



*Preparing young people for time and eternity*



# SCHOOL HANDBOOK



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## I. INTRODUCTION

Dear students and parents,

Welcome to GGA! This handbook is designed to help you understand the basic philosophy behind Guangzhou Grace Academy's individualized learning system, as well as outline our policies and procedures. Please read it carefully and note any questions or concerns you may have which can be discussed with the administration.

### **Vision Statement: “Preparing Young People for Time and Eternity”**

Guangzhou Grace Academy was established to assist Christian families in the exciting and awesome task of preparing children for life – both this life and the life to come. With Christ’s ideal of selfless love as our guide, we seek to tenderly lead each child into a regenerating relationship with Christ and encourage him to strive toward his unique and God-given calling and an abundant life in Him. GGA is looking for Christian families to join together - to work & pray together - to provide an excellent educational experience for their children.

### **Education System**

GGA uses the Accelerated Christian Education learning system (also known as ‘School of Tomorrow’) which provides personalized and individual attention in a non-graded English language system. Each student works at his own ability level according to the results of the diagnostic tests taken before enrollment, which indicate the child’s achievement level. In this system, the responsibility for learning is placed on the child, and is supported jointly by the parents and the school. This makes it important for each of those parties to know and follow the policies and rules indicated herein.

### **Model School Status**

GGA holds *Model School* status from ACE School of Tomorrow, and therefore is required to maintain the highest standards possible as a Christian school. This also involves receiving visitors and guests who are interested in this unique learning system, as well as occasional trainees in the program. We will always inform you of any major events that may come up in the year, especially the Student and Educators’ Conventions which we host. We encourage all members of the GGA family (staff, students & parents) to fulfill their part as role models – giving an example of Christ likeness in all they do.

### **Philosophy of Education**

“Education is *life*! It is the communication of life from the living to the living, moving from one generation to the next.” So states Dr. Donald Howard, well-known American educator and founder of an international Christian education ministry.

What is life? Jesus said, “I have come that you might have *life* and have it abundantly.” As Christians we believe that by following His example we can truly possess this abundant life and impart the same to our children, the next generation.

The Bible is *the* book of life. Deuteronomy 6:5-7 says, “Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.”

Parents have a God-given responsibility to train their children to live as Jesus lived, in obedience to God. Other than our personal accountability to God and commitment to our spouse, we, as parents, have no greater responsibility on earth.

The Christian school is an extension of the Christian home. It exists to work with parents and aid them in the awesome responsibility of providing the best Christian environment possible for their children. The school staff works closely with parents to train the children to be followers of Christ.

### **The Uniqueness of the Individual**

Every child is a unique creation of God, created by God for a specific purpose. Thus the whole program is individualized to meet each child’s special needs, seeking to enrich him physically, mentally, emotionally and spiritually. Throughout the academic program each child is encouraged to take responsibility for his learning and to learn *how to learn*.

### **Big is Better?**

The industrial revolution of the 1800’s brought dramatic changes in the way people live throughout the world. Some of these changes were good, some not so good. The social impact has often been negative: colossal, over-crowded cities, big assembly line factories, large impersonal corporations, immense governmental bureaucracies, and HUGE schools.

In the race to become the biggest and most powerful, something precious has been lost: TLC. Tender loving care is God’s prescription for the heartache and loneliness of this world. It is essential that children receive this kind of personal touch in order to develop godly character. “...but we were gentle among you, like a mother caring for her little children. We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well.” I Thessalonians 2:7-8

*For the Lord gives wisdom,  
And from his mouth come Knowledge and understanding.  
He holds victory in store for the upright, He is a shield to those whose walk is blameless,  
For he guards the course of the just and protects the way of his faithful ones.  
Proverbs 2:6-8*

## II. GENERAL GUIDELINES AND POLICIES

### GUIDING PRINCIPLES

We are a Christian school. By that we mean we are all followers of Jesus Christ, the only begotten Son of God. We believe the Bible to be the God-inspired, authoritative revelation for all areas of faith and practice in life. Throughout the Gospels Jesus exhorted people to be His followers and believe in the good news of the Kingdom of God. We see Christian schools as integral parts of the Kingdom of God. We partner with Christian families to bring glory to God and to do His will on earth, as revealed in the Scriptures, in Creation and led by the Holy Spirit.

### CHURCH AFFILIATION

Students and parents are encouraged to regularly attend and participate in a Bible-believing church. "... Let us not give up meeting together, as some are in the habit of doing..." Hebrews 10:24-25.

### STANDARDS OF CONDUCT

Students of this school should refrain from engaging in un-Christlike behavior such as cheating, smoking, swearing, gambling, listening to offensive music, sexual misconduct, illegal activities, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to discipline such as suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining high standards of courtesy, cheerfulness, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character and to sign the Standard of Conduct Form. These standards are not just for school days and school-sponsored activities, but for every day of the year, both in and out of school.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this school should immediately discuss the matter with a supervisor. **THIS IS NOT TATTLING.** It has been said, "All it takes for evil to triumph is for good men to do nothing." "Anyone, then, who knows the good he ought to do and doesn't do it, sins." James 4:17

### SEARCH POLICY

For the well-being of students & the school, GGA reserves the right to search any student's locker, bag, or office without notice.

### BULLYING

Name calling and teasing will not be permitted and will be dealt with according to the guidelines in this handbook. Furthermore, bullying (physical or emotional abuse) will be dealt with as a serious offense. Parents will be called and appropriate action will be taken according to the severity of the offense, including possible detention, suspension, or expulsion.

### CLOSED CAMPUS POLICY

Students may NOT leave the school grounds during school hours for any reason without permission.

### ADMISSIONS POLICIES

Attendance at this school is a privilege and not a right. The school's goal is not to REFORM wayward children, but to instill in the students the highest principles of leadership, integrity, self discipline, responsibility and good citizenship. The school upholds high moral values and works together with parents to train the child and young person in all areas of life.

GGA admits students who hold foreign passports or foreign residence permits. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs. In accordance with Chinese law, we are not allowed to enroll citizens of the P.R. China.

GGA is a *Christian school*. All our staff has professed faith in Christ and endeavors to be faithful followers of our LORD, Jesus Christ. It is our desire to see our students make similar commitments. GGA seeks Christian families who share these values, who support the individualized learning system, and who are prepared to be team players in the education for their children and provide a godly home environment congruent with the school. Parents are encouraged to have a daily family devotions time and to be active in the supervision of their child's work. Non-Christian families are welcome to attend provided they understand and accept the school philosophy and system. If you have concerns about this issue please talk with the principal.

At least one parent must be a permanent resident in Guangzhou. GGA assumes that all the children of a family will enroll together unless there are extenuating circumstances which would preclude a child from attending, i.e. age, special needs, etc. and may refuse admission if all children do not enroll.

### ENROLLMENT POLICY

GGA will only admit new students between the ages of 4 and 11. Exceptions to this policy may be made if students are transferring from another Christian school with similar values and curriculum, and/or who demonstrate outstanding Christian character and mastery of English. Children 9 years old and up whose mother tongue is not English must be able to pass an English proficiency test before being allowed to enroll. If they diagnose 3 or more years behind their chronological grade level they will not be admitted, unless a delayed or non-graduation (ESL) program is desired. Parents will be required to sign an enrollment acceptance letter in this case.

### AGE & GRADE POLICIES

- Pre Kindergarten (K4) - 4 years old by September 1.
- Kindergarten (K5) – 5 years old by September 1.
- ABCs/First Grade – 6 years old by September 1. Children **MUST** also pass the Reading Readiness Test.
- Grade 2 - 12. Children who are 7 years old and above are diagnosed individually and prescribed course work according to their true performance level rather than age/grade level.

### TRANSFER STUDENTS

Students who transfer to GGA from a country whose school year begins in February or March or using a different system will be enrolled in the same chronological grade that they were in previously. This means that students from Korea, Australia, and other southern hemisphere countries may have to repeat a semester or more. This will only affect their chronological grade, however, and

their PACE level will still be determined by the diagnostic test. Students in this case can be moved up to the next grade if their PACE work reaches the next level.

**ADMISSIONS PROCEDURE**

- 1) **Both** parents visit school and receive tour/presentation.
- 2) Parents and student read this school handbook.
- 3) Application is submitted accompanied by previous report card and the application fee.
- 4) Student takes diagnostic test; parents & student are interviewed by the principal.
- 5) Parents will be notified of acceptance and an invoice will be issued.
- 6) Both parents complete the Parent Orientation course.

**TUITION PAYMENTS & REFUNDS**

School fees are calculated as an annual amount in RMB. Tuition payments may be made yearly or by semester and are payable in advance before the start of each payment period directly to the school bank account. (An installment plan may be made available in cases of special need). All transfer charges must be paid by the parents. Late payment fee: 2% per month. A student may not be permitted to attend school if parents have not met their financial obligations on time.

You will receive an official ‘fa piao’ when paying tuition, but as uniforms & transportation are not purchased from the school they are not covered by the school ‘fa piao’ system. A simple receipt for tuition payments will be issued within a week if you send a copy of the voucher you received from the bank. Official receipts will be issued later.

The minimum billing period is half of a quarter. A student enrolling during the first 4 weeks of the school year will be billed for the full quarter. Students enrolling in week 5 and onwards will be charged for only the second half of the quarter. Invoices will be issued with a payment plan in such cases to indicate dates and amounts of payments.

Fees are payable for the entire time a student is enrolled, whether or not the child attends school. Families planning a prolonged absence may formally withdraw their child and then re-enroll him/her upon return, although we cannot reserve a vacancy in this case.

Children requiring ESL support or who have special needs will be required to pay an additional fee each semester.

If a student leaves before the end of a quarter, tuition payment will only be refunded for any complete semester of non-attendance. The fees paid for a semester in which the student attended school for any period of time are not refundable.

**ESL STUDENTS** are defined as those who are more than 2 years behind their chronological grade level or students in grade 1 & 2 who have no English background. The fee reflects the additional materials, staff time and support these students require. The ESL fee is payable for **one semester for Grades 1 & 2** students, and for **at least one year** for older students. The ESL fee will normally be charged for a maximum of 2 years except in cases of special educational needs.

**FINANCIAL AID**

Full time, faith supported missionaries may apply for financial aid each year, and the child’s status (if awarded) will be reviewed on a quarterly basis. The application will consider family income and characteristics, as well as the academic and behavioral characteristics of the child. The **general** requirements to qualify for financial aid are as follows:

FOR STUDENTS	FOR PARENTS
Good conduct and academic progress	Punctuality in the payment of fees
Obtain Honor Roll status at least 3 terms in the year	Attendance at parent orientation and all events for parents

**PARENT INVOLVEMENT**

- Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the school. **EVERY PARENT IS REQUIRED TO PARTICIPATE** in these informative and helpful programs as a requirement of the continuing enrollment of their child.
- Parents should spend time listening to their child read, as well as reading to their children each day. Parents can enhance the knowledge a child is gaining in school through questions, simple projects, stories & family outings. “Education is life!”
- Spiritual training and family devotions are vital in providing a stable home life that will instill the values we reinforce in school. In addition, the father’s role in training and guiding the children is particularly important. Research has shown that absent fathers or fathers who spend limited quality time with their children can have an adverse effect on their children’s overall development. This sad fact can also be referenced throughout the Bible. For example, Eli, Samuel, David and Solomon’s sons did not turn out well. These notable men were just too busy! Dads, let’s work together to ensure this doesn’t happen in our homes.
- Family life and projects are also a valuable way to support your child’s learning by providing a stable, loving home environment, and by providing entertainment alternatives and guidance (such as sports, music, hobbies etc instead of TV and computer games).
- Please ensure that your children are eating healthy foods and getting sufficient rest. If they come to school tired and hungry they will not be able to put much effort into their learning.
- Please pray for the school ministry that it would bring glory to our LORD by faithfully teaching children to live for Him.
- Visit Prime Time from time to time or come to share in the Learning Center something about your life and work.
- Parents can also support the merit store by donating quality items like: games, toys, pencils or markers, office supplies, key chains, calendars, origami paper, books and bookmarks, hair clips, CDs (Christian music), small gift items, etc. (No Digimons, Pokemons, super heroes, guns or other weapons, secular music/books.)
- Parents are welcome to make an appointment at any time to present suggestions for school improvement or for parent-led projects to the school administration.

*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.  
Mark 10:14*

**ATTENDANCE**

Children should attend school punctually every day. School activities begin punctually at 8:30 a.m. and the day ends at 3:15pm. Students should be dropped off and picked up on time.

A written excuse signed by a parent or guardian **must be presented** to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Also, parents should notify the school with an emergency contact number if they will be absent for a time and the child will be with someone else.

Excessive absences will inhibit the student's progress. Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant, and appropriate action will be taken.

A student is considered tardy if he is not in the Learning Center at 8:30 a.m. Demerits will be given if a student is late for school or class. Bus riders must arrive on time at the bus stop or **they will be left behind**. If a parent believes his child's tardiness is excusable, he should notify the office when he drops off his child, otherwise we will record the tardy as unexcused. Frequent tardiness can also inhibit a child's progress in school. The school will contact parents if it believes the number of tardies is excessive.

### **MEDICAL GUIDELINES**

- ❖ Students must have the following immunizations: diphtheria, polio, measles, rubella (German measles) & hepatitis B.
- ❖ No staff member may administer any prescription medicines without parent authorization in writing.
- ❖ If a student experiences a minor injury at school the supervisor or secretary will attempt to contact a parent to inform them of the injury & decide if post first aid treatment is needed. An accident report form will be filled out & sent home.
- ❖ If a student needs emergency medical attention, the staff will call a parent first. If parents are not available, medical assistance will be sought for the child according to the **Emergency Contact** instructions given on the Application Form. If no hospital is specified on this form we will take the child to Zhongshan Medical University First Affiliated Hospital on Zhongshan Road, 2.

### **EMERGENCY CLOSING POLICY**

If a decision is made to close the school during normal school hours, parents will be notified by phone or by a note sent home with the children. This procedure will be followed in the event there is severe weather, disease outbreak, or political/social unrest.

### **FIRE DRILLS**

At least once each year, a fire drill is conducted and children are trained in basic fire safety procedures.

### **DAMAGE TO PROPERTY & OFF LIMITS AREAS**

Marked on, defaced or broken property is to be replaced at the offending student's expense. This includes flags & goal cards, etc, as well as PE equipment.

Other student's offices, supervisor's desk and files, PE cupboards, and the Learning Center when staff is not in attendance are off limits. Demerits or other corrective action may be given depending on the nature and severity of the damage.

### **PERSONAL ITEMS**

Only privilege students may bring personal items to school such as **music, books or magazines**, but all materials must be approved by a supervisor first. It is forbidden to bring items that go against the school's principles. Only Christian music – that which glorifies the Lord – is permitted.

Certain **toys** like tops, puzzles, and cars are permissible at school as long as they are played with during breaks or privilege times. Pokeman, and Digiman toys, most super hero figures and Gameboys are **not** permissible. Other toys will be considered on a case-by-case basis. If the overall effect on the kids is negative it will not be permitted.

Anything that could be conceivably used as a **weapon** (knives, arrows, box cutters, sharp scissors, etc.) is prohibited. Fireworks and firecrackers are also prohibited. Students are not allowed to have any of these items on their person or in their lockers or student offices.

### **LOST AND FOUND**

A fee of 100 merits will be charged for each article recovered through lost and found. At the end of a reasonable time, all items that have not been picked up will become the property of the school and may be disposed of through a student auction or otherwise.

### **TELEPHONE**

The telephone is reserved for emergencies only. Calls cannot be passed to students in class, and students may not call home except in real emergencies. Cellular phones are to be kept switched off, and may not be used in school. Staff will confiscate phones of offenders. These will be returned at the end of the day for a first offense. A further offense will result in the device being confiscated by the principal to be returned only to the parents. Other electronic devices will follow the same policy.

### **WATER BOTTLES**

Each child must bring **their own** water bottle to school (pop-top preferred for younger students). He may keep the bottle at his office and drink from it during PACE time and for PE classes in the park. **ONLY WATER** should be put in these bottles. The bottles should be taken home regularly for washing and sanitizing. Demerits will be earned for not bringing the bottle to school. Paper cups will cost 100 merits should a student need them in this case.

### **STANDARDIZED TESTING**

GGA presently uses the International Schools' Assessment tests. These tests measure the student's achievement in academic areas and compare this to students of the same age around the world. It is a useful tool for measuring your child's performance over time and is most valuable when the child has taken the test at least twice so that a relative measure can be made. All students from 3<sup>rd</sup> grade onwards are eligible for testing if they are working at their chronological grade level in PACEs. Results will not be sent to parents of ESL and younger students. However, parents may request an interview to discuss the results if desired.

### **STUDENT CONVENTION**

GGA attends the National Student Convention (NSC) and this exciting event requires preparation throughout the year. Participants compete in some 60 events, and may qualify to represent their school at the International Student Convention in the USA. All eligible students are required to participate.

**EDUCATOR'S CONVENTION** Each year GGA also hosts the Christian Educators' Convention in November. School closes on Thursday and Friday of that week to accommodate this required part of our ongoing staff training.

**AWARDS CEREMONY** Each school year ends with the awards ceremony. Every child has the opportunity to earn various types of awards throughout the year. The following is a list of some awards which students can receive at the banquet:

LEARNING CENTER AWARDS		Other Awards
<ul style="list-style-type: none"> <li>• <b>Perfect Attendance</b></li> <li>• <b>Personal Neatness</b> - uniform and good hygiene</li> <li>• <b>Best Office</b> - Consistently neat, clean and in order</li> <li>• <b>Penmanship &amp; Coloring</b></li> <li>• <b>Superior Scoring</b> - Honesty, consistency and accuracy in scoring</li> <li>• <b>Goal Setting</b> - Neat goal card, completes goals, able to plan beyond today's goals</li> <li>• <b>5,000 Club, 6,000, 7,000 Club</b></li> </ul>	<p><b>Readmaster</b> - Read 36 stories at prescribed reading level with 90% or higher average</p> <p><b>Progress in English</b> - ESL award for outstanding improvement &amp; effort in English.</p> <p><b>Highest Average</b> (for 4<sup>th</sup> level and up only)</p> <p><b>Most PACEs.</b> (with an average of 94% or above)</p> <p><b>Scripture Memory</b> - Recite all 10 scripture passages in one sitting with no more than 3 prompts per passage</p> <p><b>Honor Roll all 4 quarters</b> and 12 or more stars in every subject with an overall average of 94% +.</p> <p><b>Most Organized</b> - Consistent work habits, turns in slips and communication envelope on time</p>	<p style="text-align: center;"><b>SPECIAL APTITUDE AWARDS</b></p> <p style="text-align: center;">Math, English, Literature, SS, Science, Word Building, Electives</p> <p style="text-align: center;"><b>EXTRA-CURRICULAR AWARDS</b></p> <p style="text-align: center;">Art, Creative Writing, Music, Sportsmanship, Chinese, Discovery</p>

GENERAL AWARDS
<ul style="list-style-type: none"> <li>• <b>School Spirit</b> – Attitude, cooperation, participation</li> <li>• <b>Bible Reading Award</b> - NT and whole Bible</li> <li>• <b>Golden Apple Award</b> Segmented memorization of Proverbs</li> <li>• <b>Golden Harp Award</b> - Segmented memorization of Psalms</li> <li>• <b>Golden Lamb Award</b> - Segmented memorization of John</li> <li>• <b>Supervisor's Award</b> – for a student who has demonstrated a balance of academic progress and Christ like character.</li> <li>• <b>Christian Character Award</b> - Highest award for students working at 7<sup>th</sup> level or above who have consistently demonstrated excellent character and wisdom throughout the school year. Chosen by the principal in consultation with staff.</li> </ul>

**REQUIREMENTS FOR GRADUATION**

The total credits required for graduation will vary according to the certificate chosen, however, *students graduate based on their achievements not on their age*. Thus a student may not necessarily graduate at age 18. The principal factor is learning, not time. In a parent conference, High School students will be assigned one of 4 courses of studies appropriate to their ability. These courses (from GGA or LCA) are as follows:

**Honors** - 28 Credits

**General** - 24 Credits

**College Preparatory** - 25 Credits

**Vocational** – 22 Credits

A student who requires a diploma from the United States may follow the dual enrollment system from Lighthouse Christian Academy (LCA) in the USA. On graduation they will receive an accredited diploma issued in the USA. Fees for this service are set by LCA and must be paid by the parents. **We strongly recommend Dual Enrollment for Canada or any country with a nationalized education system.** For students going to the UK, we recommend following the International Certificate of Christian Education (ICCE) from Christian Education Europe.

**CREDITS**

Credit is given for every 12 PACEs completed from PACE number 1097 onwards. In some cases credit may be given for lower PACEs, and this will be clarified to parents at the time of making a graduation projection. In addition, credit may be earned for afternoon classes as follows:

**PE** – ½ credit per year including all physical activities.

**Discovery** – ½ credit per year in 10<sup>th</sup> and 11<sup>th</sup> grade if student enters a convention event in this category. (Maximum of 1 credit)

**Communication skills** – ½ credit per year in 10<sup>th</sup> and 11<sup>th</sup> grade if student enters a convention event in this category. (Max 1 credit)

**Music** – ½ credit in 9<sup>th</sup> or 10<sup>th</sup> grade if student enters a convention event in this category and also takes Music PACEs. (Max 1 credit)

**Social Studies** – The state history requirement for graduation (US) will be assigned according to the home state of parents, (or a different state at parents' request). The default course is Texas State History (PACEs 1079-84).

**Chinese:** One High School credit may be earned per year by passing the Chinese class which includes reading, writing (characters & pin yin) and conversation. One credit per year may also be earned by passing the HSK exam to test out of the class. For native speakers of Chinese, HSK 3 is equivalent to one credit and HSK 4 is equivalent to two credits. For non-native speakers of Chinese each level of HSK is equivalent to one credit.

**SUMMER VACATION PACE WORK** is permitted only if at least one parent has successfully completed the supervisor's training.

**WITHDRAWAL OF STUDENTS**

Parents should give 1 quarter notice (by the first day of the quarter in which the student will leave) if they need to withdraw their child from the school. If a student leaves before the end of a quarter we will refund tuition for any complete quarters paid. The fees for the incomplete quarter are not refundable.

If notice is not given, all fees will be payable until the end of the quarter in progress, even if the child does not attend. Fees must always be paid to the end of the quarter in which the student withdraws, regardless of when they withdraw. No refunds can be made on advance payments. **No documents or reports will be issued until all payments have been made.**

### III. DAILY ROUTINE GUIDELINES

#### OPENING EXERCISES

Each school day will begin with the recitation of pledges of allegiance to the Christian Flag and to the Bible, followed by review of the memorized monthly scripture, singing, a brief devotion and prayer. Students are also recognized for academic accomplishments and other awards at this time.

#### LUNCH

The school allows a lunch-ordering service from one or two local restaurants. This is for parents' convenience only and the school can accept no responsibility for the quality of the food. Parents are advised to take all necessary measures to ensure that the child's lunch is of an acceptable standard according to their individual needs and preferences. The school cannot take responsibility for placing individual orders each day. If the child does not order lunch, they should bring a suitable packed lunch. They may purchase instant noodles from the office as a last resort, but this should not be considered a normal event. They will not be allowed to call to order lunch from a delivery service. Students should not bring excessive candy or sweet foods.

Students eat only in the lunch room. After eating they must put their trash in wastebaskets, and clean off the table before receiving permission to be dismissed.

#### PACE TIME

The bulk of each day is taken up with the individualized PACE time. Students work in 6 core subjects: Math, English, Literature and Creative Writing, Social Studies, Science and Word Building (spelling). Elective courses are also available. Each level of curriculum contains 12 PACEs in each subject. Because of the individualized nature of this curriculum, students may be working in different levels in the various subjects.

**AFTERNOON CLASSES** Grace Academy also offers a variety of teacher-led classes each afternoon. Parents may request a copy of the Curriculum Project if desired for more details. The following subjects are offered regularly:

COURSE	GENERAL SKILL AREAS	GENERAL CONTENT
Communication skills	Speaking & Listening, Reading & Writing Drama & convention items.	News/ Show & Tell, Oral Reports, Book Reports, Story time, NSC
Discovery (Practical Math & Science)	Practical skills, group work, problem solving, Scientific method	Physics, Biology & Life Science, Chemistry, Earth Science, Social Science
Physical Education	Gross motor skills, general physical development, basic sport & game skills, team working.	Games, Basic sports instruction, NSC
Music (for students k -6 <sup>th</sup> grade only)	Vocal & instrumental basic music skills (reading, writing, listening, performing)	Basic theory & music reading, Basic performance & music appreciation,
Art (for students k -6 <sup>th</sup> grade only)	Fine motor skills, Hand eye coordination, aesthetics, basic art skills	Brush art, pen/pencil, craft, etc Photography (13+), NSC (9+).
Christian Living/PDP	Biblical worldview and thinking skills Personal Development & Life plan	Biblical themes related to daily life Strengths, weaknesses & goals
Convention Preparation	Skill development & integration Personal Development /Leadership	Student Convention events (students from MLC and up)

#### Other Curriculum Activities

**Math mini class.** Extra help in math is offered, as needed, by our staff.  
**Privilege & "Family" Time.** Students who have earned privilege have fun and games on certain Fridays, while on other Fridays we have family group activities.  
**Computer.** Woven into the daily schedule, computer time enhances the children's learning experience by improving math, reading and spelling skills as well as teaching typing.  
**ESL.** Many of our English-as-a-second-language students receive extra help in pronunciation, syntax and vocabulary drills and coaching in reading comprehension.  
**Prime Time.** The whole school gathers together for praise and worship of God the Father and Jesus, the Son. Students often present performances as a type of offering to God.  
**Library.** Children may check out books from the school library which offers children a wide range of titles and subjects for preschool to high school-age readers. (Resource books, such as dictionaries, may not be checked.)  
**Yearbook.** High school students have the opportunity to work with staff on producing the school yearbook.

**After School Programs** From time to time, after school activities are offered such as sports, music, etc. They may be offered by school staff, parents or friends of the school. Here are some of the regular activities available to the GGA community:

COURSE	Comment	Regular schedule
Wind Band	Beginners & intermediate/advanced groups available	Monday 3:30-4:30
Praise Band	For Prime Time and other events	Tuesday 3:15-4:15
Choir	For events	Schedule varies
English	For parents of GGA students	Schedule varies
PDF	Youth group, for ages 8 to 18, 2 groups divided by age	Friday 7:30 – 9:30 pm
Parent events	For parents and friends of GGA students	Schedule varies

**CHINESE LESSONS**

GGA recommends private lessons for parents of native Chinese speakers who would like their children to advance in their Chinese language studies. All students who are not categorized as “ESL” will have Chinese as a foreign language two or more times each week. High School students are required to take either 1 or 2 credits in a foreign language.

**FIELD TRIPS**

Throughout the school year, students who have earned privilege (see P9) or Honor Roll (see P15) participate in a fun, educational field trip to a park, museum, or factory. The school pays for field trips (except food and souvenirs) and will provide transportation for Honor Roll. In addition, Thousands Club students will be rewarded appropriately.

**PRIVILEGES**

*Privileges are incentives designed to promote learning achievement.* A student may earn more privileges as he assumes more responsibilities. Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for submitting an Application for Privileges form on the Friday preceding their desired week of privileges. On Monday, the privilege status emblem will be presented for the student to display during the week.

**PRIVILEGE PROGRAM (UPDATED)**

<p>Level “<b>A</b>” Responsibilities:</p> <ol style="list-style-type: none"> <li>1) Complete 1½ PACEs (1<sup>st</sup> &amp; 2<sup>nd</sup> Grade) or 2 PACEs (3<sup>rd</sup>-12<sup>th</sup> Grade) per week during current quarter.</li> <li>2) Maintain academic balance.</li> <li>3) Accumulate no more than 20 minutes detention the preceding week.</li> <li>4) Memorize previous month’s Bible selection.</li> </ol>	<p>Level “<b>A</b>” Privileges:</p> <ol style="list-style-type: none"> <li>1) Five minutes extra morning break</li> <li>2) May read approved literature or listen to inspirational CDs in office <b>after</b> goals are completed.</li> <li>3) May engage in approved extracurricular activities in office (<i>i.e.</i> crafts, puzzles, games, and computer).</li> <li>4) May use designated privilege area.</li> </ol>
<p>Level “<b>C</b>” Responsibilities</p> <ol style="list-style-type: none"> <li>1) Complete 2½ PACE’s per week.</li> <li>2) Maintain academic balance.</li> <li>3) Accumulate no detention the preceding week.</li> <li>4) Memorize previous month’s Bible selection.</li> <li>5) Present a 5-minute monthly oral report on an interest area or project.</li> </ol>	<p>Level “<b>C</b>” Privileges:</p> <ol style="list-style-type: none"> <li>1) 10 minutes extra morning breaks.</li> <li>2) Same as A privilege</li> <li>3) Same as A privilege but also outside the LC.</li> <li>4) May be out of seat without permission for Learning Center functions.</li> <li>5) May serve on approved projects (like errands, office, &amp; student tutor.</li> <li>6) May use designated privilege area.</li> </ol>
<p>Level “<b>E</b>” Responsibilities (For High School students only)</p> <ol style="list-style-type: none"> <li>1) Complete 2½ PACE’s per week during current quarter.</li> <li>2) Maintain academic balance.</li> <li>3) Accumulate <b>no</b> detentions the preceding week.</li> <li>4) Memorize previous month’s Bible selection.</li> <li>5) Read and complete a written book report on a literature book or a supervisor-approved book. The report qualifies for a four week period.</li> <li>6) Be available for participation in school activities: (<i>i.e.</i>, Prime Time, student teacher, translation, guest tours, etc.)</li> <li>7) Must be engaged on a <b>regular</b> basis in some form of approved church/community service: (<i>i.e.</i>, music, drama, visiting shut-ins, orphanage, outreach program, youth group leader, etc.)</li> </ol>	<p>Level “<b>E</b>” Privileges: (For High School students only)</p> <ol style="list-style-type: none"> <li>1-5) Same as “C” privilege, plus 6 through 8 below.</li> <li>6) May leave student office and Learning Center at will for approved activity or projects when not committed to other responsibilities or functions and freely converse with other “E” privilege students. (Must ‘checkout’ when gone).</li> <li>7) May read approved literature or listen to inspirational music, etc. in office at any time during the day except at required classes.</li> <li>8) May attend approved off-campus functions of a spiritual or educational nature with supervision.</li> </ol>

**HOMEWORK**

The responsibility for learning is placed on students. Kindergarten, ABC’s and LLC students should not need to habitually take academic work home. The goals set by the student and reviewed by the staff are no more than the student is capable of completing during the school day. (ESL students are an exception to this rule.) ULC students will usually have some homework, with High School level students having the most. Should the student not meet his goals for that day, he will be required, to complete the work at home and a green homework slip is issued. The slip is to be signed by the parent and returned the following day. Signing the slip does **not** mean that the work was completed or done correctly but that the parent is aware of the child’s homework responsibilities. The back of the homework slip may be used to communicate with the supervisor.

**ACADEMIC LEVELS**

The following table shows the normal expected progress and levels of a native speaker of English through the system. ESL students may be up to 2 levels behind when they enter the school, but they must complete all of the materials before graduation, even if they require extra years in school to complete this. Initially, however, they may not do all core subjects, and may follow a fast-track system of only English, Word Building, and Literature. Math may be assigned as needed. Parents should use this chart to check their child’s progress.

PACE Numbers	Equivalent Grade Level	PACE Numbers	Equivalent Grade Level	PACE Numbers	Equivalent Grade Level
1001-1012	1	1049-1060	5	1097-1108	9
1013-1024	2	1061-1072	6	1109-1121	10
1025-1036	3	1073-1084	7	1122-1133	11
1037-1048	4	1085-1096	8	1133-1144	12

**LITERATURE & READING**

LLC & ABC’s students are challenged to read **daily** and may be given a reading chart to note down how many minutes they read each day. Advanced students are encouraged to strive for the A.C.E. Literature Certificate by reading and reporting on at least 20 character-building books at or above their English curriculum level during the year. For Upper Learning Center students these reports must be written and oral. For Lower Learning Center they may be oral. Books must be approved by the supervisor prior to reading and no more than 10 books may be associated with English or Literature & Creative Writing PACE’s.

## CONGRATULATIONS! SLIPS

Every time a student passes a PACE test he is given a Congratulations Slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time. (The minimum score to pass a PACE test is 88 %.) Students who earn **10** 100's, **20** 100's, **30** 100's, etc., receive a special **Thousand Club** certificate to recognize this significant accomplishment.

## PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress. Progress Reports are given to students to present to their parents at the end of each nine-week period. The report is to be signed by the parents and returned to the school promptly. At the end of the year you will receive a computer printout of your child's grades for all 4 quarters, which you may keep for your records.

The elements of the Progress Report are as follows: Summary of PACE grades and numbers, grades for afternoon classes, attendance records, and a character development evaluation. This is produced to allow the parents to see specific strengths and weaknesses in their child and to reinforce these areas accordingly.

**Progress Standards:** The minimum number of PACE's a child should normally do per quarter is 18. ESL students will normally need to do more. Each child has an individual requirement, a copy of which may be requested by parents.

**Character areas and afternoon classes** use the scale of evaluation as follows: **E = excellent** (an area of outstanding progress or strength); **G = good** (an area of general strength); **S = satisfactory** (average performance); **N = needs improvement** (weakness that must be improved during the following quarter).

## TRANSCRIPTS

A transcript will be issued free of charge, at parents' request, when a student transfers from the school or graduates. A fee will be charged for transcripts requested at any other time. Requests for official documents should be made in writing by the parents or guardian of a student with at least one week of anticipation. Students who are transferring to another school should request records **BEFORE** the end of the school year, as the office will be closed over the summer. Documents will not be issued until all accounts are settled.

## LIMITATION OF LIABILITY

The school assigns a staff member to be on duty at break & lunch time as well as at the beginning and end of school. While due supervision is provided, the school cannot accept financial responsibility for genuine accidents that may happen. Parents may wish to take out accident insurance for their child if they feel this is necessary.

## FAILED PACES

There are a few reasons a student may fail a PACE, but usually failure represents a lack of preparation for the test. If a student fails a test, appropriate remedial action will be taken, **including:** requiring the student to pay in merits for the repeat PACE, requiring a student to watch the supporting videos (Upper level Science and Math), requiring them to erase sections of the PACE and failed checkups and self tests as necessary, and requiring them to explain the reasons for errors to the supervisor or support assistant as appropriate. Parents will be informed and the information will be displayed on the Progress Report to provide a fair representation of the work of the quarter.

## CATCH-UP/REVIEW PACE WORK

When a student completes a PACE level (from 1 – 5), they may be required to go back over each PACE they have completed and do certain review projects, including: PACE summaries, oral checkups and self tests on computer, repeat PACE tests. These activities are designed to reinforce a student's mastery of previous material before allowing them to progress to harder PACES. At other times, older students may need to do lower level PACES to catch-up or fill in gaps in previous learning based on their diagnostic test results. They may follow a similar accelerated program for finishing the PACES in a shorter time. In cases like these, a student will normally earn one star for each 3 PACES completed on this accelerated or review track.

## RE-TESTING POLICY & REVIEW

- When a student completes PACE level 4, 5, 6 or 7 (English or Math) they may be asked to take a diagnostic test of the level they have just completed. If they have gaps in that level, they must challenge those PACES according to the challenge policy (see below).
- Older students may take a diagnostic for the completed level and for the level above and will challenge any gap PACES on the lower level, and skip any PACES they pass at the higher level.

## CHALLENGE POLICY & GUIDELINES

'Challenging' a PACE means that a **transfer** student has already learned the basic content and would like to demonstrate that by simply reviewing the PACE and taking the test. Generally, Math is considered the principal subject for challenging.

1. If a student reads page 1 and feels that he/she has already covered the material before and could pass the test, they ask the supervisor to write REVIEW as their goal for the day. During the course of the day they may study the PACE to refresh their memory or firm up on any concepts as necessary. The maximum permitted time for this is one school day (**rarely** this may include an overnight if the supervisor is CERTAIN that this is necessary and advisable). Real learning is the goal rather than simply passing the test.
2. The student turns in the PACE and takes the PACE test **THE FOLLOWING SCHOOL DAY**.
3. If the student passes, he moves on to the next PACE (they may receive a star in recognition of previous learning if necessary. If they are doing this for catchup then 1 star for 3 tests is the normal rate.)
4. If the student fails the challenge PACE test, they receive the PACE & work through it as normal.

## IV. GENERAL DISCIPLINE MATTERS

GGA is not a corrective institution and a child should not be enrolled with the idea that the school will reform him. GGA is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. Discipline is maintained firmly, consistently, and fairly, but tempered with love. Staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. Students are reminded that the Lord Jesus expects us to be submissive to authority in all areas of life (Colossians 3:20, Rom. 13:1, Heb. 13:17). All new students are admitted on probation for the first quarter.

### GENERAL DISCIPLINE POLICY

GGA generally follows the discipline procedures indicated herein. However, there are circumstances in which the school administration may determine, at their sole discretion, that it is not appropriate to follow the progressive discipline steps. In cases where a student has engaged in immoral, illegal, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

### PARENTAL SUPPORT FOR DISCIPLINE

The student must always conduct himself in a manner becoming a Christian. Gripping is not tolerated. If your child does come home complaining about a policy or discipline, please follow this procedure:

- ◆ Give the staff the benefit of the doubt - the school has reasons for all rules and tries to enforce them impartially.
- ◆ Realize that your child's reporting is emotionally biased and may not include all the information.
- ◆ Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

### DETENTION

The basic rule is "do right." Demerits are given for rules broken. When a student receives a detention (3 or more demerits), a *Corrective Action Notice* is sent home with the student to be signed by parents and returned the next day. LLC & ULC children may be issued an assignment to be completed at home. Detention time is served as follows:

3 demerits = 20 minutes detention	4 demerits = 30 minutes detention
5 demerits = 45 minutes detention	6 demerits = 1 hour detention

Demerits are an indication that a student may need direction in the development of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to ensure this growth. The demerit system aims to encourage students to be careful, thorough and consistent. Character development is the goal, not guilt or shame.

A note will be sent home when a child has earned 3 detentions, and a parent conference will be scheduled after the 4th & 7th detention. A 7th detention will result in a child missing the Honor Roll trip for that quarter and may lead to further disciplinary action (may include internal suspension, home suspension, or other discipline).

### SCORING VIOLATIONS AND CHEATING

This system places much responsibility on the student and it is thus very important that scoring of work be done correctly. The child's learning depends on correctly identifying and correcting all errors. However, many students have discovered ways to shortcut learning and find the answers without effort. Thus, no or excessive red marks, and dark lines will be checked closely. Any student found to be using the score key to obtain answers or to cheat, will have to do the PACE over and will have an automatic one day suspension.

### SUSPENSION

In cases where a child has earned a suspension, either through accumulation of detentions or other reasons specified herein, they will be excluded from school for 1, 2, or 3 days at the school's discretion. A student who accumulates 3 suspensions will not normally be allowed to reenroll and parents may be asked to withdraw their child immediately if the situation so warrants.

### MODERN TECHNOLOGY

Students are expected to strive for Christ-likeness at all times and in all their activities. Modern technology provides opportunities both for personal development and for wrongdoing. The school will take seriously any issues relating to the misuse or inappropriate use of any item (e.g. camera phones, mobile phones, student websites, blog sites etc) and appropriate discipline will be applied at the school's discretion. The only electronic devices permitted in school are simple MP3 players (without a video screen) and simple electronic dictionaries (provided they do not have any other function such as music or video playback). In all cases, these may only be used with permission and with the appropriate privilege level. Simple calculators are allowed as long as they have no data storage functions etc.

### PARTICIPATION IN GGA MUSIC/SPORTS TEAMS

If a student has a 4<sup>th</sup> Corrective Action Notice in a quarter, they will immediately be asked to step down from the GGA Prime Time music team. They may be reinstated the following quarter if appropriate. Participation in sports teams (Basketball, Soccer, and Volleyball etc) may also be subject to the same ruling at the coach's discretion.

### RELATIONSHIPS

The school has a 6-inch rule that is designed to prevent intentional close physical contact between boys and girls. ALL students should keep hands off other students (especially members of the opposite sex).

The students are not permitted to have boyfriends or girlfriends in school and they are taught and encouraged to avoid dating relationships during their school years. Parents are requested to support the school on this issue by maintaining a similar standard at home.

Violations of the 6-inch rule will usually result in a demerit, but further disciplinary action may be taken if it is a more serious invasion of privacy or a repeated offense.

## V. LEARNING CENTER GUIDELINES

### LEARNING CENTER ARRANGEMENT

GGA currently has 6 learning centers though these may change according to age and numbers of students enrolled.

Learning Center	Age/Grades
K4-5	4 years old by September 1 prekindergarten & kindergarten
ABCs	6 years old by September 1 Grade 1
LLC 1	Grade 2 (&3)
LLC 2	Grade 3-4 (&5)
MLC 1	Grade 5-6
MLC 2	PACE levels 3-7
ULC	PACE levels 8-12 (Grade 8-12)

### STUDENT OFFICES

- Offices are assigned and changed by supervisors, and must be cared for by the student.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean or sit on office or divider.
- The Goal Chart is to be kept up to date; use a blue pen in setting goals. Place Goal Chart five inches from upper right-hand corner of bulletin board.
- The Progress Card is placed in the upper left-hand corner of bulletin board. No marks are to be made on it.
- A student is not permitted to communicate with other students or leave his office without permission. He should not turn around in his office or tip back in his chair.
- Only students with privilege may conduct activities other than Learning Center work in their offices.
- The Christian flag should be raised for supervisor guidance in academic difficulties. The GGA flag should be raised for monitor assistance in nonacademic activities (check out reference book, tape player, use rest room, sharpen pencil, etc.). Personal questions should be asked on break time.

### GOAL SETTING

Students are trained to set their own goals, and normally 15 - 20 pages per day are sufficient for a student working at his level. Students working below their level will be required to do more. The student will have a list of academic requirements for the quarter, which will indicate how many PACE's must be completed during the quarter. This will guide the student as to which courses must receive priority. The following are some specific goal setting guidelines:

- Once goals have been set, they can only be changed by the supervisor (changes are made in green ink).
- Completed goals should be crossed off. The staff will check for accuracy and award a green dot when all goals are complete.
- Goals not completed in school must be taken home for homework.
- The Goal Card must be posted on the student's bulletin board at all times.
- The exact page numbers of the work for that day should be set, not words like *Checkup, Score or Review*.

### PACES

- Work in PACEs is to be done in pencil.
- Calculators are not permitted unless permission is gained from the supervisor.
- Tests are taken the day after a PACE is completed. The following day the results and a new PACE are issued.
- PACEs are private property and are not to be shared among students as they are ultimately the property of the school. They may be taken home to complete projects or homework, but the student must return the completed PACE before taking the test. It then remains in the school.
- From PACE 1025 (3<sup>rd</sup> grade), writing must be done in cursive ('joined up' writing) as the PACE requires. Any exercise that was not done in cursive must be erased and repeated.

### SCORING PROCEDURES

1. When you come to a score strip or finish a goal, raise your flag and ask the monitor for permission to score.
2. Keep working another PACE until your flag is answered.
3. Take ONLY the PACE that needs to be scored (no pencils or other paper).
4. Find the correct score key (and handle it carefully)
5. Carefully check each answer, including your spelling and letter formation.
6. If in doubt, raise your hand and ask the supervisor.
7. Mark a red "X" **beside** each wrong answer.
8. Put a red "X" in the first box of the score strip. If all the answers on the page are correct, circle the page number. If there are incorrect answers on that page, mark a red "X" over the page number. **DO NOT MAKE ANY OTHER RED MARKS ON THE PACE.**
9. Replace pen in holder and return the score key to its correct place.
10. Return to your office and erase all wrong answers.
11. Find and underline the correct answer or instructions in the text, and complete the missed exercise. If correcting a '*checkup*' or '*self-test*', put the number of the page where you found the correct answer beside the missed exercise. All corrections are made in pencil.
12. If there is a score strip, put a pencil "X" in the second box. (*Correct Mistakes*)
13. Raise your GGA flag for permission to *rescore*.
14. Repeat steps 3 - 9. Circle each red "X" when answer is correct. When scoring is completed, put a red "X" in the third box of the score strip (*Rescore*) and circle the page number when all the answers on that page are correct.

**HONOR ROLL**

An Honor Roll Requirements slip will be issued to all students detailing specific PACEs and Bible memory required for Honor Roll. Other PACEs may be worked but these will not be counted for Honor Roll or Privilege. A certificate will be issued to students who meet these requirements and they will have an appropriate reward activity. If Honor Roll is earned in all 4 terms, a special award will be given at the Awards Ceremony (see page 16).

Students who have enrolled after the beginning of a quarter may attend the field trip even if they do not attain Honor Roll status in their first period of attendance. Conversely, if a student has poor conduct, or has an N in afternoon classes, or has been suspended, he will lose the right to go on the trip, even though he receives the academic Honor Roll certificate.

**SCRIPTURE MEMORIZATION**

Students will receive a monthly Bible passage to memorize. This may be memorized in smaller sections for the younger or ESL students, but all verses must be memorized during the month. At the Awards Ceremony, a prize will be given for Scripture memory.

**SUPERVISOR INITIALS**

The supervisor regularly checks the student’s progress to ensure quality learning. To facilitate this, the supervisor’s initials are required in certain places throughout the PACE. The student must request these initials before continuing. In the case of homework these initials are given the following day, or requested before going home.

**MERIT/DEMERIT SYSTEM**

The discipline system has 2 elements – demerits and merits. Merits are earned for responsible behavior and demerits are earned when behavior does not meet the required standard. Students are also able to earn *merits* by demonstrating exemplary behavior, memorizing scripture, exceeding their goals etc. Accumulated merits can be used to “buy” school supplies and other small gifts at the monthly merit store. Merits are to be kept at school at all times. Borrowing and lending of merits is prohibited.

SUGGESTED MERIT LIST	
Perfect checkups	10
Perfect self-tests	20
Perfect PACE tests	100
88-99% on PACE tests	50
0 scoring violations in completed PACE	200
Neatness throughout PACE	20
100% on current WB, RM, MB, TM	20
Advance 100 wpm on RM	100
Obedying quickly	10
Christian character qualities	10+
Communication envelope returned on time, signed	50
Completed goal (each)	10
Completing all goals in a day (at least 18-20pp)	100
Reciting <b>all</b> of Monthly Scripture Memory:	
1 <sup>st</sup> Day	300
1 <sup>st</sup> Week	100
2 <sup>nd</sup> Week	75
3 <sup>rd</sup> Week	50
4 <sup>th</sup> Week	25

**DEMERITSS** are given for minor offenses. The following is a partial list.

OFFENSES WORTH 1 DEMERIT		
1. Goals not set	1. Turning around in office	1. Late back after break/lunch
2. Six inch rule (*)	2. Gum chewing ( <b>Gum is not allowed on school property</b> )	2. Off limits (supervisor’s station, other students’ offices)
3. Any disturbance	3. Running in learning center	3. Out of seat without permission
4. Goal Card not posted	4. Homework slip not returned or signed	4. Talking to other students during work time
5. Incomplete uniform	5. Any damage to property	5. Eating in off-limits areas
6. Failure to return parent envelope	6. Writing or passing notes during working time	6. Teasing other students or calling names
7. Chair left out	7. Messy office	7. Score key left on the score station
8. Gripping	8. Minor scoring violations, unauthorized goal change	8. Lack of participation in assembly

**OTHER OFFENSES**

**Consequence**

Incomplete homework/PACEs left at home	2 demerits
Communicating at testing table	2 demerits
Asking another staff member permission after refusal already given	2 demerits
Corrective Action Notice not returned or not signed	2 demerits
Any repeated offenses after warning has been given	More demerits to parent conference
Throwing dangerous objects - 1 <sup>st</sup> offense	3 demerits
2 <sup>nd</sup> offense	Parent Conference
Major scoring violations (less than 20 in PACE)	Detention; warning
(20 or more in a PACE)	Detention, Repeat PACE
Repeat offense	Repeat PACE, Parent Conference, suspension
Cheating, lying, disrespect, defiance, filthy language, fighting, forging signatures, bullying, plagiarism	Detention to suspension (1-3 days)

**VI. ANNEXES**

**PARENT GUIDELINES FOR STUDENT DISCIPLINE / CORRECTION**

Use these charts to support the school discipline process with the goal of developing Christ-like character in your child.

<b>If your Child</b>	<b>Your may respond in this way...</b>
<b>Has detention</b>	<p>Don't overreact. A detention is normally an accumulation of demerits from minor offenses. More serious issues of character will usually be dealt with in a parent conference or be communicated in a note or call to parents.</p> <p>Ask them what the demerits were for, then give them advice and counsel according to the following suggestions, and encourage them to do better. <b>Pray with them and reward them when they improve.</b> Focus your family devotions on Bible stories related to the area of weakness in their life and show them God's way to deal with the situation.</p> <p>If your child has many detentions for the same issue, consider more serious consequences like taking away privileges or spanking, etc. This is especially true if they have 5 or more detentions in a quarter.</p>
<b>Is suspended</b>	<ol style="list-style-type: none"> <li>1. Come to the school for an interview to understand the reasons for the suspension before it happens.</li> <li>2. Try to make sure that your child has a normal work day on the day(s) of their suspension – Get up at the normal time, and begin homework or assignments at the same time as the normal school day, end at the same time.</li> <li>3. Take some time to counsel your child and tell them some ways they can improve and change in the particular area of weakness. Let them know you support the school rules.</li> <li>4. Pray with your child and have them pray asking God for forgiveness and for strength to change.</li> <li>5. Check up frequently on their progress in the following few weeks.</li> <li>6. Find ways to remind them of your love and support once the discipline / correction has been served.</li> <li>7. Ask yourself, "Am I part of the problem by modeling incorrect behavior &amp; attitudes before my child?" "Does my child need more of my time, affection, counsel, guidance etc?" (especially Dad) "Do I know my child's friends, eating &amp; sleeping habits, tastes in music, heroes, intake of movies, TV, computer chatting &amp; games?"</li> </ol>

<b>AREA</b>	<b>POSSIBLE REASONS</b>	<b>SUGGESTED ACTIONS</b>
<b>Scoring Violations</b>	<ul style="list-style-type: none"> <li>❖ Carelessness</li> <li>❖ Cheating</li> <li>❖ Vision Problems</li> </ul>	<p>Col 3:23, Eccl 9:10 Whatever we do should be done diligently to please God</p> <p>Prov. 6:16-19 God hates lying and deception so we should avoid them.</p> <p>Eye Test</p>
<b>Incomplete Homework</b>	<ul style="list-style-type: none"> <li>❖ Not enough time, did not understand /couldn't find resources for project.</li> <li>❖ Started too late</li> <li>❖ Laziness</li> <li>❖ Poor Study Habits</li> </ul>	<p>Write a note to the supervisor explaining the situation</p> <p>Make a daily schedule that includes enough time to complete HW and also time for breaks + family fun times.</p> <p>Take away some of their privileges (pocket money / allowance, TV/ computer time, time with friends, etc.) Check their homework each day.</p> <p>Give them close supervision + a quiet place to study. Spend time with them to show them the right ways to work.</p>
<b>Goal Check I</b> (No total pages, Goals not set, Goals repeated, Unauthorized goal change etc.)	<ul style="list-style-type: none"> <li>❖ Careless</li> <li>❖ Lacks understanding of importance of goal setting</li> </ul>	<p>Col 3:23, Eccl 9:10 Whatever we do should be done diligently to please God</p> <p>Find out from the supervisor what is the most common reason your child receives demerits then explain to him why each that rule is important. Goals should be set each day ("<i>Where there is no vision, the people perish.</i>") to indicate the student's commitment to work. Total pages shows if they are making enough progress in school during the day. If goals are repeated or changed without permission, it may indicate the child is avoiding responsibility. Show your child you want them to do well in this area and to develop the vital life skill of goal setting, and encourage them to do better. It may be appropriate to reward them for progress if this has become a problem area.</p>
<b>Goal Check II</b> HW slip not signed / Corrective Action Notice not signed	<ul style="list-style-type: none"> <li>❖ Carelessness / Forgetfulness</li> <li>❖ Avoiding confrontation with parents</li> </ul>	<p>Col 3:23, Eccl 9:10 Whatever we do should be done diligently to please God</p> <p>Some students don't want their parents to know if they have HW or a detention. (Check <i>your</i> response: Are you handling these procedures correctly, do you over react when they have HW/ detention?)</p> <p>Establish a procedure at home for making sure HW is done and the slip gets signed. If you are often home late, have a place where your child can leave their slips for you to sign. Follow the guidelines given above for handling detention.</p>
<b>Major character issues</b> Cheating, lying & deception, disrespect, defiance, filthy language, fighting, forging signatures, etc	<ul style="list-style-type: none"> <li>❖ Sinful human nature</li> <li>❖ Avoiding confrontation with parents, trying to find a shortcut/easy way</li> <li>❖ Bad habits</li> </ul>	<p><b>Counsel</b> (e.g. Prov. 6:16-19 God hates lying.) and provide appropriate <b>discipline</b>: Corporal correction (Prov. 13:24, especially for children up to about 10 years of age), Take away privileges (money / allowance, TV/ computer time, time with friends, etc.)</p> <p><b>Give them closer supervision.</b> Spend time with them to teach character through daily Bible study and show them the right ways to live and work.</p>

In one sense, all weaknesses are character weaknesses. When your child has a discipline issue, try to identify the area of character that needs to be developed. Then do a Bible study with your child (at their level, simple or more advanced, according to their understanding) to show what the Bible says (what God thinks) about that area of character. ACE School of Tomorrow used the verses shown in the target student profile as a guide to teach children character objectives.

## CLOTHING REGULATIONS AND PERSONAL APPEARANCE

These following Scripture passages form the basis for uniform rules. Our bodies and appearance **do** matter to God, but He is most concerned with our **hearts**. Also, men and women were created to be **different**. We are not uni-sex creatures. The dress code allows for these differences. "... *Man looks at the outward appearance, but the Lord looks at the heart.*" (1 Samuel 16:7b) "... *Your body is a temple of the Holy Spirit... Therefore honor God with your body.*" (1 Corinthians 6:19-20) "*So God created man in his own image ...male and female he created them.*" (Genesis 1:27)

The school will make the uniform (*items marked \**) for **ALL STUDENTS**. The school-issued uniform must be worn throughout the school day (including transportation to and from school) and to all out-of-school functions unless otherwise indicated; failure to do so will result in disciplinary action. Students must use the uniform to be allowed to enter the school and may be sent home to change if they do not have the correct uniform on arrival. Tattoos (permanent and temporary) and body piercing are not permitted.

On days when non-uniform is permitted, all items of clothing must be modest and appropriate following the basic ACE dress code guidelines: Not tight or formfitting; clothing (skirts/skorts/dresses/shorts etc) must be at least knee length (boys and girls); all necklines must be cover the collarbone (girls).

### GIRLS

* <b>Shirt</b>	<b>All black dress shoes; No boots or ankle boots.</b> (Formal, all black sandals with heel straps are permitted). No flip flops, crocs, or similar sandals.	
* <b>Sweater</b>	<b>Solid white socks:</b> white or skin-colored hose (tights). Black tights are permitted only in winter.	
* <b>Sweater vest (must be worn at Prime Time)</b>	* <b>Skirts, Skorts and Jumpers (dresses):</b> Must reach below the knee. (Must touch the floor in an upright, kneeling position)	
* <b>PE kit:</b> <b>Shorts</b> must be knee level. Bathing suits must be one piece and modest.		
<b>Hair:</b> Hair should be kept away from the face at all times. Bangs, if worn, must be regularly trimmed, or pulled away from the eyes. No lining, sculpting, shaved areas or other exotic hairstyles. Dyeing, tinting, frosting and streaking of hair are discouraged. " <i>Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight.</i> " 1 Peter 3:3-4. Each young lady is to be discreet and modest in appearance. Hair dyeing is only allowed for girls as long as they use a natural color.		
<b>Permitted Jewelry:</b> One small stud earring per ear (earring must not extend below earlobe), one simple chain with small pendant (must be worn inside shirt), modest hair decorations, one ring per hand, and a watch. The school reserves the right to confiscate any jewelry items it deems inappropriate or distracting and can accept no responsibility for losses. One Christian wrist band per arm is also permitted.		

### BOYS

* <b>Shirt (must be tucked in)</b>	* <b>Sweater vest (must be worn at Prime Time)</b>	<b>Plain black belt</b>
* <b>Sweater</b>	<b>Solid black socks.</b> (With shorts - solid white.)	
* <b>Trousers</b>	<b>All black Shoes.</b> Sport-type shoes are acceptable only if they are <b>all</b> black with no other colored stripes or designs.	
* <b>PE Kit</b>	Formal, all black sandals with heel straps are permitted. No flip flops, crocs, or similar sandals.	
<b>Hair:</b> Standard, conservative tapered cut (no under-cuts); must be off the collar and ears, combed away from the eyebrows. Sideburns no longer than middle of ear. Young men must be clean-shaven. No stubble, beards or mustaches. Dyeing and perming of boys' hair is discouraged but allowed if it is an unobtrusive natural color. Tinting or streaking of hair is prohibited.		
<b>Jewelry:</b> A watch may be worn as well as a modest ring (maximum one per hand). One Christian wrist band per arm is also permitted. The school reserves the right to confiscate any jewelry items it deems inappropriate or distracting. Absolutely no other form of jewelry is allowed for the boys.		

### UNITY FOR UNIFORMS

The purpose of the school uniform is **not** to restrict freedom of expression; it is just the opposite. Children are basically conformists. Peer pressure has an incredibly powerful influence and children tend to wear a "uniform" dictated by current fashions and their friends. The purpose of our uniform is to help **free** your child from the over-emphasis often put on outward appearance, and concentrate on their **inner** character qualities. Your help in this area will bolster school esprit de corps and your child's character.

1. Uniforms help improve a student's self-image.
2. Uniforms result in higher discipline and higher academics.
3. Uniforms eliminate competition in dress between potential social climbers.
4. Uniforms provide a distinct difference, providing classroom décor and give identification to build school **esprit de corps**.
5. A uniform prevents Christian youth from being a stumbling block through immodest or slovenly dress.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
7. Uniforms reduce yearly clothing costs & eliminate the daily decision of "what to wear."

*"Our Father in heaven, ..., your kingdom come, your will be done on earth as it is in heaven."*  
Matthew 6:9-10

## TARGET STUDENT PROFILE

### CHARACTER PROFILE (Traits)

- i) Develop a personal relationship with God through faith in Jesus Christ
- ii) Respect the differences in Christian belief and practice.
- iii) Know and follow the school rules and principles.
- iv) Promote school spirit
- v) Know, defend & practice the *60 Christian Character Traits*:

<b>Appreciative</b> I Thessalonians 5:18	<b>Creative</b> Romans 12:2	<b>Fearless</b> II Timothy 1:7	<b>Merciful</b> Luke 6:36	<b>Responsible</b> Rom 14:12
<b>Attentive</b> Hebrews 2:1	<b>Decisive</b> Joshua 24:15	<b>Flexible</b> Colossians 3:2	<b>Observant</b> Mark 14:38	<b>Secure</b> Job 11:18
<b>Available</b> Matthew 9:9	<b>Deferent</b> I Corinthians 10:33	<b>Forgiving</b> Colossians 3:13	<b>Optimistic</b> Romans 8:25	<b>Self-controlled</b> I Thess. 5:22
<b>Committed</b> Psalm 37:5	<b>Dependable</b> I Timothy 6:20	<b>Friendly</b> Proverbs 18:2	<b>Patient</b> Hebrews 12:1	<b>Sincere</b> Josh 24:14
<b>Compassionate</b> I Peter 3:8	<b>Determined</b> I Corinthians 2:2	<b>Generous</b> Acts 20:35	<b>Peaceful</b> John 16:33	<b>Submissive</b> Heb 13:17
<b>Concerned</b> Galatians 6:2	<b>Diligent</b> Colossians 3:23	<b>Gentle</b> II Timothy 2:24	<b>Perseverant</b> Galatians 6:9	<b>Tactful</b> Col 4:6
<b>Confident</b> Philippians 4:13	<b>Discerning</b> Ezekiel 44:23	<b>Honest</b> II Corinthians 8:21	<b>Persuasive</b> II Timothy 2:25	<b>Temperate</b> Titus 2:12
<b>Considerate</b> Philippians 2:4	<b>Discreet</b> Psalm 112:5	<b>Humble</b> I Peter 5:5	<b>Prudent</b> Proverbs 14:15	<b>Thorough</b> Eccl 9:10
<b>Consistent</b> I Corinthians 15:58	<b>Efficient</b> Ephesians 5:16	<b>Joyful</b> Ephesians 5:19	<b>Punctual</b> Ecclesiastes 3:1	<b>Thrifty</b> Isaiah 52:13
<b>Content</b> Philippians 4:11	<b>Equitable</b> Proverbs 1:3	<b>Kind</b> Ephesians 4:32	<b>Purposeful</b> Psalm 119:2	<b>Tolerant</b> Rom 14:13
<b>Cooperative</b> Psalm 133:1	<b>Fair</b> Matthew 7:12	<b>Loyal</b> John 15:13	<b>Resourceful</b> I Thessalonians 4:11	<b>Truthful</b> Eph 4:25
<b>Courageous</b> Deuteronomy 31:6	<b>Faithful</b> I Corinthians 4:2	<b>Meek</b> James 3:13	<b>Respectful</b> I Thessalonians 5:12-13	<b>Virtuous</b> Phil 4:8

### PERSONAL – SOCIAL PROFILE (Traits)

- i) Identify with gender, cultural group & with personal roles.
- ii) Be aware of personal strengths & weaknesses and maintain appropriate self esteem.
- iii) Show initiative, competence & responsibility in the fulfillment of obligations.
- iv) Have good personal presentation & hygiene, & care of physical and mental health.
- v) Able to communicate clearly and spontaneously in social situations.
- vi) Show leadership qualities and abilities to be able to influence others for good.

### ACADEMIC PROFILE (Traits)

- i) Individualized mastery of the English language in its spoken and written forms.
- ii) Certification of graduation in the international ACE curriculum.
- iii) Good study habits and goal setting ability & success in reaching objectives
- iv) Constant growth in independent learning strategies and ability
- v) Develop abstract reasoning and mathematics logic.
- vi) Verbal reasoning & oral and written communication skills
- vii) Interest in the search for knowledge and scientific investigation.
- viii) Take part in artistic, sports and recreational activities.

## KINDERGARTEN & ABCs CURRICULUM

The GGA staff is committed to providing an education appropriate to the needs of each individual child. Our aim, with God's help, is to nurture each child's unique potential. The programs for students beginning school for the first time are organized as follows:

	<b>Prekindergarten &amp; Kindergarten</b>	<b>ABC's (First Grade)</b>
<b>Age range</b>	4-5 years on September 1	5½ -6 years on September 1
<b>Special requirements</b>	Toilet trained with an appropriate maturity level	<b>80% score on Reading Readiness test</b>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>➤ Speaking English with ACE &amp; Christi</li> <li>➤ 'Reading Readiness Program': Foundation of ACE phonics system (12 Word Building + 12 English PACEs)</li> <li>➤ Foundation in Math (12 PACEs)</li> <li>➤ Social Studies: Applying Bible truths to the child's everyday life (12 PACEs)</li> <li>➤ Science: Creation, animals and the natural world, basic concepts (12 PACEs)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Intensive learning-to-read and write English program (12 Word Building PACEs) based on Kindergarten phonics system</li> <li>➤ Foundation in Math continued (12 PACEs)</li> <li>➤ Social Studies: Readers: Applying Bible truths to the child's everyday life (12 PACEs)</li> <li>➤ Science: Creation, Readers: animals and the natural world, basic concepts (12 PACEs)</li> </ul>
<b>Course Duration</b>	1 or 2 years depending on age and English level <i>(Pre kindergarten student have a lower work expectation for that year and will reach full expectations in their kindergarten year)</i>	1 year (course may be repeated depending on age and English level)

It should be noted that success in the ABC's (first grade) reading program is crucial to the child's successful progress further on in the school. We therefore wish to ensure that every child in the ABC's group has the maturity, concentration and stamina to cope with daily intensive learning.

At all levels we try to look at the particular needs of each child, rather than just their calendar age. When numbers and staffing permit, we may tailor supplementary courses to meet these needs during the school year.

### Kindergarten & ABCs PROMOTION

Kindergarten and ABCs are very important in your child's life as they are the time for developing foundational social and learning skills as well as the character they will need for life. For that reason it is very important that children are sufficiently mature before progressing to the next level, either ABCs or Lower Learning Center as the case may be. If your child does need more time to prepare for the next program, it is much better for them to remain where they are rather than progress without being ready, as this can lead to poor academic performance, low self esteem, and lack of motivation.

Here are the general requirements that we will check for kindergarten student to determine their move up to ABCs, alongside the academic test:

- *Five and a half or 6 years old*
- *Attention span of 20 minutes*
- *Responsible for personal items*
- *Sees likeness and difference in shapes, forms, and objects*
- *Can reproduce forms in a left to right direction*
- *Can master puzzles and pegboards*
- *Recognizes patterns of shapes*
- *Can draw a straight line*
- *Can hold a crayon or pencil correctly*
- *Can control the speed of a scribble*
- *Can connect a series of dots with a straight line*
- *Can tie his shoes, button buttons, etc*
- *Can repeat words of 3 and 4 syllables*
- *Able to repeat 5-word sentences*
- *Can hear differences in words: come or came etc*
- *Able to use complete sentences to express himself*
- *Can determine rhyming words; parrot, carrot, peacock*

For ABCs students to progress to Lower Learning Center, they must pass the Post Test with 100% to show they have mastered the sounds and letters of the alphabet, and are able to write both capital and small letters. Additionally, their maturity must be in line with the demands of the increasingly individualized nature of the next learning center.

Your support for your child's learning throughout the year in both of these programs can ensure they are ready to move up, but a second year in those learning centers is often the greatest start a child can have in the early days of their school life. Please feel free to ask about this if you have any doubts.

## DEFINITIONS OF SPECIAL TERMS

- **PACE** A self-instructional textbook. Each level (year) contains 12 PACEs for every subject.
- **ACE** Accelerated Christian Education - an American publishing company that provides most of our curriculum.
- **Learning Center** A 'classroom' in the ACE system, where the emphasis is on learning rather than teaching. (Abbreviated *LC*) LLC is the Lower Learning Center (approximately 2<sup>nd</sup> – 3<sup>rd</sup> grade); MLC & ULC are Middle & Upper LCs respectively.
- **ABC's** – The program that teaches 1<sup>st</sup> grade students how to read phonetically in English. Also the name given to the 1<sup>st</sup> grade LC.
- **Supervisor** A 'teacher' in the ACE system. This also reflects our emphasis on learning rather than teaching. Supervisors *do* teach, but it is our belief that only by giving the student the responsibility to learn can maximum results be obtained.
- **Monitor** The teacher's aide (assistant).
- **Student office** The private workstation (desk) at which a student studies during PACE time. The office is designed to encourage children to focus on their work and also help minimize distractions.
- **Merit** A small piece of paper 'money' issued by the staff as motivation or reward for responsible behavior, memorizing scripture, exceeding their goals, etc. Merits can be exchanged for school supplies or other small gifts at the monthly merit store.
- **Demerits** Demerits are marks noted down each day on a student's record for minor misdemeanors. Three or more demerits in a day lead to detention. A student starts each day with a clean "slate".
- **Scoring Station** A table where students go to check their answers.
- **Score keys** The answer booklet used by students to check their work.
- **Scoring Violation** A scoring error whereby a student fails to detect a mistake in their work. If a staff member finds a scoring violation, they will issue a demerit.
- **Goal cards** A small 5-day calendar with space for filling in daily goals for every subject.
- **Goal** A target for the amount of PACE work a student will do in a day. Students set their own goals then have them checked by the monitor.
- **Privilege** A reward for certain levels of achievement. This may mean extra break times, more freedom in the learning center, field trips, or other rewards.
- **ESL** English as a Second Language. The course of study used for students whose native language is not English and who are not fluent in English. It is also used to designate a student on this course (e.g. ESL student).
- **PST** Parent Support Team – a group of parent volunteers who take a more active part in supporting school activities.
- **Corrective Action Notice** A yellow slip of paper ('detention' slip) received by a student when they have earned 3 or more demerits, which informs parents of the demerits earned by the child during that day. It must be signed by the parents.

## BUS RULES

- 1) The school transport is subsidized by the school. Riding the Grace Academy bus is a privilege that can be lost if children do not behave properly on the bus and if they do not follow the instructions of the bus monitor. All school rules apply on the bus.
- 2) Bus monitors have authority to give demerits. They will inform the principal of any behavior problems on the bus. In case of misbehavior, one or more demerits will be given. A **second offense** will result in a detention and warning letter. A **third offense** will result in a suspension of bus privilege for at least a week.
- 3) Bus riders must arrive on time at the bus stop or **they will be left behind**. Once the pick up and drop off schedule has been set, the monitor will be instructed to wait at most **1 minute** for a tardy student during the morning pick up. Waiting even 1 minute may not be possible at some bus stops. Please arrive earlier than the scheduled time.
- 4) If parents arrange for their child to visit the home of a friend rather than go home in the afternoon, a permission slip **must** be given to the bus monitor **in the morning** so she will know what to do.
- 5) No child under 10 years old will be dropped off unless a parent or another designated adult is present to meet him. If no one comes to pick up a child the monitor will take the child to her **own home** and the parent or home helper must come to pick him up. This will result in a call from the school office, and if it is repeated, the bus riding privilege will be suspended. The monitors cannot leave children unattended on the bus at any time.
- 6) In case of an emergency or if the bus breaks down or if the bus is late, the bus monitor will call the school office and/or call parents, and the driver will arrange a new bus. It will be the bus monitor's job to keep the children calm.
- 7) Children must sit facing forward in their designated seats on the bus. Talking should be kept at moderate levels.
- 8) Seatbelts should be worn if fitted.
- 9) Bus monitor may confiscate any toys or other items that are being handled inappropriately.
- 10) Only water is permitted on the bus. No other food or drinks are permitted.
- 11) Bus drivers and monitors have no authority to set or change routes, times, or stops without consent from the school office. Parents should call if there are any problems or questions.
- 12) A new **route** can only be considered if 5 or more students are involved. If parents would like to request a new stop or a change to the bus route the school will consider the following issues before making a decision:
  - A. Will this change make the bus route shorter or longer?
  - B. Does it benefit all the bus riders or only one family?
  - C. Does it require passing through any busy or potentially congested area?
  - D. Is the proposed route safer?
- 13) If a family moves house during the year, the school will attempt to accommodate the change if possible. However, if the change is possible but involves extra cost due to distance or time, that cost would be passed on to parents.

*And without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him." Hebrews 11:6*

**GGA reserves the right to add, remove, or amend policies as required during the school year. Any such changes will be published in the next school handbook.**

*This handbook replaces all previous editions. August 2016*

