information regarding your child, we ask that this be handled via an in person conference or over the phone. Email is very helpful in communicating information, but can be less helpful and efficient when discussing concerns. We further ask that discussion of concerns be limited to including only those involved in the situation. If after discussing the concern with the teacher more resolution is needed, please contact the Educational Director. We believe these procedures honor the principles found in the Bible.

Social Media Privacy and Protection

For the safety of our school families, please refrain from posting on social media sites any pictures, videos, or personal information regarding faculty, staff, students or anyone associated with the school. The policy includes all school activities and field trips. Please be aware that there is a private and closed GCA group on Facebook that parents may choose to post pictures for GCA families viewing only. No student pictures will be used on the school’s website, promotional material or the GCA public Facebook page without permission.

Parent Involvement

Parent Volunteer Program

As part of the enrollment contract, each family will be asked to volunteer for one “job” to assist the school. An honor system is used for each family to fulfill their volunteer contractual agreement.

Possible jobs include:

- Lunch/recess duty – one day a week
- Serve on a committee
- Class room parent
- Carpool recorder
- Event coordinator
- Team coach
- Art program assistant
- Library parent

Parent Fellowship/Athletics Booster

Every parent is welcome and encouraged to participate in our Parent Fellowship/ Athletic Booster group. Special events and limited fund raisers are sponsored by our dedicated parent volunteers. Monthly meeting dates will be announced.

PTF Mission Statement

GCA Parent Teacher Fellowship (PTF) is an organization whose goals are to support teachers, parents, staff and students in activities of service, fundraising, fellowship, parent education and prayer.

Attendance Policies

School Attendance

We have a very generous school calendar allowing for time away from school. Please avoid planning vacations during the school year and particularly during the last weeks of school. Your children will miss important instruction and tests/assessments that could affect their academic progress. Students are expected to attend school unless they are ill. Students missing school for reasons other than illness will not be able to make up a test and therefore will receive no credit. Additionally, class work cannot be made up during the last week of school.

Absences / Late Arrivals/ Early Dismissals

Please call or email the school office by 9:15 am if your child will not be in school. An Attendance Form explaining the reason for the absence needs to be sent to the school with your child when he/she returns. The attendance form is available on the school website or in the school lobby. Absences for illnesses or injuries, family emergencies or special occasions such as wedding, graduations, or funerals are marked as excused absences. Please complete the attendance form 3 days in advance for planned absences. All other absences will be marked as unexcused. If an attendance form is not submitted to the office upon student’s return to school, the absence will be recorded as unexcused. If a student is late or absent due to a doctor or dentist appointment, please send in a note from the doctor or dentist as well as the attendance form. Please be sure to have any missed work completed as soon as possible. Work should be completed in the number of days of the time out of school. (Examples: absent 2 days, 2 days to complete work upon return.) Doctor and dentist appointments should be scheduled before or after school hours or during non-school days unless it is for an emergency.

Early Dismissal

If it is necessary for your student to leave school before their dismissal time, please complete the Attendance Form 24 hours in advance and submit to the office. The office will notify your student's teacher(s).

Athletic Events / Drama Participation

To be eligible to play in a game or participate in other after school activities, students need to attend school on days when activities are scheduled.

End of Year Scheduling

It is recommended that families try to avoid planning vacations for the week following the last week of school. This will allow for attending classes should it be necessary to extend the school year due to extreme weather causing school to be closed.

Inclement Weather

In the case of inclement weather, GCA will post closing or delayed opening announcements on WBAL, Fox 45, WJZ, and WMAR by 7:00 a.m. We also use an automated phone alert system. You can expect to receive a phone call, text, and email by 6:45 if school is closed or delayed.

We will follow this schedule if it is necessary to delay opening school:

1 hour delay, opening at 10:00 a.m.

PreK-3 & PreK-4	Begin at 10:00, Dismiss at 12:00
Kindergarten	Begin at 10:00, Dismiss at 12:15
Grades 1-12	Begin at 10:00, Dismiss at 3:30
Lunch 7-12	No Change
Recess 1-6	12:15 - 12:35
Lunch 1-6	12:35 - 1:00

2 hour delay, opening at 11:00 a.m.

PreK-3 & PreK-4	Begin at 11:00, Dismiss at 12:30
Kindergarten	Begin at 11:00, Dismiss at 12:30
Grades 1-12	Begin at 11:00, Dismiss at 3:30
Lunch 7-12	No Change
Recess 1-6	Cancelled
Lunch 1-6	12:30 - 1:00

3 hour delay, opening at 12:00 p.m.

PreK-3 & PreK-4	Cancelled
Kindergarten	Begin at 12:00, Dismiss at 3:30
Grades 1-12	Begin at 12:00, Dismiss at 3:30, No Recess, Lunch times TBD

***On noon dismissal days, Pre-K students may stay until 12:00 if an older sibling is enrolled. The office should be notified if your Pre-K student is remaining until 12:00 p.m.**

Academic Policies

Grading Policies

Students will be assigned work to assess and promote mastery. The assignments may include homework, quizzes, tests, exams, projects, reports and research papers. Assignments are expected to be turned in when due. Late assignments will result in a drop of a letter grade for each day it is late. A grade of 70% is required for passing. Students may not be promoted to the next grade if major subjects are not passed. For any subject where the student earns a final grade below a 70%, summer remediation will be required. Arrangements will need to be made by the parents in cooperation with the school. This will be an additional expense to families.

Academic Progress

Students in grades K-6 will bring home a folder every Wednesday. The folder will contain student work, a stamp calendar, and a newsletter from the teacher. After reviewing the work, please initial the stamp calendar and return the folder to school the next day. Students' papers should be removed from the folder unless otherwise indicated. Any tests scoring below 70% should be signed by a parent and returned to the teacher. Students in grades 7-12 will bring graded work home after it is returned by the teacher. Tests with a grade below a 70% will be sent home with students and also be scanned and emailed to parents for acknowledgement of receipt.

Report Cards, Interim Reports, & Upper School Progress Reports

Report cards are issued quarterly and a traditional letter grading scale is used. Interim reports will be emailed home mid-quarter if there are any grades below 70%, or to communicate other specific concerns. Upper school students, grades 7-12, will be provided a mid-quarter progress report. Report cards and interims should be signed by parents and returned to school the day after receiving them.

Records / Transcripts

Requests for student records and/or transcripts to be mailed to another school or college/ university must be done by completing a request form which is available in the school office. Requests will be honored if tuition payments are current and contracts have been honored.

Honors Classes

Students in grades 9-12 may be invited to participate in Honors classes. To be invited, a student will be recommended by their teacher from the previous year. To have the distinction of being an Honors student, assignments with more challenging levels of thinking will be given. Students must maintain an average of 85 or above and will receive an enhancement in the GPA on their transcript.

Report Cards / Financial Obligation

Student report cards may be held in the school office if tuition payments are not current. If a family's tuition payments are not up to date the week before report cards are issued, they will receive communication from one of the directors reminding them of their tuition status. It is expected that required payments will be made or a payment plan will be approved by the directors in order for report cards to be released to students. If a report card is not released, students will receive their report card envelope with a note stating that parents may view a copy of their child's report card in the office. An official copy will be released when financial obligations have been satisfied. Every effort will be made to work with families to ensure timely receipt of report cards. Students may not be allowed to return to school for the following year if tuition obligations have not been met.

Units of Credit Definition - High School

Academic courses in grades 9-12 are assigned credit values as follows:

Classes per Week	Number of Credits
4 or 5	1
2 or 3	1/2
1	1/4

High School Graduation Requirements

English

Grade	Credit	Hours	Course Description
9	1	5	Humanities English [Antiquities focus]
10	1	5	Humanities English [Middle Ages→Reformation focus]
11	1	5	Humanities English [Early Modernity focus]
12	1	5	Humanities English [Modernity → present focus]

History

Grade	Credit	Hours	Course Description
9	1	5	Humanities History [Antiquities focus]
10	1	5	Humanities History [Middle Ages→Reformation focus]
11	1	5	Humanities History [Early Modernity focus]
12	1	5	Humanities History [Modernity focus]

Science

Grade	Credit	Hours	Course Description
9	1	5	Physics
10	1	5	Chemistry
11	1	5	Biology
12	1	5	Anatomy & Physiology

Math

Grade	Credit	Hours	Course Description
9	1	5	Algebra II
10	1	5	Geometry
11	1	5	Pre-Calculus/Trigonometry
12	1	5	Calculus/Statistics

Language

Grade	Credit	Hours	Course Description
9	1	5	Latin I or French I
10	1	5	Latin II or French II
11	1	5	French I or French III
12	1	5	French II or French IV

*Note: If a student has not had Latin previously, then she/he must take 2 years of Latin.

Core

Grade	Credit	Hours	Course Description
9	.5	3	Rhetoric*
10	1	5	Debate
11	1	5	Civics
12	.5	3	Senior Thesis

Bible

Grade	Credit	Hours	Course Description
9	.5	3	Life of Christ
10	.5	3	Christian Worldview
11	.25	1	Ethics
12	.5	3	Apologetics

*Note: Rhetoric is comparable to a Speech class. As such, it can also be considered as an additional English requirement.

Medication Policy

For the safety of our students at Grace Classical Academy and as required by the Maryland State Health Department the following is required:

1. Immunization Records

A current copy of each student's Immunization Record is required by law to be filed with the office before the first day of school. The school can provide a copy of this form or you may request it from your child's physician. The Maryland State Health Department does make regular audits to ensure all students' records are up to date. If your child receives any new immunizations please be sure to bring an updated copy of his/her records to the school office to be put on file.

2. Record of Physical Examination/Health Assessment (must be updated yearly).

This is a two part form. Part 1 is to be filled out by the parent/legal guardian and Part 2 is to be completed and signed by the student's physician. This may be done at their annual physical. A separate Physical form is required if your child participates in a sport.

3. Prescribed or Over the Counter Medication

Any medication that a student may need during the school year, whether prescription or over the counter (ie: Tylenol, Advil, Allergy medication, Eye Drops, Cough/Cold medication, Itch/Rash cream, etc.) must be sent to the school in its original unopened package and marked with the student's name and grade on the package. If it is a prescribed medication, the medication must be in its original pharmacy issued container labeled with the student's name and dosage printed on it by the pharmacy. **ALL** medications above **MUST** be accompanied by the *Maryland State School Medication Administration Authorization Form* (provided by the school or your child's physician) or we are not permitted to dispense the medication to your child. If you think your child will be in need of any of over the counter medications mentioned above throughout the school year, it's best to ask their physician at their check-up to fill out the papers for you and bring them in with those medications in the beginning of the school year so they will be on hand for your student, as we are not permitted to provide any medication or to dispense any medication without the authorization form from their physician. Please provide one form per medication per student. All medications are kept safely locked in the school office as per the regulations set forth by the Maryland State Health Department. Cough drops and suntan lotion are the only exceptions, but we do require a note from the parent to be sent in along with the cough drops/lotion in their original package marked with your student's name and grade to be kept in the office or with their teacher. Students are not permitted to share suntan lotion due to allergies.

4. Epi- Pens and Inhalers

Any student who requires an epi-pen or an asthma inhaler is required by the Maryland State Health Department to submit their "Allergy Action Plan" (epi-pens)/ "Asthma Action Plan" (inhalers) from their child's doctor in addition to the Medication Administration Authorization Form. If a student is to self-carry it must be documented by the child's doctor on the Medication Administration Form and agreed upon by the school administration that the child is able to responsibly self-carry and administer their own medication. A student must notify the school office if they use a self-carry medication during the school day so it can be documented. *Students requiring an epi-pen will need to have a parent attend field trips if someone with First Aid training is unable to accompany the child's class. Please discuss this with the office.*

Additional Information and Policies

Lunch and Snacks

Students should bring a lunch (and snack) to school. Please include a cold pack as refrigeration is not available. Please pack lunches for grades 1-6 that do not require use of a microwave oven. To preserve the carpets, students in grades 1-6 are asked not to bring carbonated beverages. All students are asked to bring a water bottle. Two water bottles are suggested in warm weather and P.E. days. All students will eat in classrooms. We may have special lunch days when students can purchase items such as pizza or chicken nuggets. Information will be sent from the office when available.

Lockers

Students may be assigned lockers for their use during the school year. Books, lunches, clothing and other personal items may be stored in lockers. No food should be left in lockers overnight, over the weekend, or during school holidays. Lockers are subject to inspection by school teachers or administration. Tasteful non-permanent decorations may be used. For grades 7-12 phones are to be turned off and stored in lockers or backpacks during school hours.

Field Trip Policy

Field trips are a very important part of Grace Classical Academy's curriculum. Seeing and experiencing what students read and learn about in the classroom is a fun and inspiring enrichment to their learning experience. In addition to learning, field trips provide the opportunity for class unity, fellowship and creating memories. To achieve these goals, we ask that these guidelines be followed.

- Children will wear Chapel uniforms unless it would be impractical for the trip. Teachers will indicate which uniform is appropriate.
- Children need to sit in the back seats of vehicles, one child per seatbelt. Booster seat requirements must be followed.
- No electronic devices are to be taken, such as cell phones (grammar school), hand-held electronic games, iPods, smart watches, etc. This is to enhance fellowship between the students and avoid losing expensive devices. Because families have different standards for the music their children listen to and which electronic games they believe are appropriate, we ask that these devices be left home. For this reason, we also ask that movies not be shown in vehicles.
- Students must be chaperoned at all times and follow the directions of the chaperones.
- Upper school students (7-12) may bring cell phones but they are to be turned off for the duration of the trip.
- Student drivers may not drive on field trips.

Epi-pens & Medication for Field Trips

Students requiring an epi-pen will need to have a parent attend field trips if someone with First Aid training is unable to accompany the child's class. If your child takes medication during the school day for a diagnosed condition, it may be necessary for a parent to go on the trip to administer medicine to your child. Please discuss this with the office.

Field Trip - Insurance Driver Permissions Form

Parent drivers are required to have a current and completed Driver Information Form on file in the school office upon the start of the school year. This is required by our insurance company. This will only be required by each parent/chaperone once a year.

Electronics and cell phones

To encourage social interaction and fellowship, students are not to bring a cell phone, MP3 Player, Apple/Android watches, tablets, hand held gaming devices or other electronic devices to school. Cell phones are allowed for students in grades 7-12 only. Cell phones must be turned off and left in backpacks during the school day including lunch and breaks. Violations may result in cell phones being held in the school office. Please call the school if you wish to communicate any information to your child during the school day. They will not receive calls or texts as phones are required to be off. Students may request use of the phone in the school office if it is necessary to make a phone call. Students using any electronic device at school may have it stored in the office until a parent is able to get it from an administrator. This policy applies to all school events and activities.

Laptops

Laptops may only be brought to school for special projects with teacher permission

Uniform Policy

Students are required to wear to all school related activities and events clothing appropriate to his/her gender (gender as assigned by God at birth and as stated on his/her birth certificate). Please purchase all uniforms through Lands' End. Uniforms should be in good repair and fit modestly. Skirts and jumpers are to be knee length. Shirts are to be tucked in.

Girls & boys in all grades may wear a Lands' End fleece (evergreen or navy), **non-hooded** sweatshirt, cardigan, pull-over sweater, Drifter crew sweater, V-neck Drifter sweater or vest.

Sweatshirts and fleeces are required to have the GCA logo.

Logos are allowed but not required on any jumper, shirt, polo, etc.

All clothing should be labeled with student's name.

***Girls kilt style skirt may be purchased from Flynn & O'Hara.**

Leggings are not allowed.

❖ **Girls and Boys in PreK-3 & PreK-4:**

Please have children wear comfortable clothes that can "get messy".

We go outside daily even in cold weather so please be sure to send appropriate outerwear (coats or sweatshirts, hats, gloves).

Shoes:

Secure flat shoes with closed toes, for safety, are required. Tennis shoes are preferred.

No sandals or flip flops.

Hair:

Hair neatly styled out of eyes

Hair color should be a color God has created for hair

Jewelry:

Girls: Earrings - post/stud style in lowest hole

❖ **Girls K- 4th Grades (Grammar)**

Chapel Attire

White blouse with Peter Pan or oxford collar (long or short sleeves)

Lands' End White Plaid jumper- drop waist 2 button style

Navy or black bike shorts underneath jumper

White tights or white knee highs

Fold over white socks in warm weather

Daily Attire

Lands' End polo shirt (evergreen, light blue or white), white blouse (long or short sleeves) or white turtleneck

Lands' End White Plaid or navy jumper- drop waist 2 button style

Navy or black bike shorts underneath jumper

Lands' End navy slacks or shorts with Lands' End White Plaid, navy, brown, or black belt

White socks - short athletic type socks may only be worn with tennis shoes

Navy or white knee highs

Navy or white tights

Shoes:

Shoes must tie or buckle near the ankle (for safety).
Navy, black, or dark brown shoes with an ankle strap or laces.
Plain navy, black, or white low cut tennis shoes.
Tennis shoes with white or matching laces.
No "slip on" shoes such as "Docksiders" or "Sperry".

❖ Girls 5th & 6th Grades (Grammar)**Chapel Attire**

White blouse with Peter Pan or oxford collar (long or short sleeves)
Lands' End White Plaid skirt, A-line, pleated, box pleated or plaid kilt
Navy or black bike shorts underneath skirt
White tights or white knee highs
Fold over white socks in warm weather

Daily Attire

Lands' End polo shirt (evergreen, light blue or white), white blouse (long or short sleeves) or white turtleneck
Lands' End White Plaid, navy skirt, A-line, pleated, box pleated or plaid kilt
Lands' End (top of knee) skirt in White Plaid, or navy
Navy or black bike shorts underneath skirt
Lands' End navy slacks or shorts with plaid, navy, black, or brown belt
White socks - short athletic type socks may only be worn with tennis shoes
Navy or white knee highs
Navy or white tights

Shoes:

Shoes must tie or buckle near the ankle (for safety).
Navy, black, or dark brown shoes with an ankle strap or laces.
Plain navy, black, or white low cut tennis shoes.
Tennis shoes with white or matching laces.
No "slip on" shoes such as "Docksiders" or "Sperry".

❖ Girls P.E. Uniforms

Students in grades **K-8** are required to purchase a P.E. uniform from Land's End.
Students in grades K-6 will wear P.E. uniforms to school on their scheduled P.E. day. The uniform includes a gray t-shirt, Evergreen or navy sweatpants, mesh shorts or track pants. Uniform may be accompanied by an Evergreen or navy crew sweatshirt or hooded pullover sweatshirt on cooler weather days. Students must wear tennis shoes with athletic socks. A modest fit is required.

❖ Hair**Girls Pre-K- 6th Grades**

Hair neatly styled out of eyes
Hair color should be a color God has created for hair

- ❖ **Jewelry:**
Girls Pre-K - 6th Grades
Earrings – post/stud style in lowest hole
A simple watch is acceptable
- ❖ **Make-up:**
Girls Pre-K - 6th Grades
No make-up
- ❖ **All girls should wear white or flesh toned undergarments under white polo shirts and blouses. Undergarments should not be visible.**

Special Occasion Attire for concerts, programs, banquets and 6th Grade Graduation

- ❖ **Girls K - 6th Grades**
Chapel uniform or modest fitting (knee-length) dresses or skirts and blouses may be worn. Dresses must have two straps and spaghetti straps should be worn with a shrug or sweater. Please assure a modest neckline fit. No leggings, no visible undergarments.

Shoes:

Flat shoes with a back or back strap
Sandals with a back strap are acceptable
No flip-flops

- ❖ **Girls 7-8th Grades (Logic School Attire)**

Chapel Attire

White blouse with oxford collar (long or short sleeves)
Lands' End White Plaid skirt, A-line or pleated
Navy or black bike shorts underneath skirt
Navy tights or knee highs

Daily Attire

Lands' End evergreen, classic navy, light blue, or white polo shirt (long or short sleeves)
Lands' End white or light blue blouse (long or short sleeves)
Lands' End White Plaid or khaki skirt - A-line, pleated, box pleated (box pleated only available in khaki) or plaid kilt
Navy or black bike shorts underneath skirt
Khaki slacks with plaid belt or brown leather belt – no stretch fabric slacks.
Khaki knee length shorts (Bermuda style) from Lands' End with plaid or brown leather belt
Lands' End Evergreen cardigan sweater, V-neck with white edging
Lands' End Evergreen longer length cardigan sweater, V-neck with front pockets

Socks:

With plaid - navy socks, knee highs or tights
With khaki - white or socks, knee highs or tights
Ankle length white socks are acceptable

Shoes:

Dark brown or tan leather-type shoes (no higher than ¾-inch heel, such as Sperry topsiders)

❖ **Girls 7-8th Grade P.E. Uniforms**

Students in grades 7-8 are required to purchase a P.E. uniform from Land's End and to bring the P.E. uniform to school and change before P.E. class. The uniform includes a gray t-shirt, Evergreen or navy sweatpants, mesh shorts or track pants. A modest fit is required. Uniform may be accompanied by an Evergreen or navy crew sweatshirt or hooded pullover sweatshirt on cooler weather days. Students must wear tennis shoes with athletic socks.

❖ **Hair**
Girls 7-8th Grades

Hair neatly styled out of eyes
Hair color should be a color God has created for hair

❖ **Jewelry:**
Girls 7-8th Grades

Earrings – post/stud style in lowest hole
Additionally, a simple necklace and one additional earring, and a simple ring
A simple watch

❖ **Make-up:**
Girls 7-12th Grades

Natural foundation, blush and mascara

❖ **All girls should wear white or flesh toned undergarments under white polo shirts and blouses. Undergarments should not be visible.**

❖ **Girls 9-12th Grades (Rhetoric School Attire)**

Chapel Attire

White blouse (long or short sleeves)
Lands' End White Plaid A-line, pleated skirt or plaid kilt
Navy or black bike shorts underneath skirt
Pantyhose-flesh tone, navy tights or navy knee highs

Daily Attire

Lands' End white or light blue blouse (long or short sleeve)
Lands' End Evergreen, classic navy, light blue, or white polo shirt (long or short sleeves)
Lands' End White Plaid or khaki A-line, pleated, box pleated skirt (box pleated only available in khaki) or plaid kilt
Lands' End Evergreen cardigan sweater, V-neck with white edging
Lands' End Evergreen longer length cardigan sweater, V-neck with front pockets
Navy or black bike shorts underneath skirt
Khaki slacks with plaid belt or brown leather belt

Socks:

With plaid - navy socks, knee highs or tights
With khaki - white or khaki socks, knee highs or tights, no "no-show athletic" socks
Pantyhose (flesh tone) also allowed, no athletic socks

Shoes:

Dark brown, tan or black leather or leather-like flat shoes, avoid slipper type shoes

- ❖ **Hair:**
Girls 9-12th Grades
 Hair neatly styled out of eyes
 Hair color should be a color God has created for hair
- ❖ **Jewelry:**
Girls 9-12th Grades
 Earrings – post/ stud style in lowest hole
 Additionally, a simple necklace and one additional earring, and a simple ring or school ring (Grades 11-12th)
 A simple watch
- ❖ **Make-up:**
Girls 9-12th Grades
 Natural foundation, blush and mascara
- ❖ **Girls in 12th Grade**
 Additional Senior privileges will be considered
- ❖ **All girls should wear white or flesh toned undergarments under white polo shirts and blouses. Undergarments should not be visible.**

Special Occasion Attire for concerts, programs and banquets

- ❖ **Girls 7-12th Grades**
 Chapel uniform or same as Pre-K through 6th. Please assure a modest neckline.
 (no visible “cleavage”)

Shoes:

Shoes with “safe for walking heels” and a back strap may be worn.
 No flip-flops

Special Event Attire - Dances, Dinner Cruises, Senior Events, Prom
****Please note this policy applies to students and guests.***

- ❖ **Girls 7-12th Grades**
 Modest fitting dresses, knee length or longer / tea length or full length
 Modest neckline (no visible “cleavage”)
 Strapless is acceptable
 Appropriate undergarments must be worn and not be visible

Shoes:

No flip-flops

❖ **Senior Event, Prom – Grade 12**

Formal attire with same requirements as Special Events

❖ **Baccalaureate Service – Grade 12**

Modest fitting knee length white dress

No cleavage or visible undergarments

Slips are required

Shoes:

White shoes with backs or back straps, no flip-flops

❖ **Commencement – Grade 12**

Same as Baccalaureate Service to be worn with Grace Classical Academy Cap and Gown

Conservative earrings and necklace

❖ **Boys K-6th Grades (Grammar School Attire)**

Chapel Attire

White oxford shirt (long or short sleeves)

Lands' End White Plaid tie

Lands' End navy slacks or shorts with a black or navy belt

Daily Attire

Lands' End evergreen polo, light blue, or white polo (long or short sleeves) or white turtleneck

Lands' End navy slacks or shorts with a black belt

White or navy socks

Ankle socks acceptable with tennis shoes only

Shoes:

Shoes must tie near the ankle for safety

Plain white, navy, or black low cut tennis shoes with white or matching laces

Dark brown or black leather type shoes with laces also permitted

No "slip on" shoes such as "Docksidiers" or "Sperry"

❖ **Boys P.E. Uniforms**

Students in grades K-6 are required to purchase a P.E. uniform from Land's End and will wear P.E. uniforms to school on their scheduled P.E. day. The uniform includes a gray t-shirt, Evergreen or navy sweatpants, mesh shorts or track pants. A modest fit is required. Uniform may be accompanied by an Evergreen or navy crew sweatshirt or hooded pullover sweatshirt on cooler weather days. Students must wear tennis shoes with athletic socks.

❖ **Hair:**

Boys K-6th Grades

Hair neatly styled out of eyes

Hair color should be a color God has created for hair

❖ **Jewelry:**

Boys K-6th Grades

A simple watch is acceptable

Special Occasion Attire for concerts, programs and banquets

❖ Boys Pre-K through 6th Grades

Chapel uniforms or solid dress shirt with tie
Solid slacks with a belt, no shorts

Shoes:

Dress shoes preferred

❖ 6th Grade Graduation (Graduates)

Chapel uniform or solid dress shirt with tie
Slacks required, no shorts.

Shoes:

Dress shoes are required with dark socks.

❖ Boys 7-8th Grades (Logic School Attire)

Chapel Attire

Lands' End white oxford shirt (long or short sleeves)
Lands' End White Plaid tie
Khaki slacks with brown belt

Daily Attire

Lands' End white or light blue oxford shirt (long or short sleeves)
Lands' End Evergreen, classic navy or white polo shirt (long or short sleeves)
Khaki slacks with brown belt
White, brown or tan socks

Shoes:

Dark brown or tan leather type shoes that tie or loafer style

❖ Boys 7-8th Grade P.E. Uniforms

Students in grades 7-8 are required to purchase a P.E. uniform from Land's End and to bring the P.E. uniform to change before P.E. class. The uniform includes a gray t-shirt, Evergreen or navy sweatpants, mesh shorts or track pants. A modest fit is required. Uniform may be accompanied by an Evergreen or navy crew sweatshirt or hooded pullover sweatshirt on cooler weather days. Students should wear tennis shoes with athletic socks.

❖ Hair:

Boys 7-8th Grades

Neatly trimmed, styled out of eyes
Hair color should be a color God has created for hair
No facial hair - clean shaven

Jewelry:

Boys 7-8th Grades

A simple watch is acceptable

Special Occasion Attire for concerts, programs, and banquets

❖ **Boys 7-8th Grades**

Chapel uniform or
Solid dress shirt with tie
Solid slacks with belt, no shorts

Shoes:

School or dress shoes with dark socks

❖ **Boys 9-12th Grades (Rhetoric School Attire)**

Chapel Attire

White oxford shirt (long or short sleeves)
Lands' End White Plaid tie
Khaki slacks with brown belt

Daily Attire:

Lands' End white or light blue oxford shirt (long or short sleeves)
Lands' End Evergreen, classic navy, light blue, or white polo shirt (long or short sleeves)
Khaki slacks with brown belt
White, brown, or tan socks

Shoes:

Dark brown or tan leather-type shoes that tie or loafer style

❖ **Hair:**

Boys 9-12th Grades

Neatly trimmed, styled out of eyes
Hair color should be a color God has created for hair
No facial hair - clean shaven

❖ **Jewelry:**

Boys 9-12th Grades

A watch and a school ring

Special Occasion Attire for concerts, programs, and banquets

❖ **Boys 9-12th Grades**

Chapel uniform
Solid dress shirt with tie
Solid slacks with belt, no shorts

Shoes:

School or dress shoes with dark socks

❖ **Special Event Attire – Dances, Dinner Cruises, Senior Events, Prom**

**Please note this policy applies to students and guests*

❖ **Boys 7-12th Grades**

Dress shirt and tie

Dress slacks with belt, no shorts

Shoes:

Dress shoes with dark socks. No tennis shoes.

❖ **Senior Event, Prom – Grade 12**

Formal wear or suit

Shoes:

Dress shoes with dark socks. No tennis shoes.

❖ **Baccalaureate Service – Grade 12**

Chapel uniform or

Solid colored dress shirt and tie

Dress slacks with belt

Shoes:

Dress shoes with dark socks. No tennis shoes

❖ **Commencement – Grade 12**

White shirt with GCA tie or conservative tie

Dark dress slacks with belt

Shoes:

Dress shoes with dark socks. No tennis shoes

Worn with Grace Classical Academy cap and gown

❖ **Appropriate attire is required for all GCA events.**