



**Parent/Student Handbook  
2020-2021**

**August 7, 2020**

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# Generations Christian Academy

## **Dear Parents/Guardians:**

Thank you for being a part of the Generations Christian Academy Family! Please feel free to speak with the Director or your child's teacher about any concerns you may have. We want this learning experience to be positive not only for your child, but for the entire family.

God Bless,  
The Generations Christian Academy Team

*"Dedicate your children to God and point them in the way that they should go, and the values they've learned from you will be with them for life." Proverbs 22:6*

## **About GCA**

Generations Christian Academy is an independent, non-denominational, K-12 college-preparatory, Christian school with selective admissions.

## **Partnership**

The heart and soul of GCA is a combined partnership with families and our community to provide a positive and individualized education to develop the whole student in mind, body and spirit through academic training interwoven with service to others and Christ-centered worship.

## **Mission Statement**

The mission of Generations Christian Academy is to provide an educational environment of excellence, hope and joy to empower students to excel as influencers for Christ.

## **Vision Statement**

The vision of Generations Christian Academy is to equip students to become fully-devoted followers of Christ who honor God through excellence, honor, self-discipline and service to others.

## **School Philosophy**

We, at Generations Christian Academy, believe the Bible to be the infallible Word of God, and teach our students from a Biblical worldview.

All truth is God's truth and all of the disciplines at GCA are taught in the light of this truth. Jesus Christ was the demonstration of all God intended for man to be. The Bible says that Jesus grew in wisdom (intellectually), stature (physically) and in favor with God (spiritually) and man (socially). Luke 2:52 Therefore, our educational goals encompass the intellectual, physical, spiritual and social areas of our students' lives. These areas are inseparable, and through them all run the insistent thread of the spiritual. It is our aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone.

Generations Church is dedicated to support a Christian school experience in order to assist and support parents because of the precedent that Scripture outlines for parents to have stewardship over the educational leadership for their children.

## **Non-Discriminatory Admissions Policy**

Generations Christian Academy admits students of any race, color, gender, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, nationality or ethnic origin in the administration of its educational and admissions policies, scholarship programs, athletic, fine arts and other school programs. Generations Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including willingness to cooperate with GCA administration and to abide by its policies.

## Statement of Faith

We believe:

- That the Bible is God's inerrant Word in the original manuscripts and the only authority for doctrine and practice. (II Tim. 3:16).
- In the Trinity – Father, Son and Holy Spirit as revealed in the Bible. (Matt. 28:19; II Cor. 13:14).
- That salvation from sin and judgment is a free gift, paid for by the sacrificial death of Jesus Christ for all who repent of their sin and place their faith in Him as their Savior. (John 3:16; Rom. 10:9). Once we make a commitment to Jesus Christ, our life will produce evidence of a genuine experience of regeneration – the new birth (John 1:12-13, 3:3-8; 1 Peter 1:18-25) – and a commitment to holiness and wholeness. (Romans 6:4, 8:1-4, 13:13; Eph. 4:17-32, 5:1-2, 15:1 John 1:6-7).
- In John 14:6, which states: “Jesus said to him, ‘I am the way, and the truth, and the life; no one comes to the Father but through Me.’”
- In the literal resurrection of Jesus Christ from the dead, and in the same resurrection to eternal life for all who are saved, while the unsaved will spend eternity in hell. (John 11:25-26; Mark 16:6; Matt. 28:5-6; Luke 24:6-7; I Cor. 15:3-4, 35-58; Rom. 6:5; John 5:28-29; Matt. 25:41).
- In the literal return of Jesus Christ. (John 14:3; Acts 1:11; I Thess. 4:16-17).
- That God, wonderfully, and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one’s biological sex as identified at birth is a rejection of God’s design for that person.
- That the term “marriage” has only one meaning in the original biblical context: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25); that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4); that sexual relations outside of this (e.g. adultery, fornication, homosexuality, bestiality) are condemned as sinful. We believe in the sacredness of sexuality and faithfulness to one’s spouse, and we believe that the scripture teaches that sex is a blessing to be rightly experienced only within heterosexual marriage. (Matt. 15:19, Rom. 13:13, 1 Cor. 6:9-20, Ex. 22:19; Lev. 20:13; Rom. 1:26-27).
- That human life is of inestimable worth and should be valued, defended and protected from conception through natural death. (Ps. 139; Gen. 9:6; Rom. 13:4).

## **Admissions Requirements**

### **Parents/Guardians**

It is expected that at least one parent or legal guardian meet the following:

- Have a personal relationship with Jesus Christ and have accepted Him as Lord and Savior (John 3:1–8)
- Acknowledge the Bible as God’s Word and teach and instruct biblical truths in the home (Deuteronomy 6:6–7)
- Be committed to co-labor with the school in the education and discipleship of his or her child(ren) (Amos 3:3)
- Agree with Generation Christian Academy Statement of Faith

### **Students**

- PreK students must be 4 years old by August 15 of the attending year.
- Kindergarten students must be 5 years old by August 15 of the attending year.
- Students in grades K-1 must take a reading readiness screening.
- Students in grades K-3 must participate in a developmental assessment to determine developmental age and proper placement.
- Students in grades 1-8 must test on or above grade level on the reading and math sections of the GCA entrance assessment and interview. Students who have previously attended a private school are asked to provide achievement test scores if taken within one year of the application date. Please note: Public school tests do not meet our achievement test requirement.
- Students must have a record of good behavior.
- Students must submit supporting documents (birth certificate, immunization records, reports cards, progress reports, achievement test results)

### **Admissions Priority/Waitlist**

We use a first come, first serve policy when admitting students. However, priority is given to current Generations Learning Center and Generations Christian Academy families when enrolling siblings. A waitlist will be formed when full enrollment has been reached within a specific classroom. \*Spaces available in each classroom are based on the Tennessee Department of Education Guidelines

In order to officially add your child to our waitlist, parent/guardian has to complete an online application found on our website at [GenerationsChristianAcademy.org](http://GenerationsChristianAcademy.org) and then submit a non-refundable, one-time registration fee of \$75. When a space becomes available in a specific classroom, the family at the top of that specific classroom will be contacted and invited to accept a classroom spot. If the family accepts the offer, we move to the next step of the admissions process. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequences unless they request to be removed from the waiting list. At times, we may call a number of families in one day to offer one spot. In this case, the spot will go to whoever accepts the offer first.

## General Financial Obligations

Prompt payment of fees is essential for our school to meet its financial obligations. Therefore, tuition and fees must be current for each student who attends Generations Christian Academy.

Both the student fee and the first month's tuition must be paid in full before student may attend GCA. Subsequently, tuition is due in accordance with your chosen payment plan (monthly, semi-annually, annually).

Tuition is due on the first of the month and is considered late after 5 p.m. on the 5th.

## Tuition Cost / Before and After School Care

Pre-Kindergarten	Grades K-5	Grades 6-8	Grades PreK-8
*Monthly Payments: \$850 Aug. 1 through May 1 (or upon acceptance)	*Monthly Payments: \$980 Aug. 1 through May 1 (or upon acceptance)	*Monthly Payments: \$980 Aug. 1 through May 1 (or upon acceptance)	Before School Care: \$ 50/monthly (Aug-Apr.) (May \$40)
*Semester Pay: \$4,250 Aug. 1 and Jan. 1 (or upon acceptance)	*Semester Payments: \$4,900 July 1 and Jan. 1 (or upon acceptance)	*Semester Payments: \$4,900 July 1 and Jan. 1 (or upon acceptance)	After School Care: \$300/month (Aug-Apr.) (May \$120)
*Annual Payment: \$8,500	*Annual Payment: \$9,800	*Annual Payment: \$9,800	Combo Care: \$350/month (Aug-Apr.) (May \$160)

## \*2020-2021 Founder's Scholarship Program

If your student was enrolled into the charter year, a \$3,000 scholarship will be applied to your contract. The payment plan will be adjusted based upon the new tuition amount.

## Student Fees

Grades K-8	Due	Details
Annual Student Fee: \$200	Due upon acceptance or by 8/1	Covers portion of the cost of books & supplies, technology
Annual Re-enrollment Fee: \$200	Due by February 5	To hold a student's place on class roll for next year
Field Trips/Clubs/Activities	Due before start date	Various extracurricular activities will be offered each year.

## Payment Methods/Policies

Payments may be made with cash, check or online via the tuition section of the school website. Checks are to be written out to Generations Christian Academy with your child(ren) name and tuition month written in memo line. All checks should be dropped off in the lockbox in the GCA foyer to the right of the iPad check-in station. In order to reserve your full-time position, your monthly payment will be due and payable even if your child is absent due to sickness or vacation.

**Note:** Tuition, student fees, re-enrollment fees, Before & After Care fees, extracurricular fees are non-refundable.

## **Delinquent Payment Fees & Withdrawal Policies**

If you have a financial emergency and are temporarily unable to pay, please contact the GCA Business Office before you allow your account to fall behind or begin the withdrawal process for your student.

Due to staffing, class size, administrative commitments and decisions the school makes based upon your family contract:

- A 10% late fee will be charged for late payments coming into the system after 5 p.m. on the 5<sup>th</sup> of each month.
- A \$35 fee will be charged on all returned checks or rejected payments.
- The August tuition payment is deemed a non-refundable payment to the school, even if the student withdraws prior to the first day of school.
- We require a minimum notice of 30 days in writing, to determine a “withdraw date” which becomes the official “End of Enrollment.”
- After the first day of school, if a student is withdrawn, tuition will be due in full for the entire month of withdrawal.
- If an account remains delinquent for over thirty (30 days), the student(s) may be dis-enrolled and/or be refused re-enrollment.
- Generations Christian Academy reserves the right to withhold progress reports, report cards, achievement test results, access to school resources, and/or to withhold the right to attend classes from any student for whom tuition or other school charges are past due.
- Progress reports, report cards and achievement test results will be withheld for any withdrawn student(s) for whom tuition and/or other school charges are due until such charges are paid in full.

## **Parent Communication / BRIGHTWHEEL Parent Portal**

Parent-teacher communication is a vital part of your child’s school experience. GCA offers many forms of communication such as an online daily resource called BRIGHTWHEEL, emails, phone calls or letters sent home.

An email invite will be sent out to every parent/guardian with our Parent Portal Registration, once your child is officially admitted to GCA. You will be able to enter your information directly into the system: 1) your emergency contacts; 2) your approved pick-up and drop-off list; 3) physician's updates and 4) billing information. For any questions regarding our BRIGHTWHEEL portal, please direct questions to GCA administration.

## **Classroom Visits**

If parents wish to observe a classroom in session, they must contact the school office at least 24 hours in advance to obtain administrator approval and to schedule the visit.

## **Delivery of Messages or Other Student Items**

Students will not be called out of class or have class interrupted for normal phone calls or messages. Any items that must be delivered to a student during the school day should be brought to the school office where students can pick up messages or items during the day.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are offered each fall. Notification of dates and times will be sent home prior to the event. Additional conferences may be desired, and such meetings should be scheduled in advance directly between the parent and teacher as needed during the year.

## **Attendance Requirements**

### **Daily Arrival**

- 7:00 a.m. GCA's doors open for students enrolled in Before School Care.
- 7:30 a.m. Adults may begin dropping off students in the main auditorium where students will be combined in age appropriate groups.
- 8:00 a.m. Students proceed to their specific classroom.

### **Daily Dismissal / Late Pick-Up Fees**

Invoice will be billed to the parent/guardian the following business day after late pick up.

- 2:45 p.m. School day ends. Students pack up and prepare for afternoon pick-up. Students will be escorted to the main auditorium. Students enrolled in After School Care will be escorted to the designated area to check in with staff member.
- 3:00 p.m. Pick-up begins.
- 3:15 p.m. Late fees of \$5 per minute apply to students who are not enrolled in After School Care and are still awaiting pick up.
- 5:45 p.m. Students in After School Care must be picked up by this time to avoid late fees.

Generations Christian Academy has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school.

- Attendance is taken at the beginning of the school day at 8:00 a.m. Students must be present for five hours of the school day to be counted present.
- When a student is absent, please notify the school office via phone, or e-mail by 8:30 a.m. on the day of the absence (unless absence was previously arranged).
- Students who accumulate more than 10 absences in one semester are in danger of not being promoted to the next grade level due to the amount of class missed.

### **Extended Absence**

Students who have an extended absence must have an academic make-up plan approved by the teacher within two (2) days of their return to school.

### **Non-Essential and Discretionary Absence**

It is very important that students be in attendance every day school is in session. Non-essential and discretionary absences, such as vacations on school days, are discouraged. If parents decide to take students out of school for non-essential or discretionary absences despite the strong recommendations of the school, GCA asks that parents request permission in writing from GCA administration at least two weeks prior to the absence. If the request is granted, the parent must meet with the teacher to discuss an academic plan to address the work to be completed on the non-essential or discretionary absences.

### **Early Release**

Students should not be regularly checked out of school prior to 2:45 p.m. Students who check out prior to 2:45 p.m. more than four times per year will be disqualified from receiving a perfect attendance award at the end of the year.

Students who need to arrive late or be picked up early due to a medical appointment should bring a note from the professional's office the day of the tardy or the day after the appointment. These tardies and early releases will not be counted against the student's fourth tardy or early release limit as long as the student is present for five hours of the school day and they have provided a note to the front office.

## **Tardiness**

Prompt arrival is critical to creating an effective learning environment. Elementary school students are considered tardy if they are not in class by 8 a.m.

Every fourth tardy within the current semester will be recorded as one absence. Absences from tardies will accumulate with all absences reported on the report card. Students who are tardy for more than four times per year will be disqualified from receiving a perfect attendance award at the end of the year.

### **Action Steps:**

- After three tardies in one semester, parents will receive an email from the teacher to alert the parent to the accumulated number of tardies.
- After seven tardies in one semester, the parent will receive an email from the teacher alerting the parent of the accumulated tardies and will receive communication from the teacher to discuss the reason for the tardiness and to encourage correcting the issue.
- After 11 tardies, the parent will receive an email from the teacher and a conference will be scheduled to discuss the reason for tardiness and to explore options for correcting the issue.

The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (i.e.: a wreck or stoplight malfunction). The teacher will use discretion in such cases to excuse these tardies so they will not be counted against the student record.

## **Before & After School Care Programs**

As a working family with school-age children, finding reliable care for your child can be challenging! The GCA Before and After Care programs go above and beyond just basic babysitting. GCA partners with parents of GCA enrolled students in grades PreK-8th to provide a quality Christ-centered, biblically-directed before and after school program. Students must be enrolled in Before and After School Care programs to attend.

### **Before School Care**

Upon arrival, students will be checked-in with either the Director or a staff member. They will be supervised while participating in age-appropriate, staff-directed academic and creative projects.

- The program begins at 7:00 a.m. on days school is in session.
- A light breakfast snack is included.
- Students will be escorted to class at 8:00 a.m.

### **After School Care**

Students will be escorted to the After School Care program area at 2:45 p.m., and will be checked-in with either the Director or a staff member. As the children have been in a learning, classroom environment most of their day, GCA staff and talented mentors will engage them in meaningful "out of the box" activities, hobbies and projects within a positive community of friends.

- The program begins at 2:45 p.m. on days school is in session.
- A snack is included.
- Students must be picked up by 5:45 p.m. to avoid LATE FEE of \$5 per minute, per child.

### **Combo Care Fee**

- Students may participate in both Before & After School Care which is called Combo Care.

### **Summer Break Care**

The Summer Break Care program will be a "camp like" environment with a deeper dive into extra learning activities led by GCA staff and talented mentors.

## **Lunch & Snacks / Meal Plan**

We offer a custom, nutritious lunch program option. This is invoiced at the beginning of the month. GCA prepares meals with as many “clean” and organic ingredients as possible. The meal plan is offered to all students. Gluten Free options may be available upon request. Students will receive an AM snack that is included in the tuition cost.

A meal plan is available with a monthly commitment per student. Meal plans will be pro-rated in August and May.

If not enrolled in our lunch program, parents must provide a healthy lunch each day. Please label all lunch boxes and provide an ice pack if needed. \*Home canned food and raw milk are prohibited in order to comply with Tennessee regulations. Students may not bring carbonated beverages in their lunches and do not have microwaves available to heat their food. No refrigeration is available for student lunches.

## **Assignments**

### **Late Assignments**

Learning to be responsible is an important element of a student’s total education. To help facilitate the learning of responsibility, GCA expects students to complete and turn in assignments on time.

Assignments that are not turned in on time may be penalized. At the beginning of the year, teachers will communicate the grade-level practices for their classes.

### **Make-Up Work for Absences**

Students who have missed school for an unexpected reason, such as illness, and have an absence from class will be allowed to make up missed work.

- Students will be permitted one day for each day absent to complete their assignments.
- Missed tests and quizzes are to be taken no later than the day after the student returns to school, unless special arrangements are made by the teacher.
- A special plan may be arranged for any student who has had an extensive absence from school.

### **Extra-Credit Work**

Extra-credit shall not be used to make up points for missed assignments, loss of points for excessive absences, etc. This will not foster disciplined study habits in our students or prepare them for college. In addition, it is not fair to students who get their assignments in on time and study appropriately for tests the first time.

### **Tutoring**

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. Teachers will communicate with parents if they feel their student needs help beyond what can be provided during the regular school day.

## **Homework**

The GCA teaching staff is committed to inspire and engage students in a rich learning environment. In addition to that, so much of your child's development also happens outside of a classroom setting, within your family, and at GCA, we value that as a priority!

We are combining those Christian family values as well as a compassionate, learning environment in order to better serve you. That translates into very focused, hands-on, learning environments within the school day, but also modeling a very different approach to parental involvement with traditional "homework." GCA teachers will suggest fun activities and enrichment event ideas that the whole family can participate in, as opposed to traditional assignments and expectations outside of the classroom. For example, there are many apps on smartphones or tablets that are educational with some level of reading, some sort of math, but there's no homework log expectation and much less pressure. Learning is then something that children will do naturally, not just segmented into separate classroom subjects. We find this can translate into a positive and personalized learning approach that can enhance the family setting during the school year.

## **Book Care**

Students should handle their textbooks, including consumable books, with care. There should be no unnecessary marks, writing or wear on any textbook. Non-consumable textbooks should be covered at all times. Please do not use adhesive book covers. Damaged books will be replaced, and the family account will be billed a fee. A textbook or workbook that is not found after two weeks will be considered lost and will be replaced at the student's expense.

- Small Workbook - \$20
- Large Workbook - \$40
- Small Textbook - \$50
- Large Textbook - \$100
- NOTE: Final report card will not be issued until textbook records are clear.

## **Lost and Found**

The school maintains a temporary "Lost and Found." Items considered valuable will be kept secure. Items not claimed by the end of each month may be disposed of or donated to charity. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

## **Student Dress Code**

The purpose of the dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness and stewardship which will encourage students to bring glory to God. (I Corinthians 10:31)

Children should be dressed in comfortable clothing suitable for play and appropriate for all weather conditions. Students will go outside every day the weather is 32-92 degrees with considerations for wind chill and heat index. GCA strongly recommends sunscreen and comfortable rubber-soled shoes to prevent slipping and injuries. All coats and jackets should be labeled.

The Mighty Rams Dress Code is available via the parents' page on the school website.

## **Campus Safety & Security / Visitors**

GCA operates a closed campus. Students are to remain on campus until the final dismissal. Students may leave only with written permission from their parents/legal guardian and approval from the administration. To secure the safety of your child, the GCA hallway door to the classrooms will only be accessible by a private security code. Private security codes are not to be shared with anybody. Any person on the pick-up list will be required to be assigned their own code in order to gain access to the secured hallway and facilities. There will be no unauthorized access into the GCA hallway. Any “approved person to pick-up” who does not have a code, will be escorted down the hallway by a staff member. During the school day, all parents and approved persons per family members must check in and out at the school office.

## **Student Hall Passes**

All students shall be in an assigned classroom and under supervision at all times during the school day. Students who are moving through the halls at any time of the day without direct supervision of teachers will be required to have a hall pass from a teacher. Any student found in the hallways without an authorized pass will be subject to disciplinary action.

## **Student Pick-Up/Drop-Off**

Anyone that is on your approved pick-up list and is NOT listed as the primary guardian will need to be registered as a “Contact” in the “BRIGHTWHEEL Parent Portal” with a copy of their driver’s license attached in the “Child Info Section.” Please notify the teacher AND Director (by phone or email) with any changes in the transportation of your child. Only authorized persons with a valid ID will be able to pick-up your child.

Before leaving school during the school day, a student’s parent/legal guardian must sign the student out at the office. Upon returning to school during the school day, the parent must also sign the student in at the school office.

\*Tennessee state law requires that all children under the age of 9 years, and under the height of 5 feet be placed in a car seat or booster.

*Throughout your child’s enrollment, please be sure to update all emergency information as needed, including your address, home and work phone numbers, cell phone numbers, email address, any changes in your child’s medical information, and any changes to the list of individuals authorized to pick up your child.*

## **Safety Plan / Emergency School Closing**

Generations Christian Academy will not, at any point, transport your child unless there is an extreme emergency where Emergency Service Personnel gives notification to vacate the premises immediately. In the unlikely event evacuation of the site is warranted, the following two locations should be utilized.

*\*Location is chosen based off emergency.*

1. Fourth Avenue Church of Christ
2. At Home retail store - Shopping Center Parking Lot

Parents/guardians will be contacted by the Director once all children have reached the evacuation site and are safe. They will be notified of the evacuation site and plans for reunification. Staff will remain with children until picked up.

*A detailed **Safety Plan** is given to every parent during the “on-site tour” of our facility. Please reach out to your child’s teacher and/or Director for any questions regarding Generations Christian Academy’s Safety Plan or to request an additional copy.*

## Emergency Drills

Fire and other emergency drills are conducted according to prescribed Department of Education guidelines.

## School Closings Due to Weather or Unexpected Circumstances

GCA will communicate to parents via text message, email, parent portal and website if school will be closed due to weather, local emergency or other reason students should remain home.

## Immunizations

Parent/guardian must present a signed certificate by child's physician, stating that child has had a physical examination within three months prior to the first day of school and is current with immunizations. This immunization form is due the first day of school and must be printed on the official "TN Immunization Form." **PLEASE PROVIDE YOUR CHILD'S UPDATED IMMUNIZATION RECORD EVERY TIME THEY RECEIVE NEW IMMUNIZATIONS. GCA's fax number is 615-599-1560.**

## Medications

GCA requires that prescribed and non-prescribed, internal or external medication shall not be administered to a child by school staff except under the direction of a physician or with a parent's written authorization. Emergency medications or drugs shall be labeled with the child's name and specific instructions for administering the medication. This medication will be placed in a locked box in the Director's office. The Generations Christian Academy staff cannot be responsible for the administration of medications required for a child on a daily basis. We will only administer medications required in emergency situations for which a parent has completed a written consent form.

## Illness/Injury

If you feel like your child is not well enough to play outside with his/her class, we advise you to keep him/her home for the day. If your child has had any of the following, please do not send them to school:

1. Fever: 100.0 degrees, vomiting or diarrhea **within 24 hours of school opening time – 7 a.m.**
2. Green runny nose, persistent cough
3. Red eyes with watery or pus drainage
4. Any sign of a communicable illness such as a rash, etc.

If your child stays home due to illness, please report the reason for the absence to child's teacher. It is helpful if specific symptoms and/or diagnosis is reported. Teachers can then be alerted to refer early, similar symptoms in other students. Students must be symptom free for three days before returning. If a teacher becomes ill at school, school will provide a qualified vetted, fingerprinted substitute teacher until the assigned teacher is well and can return to the classroom. Classes will remain open.

Parents will be notified immediately if their child is showing any symptoms of a communicable illness. The student will be kept comfortable and isolated from others until parent arrives to take student home. We cannot, due to state law, and will not by our own choice, allow any child to remain if any of the above conditions exist.

School will administer first aid to a student who suffers an injury while on campus with necessary first aid supplies including ice or warm packs, bandages, etc. If severe injury occurs, parent/guardian and 911 will be called immediately. GCA will communicate details of all injuries.

## Allergies/Chronic Condition

If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's emergency form and alert the teacher and the Director. Inhalers, EpiPens, emergency medicines may only be retained on campus with a current medical action plan on file.

## **No Smoking Policy**

The **campus shall be free of all tobacco and tobacco-related products**, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. field trips, walks, and all other outdoor activities) Employees who use tobacco products while off campus are required to **change clothes and wash hands** thoroughly prior to interacting with children.

**“No Smoking” signs** shall be posted conspicuously at each child care provider entrance, as required by state law.

## **Coronavirus (COVID-19)**

The information below outlines the COVID-19 procedural and communication plan for our school as recommended by health and educational agencies. Student and staff safety is our top priority. If you have a question, concern or comment about any health or safety issue, please email Executive Director LaSandra Wall at: [LaSandra@GenerationsChristian.org](mailto:LaSandra@GenerationsChristian.org).

## **Pandemic School Policy Information**

A pandemic is an outbreak of an infectious disease. The administrative team and board of directors have developed a Pandemic Plan in coordination with local, state and national government officials. This plan will be regularly reviewed by the administration and board of directors and updated as appropriate.

### **The Pandemic Plan includes:**

1. a communication method for school schedule changes and school closure;
2. an educational pandemic prevention program for staff and students;
3. provision for the business office to maintain continuity of operations during a pandemic or crisis;
4. provision for distance-based learning for students to maintain continuity of education;
5. policies and procedures for staff and student absences and extended leaves of absence due to a pandemic or crisis;
6. policies and procedures for isolation and possible transportation of students and staff who become ill at school;
7. a plan of communication regarding pandemic status to students, parents, and staff;
8. a plan for operating the school with less staff;
9. a designee responsible for establishing timelines within the plan and ensuring that such timelines are met and implementation of the plan occurs; and
10. other emergency procedures necessary.

## **Coronavirus (COVID-19) Frequently Asked Questions**

### **What is the school doing to clean and sanitize buildings and supplies?**

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools.

- Frequent cleaning of high touch areas every day which includes handrails, doorknobs, keyboards used by multiple persons, phones, light switches, sink faucets, and restroom facilities
- Frequent disinfection of PE, extracurricular and recess equipment
- Nightly cleaning and sanitation of classrooms and public foyer spaces
- School is installing HEPA filters in the facility.

### **What safety protocols will be implemented throughout the day?**

- Parents are urged to take student's temperature at home before coming to school.
- As a prevention measure, no employee, student or family member should come to the campus if they feel symptomatic for any type of illness.
- Parents are to keep students home if they have a temperature of 100.0 or above, are not feeling well, have COVID-like symptoms or have potentially been exposed to COVID or another contagious disease.
- School will take the temperature of each student and each employee upon arrival.
- If a student becomes ill at school, the parent will be called and student will be kept comfortable and isolated from others until parent arrives to take student home.
- If a teacher becomes ill at school, GCA will provide a qualified vetted, fingerprinted substitute teacher until the assigned teacher is well and can return to the classroom. Specifically, if a teacher tests positive for COVID, and has not been on campus, then he/she will remain home for the specified time frames that are recommended. Classes will remain open.
- School will ensure employees and students wash hands often.
- Hand sanitizer and tissues will be available throughout the campus.

### **If virus surges again, how do you determine if school needs to be closed?**

- To make a determination of school closure, we would await instruction from the TN Department of Education. If the DOE announces school closures to protect the health and safety of students, families, faculty, and staff, our school will immediately communicate this message to our school employees and families, and begin implementing distance learning protocols.

### **Is the school prepared for students to learn from home during closure?**

- In the event of school closure, teachers and staff are ready to proceed with our curriculum and academic calendar as prescribed. Our administration and teachers are committed to our students, to serving the Lord, and to providing a quality education via distance-learning to maintain continuity of education.

### **If school closes, what factors will be used to reopen?**

- We would await guidance from the TN Department of Education to provide the timeline and reopening instructions.

## **Additional COVID Resource**

### **CDC (Centers for Disease Control and Preventions)**

Visit CDC website for the latest COVID-19 info: <https://www.cdc.gov/coronavirus/2019-ncov/>

- How it spreads, symptoms, testing, protection for yourself, your family, your friends and FAQ's

## Student Evaluation

**Report cards** are sent home at the end of each quarter. Report cards are a communication to parents indicating the level of each student's achievement. Final report cards will be mailed and/or e-mailed at the end of the school year.

### Academic Grades – K-8

GCA utilizes a numerically based percentage system for quarter, exam and semester grades. This is the only scale utilized for the reporting of these grades. Extracurricular eligibility, probation, and quarter averages are based on these percentages.

The following grades scale is utilized:

<b>% Points</b>	<b>Letter Grade</b>	<b>Definition</b>
90-100	A	Far exceeds standards
80-89	B	Exceeds standards
75-79	C	Meets standards
70-74	D	Meets minimum standards
69.5 & below	F	Failure to meet min standards
--	I	Incomplete

### Incomplete Grades

In some extreme cases, as designated by the teacher and approved by the principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or "Incomplete Contract" will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

### Failure of a Subject/Course

In the case of failure of a required subject/course, the subject/course must be retaken. A failing grade is 69.4 and below.

### Academic Probation

Academic Probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and the student, so that mutual effort on the part of both the school and the home may be made to correct the academic deficiency.

### Testing Standards

The TerraNova Standardized Achievement Test administered each spring covers a wide scope of learning at a deeper level. It tests for the achievement of essential grade-level objectives and beyond. And, it is a national standardized test that yields benchmarks against students in other schools across the nation as well as Christian school students in ACSI (Association of Christian Schools International).

### Promotion of Students

The following guidelines are used to determine promotion:

- Kindergarten: A student must achieve appropriate reading benchmarks, meet behavioral expectations, and obtain a positive teacher recommendation to be promoted.
- Grades 1-8: A student must pass reading and math to be promoted. If two or more core subjects are failed, the student will not be promoted.

## **Unauthorized Materials**

Students are not to bring recreational material (i.e. teen magazines, comics, sports magazines, beauty magazines) or other non-required books, magazines or periodicals on campus unless approved by teacher or director. The teacher will collect such items. Obscene, pornographic or vulgar items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters or pictures, it also includes any printed, drawn, or electronic material that is deemed obscene, pornographic, vulgar or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to expulsion.

## **Music/Media**

GCA believes music or media which promotes rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority or biblical values, drug use/drunkenness, vulgarity or satanic activity is not an acceptable form of entertainment for GCA students. Therefore, while at school or school sponsored functions, students may not listen to or view such media nor have in their possession magazines, t-shirts, notebooks or other items that promote this type of media.

## **Electronic Devices and Cell Phones Cell Phone Regulations**

While students are permitted to bring cell phones to school, to help reduce distractions and promote an orderly academic environment during the key hours of the school day, their use is limited to brief calls to parents during carpool and communication during after school activities. These devices are not to be accessed by the student or carried in the student's clothing. All phones and personal electronic devices are to be off and stored in the student's backpack, during the school day. Any urgent message that a parent needs to get to a student during the school day should be called into the office. If a student violates this policy, then the electronic device will be confiscated and turned into the administrative office. The school administration reserves the right to inspect any such devices that are suspected of being used for misconduct, including the inspection of phone numbers called or received, pictures stored and email/data/text messages sent and received. The finding of inappropriate materials may result in further disciplinary action. The possession of a cell phone or other portable communication device on a student's person during any student assessment (text, quiz, exam, etc.), may be deemed to be cheating and is subject to the corresponding range of academic and disciplinary consequences. A \$20 fee will be assessed for a student to retrieve any confiscated device. The \$20 fee will continue to increase by an additional \$5 for each subsequent violation of the policy.

## **Restrictions on Use of iPods and Personal Electronic Devices**

The school understands that parents may allow their children to listen to or view content on iPods or other devices while carpooling to and from school each day. However, iPods, MP3 players, iPads, and other electronic communication/entertainment devices are not to be displayed, seen or used during regular school hours, while on campus waiting for school to begin in the morning, nor while waiting for parents to arrive in the afternoon. If the school allows students to listen to or watch personal electronic devices during transportation to extracurricular events or in other circumstances, it is generally media that is of specific Christian content or "G" rated. In any event, any and all media on student personal devices must comply with the standards set by GCA. These same standards also apply anytime a student is attending a school-sponsored activity in the evening or on weekends as a spectator. Violations of these standards may lead to confiscation of the device and further disciplinary measures.

## **Student Property**

While GCA maintains a safe and orderly campus, GCA will not be responsible for lost or stolen items, and students should avoid bringing unnecessary items to school.

## **Student Conduct**

The GCA Parent/Student Handbook is not intended to be and cannot be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified. Students are reminded that any faculty or staff member in the school has the authority to correct students at any place and at any time.

## **Discipline**

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner. To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when any student's actions interfere with the right of the teachers to teach and the students to learn. When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21)

## **Behavior Management**

Positive reinforcement is our main goal in behavior management. Redirection, self-motivation, calm-down kits, self-regulation, setting development-appropriate expectations, and leading by example will be our focus. The younger classes (ages 4-6 years) will have a specific class behavior system that will be communicated to the parent/guardian by your child's teacher. Changes will be made depending on children's interest and needs. Aggressive and/or inappropriate behavior will not be tolerated, and parents/guardians will be notified immediately.

## **Working Towards a Positive Solution**

The decision to dis-enroll a child from Generations Christian Academy is a difficult one for both the School and the family. In all cases, Generations Christian Academy's goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. School personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s) before dis-enrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The School will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

- Home base management skills and intervention techniques should be evaluated and changed to adapt to the particular circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child.
- Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors.

## **Offenses & Consequences**

### **Offenses**

- Continuous talking in class without permission / Noises that disrupt teaching and learning
- Throwing or projecting objects
- Failure to bring required materials and/or assigned work to class
- Failure to participate in classroom activities, including sleeping in class
- Failure to sit in an assigned seat
- Cheating, lying
- Leaving classroom/campus without permission
- Scuffling, horseplay/ Running and/or making excessive noise where or when prohibited
- Lunchroom or playground misconduct
- Disrespect to school personnel and others
- Hall pass violation
- Dress code violations
- Physical or verbal abuse of staff or students
- Profanity, inappropriate language or hand gestures
- Possession of unauthorized materials, music, media during school functions – on or off campus
- Destruction of school or personal property
- Activities - on or off campus - that threaten the safety & well-being of staff and students and causes interruption to the daily operation of the school

### **Consequences**

Possible consequences to offenses above depending on severity of misconduct:

- Verbal reprimand
- Verbal warning
- Conference with student
- Change in seat assignment
- Separation in the classroom (temporary)
- Written or telephone communication to parent
- Lowering of conduct grade
- Disciplinary work assignment
- Parent conference
- Suspension
- Dis-enrollment
- Other disciplinary measures approved by the administration

## **Dis-enrollment Policy**

Generations Christian Academy seeks a solid partnership with our families as a basis for their children's success within our program. Generations Christian Academy has a child-centered family approach, seeking to accommodate a wide range of individual differences. It is only on rare occasions that a child/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's dis-enrollment.

The following are some reasons why we would have to dis-enroll a child or family from GCA.

### **Child's Actions:**

- Child unable to adjust to the program after a reasonable amount of time. A 60 day probationary period will apply in order to evaluate the child's progress
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting, hitting, and kicking staff and/or children will be cause of immediate dismissal.

### **Parental Actions:**

- A parent/guardian fails to abide by School policies or requirements
- Non-payment of tuition and fees
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Generations Christian Academy program.

### **Immediate Causes for Dis-enrollment:**

- A Parent/guardian is physically or verbally abusive or intimidating to School staff, children, or anyone else at the School.
- Potentially dangerous behavior by a parent or child; including kicking, biting, slapping staff or other children in the School.

## **Dis-enrollment Process**

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the School's decision to dis-enroll. A follow-up letter will be provided which will include, if applicable:

- The reasons for the disenrollment or suspension
- The date of the disenrollment or length of the suspension
- The expected behavioral changes required in order for the child or parent to return, resume or continue enrollment at the School.

## **Grievance Procedure**

If a student, parent, or staff member has questions or concerns regarding the behavior of another, he/she shall follow the principles given in Scripture as outlined below. The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in the eighteenth chapter of the Gospel of Matthew.

- First, bring the concern, question or grievance directly to the person involved, and in good faith, try to resolve the matter.
- Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority and managements.
- Third, some cases may need to be reviewed by the Executive Director if resolution cannot be found at lower levels of review. A summary of the matter, and the attempts already made to resolve the matter, must be tendered in writing prior to the matter being reviewed. The Executive Director may review and conduct a hearing on the matter personally, or he/she may refer the matter for review by a grievance committee appointed by the Executive Director, in order to come to a final decision on the matter.
- Finally, if the aggrieved party is not satisfied with the decision rendered by the Executive Director, they may appeal the final decision to the Board of Directors. Such a request must be in writing and explain the reasons why the party believes the decision should be reviewed or changed. If the Board of Directors declines to review the matter, any decisions rendered by the Executive Director will be considered final. If the Board of Directors decides to review the matter, any decision rendered by the Board of Directors will be considered final.

## **Child Abuse Prevention**

If you have any concern about any child's safety, you must report the situation. All calls are confidential and available 7 days a week, 24 hours a day. DCS reporting number is 877-237-0004.

## **Guidelines for Responding to Disclosure or Suspicion of Sexual Abuse of a Child**

### **1) When in doubt, REPORT!**

### **2) Suspicion:**

- a. Be available - providing a safe environment for disclosure.
- b. Ask if a child has a problem-would like to talk, etc. but do not say that you think she/he has been sexually abused.
- c. Make an opportunity to talk about okay secrets and not okay secrets.
- d. Utilize personal safety or touching lessons.

### **3) Disclosure:**

- a. ALWAYS REPORT
- b. Accept the child's statements-communicate calm, not shock. It is not your job to determine the facts or the truth, but it is important to let the child know he/she is right to tell and that you believe.
- c. Let the child know you are safe and willing to listen.
- d. Be very straight forward with the child about your need to tell someone who can help