



GEORGETOWN
CHRISTIAN ★ ACADEMY

Student & Parent Handbook

This handbook is distributed via email and a read-receipt is acknowledgment of notice and acceptance.

Mission Statement

Our mission at Georgetown Christian Academy is to provide students with a firm foundation of faith, a heart centered on Christ, and a commitment to academic excellence.

Vision Statement

Georgetown Christian Academy is dedicated to providing Christ-centered education through biblical and academic standards that will leave a lasting impact on generations to come.

Statement of Faith

Georgetown Christian Academy is a Christian educational ministry dedicated to hold God's Word high and proclaim Him and His salvation. We will continuously apply all of the below elements of "what we believe" in our daily teaching to our students, in our program activities and our hiring practices. We recognize that our students will contribute to the Christian community after leaving our program and we are proud that we will instill such beliefs among our students and families.

School Verse

Trust in the Lord with all your heart, and lean not on your own understanding; In all your ways acknowledge Him, and He shall direct your paths. Proverbs 3:5-6 NKJV

Lion and Shield

GCA has adopted the Lion and Shield as part of our mascot and visual representation.

The shield symbolizes the protection parents want to provide their children, the safety kids want to feel, and the armor of God that the word provides.

A lion's profile boldly sits within the shield as a representation of Christ, the Lion of Judah, a beacon of light, bravery, and courage.

Colors

Navy and Gold

What We Believe

We believe the Bible to be the inspired, infallible, authoritative Word of God revealing the love of God to the world.

1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

Matthew 28:19; John 10:30; Ephesians 4:4-6.

We believe God created all things.

Genesis 1-11

We believe in the regeneration and renewing of the Holy Spirit for salvation.

Titus 3:5

We believe God gave his only son to be sacrificed and died on the cross so that we can have eternal life through Him.

John 3:16, 5:24; Ephesians 2:8-9

We believe that God deserves all our praise and worship.

John 4:23-24

We believe in the Biblical definition of marriage, that God created man and woman as unique biological persons made to complete each other and we believe that marriage is exclusively the union of one genetic male and one genetic female.

Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9

We believe that children deserve to have our whole heart and to be fed the Word of God.

Proverbs 22:6

We believe that we will compel our students to be founded in the Fruits of the Spirit.

Galatians 5:22-23

At Georgetown Christian Academy (GCA) our commitment is first to our God and second to our students and families. Our admissions process does not discriminate as to race, color, age, gender, disability, marital status, national origin. We strive to offer our students the best curriculum, love and structure to meet their educational needs. To do this, we have nurtured a culture that supports both the students and team members so they can be the best members of our community as they leave our school. Therefore GCA herein adopts the following Student & Parent Handbook.

Patriotism & Worship

GCA believes that it is important to show honor and respect to our God, country and state. We achieve this through reciting the Pledge of Allegiance in the classroom, in assemblies and at the recognition of any patriotic holidays or events. We also recite the Texas Pledge as well as the Christian Flag Pledge.

Parent Involvement

Parents are encouraged to be involved in their student's experiences while attending GCA. Parents are welcome to work in the classroom and other events and are encouraged to play an active role in extracurricular activities. Children will be more involved and better students when parent support is evident.

Record Changes

It is the responsibility of the parent to notify GCA of any changes to name, addresses, email, phone numbers, insurance and medical conditions as it relates to the student.

New Student Admissions

All new students will be required to complete an application. Then the student will need to meet with the Principal of GCA and the teacher assigned for that student to do preliminary academic testing to ensure that the student will be prepared for the year ahead. If necessary, outside academic preparations may be recommended to be on level with the curriculum and the success of the student at GCA.

Returning Students

Parents of returning students will be notified via email of registration deadlines and dates and will be required to submit the information electronically.

A student returning after one-year separation from GCA will be required to go through the New Student enrollment process.

Returning students to GCA will be reviewed based on behavioral and academic progress.

Students who are not readmitted to GCA will be notified in writing. Low grades, lack of interest, violation of rules, inappropriate behavior, etc., are some of the reasons for not being readmitted.

Teacher input will be weighed very heavily in determining readmission.

All accounts must be kept current. GCA will hold all transcripts and grade cards until all accounts are current.

Students will only be allowed to re-enroll or begin the new school year if their account is current.

Any outstanding money, fees, paperwork, and/or materials (including textbooks, library books, etc.) must be cleared by the Administration Office before a student will be allowed to start school.

Tuition and Fees

All students at GCA are expected to contribute financially to the cost of their education.

Annual Tuition funds the full-time classroom instruction and distance learning as applicable.

Extended Day Tuition funds the part-time classroom leaders outside the normal school day.

Annual Registration fees and/or Application Fees are to off-set additional administrative time, curriculum, supplies, field trips and technology required for enrollment.

Additional student fees for instances outside of tuition may be invoiced, such items may be book fees and class activities. These vary by grade and will be invoiced separately and will be notified by the teacher.

Mid-Year enrollment does not negate paying the total Annual Tuition, however GCA will consider partial Tuition based on enrollment dates. GCA will not prorate any month of enrollment and will charge a full month's tuition regardless of the date of the month enrolled.

GCA reserves the right to assess students for damages to any GCA property or equipment caused by the student's actions.

All annual student assessments, such as Registration Fee, Enrollment Fees, as well as any yearly book usage or supplies fees are non-refundable and non-transferable from one student to another or from one school year to another.

The full amount of annual Tuition after the reduction of any financial assistance or discounts shall be paid in full. The full amount of tuition is non-transferable from one student to another or from one school year to another.

Annual tuition is managed by FACTS Management System and will be an paid in one of the following ways:

- 1 Payment*Qualifies for a 3% Discount
- 2 Payments (August & January)
- Monthly Schedule (Aug - May)
- Bi-Monthly Schedule (Aug - May)

FACTS Management System charges an annual one-time fee for using their portal for the above payment schedule. Those fees are retained by FACTS and not part of GCA's Tuition and Fees. That annual fee varies from year to year and is maintained by FACTS.

Multi-student discounts are offered to legal siblings living in the same household. The first student will be charged full tuition. Discounts are 10% for the second student and 20% for 3rd and more. Sibling discounts are not applicable if on Financial Assistance.

Multiple Discounts (Sibling, Staff, or Tuition Assistance) does not apply. GCA will award the greatest discount available towards Annual Tuition.

Tuition is billed from August to May through the installment plan.

Tuition increases and payment schedule adjustments will be done in the Spring before the next school year. Notification of changes will be sent out via email and posted online.

Only under specific circumstances will a student/student's family be eligible for a refund of the annual Tuition.

1. Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
2. Job related transfer of parent or guardian beyond a 75-mile radius of the City of Georgetown or loss of job.

3. GCA determination, with family involvement, that the student would be best served by another program due to medical or learning requirements that are unable to be met by GCA.

Should any of the above occur; the amounts owed towards annual Tuition will be assessed for the entire month that has the last day of attendance. GCA will not calculate daily amounts owed for any mid-month withdrawal.

GCA will remove remaining funds owed from FACTS online portal.

No refund will be given if monies are owed on any other account. The amount owed must first be paid or will be deducted from the refund due.

Invoicing and Late Fee

GCA uses the FACTS Management Program for all tuition management. The online portal outlines all terms and conditions and all late fees.

Returned Checks

GCA charges \$30 for each returned check or payment. Anytime a returned check is received, cash, a cashier's check or a money order in the amount of the returned check plus the \$30.00 returned check charge is required within 10 business days. GCA may also hold all grade cards and records until all accounts are current.

Non-Current Financial Accounts

FACTS Management notifies families that payments for tuition have been returned for insufficient funds or invalid payment methods. After three (3) instances of returned tuition payments GCA will notify the parents that classes are discontinued until all accounts are paid and current. After ten (10) school days, if accounts are not current, the student will be considered disenrolled from GCA.

Disenrollment from GCA will result in forfeiture of tuition paid to GCA and will not negate the obligation to pay GCA for tuition in full for that semester.

GCA will hold all transcripts and grade cards until all accounts are current.

Students will only be allowed to re-enroll or begin the new school year if their account is current.

Financial Assistance (Applications Renewed Annually)

Financial Assistance (Grant Aid) information is distributed according to requests and availability of funds. Applications are generally available after February 1st, and the deadline to submit the application with all required supporting documentation is April 30th. The application will be sent via email by GCA and administered by FACTS Management Grant and Aid.

Funds for financial assistance are limited and disbursed based on financial need. Students requesting financial assistance must be enrolled as a returning student or have a new student application in process at the time of applying for aid.

Financial Aid will be awarded to applicants during the summer for the upcoming academic year.

Student Withdrawal Procedures

The procedures listed below should be followed when a student withdraws from GCA for any reason.

1. Notify the Administration Office in writing of the exact date of withdrawal as soon as possible.
2. For voluntary withdrawal, write a letter informing the school of the reason for withdrawal. Please include a forwarding address and the next school the student will be attending, if possible.

All books must be turned in and fees paid as required by GCA and the notification by parent or legal guardian must be submitted before the student is considered officially withdrawn.

No records will be released or applicable refunds issued until this step is completed.

Request any applicable refund in writing to the Administrator. The request may be submitted in a separate letter or included in the notification of withdrawal. Refund checks are made payable to the person who specifically signed the tuition check or paid tuition electronically. (Allow up to four weeks for refund checks after withdrawal is complete.)

Withdrawal prior to the first day of school is allowed and any tuition paid prior to the first day of school will be returned within four weeks of the withdrawal notification submitted. This refund will exclude any Enrollment / Application or Registration fees.

Withdrawal for any reason other than exceptions stated previously, including expulsion, will result in forfeiture of tuition paid to GCA and will not negate the obligation to pay GCA for tuition in full for that semester.

School Management Software

GCA has the right to implement an online software system that may offer a more streamlined system than in place currently. Requirements of parents to update the information as necessary will be relayed with deadlines to adhere to so that the transition is seamless.

Student Searches

The administration team reserves the right to search students' personal possessions, including but not limited to: students' backpacks, electronic devices, and desks if the need arises.

Student Cell Phones and Electronics

Cell phones, or any device that can send and/or receive messages, are not allowed to be turned on during school hours without direct teacher permission. All such devices must be turned off and in the student's backpack. Electronic devices may only be used in BYOD classroom situations. Any electronic devices, including SMART watches (or other electronic media), that are taken away during school hours will be given to the Principal, and the student will need to go to the office to get the item back. If any such electronic device is confiscated, students will be able to pick it up at the end of the day.

Parent Teacher Conferences

Annual conferences are scheduled by the respective teacher to give an update and progress report on the student. However, parents are encouraged to arrange parent-teacher conferences before or after school if desired. The Principal will only be involved if requested by the parent, teacher, student, or as deemed necessary by the situation at hand.

Communication

GCA will send a newsletter and other forms of communication via email. Teachers will be in communication with parents via telephone, email and notes in the weekly folders. This is to ensure parents are made aware of all that is going on at GCA.

School Calendar

GCA tries to follow the GISD District Calendar for holidays and closures. GCA reserves the right to make any additional changes or closures to best suit the needs of the program. The school calendar will be posted online on the school website.

Holidays

GCA recognizes that the “world” we live in celebrates a variety of holiday’s. GCA is a Christ-Centered program, and any holiday GCA celebrates will always circle back to the firm foundation of Jesus Christ as our Lord and Savior. GCA uses discretion and will notify parents in advance of any holiday celebrations so that parents may elect to send their student to school on that day.

Special Holiday Guidelines

Halloween

GCA does not celebrate Halloween.

Thanksgiving

GCA will emphasize the importance of the first Thanksgiving and the many things for which we are thankful, such as family, religious freedom, health, etc.

Christmas

GCA will focus on the Birth of Christ. The Christmas story will be read out of the New Testament, or Abeka material. If Santa Claus comes up in the classroom it is approached as the fact there was a Saint Nicholas who gave gifts to children and all questions will be directed to the parents.

Valentine’s Day

GCA will promote friendship, including friendship with Jesus. Students will be encouraged to give valentines to each other in the classroom.

Easter

GCA will explain, emphasize and focus solely on the Resurrection of Jesus Christ. Should bunnies, eggs, etc. be used, it will be to teach the Resurrection story and/or a new life in Christ.

Transportation/Parking

Drivers transporting students to and from school should comply with all “drop-off and pick-up” rules. These rules promote safety and expediency.

School Supply Lists

Supply lists as it relates to each incoming grade level will be distributed in the summer months prior to school either by email or listed on the GCA website. Supplies will be brought to school on the Meet the Teacher evening when scheduled.

Fundraising

GCA is a non-profit organization as determined by the internal revenue service. As a non-profit organization we will hold one (1) annual Read-A-Thon that all students and families will be asked to participate in. These funds raised will be used to further the academic and educational needs of the program.

Attendance

If your student is absent, please notify GCA by calling 512-868-9903.

Under the TEA Compulsory law section §25.085,[3] compulsory attendance applies to students who are at least six years old as of September 1 of the applicable school year.

In keeping with this statute, it is our desire to cooperate with the families of our students by keeping attendance problems to a minimum.

Absences will be recorded daily by the teachers. Part of the educational process is to learn discipline and responsibility in order to develop characteristics of good citizenship. Therefore, GCA expects our students to be in class.

We expect our parents to support GCA staff with these issues.

A student may not miss, for any reason, more than ten (10) days of any one class in a semester.

If a student does miss more than ten (10) days of class, each day afterward the student will be placed on attendance probation and may not make up any work, quizzes, or tests.

On rare occasions, the Principal will give exceptions for absences.

There will be an Attendance Review at seven (7) absences. Students and/or Parents are expected to communicate with teachers or the Director prior to all planned absences to verify the due date of all homework, quizzes, and tests.

Abuse of the attendance policy may result in disenrollment and will not negate the obligation to pay GCA for tuition in full for that semester.

Illnesses

For the well-being of your student and his/her classmates, a student will not be admitted to school if he or she has:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Temperature of 100 degrees or above. A child must have a temperature below 100 degrees for 24 hours before returning to school without taking a fever reducing medication.
- Diarrhea (3 or more episodes of loose stools in 24 hours). A child must be diarrhea free for 24 hours without the use of diarrhea suppressing medications.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. A child should have one or two meals without vomiting before returning to school. Your child may be sent home from school for vomiting one time.
- Please notify the school if your student has a communicable disease. In accordance with Texas state requirements, after a student has had a communicable disease, such as chicken pox, pink eye, impetigo, etc., he/she will be readmitted to school only upon written approval of an attending physician.

Parents must call regarding student absences as early in the school day as possible at 512-868-9903.

COVID-19

We now understand that the coronavirus that causes COVID-19 isn't going away, however GCA has adopted the policy that we navigate the way we would under the "illnesses" section of this handbook regarding any student that may not be feeling well.

Make-Up Work

If a student knows that he/she is going to be absent and receives approval for the absence, along with assignments to be done, those assignments are due in accordance with the teacher's instruction and the student must take any quizzes or tests which are given, even if it is the same day of his/her return. On the other hand, if a student has an emergency absence such as illness, a death in the family, unexpected family matters, the student will be given a day for every day absent to make up for the work missed after returning to school. If there is some question as to

the amount of makeup time permitted, the parent should immediately contact the teacher for a parent/teacher conference.

Tardies

Thank you for making every effort to have your student at school on time. A lifelong habit of being on time will be established for your student.

Students arriving after the regular school day starts must have a parent explain the reason for being tardy. A parent must accompany the student to the office and sign him/her in. Persistent tardiness will result in a teacher conference to address the situation.

For each ten (10) days of being tardy will result in an unexcused absence.

Leaving Campus or Class During a School Day

Students who leave school during the school day must be picked up and signed out by a parent/guardian at the office.

Snow or School Delay

When GISD has an abbreviated day or cancellation due to snow or any other situation, GCA will do the same. The abbreviated school day will be a two-hour delay (from the normal start time) and dismissed at regular time. Parents will receive a text or email notification regarding a cancellation or delay. You may also listen to the local TV stations for notices of abbreviated days or cancellation. Class schedules will be available at school. If school is canceled, the school will announce later if a makeup day will be required.

Optional Days

Teacher in-service days are conducted periodically throughout the school year. Attendance is optional during this time at a fee of \$30 per day; per student. These days are noted on the School Calendar. The fee will be invoiced on the following month's tuition invoice or as necessary. These fees are not included in the Extended Day Annual Tuition.

Extended Day

GCA offers Extended Day from the hours of 3:15 p.m. to 6:00 p.m. This is an additional fee outside of annual tuition. If you are interested in enrollment for Extended Day please see the administrative office. Students enrolled in Extended Day and not picked up by 6:00 p.m. will be billed at the rate of \$1.00 per minute after the 6:00 p.m. time. This fee will be invoiced on the following month's tuition invoice or as necessary.

Visitors

Prospective students who wish to visit our campus (“Shadow” a student) should make special arrangements with the Administration Office a minimum of one week before the visit. Students asked to disenroll from GCA for any reason are not permitted on campus at any time, unless they are accompanied by a parent.

Students from GCA, who invite guests to school activities, are responsible for instructing their guests regarding GCA policies. GCA alumni, family, former students (from out of town) and youth ministers may visit the campus with permission from the Administration Office. These visits should be at times other than regular class times.

Campus Security

Safety is a top priority for GCA in our ever changing world. As a private institution the GCA Governing Board has adopted some additional security procedures to protect our students and staff.

Police Presence

GCA will occasionally request that the Georgetown Police Department or the Williamson County’s Sheriff’s office come on campus and ensure the safety of all students and staff.

Video Surveillance

GCA is under 24 hour surveillance and monitored by an outside security firm.

Emergency Response Plan

GCA has adopted a secondary emergency response plan and will route to any parent upon written request to the Principal. Included items are those as to how the school provides notice and internal protocols for any situation that may occur.

Fire Drills & Emergency Procedures

GCA is committed to providing the safest environment for students as possible. Fire Drills and Evacuation Drills will be performed periodically.

Academic Probation

A student will be placed on academic probation if the Administrative team deems it necessary.

Transfer Students

Students are accepted from other schools if they meet the regular requirements for admission and are admitted at the nine-week mark. GCA reserves the right to accept or refuse courses which do not meet TEA and/or GCA standards for academic courses.

Notice to Parents and Students

Georgetown Christian Academy (GCA) hereby gives public notice, as required by the Amended Family Educational Rights and Privacy Act of 1974, to all parents of students under the age of 18 and to students 18 or older that:

GCA maintains the following education records directly related to students:

- Academic records
- Personal information records
- Disciplinary records
- Attendance records
- Health records
- Standardized testing records

Access to educational records is limited to the following:

- Parents of students under 18
- Parents of students over 18, if such student is a dependent as defined in the Internal Revenue Code
- Officials of this school who have a legitimate educational interest
- State and local officials to whom information is required to be reported
- Certain testing organizations
- Accrediting organizations
- Appropriate persons in connection with an emergency
- Pursuant to subpoena or court order
- Any person with the written consent of the parent of students under 18 or the student over 18
- School to which a student seeks or intends enrollment

GCA policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and nonessential or irrelevant material is deleted.

GCA policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph above.

GCA requires that copies be made available to persons entitled to copies at the cost of 25 cents per page and will be due at the time of collecting the requested document.

GCA policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material

of a technical nature, may only be reviewed with a person qualified to interpret and explain such materials and records. GCA policy provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

Student information may be released without prior consent unless the parent or student informs the Office Administrator within two weeks from the beginning of school that any or all of the information should not be released without prior consent. Student information includes:

- Student's name and address

- Telephone listing

- Date and place of birth

Medical

Prior to attendance/acceptance to school, each student and/or parent/guardian must provide proof that the student is compliant with the TX Department of State Health Services Immunization Requirements. For those students who are seeking exemption from required immunizations, Texas law does allow for two types of exemptions. These two exemptions are either medical or religious. In order to obtain this exemption, parents/guardians must submit an approved Certificate of Exemption Form in order to register their child without proof of up-to-date immunizations.

If a child has an allergy or condition that requires medical attention, it is the responsibility of the parent/guardian to bring it to the attention of the Administration Office. The office will then work together with the parent and child to obtain the appropriate Care Plan that allows the child to best function and learn in the educational environment. Medication that must be taken during school hours will also need to be brought to the attention of the Administration Office so that the appropriate forms/orders can be obtained.

Teachers are always alert for physical problems which may arise and immediately report these to the office. The parents are then promptly informed so that proper medical attention may be rendered as needed. Accidents are attended to by the staff on duty while first aid/stabilization is provided and EMS is notified if necessary.

Dress Code

GCA stresses the Biblical standard of modesty and appropriateness of dress (Romans 12:1). The expectation is of a neat and clean appearance, and a Christ-like attitude. Student's manner of dress should not detract from the school's mission and values. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must be sure to dress modestly and appropriately while at school functions off campus.

Parental review before a student leaves for school is an important contribution to meeting dress code standards.

GCA reserves the right to implement a uniform type of dress code at any time necessary.

Insurance

A minimum of a 24-hour accident insurance policy is required for all students and it is the responsibility of each parent to obtain each policy.

In case of an injury requiring immediate action, GCA will call 911 and is only prepared for first response until the 911 team arrives.

Code of Conduct

The following policies are designed to promote the best possible learning environment in the classroom and to instill the importance of accepting authority and responsibility in each student.

Each student is required to be obedient and respectful to the authority of the school staff and to address each staff member with "yes, sir," "no, sir," "yes, ma'am," and "no, ma'am"

Discipline is the primary responsibility of the teacher. However, if inappropriate behavior continues, counters (demerits) will be issued. As a last resort, a teacher may send students to the office if the situation demands.

Every teacher has at least two rules: Students are not to talk in class without permission, and they are not to leave their seat without permission.

Generally, common sense should guide all behavior. However, the following will not be tolerated at GCA and may be grounds for suspension or expulsion:

- A. Leaving class without permission or staying away from class without permission
- B. Use of profane language or lying
- C. Disrespect toward teachers or other students
- D. Refusal to obey a teacher, volunteer, etc.
- E. Use of, or having possession of, tobacco products (including e-cigarettes), alcohol or drugs
- F. Any behavior that is indicative of or an imitation of drug behavior
- G. Fighting, rough play
- H. Flammable materials such as matches and lighters
- I. Destruction of property (school or others')
- J. Stealing
- K. Possession of firearms, a knife, club, stick or any such instrument, including pepper spray, which could conceivably be used as a weapon
- L. Bullying or harassment, included but not limited to: exchange of inappropriate pictures or content, whether physical, verbal, social media or other electronic means
- M. Inappropriate use of Social Media as determined by Administration
- N. Any threat made to another individual, including students, staff, faculty, as well as a threat to the school or other entity
- O. Any other activity not included in this list that is deemed inappropriate by the School Administration

Firearms

The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the Principal may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Principal and Parents/Guardian. This includes any possession of any explosive device as defined in the Gun Free Schools Act.

Cheating

Cheating and/or plagiarism will not be tolerated at GCA. If a student cannot pass without cheating, he/she does not belong at GCA. Consequences will be as follows (regardless of whether the cheating was on a quiz, a major test, homework, or independent work):

- First offense — Privately talk to the student, contact parent
- Second offense — student receives a zero and parent contacted
- Third offense — meet with the parent

Please note: Knowingly giving information or answers carries the same penalty as copying or taking answers. Chronic cheating behavior will result in expulsion.

Bullying

Georgetown Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy and anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school.

Definition of Bullying:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically, verbally or by social media, and excluding someone from a group on purpose. There are different types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate comments, taunting, and/or threatening to cause harm.

2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes hitting/ kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

4. Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, and any site chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a trusted teacher or Principal. Students who observe incidents of bullying and/or harassment are also encouraged to report the matter to a teacher or Principal. GCA is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to

ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Discipline Policy

It will be consistent for each student and individualized. It will be appropriate to the student's level of understanding and will be directed towards teaching acceptable behavior.

GCA does not engage in any corporal punishment, harsh words, physical touch or humiliating a student.

Teachers will notify parents when they deem necessary and appropriate as it relates to the disciplinary action. The teacher may involve the principal as well.

Any harassment or allegations as it relates to the student needs to be handled by calling the Principal at 512-868-9903. Further steps as it relates to the allegations will be handled on an individual basis.

Procedure to Release Children

Those authorized to pick-up the student from GCA will need to be listed on the Admissions Packet. Someone outside that list will need to be approved by the Parent or Guardian by calling the school or sending a teacher an email at least 2 hours prior to the end of the school day.

Lunches

GCA does not offer lunch by the school for purchase. Children are required to bring a lunch, morning snack and afternoon snack each day. We have lunches in case of an emergency that we can provide for an additional \$5 fee. The fee will be invoiced on the following month's tuition invoice or as necessary.

Approach to Science

Concerning the Bible

- A. All Scripture is reliable and God breathed. (II Timothy 3:16)
- B. The fear of the Lord is the beginning of knowledge (science) and is the foundation for all true science. (Proverbs 1:7)
- C. Scripture is scientifically accurate.

Concerning the Genesis Account (Genesis 1-11)

A. Origin of all things:

1. Matter: solid, liquid, gas, plasma
2. Light: energy
3. Space
4. Time
5. Life: man, animal and plant
6. Natural laws: physical, chemical, biological, etc.
7. Spiritual laws: sin and corruption, redemption
8. Relationships: man to God, to man and to animals
9. Civilization: cities, nations, languages, technology, etc.

B. Genesis 1

1. God created heaven and earth
2. Days of creation were literal 24-hour periods
 - a. Specifically numbered
 - b. Evening and morning cycle
3. The events occurring on creation days were a logical and specific progression:
 - a. Matter and space
 - b. Energy
 - c. Dry land and seas: places of habitation
 - d. Plants
 - e. Direct sources of light, heavenly bodies
 - f. Sea life and birds
 - g. Animals: insects, reptiles, beasts of the field
 - h. Man
4. Both man and reptiles (including dinosaurs) were created on the same day and therefore co-existed with each other.
5. Adam and Eve were real people:
 - a. Created perfect in all aspects; they did not evolve; they were not cavemen
 - b. Age span was as recorded in Genesis
 - c. Given responsibility to govern what God had created on earth
6. Everything God created was very good. This included angelic beings.

C. Genesis 6-8

1. Noah was a real person
2. The flood in his day was worldwide in scope
3. The flood was a divine judgment upon all flesh because of sin
4. The flood totally restructured the surface of the earth, leaving the geologic features observed today, i.e., volcanoes, sedimentation, major mountain ranges, fossil beds, geologic layers, canyons, polar ice caps, ocean basin, etc.
5. The flood and events associated with the flood brought about the mass burial and extinction of animals (including dinosaurs) and man, except for those on the Ark. Therefore, the vast majority of fossils are the result of the flood
6. The division of the land masses (earth) can be inferred from Genesis 10:25 (plate tectonics)

Concerning Additional Biblical Principles

- A. All things were created through Jesus Christ and are upheld by His power. (Colossians 1:16,17; Hebrews 1:2-3)
- B. The physical universe and all its inhabitants show the design of a masterful planner and not that of a random process
- C. God created life with the ability to vary within the bounds of its own kind
- D. God is the author of the Bible and His creation, and the two are in agreement. Therefore, we should expect that there will be no conflict between these two when the truth is known
- E. The age of the earth can be approximated from the Scriptures as thousands of years and is verifiable by scientific evidence:
 1. Amount of meteoric dust on the moon
 2. Decay of the earth's magnetic field
 3. 70-80% of the galaxies are spirals
 4. Amount of salt in the oceans
 5. Human population growth
 6. Degree of land erosion
- F. At the end of the creation week, God and man lived in complete harmony. When man sinned, part of the judgment on man was the institution of death. Therefore, the fossils which we find on the earth were formed after the sin of man and not before the sin. Romans 8:20-22 shows that the entire creation was subject to decay and death as a result of Adam's sin; therefore, animals would not have been able to die before the sin of Adam.
- G. At the consummation of the ages the existing imperfect universe will once again be made perfect.