



Student & Parent Handbook



GREATER ATLANTA
CHRISTIAN SCHOOL

Dear GAC Family,

Welcome! We are glad you are with us. From our youngest Spartans to our graduating Seniors and throughout our academic and co-curricular programs, it's important we understand and operate together in our actions, for amazing learning, and for character and faith building. I encourage you to read this handbook carefully. While it may appear exhaustive, reading it will be worth it to be fully informed about the policies and procedures of GAC. It will help you to avoid surprises.

While not perfect, the policies within this handbook were designed with the very best in mind for students and will be carefully implemented by our caring teachers and administrators with that same mindset for the good of students now and for their future. No doubt, there will always be differences of opinion related to policies, and we continuously seek to improve our policies to match our mission.

We expect each student and family to abide by the GAC school policies you will find here both in word and intent. We believe the spirit of Christ, teachings of scripture, solid educational principles, and the best interests of students and school shape what you will find.

Good policies will structure our outward steps; yet let's invite the spirit of Christ to guide us from the inside out. And that kind of guidance will outlast any policy.

Thank you for attention to this handbook and for your support of our community and mission.

Scott

Scott Harsh, Ed. D
President

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HISTORY & GENERAL INFORMATION

HISTORY

Greater Atlanta Christian School (GAC) was established by members of the churches of Christ in the Atlanta area who saw the need for excellent academics in a Christian environment. The charter of the school was adopted in 1961, and classes began on the present campus in the fall of 1968. GAC has moved forward to train young people both in Godly principles and academic excellence. From its inception, students have been accepted for admission without regard to race, gender, or national origin.

MISSION

The mission of Greater Atlanta Christian School is
to help each child grow as Jesus did,
in wisdom and stature, and in favor with God and man.

SCHOOL CREST, MASCOT, & SCHOOL COLORS

The GAC crest represents the power of learning and the power of the cross linked together in one environment. The mascot of GAC is the Spartans. A derivative of the mascot often used by our female teams is the name Lady Spartans. The school colors are red and gold.

ALMA MATER

Greater Atlanta Christian School; we lift our voices in praise for you. Built on the visions and dreams of men whose holy faith on **God** depends.

Teaching the way established by **God**, Learning His wisdom, His truth, His love, Greater Atlanta Christian School.

Grateful for treasures we've found in you, striving for excellence empowered by **God**, Greater Atlanta Christian School.

FIGHT SONG

Fight on you Spartans—Win tonight—the victory is near

Let's show those *[insert opponent's mascot name]* we can fight—Let's give a mighty cheer
GO SPARTANS!

The red and gold will win tonight—We are the very best!

The mighty Spartans win tonight—FIGHT ON FOR GACs!!!

ADMINISTRATORS Dr. Scott Harsh – President
Dr. Josh Thomason – Vice President of Finance & Operations
Dr. Katherine White – Vice President of Advancement
Jimmy Chupp – Director of School Life
Charles Edwards – Director of Diversity & Inclusion
Dr. Betty Morris – Director of Academics and Faculty Growth

School Level Administrative Teams

Lower School: Young Learners (Infant-K2), Early Childhood Village (K3-K5) and Elementary (Pre1 st -5)	
Rhonda Helms Principal	Jill Baker – Assistant Principal Aaron Jongko – Assistant Principal Dr. Sheree Hill – Administrative Director, Young Learners Abby McFadden – Executive Director, Young Learners Susan Kim – EDI Coordinator
Middle School (Grades 6-8)	
TJ Dixon Principal	Lauren Hollier – Academic Dean Jessica Guarneri – Dean of Student Culture Jermaine Fields – EDI Coordinator
High School (Grades 9-12)	
Shane Woodward Principal	Dr. Crystal Downs – Academic Dean Dr. Paul Cable – Dean of Student Culture Ali Weller – Dean of Student Culture Natalia Medina – EDI Coordinator
Counseling Office	
Lower School Middle School High School & College Counselors	Rebekah Gilliard Misty Wilson Mitchell Baker, Donna Pate, Ayesha Nasmyth, Lori Davis
Ethos School (www.ethoschool.org)	
Dr. Josh Thomason Executive Director	Dr. Betty Morris – Director of Academics Dr. Paul Cable – Academic Dean Dr. Brad Denton – Associate Academic Dean Dr. Robert Lindsay – Associate Academic Dean

CAMPUS SECURITY

The safety and security of the GAC community and campus is a top priority. Our campus security is supported by law enforcement officers that patrol during the day and private-security officers on nights and weekends. Additionally, the entrance gates at Oakbrook Parkway and at Church Lane (Young Learners & Performing Arts Center) will be closed most days from 8:45 a.m. until 2:45 p.m. All gates are locked from 11:00 p.m. until 5:00 a.m., seven days a week.

To reach Campus Security at any time, please call 678-908-8035 (in cases of an emergency, dial 911.)

SCHOOLWIDE PHILOSOPHY & PRINCIPLES OF CONDUCT

THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

Parents and students agree to adhere to and abide by the policies and procedures set forth in this handbook, as amended from time to time with or without notice. Any violations of these policies or procedures by parent(s) or student may result in disciplinary action up to and including dismissal from the school or non-renewal of enrollment for future academic years, at the sole discretion of the school.

This handbook creates no expectancy of enrollment in future school years. Greater Atlanta Christian School ("GAC", "the School") reserves the right to suspend or dismiss during the school year or decline to re-enroll any student who in effort, conduct, or progress is not fulfilling the school's expectations, as determined by the School. GAC also reserves the right to suspend/dismiss during the school year or decline to re-enroll any student whose enrollment is deemed by the school not to be in the best interests of the School or whose parents are deemed by Greater Atlanta Christian School not to support the school's mission, philosophy, expectations and/or rules.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. For purposes of GAC's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the final interpretive authority on the Bible's meaning and application.

GAC CHRISTIAN EDUCATIONAL MISSION AND THE GAC STUDENT/FAMILY

For GAC, the historic and forward-looking faith in Christ, as well as extraordinary learning, are integrated, never separated. The Scriptures of The Bible are held in high esteem, above our personal views and choices, as an honor to God. That outlook and vision for our community extends beyond the classroom learning world to every program, activity, and behavior of students, faculty, staff, and administrators alike.

As a condition of enrollment, all students and their families have acknowledged an understanding of Greater Atlanta Christian School's Christian mission and values, including those set forth in the Community Covenant, Statement of Faith and this handbook. Students agree to conduct themselves both on and off campus in a manner that is respectful of the school's Christian mission and values. This includes, for example and among other things, freedom from and complete avoidance of alcohol and controlled substances, as well as tobacco. It includes use or distribution of pornography, or anything approaching it, on or off campus at any time. It includes abstaining from sexual relations (heterosexual or homosexual), living consistently with the sex and gender God chose for us at birth, and avoiding same-sex dating or romantic behavior, on or off campus. It also includes treatment of others in pejorative or bullying fashion, and the use of derogatory words or language about an individual's intellect, sexual orientation, race, or faith, whether on or off campus. God has called us to walk toward purity, with gentleness and respect for others, in these and many other areas of our lives. The School will initially provide guidance on these and other issues, based on biblical principles. However, depending on the severity of the situation, students are subject to discipline up to and including dismissal from the school or non-renewal for future academic years for conduct that is, in the sole discretion of the school, disrespectful to the School's Christian mission and values.

CODE OF CONDUCT

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct or discourteous behavior may be asked to leave the event and may not be allowed to attend future events.

In addition to academic preparation, GAC believes that instilling in our youth the behaviors that are required to sustain society is also very important. The purpose of this code of conduct is to provide students at GAC an effective and safe learning environment. Our students are expected to demonstrate the following behaviors while at GAC:

- Show respect for self and others (including property and person)
- Demonstrate courtesy to others
- Behave in a responsible manner
- Attend class regularly
- Be prepared for class
- Take seriously the course of study
- Dress appropriately according to school uniform and co-curricular codes
- Cooperate with school officials and teachers
- Refrain from public displays of affection
- Abide by the Student Honor Code and Code of Conduct

In addition to the above behaviors, students are expected to:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs their own or other student's educational achievements.** Students should know and avoid the behaviors prohibited by the code, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, avoid being disrespectful, and follow school policies and procedures.
- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and promptly reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined throughout this handbook and in our Faculty/Staff Handbook) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and immediately report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by state law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and

their parents to timely report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Division Head or the Head of School.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling, and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, vaping, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from School.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please promptly report such information to the School Level Principal or counselor.

CONFLICT RESOLUTION

All community members, students, and adults are expected to follow the guidelines of conflict resolution outlined by Jesus in Matthew 5:23-25 and 18:15-17. These passages can be summarized into four basic principles.

1. *Resolve conflict quickly* (Matthew 5:23-25). It is important to address issues quickly, before misunderstandings have an opportunity to grow into a larger conflict.
2. *Face-to-face* (Matthew 18:15). There is great value in face-to-face communication. As it is difficult to communicate emotion in an e-mail or text. It is very easy for misunderstanding and miscommunication to develop. A face-to-face conversation is always most effective.
3. *One-on-one* (Matthew 18:15). When concerns are addressed with only those directly involved, the possibility of resolution is increased and the unnecessary involvement of others is minimized.
4. *Get help* (Matthew 18:16-17). If a face-to-face, one-on-one conversation does not bring resolution. It may be necessary to involve another person, in our case, an administrator.

Actual or potential harassment, bullying or other discrimination prohibited under GAC's policies or in the case of any unlawful or potentially unlawful conduct or any violent or potentially violent threats or behavior should immediately be reported to the School President or a Principal.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

STAND AGAINST RACISM

As Paul wrote, *"in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others."* Philippians 2:3-4. Our desire is a community where every student feels they are valued and that they belong. With that goal in mind, we take an *"others first"* approach and we're actively working to both model this as a community of faculty/staff and to instill that into our students. To support this goal, GAC stands against racism in any form, whether in word or deed, whether overt or systemic. Racism is a sin against our fellow human beings, and against God. We will teach our students to stand against racism, hold ourselves and our students accountable surrounding racism, and continue to change ourselves and our practices, as we continue to learn more. We make a lasting commitment to keep learning about equity, and to improve ourselves and our school to more fully live out the love of Christ for all people.

Reporting Racism or Bias

The School does not tolerate racism or bias based on race, color, national origin or ethnicity whether it occurs on or off campus/at the School. Examples of racist comments and conduct include, but are not limited to: notes, cartoons, graffiti containing racially offensive language or pictures, name calling, jokes or rumors involving race, color, national origin or ethnicity, threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin or ethnicity, racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin or ethnicity, written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes, a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race,

color, national origin or ethnicity, other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, national origin or ethnicity.

This policy applies to students, parents, employees, vendors and visitors. Anyone who is the victim of this type of conduct or who becomes aware of it must report it to the School's Director of Diversity and Inclusion, Counselor, school level principal, or School President.

Individuals will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact the School's Director of Diversity and Inclusion, school level principal, or School President. Please do not assume that the School is aware of the improper conduct.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

THE GAC HONOR CODE

Philosophy: As members of the GAC community and as Christians, we are held to high standards of moral behavior, including standards of trust, honesty, and integrity. By upholding these standards, we can all maintain *honor* in our relationships. A pillar in the shaping of such an environment is the GAC Honor Code.

“In order to maintain honor in our relationships, we all agree to do what is right, to speak the truth, and to strive for integrity in all that we do. Therefore, we will not be involved in lying, cheating, or stealing. If we do vary from this path of honor, we will accept the correction from others and the established consequences of this school. Honor is a goal that we seek to attain.”

Definitions

- *Lying* is the falsification or denial of a fact or the intentional creation of a false impression. It is also the breaking of a pledge.
- *Stealing* is the taking of anything without the consent of the owner.
- *Cheating* is giving, receiving, or attempting to give or receive unauthorized help that could result in an advantage in completing school work. It is the act of deceit or fraud. In the classroom, it will be further defined by each teacher, but will include a minimum of the following:
 - Unauthorized use of another person’s material (copying someone else’s work, looking at another student’s test/quiz, etc.)
 - Allowing the use of your own material (letting someone copy your work, providing answers to a test/quiz, etc.)
 - The revelation of privileged information regarding tests, quizzes, etc. (discussing a test after completion with students who have not taken the test as yet)
 - Collaborative work without having specific permission from the teacher to work with others. (This includes dividing the work among students but turning it in as a complete work from one student.)
 - Access to information during an assessment, includes all assessments in the classroom, GAC Sync, Test Support, Make-Up, etc) that has not been approved by the teacher (open computer/window on computer during an assessment, using written notes, etc.)
 - Usage of unauthorized resources (translators, tutors, etc.). Submitting an item of academic work that has been submitted (even submitted previously by that student) for credit in another course.
- *Plagiarism*: the use of another person’s ideas or phrasing without giving proper credit. Plagiarism will be determined by the product turned in for a grade by the student. Detailed instructions to provide the appropriate credit for cited/paraphrased work are given by each teacher in each class. Plagiarism is not defined by intent – it can be a direct result of not following the directions given or it can be an intentional decision by the student, both can result in Plagiarism and may be subject to consequences as deemed appropriate by Administration. Plagiarism is a serious offense. It usually takes one of these forms:
 - No Source – The student does not provide the source that was used.
 - Incorrectly Credited – Incorrect use or no use of quotation marks – changing a few words of the sentence(s) does not make it your own work
 - False Author – Work submitted as though it was the written work of the student when it was written by another person – this includes purchasing a paper from an online source or another person.

Consequences may include a warning, detention, Saturday School, zero (0) on the assignment, removal from Honor Societies, removal of valedictorian/salutatorian distinction, suspension, or dismissal from school. The Administration reserves the right to modify the consequences as the situation demands. Any Honor Code violation could result in dismissal from the school, even for the first offense.

Honor Code Violations:

- 1st offense:** Saturday School**
Parent Conference
Possible Zero on Assignment
Possible Loss of Honor Society participation and cords
Possible loss of Valedictorian/Salutatorian distinction
Possible dismissal from school

- 2nd offense:** Parent conference and Suspension/Behavioral Probation
Zero on Assignment
Loss/Denial of Honor Society participation and cords
Loss of consideration for Valedictorian/Salutatorian distinction
Possible dismissal from school

- 3rd offense:** Dismissal from School
Zero on Assignment
Loss/Denial of Honor Society participation and cords
Loss of consideration for Valedictorian/Salutatorian distinction

*** A fee of \$20 will be assessed to the student's account to cover the cost of supervising the Saturday School.*

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

GAC Sync (Synchronous Learning)

GAC Sync is designed to align with in-person classes and to provide an option for students in order to address various needs. In-person classes, GAC Sync, and Ethos are all educational pathways supported by GAC providing choice and flexibility for each student/family.

Each student who participates in GAC Sync will follow the same general and school level academic, uniform and behavior expectations, and deadlines as outlined in this handbook as well as the expectations, assignments, and due dates of each class. Active and engaged participation in the class is the expectation for each student, whether they attend in-person or via GAC Sync.

- Prior to the start school year, families interested in GAC Sync should complete the following:
 - Secure required course materials in order for students to participate in class and/or testing at home.
 - Complete the GAC Sync Instructional Orientation and attend a GAC *Sync In* virtual session.
- The school day schedule will be the same in-person and for GAC Sync. Students are expected to be on-time and prepared for class. All tardies and absences will be recorded and will have the same outcomes as if the student was present in the classroom. The expectation is that GAC students will attend the entire school day (outside of approved absences as outlined in the Student-Parent Handbook).
- Students are required to wear a GAC school uniform shirt in order to be admitted into the GAC Sync class session; Spartan spirit wear is an option on Fridays.
- Attendance will be taken within the first 5 minutes of the class period and will be posted to MyGAC (Grades 6-12).
- Students must be seated upright, at a desk or table, prior to joining the sync class session. The work area should be appropriately equipped with materials for class, powered laptop, proper lighting and WiFi. The workspace should also be in a distraction-free environment (away from pets, televisions, outside entertainment, etc.). WiFi issues or technical difficulties may result in absence from class.
- Students should sign on to the zoom session at least 2 minutes in advance of the start of class time. The camera should be on at all times and the student's face should remain in frame view by the teacher during class. If a student's video is off, they will be considered absent from class.
- Sync Classroom behavior will adhere to the same rules, policies, and procedures as in-person. Students who do not adhere to these policies or to the policies related to Sync learning may be removed from the learning environment.
- Students are required to keep DyKnow/Apple Classroom settings on at all times.
- No one is permitted in the class who is not on the class roster, unless given permission by the teacher.
- Assignments and in-class activities need to be completed and submitted at the time communicated by the teacher (same as in-person students) or it will be considered late and may receive a penalty. All work not received by the communicated deadline will be entered as a zero.
- Students may lose the opportunity to use GAC Sync if they do not adhere to the given expectations for participation in any given class session and/or testing opportunity.
- If guidelines are not met for testing remotely the student may lose the option for testing remotely for a time until compliance is demonstrated for all guidelines.

- If guidelines are not met while a student is testing remotely the test could be considered invalid, outcomes of an invalid test will be determined by Administration along with the teacher.
- Students may only change their sync status during the lunch period. For example, a student cannot use GAC Sync for the first period of the day and then attend face to face for the second period of the day. If a student is late due to traffic or other factors, then students will receive a tardy or absence.
- Students are not allowed to leave a GAC Sync class early or miss a class to travel to campus for an after school co-curricular event / activity.
 - Leaving class early or missing a class without permission will result in a student AWOL.
- Students must attend advisement/chapel; if they are attending via GAC Sync their camera should be on. Missing Advisement, Chapel, or an assembly for travel back and forth to/from the GAC campus without permission will result in a consequence.

Assessment Protocols - Each assessment period will require the following:

- Students must wear school uniform (Spartan wear on Fridays only) in order to take the test.
- Students should sign on to the Zoom session at least 2 minutes in advance of the start of class time.
- Students must be seated upright, at a desk or table, prior to joining the sync session
- Students must keep cameras on with their face and test environment remaining in frame during the assessment. If a student's video is off s/he will be considered absent from the assessment.
- Work area must be appropriately equipped with materials for testing (powered laptop and monitoring device, proper lighting, and consistent Wifi).
- Students will join Zoom from an environment monitoring device (smartphone, tablet) before the testing session.
- Students will set up the monitoring device to focus on the testing area so the teacher can see the student's entire learning environment throughout the assessment.
- Syncing students must take assessments using GAC's testing software and GAC issued Macbook or iPad.
- Students whose environment does not meet requirements may not begin/continue with the assessment.

If any of the above parameters are not followed, the student's assessment could be invalidated, resulting in a zero on the test. A final decision regarding test make up will be determined by administration and teacher.

Course Expectations

Since it is our goal to provide truly meaningful remote educational teaching and learning experiences through GAC Sync, the design of certain courses will require materials and/or face to face interaction to address the specific areas of instruction during the year. These courses are indicated in the Academic Program Book with a list of materials required or certain face to face requirements.

For certain classes, providing a comparable learning experience using GAC Sync is more challenging than in other classes. For instance, while a student can work independently to master a selection of music in Orchestra at home, it is far more challenging for that student to play as a part of the Orchestra by way of GAC Sync. For this reason, in a small number of courses (Band, Choir, Ceramics, 3D Art, Dance, Robotics, Orchestra and Theater), students

should plan to be present in-person for class. In these courses, students are restricted to 10 GAC Sync days per semester and should work with the teacher in advance to determine a learning plan that can be completed from home. Beyond those 10 GAC Sync days, students will receive an absence. It is important for students to remember they must meet the minimum attendance requirements (<10 absences) to receive credit for each class each semester.

Photos, Images and Recording

Parents of students in all programs consent to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information. Parents not wishing to have their student recorded should not enroll their child in the GAC Sync program.

Parents of students in all programs also agree to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent agrees to allow their Student to be interviewed by the media on campus or at School-related events.

There may be times when teachers are having one to one video conferencing or digital communications with students and the school is relying on parents to monitor these from their end as they are in the best position to do so. Please let your school level principal know if you have any concerns about any interaction.

Further parents and students are prohibited from recording employees or other students while on campus or during School activities without their express consent.

STUDENT HEALTH POLICY

Emergency Forms and Immunization Records

- An Emergency Form must be completed yearly and be on file before your child may begin school. This form is available in each school level office.
- By Georgia law, each student must have on file by the first day of school a current Georgia Certificate of Immunization #3231.
- A copy of your child's birth certificate must also be in the student's file (a GAC requirement).

Medications — An "Authorization to Administer Medication During School Hours" form must be completed for each medication given at school. All medications must be in its original container.

Chronic Health Conditions — To effectively assist a student with certain medical conditions (i.e. asthma, diabetes, severe allergic reactions, etc.), the following are required for each student:

- A completed health plan with parent/guardian and physician signatures.
- Necessary supplies for the care of the student.
- Inform school staff of any changes in the student's health status and changes in the plan.

Fever—Any student who has a temperature of 100.4 or higher will be sent home immediately. Remember that a student must be fever-free without medication for 24 hours before he/she returns to school.

Vomiting—To decrease the amount of illness within the school, a student who has vomited will be sent home. It is critical that your child has had no vomiting for 24 hours prior to returning to school.

For questions about specific illnesses and clinic guidelines, please contact a member of the GAC Health Team at:

- 770-243-2318 for the Lower School Nurse (Grades YL - 5th)
- 770-232-2313 for the Middle School/High School Nurse
- Or, email *nurse@gac.org*

COVID-19 Clause

Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises.

Student Illness and Communicable Diseases

In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be

asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs, any student who for whatever reason is not immunized may be excluded from school and all school-related activities.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Students are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

Health Information Sharing

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Services for Students with Disabilities

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the school believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy:

In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not pose a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation:

For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician:

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request:

Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests:

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations:

Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of

the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver:

Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations

Food Allergen Policy

Families with children who have moderate or severe allergies, must report those to the School nurse. Additionally, families must denote all pertinent medical needs on all required school forms.

Guidance Counselors

The Guidance Department is staffed by professionally trained counselors. Counselors are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that conversations with the guidance counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws. To the extent necessary, Accordingly, parents waive on the student's and parent's behalf any right to confidentiality or privilege that a licensed guidance counselor may have regarding any conversations with students and may disclose such conversations to parents and/ or the administration.

Students and parents should be aware that the guidance counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please report such information to the Guidance Department.

The School may require evaluation and/or therapy along with a reciprocal release so that the School can openly communicate with the therapist as a condition of continued enrollment if the School deems an evaluation or therapy to be necessary. The School may further require a medical assessment confirming a student's ability to return to School in its discretion.

GENERAL UNIFORM AND APPEARANCE GUIDELINES

Students are expected to be well groomed and modestly dressed at all times. The students' attire should reflect pride in their school and honor to God. The uniform dress code is not a reflection of current fashion but rather modesty in alignment with our mission and values. Success of the uniform code is based on cooperation between students, parents and the school.

The uniform and dress code of Greater Atlanta Christian School was developed as a means to reflect our school pride and our faith. It enhances the opportunity for our students to focus on their education while creating a more equitable student culture. GAC uniforms help unite our student body across social groups, classrooms, grade levels, and school levels.

Lower School Early Childhood Village (Grades K3-K4)	Boys & Girls	<ul style="list-style-type: none"> • Uniform polo shirt (Red, White or Black) • Uniform sweatshirt (Red or Black) • Sweatpants (Red or Black) • Uniform zippered hoodie jacket (Red or Black) over uniform polo shirt • Uniform outerwear (Optional) • Students must wear "no lace" tennis shoes
	Boys	<ul style="list-style-type: none"> • Uniform khaki pants or shorts • Socks (White or Black)
	Girls	<ul style="list-style-type: none"> • Uniform khaki skort, plaid skirt or jumper (dark shorts must be worn under jumpers and skirts) • May special order uniform khaki pants or shorts through the Spartan Store • Uniform cardigan (Black) worn over uniform polo shirt • Ankle socks, knee-length socks, tights, or footless tights (White or Black – solid color, no patterns)
Lower School Elementary (Grades K5-5)	Boys & Girls	<ul style="list-style-type: none"> • Uniform polo shirt (Red, White or Black) • Uniform sweatshirt (Red or Black) worn over uniform polo • Uniform zippered hoodie jacket (Red or Black) worn over uniform polo • Uniform outerwear (Optional) • Students must wear tennis shoes (low, or mid-ankle). No slide-on shoes
	Boys	<ul style="list-style-type: none"> • Uniform khaki pants or shorts • Must wear plain or Spartan belt fitted at the waist (for Grades 3, 4 and 5) • Polo shirts must be tucked in at all times (for Grades 3, 4 and 5) • Socks (White or Black – solid color, no patterns)
	Girls	<ul style="list-style-type: none"> • Uniform khaki skort, plaid skirt or jumper (dark shorts must be worn under jumpers and skirts) • May special order uniform khaki pants or shorts through the Spartan Store • Cardigan (Black), or uniform sweatshirt (Red or Black) both worn over uniform polo shirt • Ankle socks, knee-length socks, tights, or footless tights (White or Black – solid color, no patterns)

Middle School & High School (Grades 6-12)	Boys & Girls	<ul style="list-style-type: none"> • Uniform polo shirt (Red, White or Black) • Uniform zippered hoodie jacket (Red or Black) worn over uniform polo • Uniform outerwear worn over uniform polo • Athletic, loafer, or oxford style shoes may be worn. • All shoes must have hard soles, backs, closed-toes, conservative heel height – generally less than one inch • Boots, sandals, platforms, shoes with “fur”, crocs, or extreme styles are not permitted
	Boys	<ul style="list-style-type: none"> • Uniform khaki pants or shorts • Must wear plain or Spartan belt fitted at the waist with pants or shorts • Polo shirts must be tucked in at all times • Uniform sweatshirt (Red or Black) worn over uniform polo • Socks (predominately White, Black, solid color, no patterns)
	Girls	<ul style="list-style-type: none"> • Uniform khaki skort or plaid skirt (dark shorts must be worn under skirt) • Uniform khaki pants or shorts may be special ordered through the Spartan Store • Uniform cardigan (Black) or uniform sweatshirt (Red or Black) both worn over uniform polo shirt • Ankle socks, knee-length socks, tights, or footless tights (White or Black – solid color, no patterns)

In addition to the school uniform, the following “Spartan Spirit Wear” clothing is allowed on most Fridays throughout the year:

- Plain, solid blue/black/gray jeans with a GAC spirit/team/club T-shirt. Jeans must be appropriately sized, not frayed, and without holes.
- Only T-shirts from the Spartan Store, GAC teams, GAC mission trips, GAC Annual Fund or approved clubs are considered Spartan Spirit Wear (this does not include shirts from outside events in which GAC groups participate). If a student does not choose to wear jeans, then only GAC uniform shorts, skirt/skort, or uniform pants may be worn.

Please note that an inability to comply with the uniform and dress code standards will involve communication with an administrator and consequences for the student.

The following expectations and standards are for all GAC students as it pertains to uniform and dress code. Each of these standards is intended to establish and uphold a level of decorum and honor in representing GAC:

1. GAC uniform items must be those originally produced for the Spartan Store. While uniforms are available at the GPA Used Uniform Sales, students are prohibited from wearing items produced elsewhere. The unauthorized use of the GAC and Spartan logos is prohibited.
2. Students are to wear GAC uniform items that fit appropriately with shorts, pants, skirts, and skorts worn appropriately at the waist. **Sizing clothing is not the responsibility of the Spartan Store.**
3. Students are to arrive on campus in the appropriate dress code attire and remain in compliance for the entirety of the school day.
4. If any undershirts are worn, ensure they are plain white without visible writing or pictures.

5. Do not write on, cut up, or deface GAC uniform items or Spartan Spirit Wear attire in any way. This includes stapled hems, holes in pants, and slit or frayed pant legs.
6. Uniform shorts should be no more than 4 inches from the front and back of the knee.
7. Uniform bottoms should not be rolled up; uniform skirts should not be rolled from the waist.
8. Girls are expected to keep jumpers, skirts, and skorts no more than 4 inches from the front and back of the knee and wear GAC approved shorts under jumpers and skirts.
 - o Girls should wear socks or tights with the jumper, skirt, or skorts as detailed above; sweatpants/pajama pants/leggings/yoga pants are not to be worn with the GAC uniform.
9. Unnatural hair colors or extreme hairstyles are not appropriate.
10. Boys' hair must be neatly trimmed so that it does not hang in the back below the top of the shirt collar, in front below the eyebrows, and on the sides below the earlobes. Boys must be clean-shaven and sideburns must not extend below the earlobes.
11. Students are to refrain from wearing hats or caps with uniforms on campus during school hours. However, GAC logo knit caps may be worn outside when the temperature falls below freezing but should be removed upon entry into school buildings.
12. School uniforms or Spartan Spirit wear will be required on field trips and all off-campus activities unless stipulated by school level principals.

Additionally, clothing or accessories worn to school or school events should not include emblems or images that may signal disrespect among members of the GAC community.

Physical Education Uniforms - Regulation physical education uniforms must be purchased in the Spartan Store and are to be worn in all physical education classes in Grades 6-8. In grades 9-12, team athletic attire, spirit wear from the Spartan Store, and regulation physical education uniforms may be worn in physical education classes.

Jewelry, Accessories, and other items

- Girls in the Early Childhood Village and Elementary (Grades K3 – 5) may not wear earrings that dangle below the earlobe for safety reasons.
- In Grades 6-12, jewelry and accessories for girls are acceptable as long as they are in keeping with the style and spirit of the school uniform.
- Girls' headbands should either match uniform colors or a girl's hair color. Headbands are to be flat with no accessories, unless purchased in the Spartan Store, and must match the uniform.
- Boys may not wear headbands or accessories in an attempt to meet the hair standards. "Man buns" are not acceptable.
- Nose rings, facial and body piercings (including earrings for boys) and uncovered (visible) tattoos are not permitted on campus or while participating in a school related activity. In addition, boys may not wear make-up or nail polish.

GAC TECHNOLOGY AND INTERNET POLICIES

The use of the GAC network and GAC technology is a privilege, not a right. Inappropriate use will result in discipline in the same way as for other forms of vandalism, cheating, or theft, and suspension or cancellation of network access. Ethical use of all technology and protection of the equipment is expected. Any student who uses a computer or technology equipment in a manner that is inconsistent with policies mentioned in this section may lose technology privileges.

It is the ultimate responsibility of the parents and guardians of minors to set and convey the standards that their children should follow when accessing, creating, and/or posting any form of digital content. Information and inappropriate postings on social media sites are considered public and therefore subject to school disciplinary measures.

GAC has taken good faith steps to restrict access to inappropriate material. However, given the dynamic nature of Internet content, it is impossible to totally block all inappropriate materials.

GAC Internet Use Policy:

Acceptable Use – The purpose of the computer network allowing access to educational resources and access to the Internet is to support research and education at Greater Atlanta Christian School. The use of technology must be in support of education and research, and consistent with the education objectives of the school. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or pornographic material, material protected by trade secret, or for any purpose intending to alter academic records or activity intending to cheat in any academic endeavor. The use of such resources should be limited to those activities that support the School's educational objectives.

The use of non-school issued devices is not permitted unless approval is granted in advance by the appropriate school level administrator and GAC Technology.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege and disciplinary action. (Each student or teacher who receives an account may be required to attend a scheduled information session with a Greater Atlanta Christian School staff member pertaining to the proper use of the network.) The system administrators (in concert with the faculty and Administrators) will determine what is considered inappropriate use and their decision is final.

Classroom Internet activity may be visible and actively monitored. Tools may be used to block sites that have been flagged as inappropriate by community and/or GAC standards. Sites are blocked by various criteria including specific subjects, keywords, or media. Should you find a blocked site that is relevant to your work or classroom, please submit it for review. If there is no reason for it to be blocked, access may be allowed. Inversely, if a site is currently accessible and should be blocked, contact the GAC IT Helpdesk. No filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator. The system administrators may close an account at any time as required. The administration, faculty, and staff of Greater Atlanta Christian School may request the system administrator to deny, revoke, or suspend specific user accounts.

Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- **Be polite** – Do not be abusive in your messages to others.

- **Use appropriate language** – Do not swear, use vulgarities, or any other inappropriate language.
- **Illegal activities are strictly forbidden** – Illegal activities include (but are not limited to): downloading and storage for the purpose of sharing any intellectual property (software, music, movies, e-books, photos, etc.), which deprives the owner of fair compensation for their work.
- **Do not reveal any personal information** – Students should never give out their own personal information or that of their friends or family (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password. You will be responsible for any activity done on the school's system under your password.**

School's Right To Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

E-mail: Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Neither e-mail nor text messaging may be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email or text communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Private E-mail Account Access – Users are welcome to access their private e-mail account via web-based interface only. Use of Outlook with a private e-mail account is prohibited. Use of any information obtained via the Internet is at the user's own risk. Greater Atlanta Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security – Security on any computer system is a high priority, especially since the system involves hundreds of users. If or when a security problem on the Internet is identified, the Greater Atlanta Christian School System Administrator or a GAC Technology employee should be notified. Do not demonstrate the problem to other users.

- Do not use the network in such a way that would disrupt the use of the network.
- All communications and information accessible via the network should be assumed to be the property of GAC.
- The use of tools or software designed to disguise or hide an individual's identity are prohibited. This includes Mac address cloning or altering the IP address to something other than the system generated address.

- Do not use another individual's account under any circumstance. Should the need arise to access information on another individual's device (i.e. in their absence) please contact the GAC System Administrator.

Vandalism – Computer vandalism will result in the cancellation of technology-related privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes (but is not limited to):

- The uploading or creation of computer viruses
- Downloading malicious software (i.e. Spyware)
- Changing system options, network settings, display settings
- Any attempt to disrupt the use of a specific computer on the network
- Any attempt to alter or disguise the user's computer or user's identity on the network.
- Use of the network or any network device without express permission of GAC Technology. This includes but is not limited to: switches, routers, wireless access points, etc. Use of these devices intended for home networks may disrupt the entire network and/or compromise the security of the school network.
- Any attempt to circumvent or bypass the internet content filtering software to gain access to restricted websites shall be considered a violation of the GAC Acceptable Use Policy and may result in loss of network privileges and/or other disciplinary action deemed appropriate by GAC administrators.

NOTE: Greater Atlanta Christian School assumes no liability or responsibility for any non-school issued personal computing device used on the school network. The Technology Department will only configure the device for access on the Greater Atlanta Christian School network and cannot support its use at home once configured for our network.

Should GAC Technology find any software or content that is in violation of any of the Acceptable Use Policy, the user/owner will be denied the privilege to use the device on the school network. Once the software or content is removed, the device may be re-submitted for certification/approval.

Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those provided by the School. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Any student who violates one or more of these policies will have access privileges revoked, will be subject to school disciplinary action, and may face legal consequences.

Use of Personal Electronic Devices Policy

Any inappropriate, unethical, or immoral use of technology will not be tolerated at GAC. Prohibited behavior with an electronic device includes (but is not limited to) hate mail, harassment of any kind, discriminatory remarks, vulgar language, disruption of the school day, inappropriate digital images, cheating, or any other inappropriate uses as determined by GAC. **The school reserves the right to collect and inspect personal electronic devices brought on campus.**

Electronic devices that are not made to be used for educational purposes are not allowed at GAC. Students in violation will have their device confiscated, and the school will assign appropriate disciplinary consequences. Please refer to the individual school level sections in this handbook for further detail.

Cell phones and headphones/earbuds may not be visible during the school day (8:30 a.m. until 3:20 p.m.) unless a teacher or administrator has shared specific instructions that require use. Use of the cell phone or other devices without permission will result in the confiscation of the device and possible

consequences. Smart watches are allowed only at the Middle School and High School levels, but these devices and other devices that allow messaging are to be removed for assessments.

Any student who uses technology inappropriately jeopardizes his or her relationship with GAC. This includes using a device to record/photograph and posting video/photographs of other students or staff members without their permission. The posting and reposting of inappropriate video/photos is strictly prohibited. The school reserves the right to dismiss students involved in such behaviors on their first offense, and the school makes no guarantee regarding future re-enrollment. If, in the opinion of the school, dismissal is not warranted, disciplinary action will be taken. Students and parents should understand that even if the device is registered or paid for in the parent's name, its ownership and contents will be attributed to the student in whose possession the device was found.

Pirated Software

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, sends or receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the School Level Principal/Assistant Principal, and/or Dean so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Reporting Lost Devices: Students must immediately report the loss or theft of any School devices, or electronic devices that may contain School related information. Lost or stolen devices should be reported to the School Level Principal/Assistant Principal, and/or Dean.

Digital/Social Media Responsibility

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, TikTok, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or

negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities without the permission of the School. Students are not permitted to use social media handles with "Spartan", "GAC", or "GACS" in the title. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the program with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

UNLAWFUL HARRASSMENT POLICIES

Be imitators of God, therefore as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. *Ephesians 5:1-4*

These verses give the basis for a policy on harassment. There can be no place at GAC for humiliation, sexual pressure, or any violation of the dignity of a fellow student. GAC is committed to providing a positive and safe learning environment free of fear, intimidation, and hostility. GAC is committed to providing an environment free of harassment.

Both verbal harassment and physical harassment can fall under the category of bullying. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. A negative action is broadly defined as an intentional infliction of injury or discomfort upon another person, through physical contact, spoken word, written word, or any other method of contact. At GAC we will not tolerate any form of bullying.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to, the following:

- **Written Contact** – suggestive or obscene letters, notes, emails, text messages, social media, magazine articles, invitations, or drawings. This also includes digital messages of a sexual nature.
- **Verbal Contact** – suggestive or obscene comments, rumors about a person's sexual life, threats, double entendres, jokes (including jokes about gender-specific traits), sexual propositions, demanding sexual favors, or comments used in a negative or embarrassing way about an individual's body, sexual characteristics, or sexual orientation.
- **Physical Contact** – any intentional pats, squeezes, touching, pinching, repeated brushing up against another's body, assault, or blocking of movement.
- **Visual Contact** – suggestive looks, leering or staring at another's body, gesturing, or displaying sexually suggestive objects, pictures, cartoons, posters, magazines, or digital images.

Any such conduct could lead to immediate dismissal from school. If a student is subjected to any form of harassment, he or she should confront the offender and make it clear that he or she is uncomfortable with the behavior. This solid stance will often make the offender stop his or her offensive behavior. If the offensive behavior does not instantly cease, or if the student does not feel comfortable with confronting the offender, the offended student should immediately report to the appropriate teacher, administrator, or counselor. The administrator will investigate the situation, and, if confirmed, appropriate action will be taken. Parents will be involved in any disciplinary process. Retaliation against a person or persons complaining of harassment will not be tolerated.

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to School Level Counselor, Assistant Principal/Dean or Principal. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact and ask the School Level Counselor, Assistant Principal/Dean or Principal.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is

also responsible for immediately reporting any hazing activity or plans for any hazing activity to the School Level Assistant Principal/Dean or Principal. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Non-Discrimination Policy

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Student Safety and Well Being Policies

Child Abuse and Cooperation with Governmental Authorities

School teachers and other personnel are mandatory reporters under the Georgia child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report

unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to documents, records, information and recordings, such as of virtual classes, and surveillance video. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;

- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips, performing arts, or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking or allowing students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol, tobacco, drugs or other mind-altering substances; or
- Vaping, smoking, or drinking with students

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and beliefs of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School’s Student/Adult Interaction and Communication Policy);
- Any sexual activity outside the sanctity of marriage;
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School’s Non-Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate School Level Principal. In accordance with Georgia law, the School reports suspected instances of sexual abuse to the Georgia Division of Family & Children Services or law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to take action if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Georgia may be obtained by visiting https://state.sor.gbi.ga.gov/sort_public/SearchOffender.aspx, the Georgia Bureau of Investigation Sex Offender Registry. To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>.

POLICY REGARDING SERIOUS DISCIPLINARY OFFENSES

In addition to those already mentioned, certain offenses may result in dismissal, even for the first offense. Below is a list of examples of some such offenses although the list is not exhaustive and it is at the School's discretion whether any given behavior rises to this level. If dismissal does not occur, stern disciplinary action will be taken for the following offenses, based on specific circumstances:

- Alcohol use or possession on or off campus
- Altercations with another student (pushing, yelling, fighting)
- Absent without Leave (AWOL) (serious safety violation)
- Creating or subscribing to offensive or objectionable websites or online material
- Drug use or possession (including paraphernalia) on or off campus
- Gambling (betting)
- Harassment and Bullying
- Inappropriate digital communication (harassment, cyberbullying)
- Sexting – “Sexting is the term used to describe a sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School’s systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving or with knowledge of such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.
- Inappropriate sexual activity both on and off campus, including electronic activity such as, but not limited to, texting (sexting), emails, and pictures.
- Pornography – The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. The school reserves the right to determine what material is pornographic.
- Making or posting racially insensitive or inappropriate comments. Displaying or posting racially insensitive symbols/pictures such as, but not limited to, the confederate flag
- Misconduct at any school activity (field trips/athletic contests)
- Possession of a weapon on campus or at a school sponsored activity
- Theft
- Unwillingness to cooperate with school personnel
- Use/possession of tobacco (on or off campus)
- Vandalism, trespassing, or destruction of personal property on or off campus
- Vaping (e-cigarettes) or possession of paraphernalia on or off campus
- Vulgarity/profanity

If the student is not dismissed, in most cases, the student will be suspended from school until a conference can be arranged. Students may be allowed to continue in school if there are indications of penitence and truthfulness. The student involved may be suspended from all extra-curricular activities for a specified time period, forfeit honors or awards, be placed on probation, and/or other discipline based on the specific circumstances.

DRUG-FREE PROGRAM & POLICIES

Philosophy

The GAC Drug-Free Program seeks to prevent substance experimentation and abuse in our community. The sale, possession, or use of controlled substances and/or abuse of over-the-counter drugs (OTC) by a student, at any time while the student is enrolled, on or off the GAC campus is in conflict with the mission of our school to grow each student as Jesus did, in wisdom, in stature, and in favor with God and man.

Program Overview

The GAC Drug-Free Program is a comprehensive approach rooted in the belief that all of our students are created in the image of God. Our program emphasizes foundational beliefs, education, parent partnership, prevention, referral for assessment and treatment, and redemption. Our goal is to equip students to choose to refrain from drug use and to prevent substance experimentation, use, and abuse. The program involves age-appropriate teaching from elementary through High School. GAC counselors are actively involved with students and parents and offer individual support, small group teaching sessions, school assemblies, and parent training.

General Prohibition

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances includes any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (not including medical marijuana pursuant to a valid physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of [illegal] mind-altering substances and off-premises alcohol use is also prohibited.

Support

When a student's involvement with drugs comes to light, our desire is to partner with the student and his or her family. With that, our first goal will be to provide a structure in which the student will receive needed support and help.

- Students will be referred for a risk-assessment to an approved licensed professional counselor.
- Students will follow the recommended steps as outlined by the risk-assessment report.
- Students will meet with their GAC counselor for follow-up.
- Students will participate in ongoing drug testing for one calendar year at the expense of the family.
- Students may be required to undergo therapy, counseling, evaluation or continued testing at the family's expense as a condition of continued or future enrollment.

Accountability

- Students will be assigned behavioral consequences as the result of drug involvement.
- The consequences are intended to deter students from initial use, encourage student growth after experimentation, and maintain a safe, drug-free campus for all.

- A student's continued or future enrollment at GAC may be predicated upon compliance with a support plan the school creates for the student.

Self-Report Provision

The welfare of students is of the highest importance to GAC. Through this provision, GAC seeks to minimize any hesitation a student may have to obtain help. While a student will undergo the disciplinary process, any time the school discovers a specific event during which alcohol or drugs are used, help is available for students who struggle with substance abuse. Students or parents who approach the administration or counselors for general help - without reference to a specific event - will not be subject to any discipline but will be required to participate in a risk-assessment, follow-up as outlined by the risk assessment, and ongoing drug-testing at the family's expense. Employing this provision for a student may potentially lessen disciplinary consequences if a specific event is later discovered. A student taking advantage of this provision must comply with the plan created by GAC in order to continue his or her enrollment or future enrollment.

Random Drug-Testing

Our belief is the inclusion of random and periodic testing will encourage our students to make better decisions and will help maintain a healthy school campus. The goal of testing is to partner with families to encourage a drug-free environment for all.

- We believe a drug-testing program gives students a strong reason to refrain from experimenting with illegal substances.
- We believe a drug-testing program will help to identify students who are experimenting with illegal substances and will provide the help and accountability they need.
- Our drug-testing program strives to maintain privacy for our students and families.

Definitions

- **On Campus:** Possession, distribution, or being under the influence of alcohol, nicotine, mind altering substances (including synthetics, salts or other substances) or illegal drugs, or possessing drug paraphernalia on campus or at school events.
- **Off Campus:** Possession, distribution, or being under the influence of alcohol, nicotine, or illegal drugs off school property and at activities unrelated to GAC.

General Procedures for Drug-Testing

Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment.

The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body (other than medical marijuana with a valid physician certification and ID card) is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Students will be tested discreetly in gender-separated groups by a third party. All students who are selected for testing will be given an opportunity to disclose any substance use prior to the provision of

a urine sample. The discipline measures for students who are forthright with the administration will be mitigated.

- Students who self-report off-campus drug use prior to the day of being called for a random drug test, and separate from any ongoing investigation, will not be subject to any penalties or sanctions but will be required to participate in a risk-assessment, follow-up as outlined by the risk assessment, ongoing drug-testing at the family's expense and compliance with the plan created by GAC as a condition of continued or future enrollment.
- Students with no prior offense who make a pre-test admission of use (regardless of the test outcome) will not be subject to suspension from school but for their growth will be required to participate in a risk-assessment and will be subject to other consequences for violation of the school's alcohol and illegal drug policies as outlined in the Student Handbook. This is a one-time offer and counts as a first offense. The student can also expect to be tested regularly for one calendar year at the family's expense and be required to comply with the plan created by GAC as a condition of continued or future enrollment.
- Students who test positive but have made no pre-test admission of use will be subject to all consequences for violation of the school's drug policies as outlined in the GAC Student Parent Handbook, including a suspension from school. This counts as an offense.
- **First Offense, Off Campus** - (no minimum; possession or a sip is treated the same as consumption of a larger quantity) will result in all or part of the following:
 - A risk factor assessment by a qualified professional at the parent's expense, that professional being pre-approved by the GAC Counseling Office; begin treatment if necessary; written confirmation within 30 days of offense from the assessor to principal stating that assessment has occurred. Follow-up as recommended by the outside licensed professional counselor compliance with the plan created by GAC as a condition of continued or future enrollment.
 - Students may be assigned projects/programs determined by the school administration (i.e. research paper, work, video, and service learning).
 - At the administration's discretion, students may not be permitted to represent the school in any extracurricular activity following the date of the offense.
 - The GAC Athletic Policy on Drugs and Alcohol will be upheld.
 - Students holding any type of leadership position(s) may be required to forfeit the position(s) for the rest of the school year.
 - Students will receive an out-of-school suspension (3 to 5 days) and are subject to expulsion in egregious cases.
 - Students who violate the GAC Drug Policy will be subject to random drug testing for one year from the date of the violation. The type of test and testing will be of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.
 - Behavior Probation and compliance with the plan created by GAC as a condition of continued or future enrollment.
- **Second Offense, Off Campus** - (no previous on-campus incident) including all of part of the following:
 - A risk factor assessment by qualified personnel (as in first offense).
 - Students will receive a 5-10 day out-of-school suspension. Students are subject to expulsion in egregious cases.
 - Students are subject to suspension from extracurricular activities for two weeks.
 - The GAC Athletic Policy on Drugs and Alcohol will be upheld.

- Students who violate GAC's policy will be subject to random drug testing for one year from the date of the violation. The test and the type of testing will be of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.
- Behavior Probation and compliance with the plan created by GAC as a condition of continued or future enrollment.
- **Third Offense, Off Campus**
 - Dismissal Likely
- **First Offense, On Campus**
 - Dismissal Likely
 - In rare cases, a student may be permitted to stay with strict consequences including a 5-10 day suspension and accountability in place.

The School will involve law enforcement as required by law or as the school deems appropriate. Criminal investigations and other police action will be at the discretion of the law enforcement agency responding to the incident. In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling or evaluation by a medical professional approved by the administration, including but not limited to requiring a reciprocal release so the School can communicate with the medical professional; therapeutic, medical or rehabilitative intervention by a medical professional or program approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these terms will result in automatic expulsion.

Students who are not entirely forthright during the adjudication of a discipline or honor code behavior issue may be dismissed from GAC, even for a first offense. GAC seeks to cultivate an environment in which honor and integrity are valued. Honesty is always the best policy.

ADDITIONAL POLICIES AND INFORMATION

BUS TRANSPORTATION POLICY

For the protection and safety of all students who ride the buses, the following rules are to be observed at all times. Violation of these rules may cause you to lose your riding privileges. Your cooperation will be expected.

This service is available for K5-12th grades only.

1. Students must be at their bus stop and ready to board the bus 5 minutes prior to departure time. While waiting students must stand off the roadway, be visible to the driver, and wait for the driver to signal before crossing the road.
2. Do not attempt to board the bus between stops. THIS IS UNSAFE. We ask that you go to the next scheduled pickup point.
3. Standing or walking is not allowed when the bus is in motion. Students should remain seated with hands and feet out of the aisle. Each rider must keep his or her entire body inside the bus.
4. Quiet conversation and classroom conduct should be observed.
5. Throwing or shooting any object is not permitted on the bus.
6. The driver is in charge of the bus and students. The driver may assign seats if it is deemed necessary. Students must obey the driver at all times.
7. Pre-schoolers through 6th grade will not be left at bus stops unattended. The driver will keep the student on the bus, and then inform the school switchboard operator. You may meet the bus at any of the remaining stops (for safety reasons we do not stop at undesignated stops) or an agreed place by the driver and parent.
8. Any bus rider who wishes to get off at a different stop than they normally do must have written permission from their parents.
9. Students will be required to pay for any destruction to the bus.
10. Dress code on the bus is the same as in the classroom.
11. Do not engage in any activity on the bus that would constitute a violation of the school rules.

WARNING: Violation of transportation rules will result in the loss of your privilege of school transportation.

- **Ridebooking Services**

Students may not be picked up or dropped off by ride-booking car services such as Uber, Lyft and other similar car services on or near campus unless accompanied by an adult.

GAC BRAND AND SOCIAL MEDIA ACCOUNTS POLICY

GAC brand identity icons including the GAC crest, Spartan Head, and other logos including the letters GAC are all trademarked and may not be used without permission.

Students are not allowed to create social media accounts that utilize any GAC brand identity, including Greater Atlanta Christian School, Greater Atlanta Christian, or GAC either in the name or description of the account. A faculty or staff member is responsible for maintaining the ownership of the GAC authorized student, team, or club social media accounts.

OTHER GENERAL INFORMATION

- **Animals/Pets on Campus** – With the exception of service dogs, pets are not permitted on campus during the school day, unless permitted by the school level principal. When an animal is on campus, it must remain on a leash at all times.
- **Food & Drinks** – In an effort to keep school facilities and equipment clean, unless given special permission by a teacher or administrator, students are not allowed to consume food or drinks (with the exception of water) in any building on campus with the exception of the High School Atrium, Middle School Atrium, Grandparent Commons area of the Fincher Student-Family Center and Dining Halls (including before or after school).
- **Inclement Weather Policy – Early Dismissal/Delayed Opening/Cancellation** - In the event of inclement weather, the GAC website www.gac.org will serve as our official communication site. GAC will also use a texting service to send critical information. School could be closed, dismissed early, or delayed.
- **School Closure or Modifications Due to a Force Majeure Event** – Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. Parents may be required to sign a waiver as a condition of on campus instruction. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.
- **Weapons** – Firearms, guns, explosives, knives, tasers and other weapons ("Guns") are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Similarly, look alike or toy Guns are also prohibited on campus. Employees, students, parents and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a real, look alike or toy firearm, gun, explosive, knife, taser or other weapon. Campus security officers may be allowed to be armed on campus.
- **Threats** – The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students and parents are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and look alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of the School's policies regarding weapons and threats will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.
 - All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that

reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the Deans or Assistant Principals.

- Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.
- **Inspection Policy** – The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.
- **Lost and Found** – All personal items need to be marked with names, especially uniform clothing. Students who find lost articles are asked to take them to their respective school office. Lost articles, which are not claimed within a reasonable time, will be donated. Students are cautioned not to bring large amounts of money or valuables to school. Students are responsible for their personal property.
- **Media Centers** – The Elementary Henderson Media Center is open 7:40 a.m. to 3:20 p.m. (or 3:40 p.m. when accompanied by a parent). The Liles Media Center (for Middle School/High School) is open 7:30 a.m. until 4:00 p.m. Books that are turned in after the due date will carry a fine of ten cents per day. Removing any resource from the media center without checking it out is theft. Students using the media center must have a specific purpose for use.
- **Textbooks** – Students who return damaged textbooks or do not return textbooks at the end of a semester will be notified of the charges and billed. Student access to MyGAC, report cards, transcripts, and diplomas will be held by the Finance Office until all fines are cleared. Fines not cleared after eight weeks will be assessed a 5% late fee added to the student's incidental bill. For questions about textbooks, please contact the Textbook Manager in the Spartan Store from 7:30 a.m. to 4:00 p.m. or via email, textbooks@gac.org.
- **Use of Surveillance Equipment** – The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities may be recorded and also may be monitored. These video recordings are the property of the School and the School

generally does not make these recordings available to parents or students. However, the School may in its sole discretion provide the recordings to law enforcement or other governmental agencies.

- **Parking** – Students who wish to drive to school must register their vehicles with the High School Office to receive a parking decal. Once approved, students are to park in the appropriate student parking lots. Student driving and parking on campus is under the supervision of the High School administration.
- Parents, students, and staff members are to avoid parking in handicapped spaces at all times unless they qualify for such permits.
- **Visitors** – Prospective students and families are welcome to visit campus during the school day, but they must contact the Admissions Office to schedule the date and time. Visitor badges must be worn by visitors at all times while on campus and all visitors must check into the office of the school they are visiting.

Parents are welcomed on our campus to serve as volunteers, engage in parent meetings, Bible studies, exercise, working in the Ignite Center, etc. Prior to entering a facility in which students are present, during school hours, parents should check in with the school level office.

Other outside visitors are not permitted to visit campus, including but not limited to classrooms, dining halls, libraries, gyms, performance spaces or hallways, without permission from the school level office.

If you are coming to see an administrator or a faculty member, please call or email to make an appointment in advance.

- **Family Matters** - The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee, trustee, or school representative is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

- **Intellectual Property** – By enrolling the student in the School, the parent and student acknowledge that during student's attendance at the School all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group School activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a

painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

- **Property** – Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.
- **School Trips** - Day and overnight field trips, class trips, learning excursions and mission trips are all part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student, at the parent's expense.

Students must have signed permission slips executed by all parents or guardians in order to participate in a field trip. Discipline arising out of or related to a school trip will generally be handled through the School's regular disciplinary process.

- **Trip Behavior:** In addition to trip-specific policies set forth by the School or the sponsors and chaperones of any trip, all of the School's regular policies and procedures, including those set forth in this handbook, apply while a student is on school related travel of any kind. Discipline will generally be handled through the School's regular disciplinary process. The School may at any time require parent(s), at their own expense, to arrange for return travel for a student due to injury, illness or behavior.

Parents who are interested in volunteering to assist on field trips must have been cleared through the School's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

- **Policy for Students Who Turn 18 Years Old** - Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. Students must report to the School Office on their 18th birthday (or the first school day after their 18th birthday if their birthday falls on the weekend or a school holiday) to sign various school forms. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the High School Principal.
- **Political Discourse on Campus** – The School maintains a policy regarding Political Discourse on Campus to ensure an appropriate and welcoming environment for members of its community. The School recognizes the value of engaging in politics and political discussions in the learning process for students. Members of the School community should avoid promoting partisan politics on campus. Prohibited conduct includes:
 - Usage of School time or assets, including but not limited to the School's Information Technology, to perform political activities;
 - Speaking on behalf of the School when supporting a political candidate or cause;
 - Usage of your affiliation with the School, the School's name, the School's logo, or the School's letterhead to support political candidates or causes;
 - Distribution of political literature in the workplace while on campus;

- Engaging in political conduct, discussions, or activities that violate the School's Policy Against Unlawful Harassment, Discrimination, and Retaliation or related policies;
- Harassing, discriminating against, or retaliating against another person based upon their political beliefs or affiliation.
 - Should you have any questions regarding this Policy, please do not hesitate to contact the School Level Principal.

EARLY CHILDHOOD VILLAGE POLICIES & PROCEDURES

Early Childhood Office 770-243-2303

The following policies for the Early Childhood Village (Grades K3 – K5) **are in addition to the schoolwide policies on pages 4-43.**

If your child participates in After School Programs through Encore Kids or Discovery Activities, please also review pages 64-65.

ATTENDANCE

The academic school day for the Village 8:15 a.m. – 2:55 p.m. for students learning on campus or via GAC Sync. Students must be present a minimum of 3 hours to be considered present for the day. For more information and expectations for learning via GAC Sync, please see page 10.

Tardiness: K3 – K5 students arriving after 8:15 a.m. must be signed in by his/her parent in the school level office before going to the classroom (NO EXCEPTIONS). Consistent tardiness results in loss of class instruction time that cannot be regained. The absences and tardies are recorded on the Permanent Record.

Students with excessive absences or tardiness, excused or unexcused, may be denied re-enrollment or promotion.

ARRIVAL & DISMISSAL

All parents will be issued a carpool tag. Please be sure to hang your carpool tag on your rearview mirror prior to entering campus so staff can direct you to the correct carpool location. Please use your blinkers when approaching those who are directing traffic.

A change in transportation or special arrangements must be communicated to the office and your child's teacher.

Please do not leave unattended vehicles in the carpool lane at any time during the school day. Also, for safety, please refrain from using your cell phone during carpool.

- **For K3 & K4 students:** The Early Childhood Village doors open to welcome K3 & K4 students beginning at 7:30 a.m. Parents with children arriving between 7:30 - 7:45 a.m. are asked to walk their children to the door.
 - Beginning at 7:45 a.m. staff greets and assists students at the curb in the Village carpool lane. **Please be sure your child is ready to exit the car when you reach the curb (bags packed, kisses given, shoes on, and food eaten).**
 - Parents wishing to walk their children into the building between 7:45 - 8:15 a.m. are asked to park in one of the campus parking spaces, as to keep the carpool lane clear.
 - For safety, upon arrival in the Village, students are not permitted to leave the building unless accompanied by an adult. Village students are required to be with a parent or designated adult before and after school, including in the Fincher Student-Family Center and the Spartan Store.

Supervised afternoon carpool is from 2:55 – 3:25 p.m. Parents are asked to remain in their vehicle while our carpool staff/volunteers walk students to the appropriate vehicle.

At 3:25 p.m. students remaining in the Village will be walked to the Combee Elementary Complex for Encore.

- **For K5 students only:** Although the K5 classrooms are in the Combee Elementary Complex, they continue to be part of our Early Childhood Village academic program, traditional events like Pumpkin Patch and Fairy Tale Day, as well as student expectations.

In the mornings, all K5 students will arrive at the Combee Elementary Complex.

- The Combee Elementary doors open to welcome K5 and Elementary students beginning at 7:30 a.m. Parents with children arriving between 7:30 – 7:45 a.m. are asked to walk their children to the door.
- Beginning at 7:45 a.m. staff greets and assists students at the curb in the Elementary carpool lane. Please be sure your child is ready to exit the car when you reach the curb (bags packed, kisses given, shoes on, and food eaten).
- Parents wishing to walk their children into the building between 7:45 - 8:15 a.m. are asked to park in one of the campus parking spaces and keep the carpool lane clear.

In the afternoons, all K5 students will be dismissed based on their planned departure from campus as follows:

- **K5 walk-ups** will be met in the Combee Elementary Complex. Please bring your carpool tag to the designated walk-up area as announced by your child’s teacher.
- **K5 carpool riders** will be picked up in the Village Carpool where they will have extra assistance getting into the car.
- **K5 bus riders** will be walked from Combee Elementary Complex as a group to the bus lane, located between the Fincher Student-Family Center and the Bradford Center, and will be assisted on to the appropriate bus.

NOTE:

If you have children in more than one school at GAC, please check the website [transportation page](#) for the most efficient location(s) on campus to drop off/pick up your other students.

Students are to be picked up on time after school. After 3:25 p.m., students will participate in Encore Kids which is an additional cost.

CONFERENCES

K3 – K5 teachers will schedule conferences with parents during the first semester. If, as a parent, you wish to schedule other conferences during the school year, you may request one with a teacher or the principal at any time by calling the Early Childhood Village Administrative Assistant for an appointment at 770-243-2303.

GRADING KEY AND PROGRESS REPORTS

0 = Unsatisfactory 1 = Progressing/Developing 2 = Meets Expectations 3 = Exceeds Expectations

Citizenship, social, and emotional development will be reported with a parent letter and/or comments on the Progress Report. Early Childhood Village Progress Reports are posted on MyGAC at the end of each semester.

OTHER GENERAL INFORMATION

- **Student Placement** – In the best interest of all students, we do not accept requests for specific classroom teachers. Each grade level works with the Principal, Assistant Principal, and Counselor to form classes. Our intent is to form well-balanced learning communities where all children succeed.
- **Parent Volunteers** – We hope many parents will support us by volunteering to help. The Early Childhood Village Administrative Assistant and the Parent/Volunteer Coordinator will assist with all volunteer activities and class parties.
- **Parties During the School Day** – Students in the Early Childhood Village have two class parties during the school year: a *Christmas party* and an *End-of-the-Year party*. Parents are involved in the organization and preparation of these activities. All grade level classes plan similar parties in cost and activities and are held on the same day. Due to the growing number of food allergies, parents should order a cookie cake from the cafeteria when providing a birthday treat for the class. Due to allergies, outside food for the class is not permitted.
- **For the safety of our students with nut allergies, the Early Childhood Village is nut-free.**
- **Snacks** – Each teacher has time in his/her schedule for a snack. To encourage a healthy lifestyle, healthy snack options include, but are not limited to: cheese, hand fruit, vegetables, crackers, granola bar (nut-free), and pretzels. Snacks should be pre-cut, peeled and not require heating or refrigeration. Please do not send chips or candy as a snack. Village students are not to bring drinks other than water for snack.

All food and drinks, other than water, must be consumed before entering the school-level buildings.
- **Uniforms (please refer to pages 20-22)**

BEHAVIOR EXPECTATIONS

The following discipline procedures are followed when there is any misconduct:

1. A classroom management plan is implemented in each classroom. Teachers together with parents address any behavior concerns.
2. If unacceptable classroom behavior occurs, the child may be placed in “time out”. A phone call will be made, or an email will be sent to the parents as a communication that a problem has occurred.
3. When behavior is unacceptable, parents may be called to pick up their child and/or a child will be removed from class. A behavior contract may be implemented through the Principal’s office. This is considered a probationary period. A parent conference may be arranged to discuss the implementation and consequences of the contract. A child may be dismissed from school and/or the re-enrollment contract withheld when unacceptable behavior cannot be managed.
4. When a behavior contract is implemented and the goals are not reached, it may result in student suspension for several days/weeks, dismissal from school and/or recommended not to return the following year. If goals are reached, the behavior contract will be filed and the student will continue at GAC.

Each situation is unique and the school may in its discretion deviate from the above when facts and circumstances necessitate

ELEMENTARY POLICIES & PROCEDURES

Elementary Office (770) 243-2328

The following policies for the Elementary (Grades K5 - 5th) are **in addition to the schoolwide policies on pages 4-43**. If your child participates in After School Programs through Encore Kids or Discovery Activities, please also review pages 64-65.

ATTENDANCE

The academic school day for the Elementary is 8:15 a.m. - 3:05 p.m. for students learning on campus or via GAC Sync. Students must be present a minimum of 3 hours to be considered present for the day. All missed work-must be made up. Students are permitted the number of days absent plus one day to complete make-up work.

For more information and expectations for learning via GAC Sync, please see page 10.

All missed work must be made up. Students are permitted the number of days absent plus one day to complete make-up work.

Tardiness: Students arriving after 8:15 a.m. must sign in at the Elementary office before going to the classroom (NO EXCEPTIONS). Consistent tardiness results in loss of class instruction time that cannot be regained. The absences and tardies are recorded on the Permanent Record. Students with excessive absences or tardiness, excused or unexcused, may be denied re-enrollment or promotion.

ARRIVAL/DISMISSAL

All parents will be issued a carpool tag. Please be sure to hang your carpool tag on your rearview mirror prior to entering campus so staff can direct you to the correct carpool location. **A change in transportation or special arrangements must be communicated to the office and your child's teacher.**

Please do not leave unattended vehicles in the carpool lane at any time during the school day. Also, for safety, please refrain from using your cell phone during carpool.

The Combee Elementary doors open to welcome students beginning at 7:30 a.m. The school day begins at 8:30 a.m. Supervised carpool runs from 7:45 – 8:15 a.m. and 3:05 – 3:25 p.m. Parents must provide supervision of students on campus before 7:30 a.m. and after 3:25 p.m.

Once students arrive in the Combee Elementary Complex, they are not permitted to leave the building unless accompanied by an adult. For their safety, Elementary students are not permitted to visit the Spartan Store before or after school without a parent or designated adult present.

Carpool dismissal begins at 3:05 p.m. Parents are to report to the Elementary School Office to sign students in or out. Parents are to wait for their child in the lobby. **As a courtesy to teachers and office staff, please do not check your child out after 2:50 p.m.**

Students must be picked up in carpool or designated walk-up area. Teachers will communicate designated walk-up areas for their classes. Students will be released only to those authorized by parents and who have the student's assigned carpool tag. When picking a student up, but the tag is not present, the individual will be asked to show ID to ensure he/she is authorized for pick up.

Elementary students may be picked up by High School students if a release is on file and a photo approved by the office is shown. Please see the office staff for more information.

Note: Students need to be picked up **on time** after school. After 3:25 p.m., students will participate in Encore Kids which is an additional cost.

Students are not allowed on the Lower School Adventurescape playground, the Nasmyth Environmental Center (NEC) next to the Bowen Gymnasium, or the Village playground, adjacent to the Fincher Student-Family Center, after school hours without parental supervision.

- For safety, once your child has been loaded in the vehicle for afternoon carpool, please do not permit him/her to exit the vehicle.

- All parents should remain in their vehicle for rider pick-up; never walk between cars.

CONFERENCES

Teachers will schedule one conference with Elementary School parents during the fall semester. Parents may request additional conferences at any time by calling the Elementary School office or contacting your child’s teacher(s). End-of-year conferences will also be scheduled by the teacher(s) for students as needed.

END OF SEMESTER ASSESSMENTS

While Elementary School students do not follow the testing schedule of the Middle School or High School, our students do take tests, including cumulative tests; therefore, attendance is very important on these days.

GRADING SCALES & HONORS

Grades will be updated at a minimum every two weeks.

- **K5 GRADING KEY AND PROGRESS REPORTS**

0 = Unsatisfactory 1 = Progressing/Developing 2 = Meets Expectations 3 = Exceeds Expectations

Citizenship, social, and emotional development will be reported with a parent letter and/or comments on the Progress Report. Progress Reports are posted on MyGAC at the end of each semester.

- **Grades 1st – 5th Academic Subjects Grading Scale:**

A+	98-100	B+	87-89	C+	78-79	D+	73	F	69 and below
A	94-97	B	84-86	C	76-77	D	71-72		
A-	90-93	B-	80-83	C-	74-75	D-	70		

- **Specials**

E = Excellent
 G = Good
 S = Satisfactory
 NI = Needs Improvement
 U = Unsatisfactory

- **1st-5th Honor Roll & President’s List:**

- Students with all A’s at the end of each semester will be placed on the President’s List. Students with at least all A’s & B’s at the end of each semester will be placed on the Honor Roll (student must earn at least one A).
- A grade of E, G, or S must be earned in Specials to earn a place on the Honor Roll & President’s List
- Certificates for President’s List and Honor Roll will be given at the end of the 1st and 2nd semesters.

- **Academic Probation:** Students will be placed on academic probation when they earn a grade of less than 70% in Bible, Math, or Language Arts. Students with failing grades in Math or Language Arts at the end of a semester may be required to participate in the Academic Support Program. Any student on academic probation in the spring semester will be required to complete summer work to demonstrate adequate skills in order to be promoted to the next grade. Any student who remains on academic probation for two or more consecutive semesters may be subject to withdrawal from GAC.

OTHER GENERAL INFORMATION

- **Student Placement** – In the best interest of all students, we do not accept requests for specific classroom teachers. Each grade level works with the Principal, Assistant Principal, and Counselor to form classes. Our intent is to form well-balanced learning communities where all children succeed.
- **Cell phones** and headphones/earbuds may not be visible during the school day (8:30 a.m. –3:20 p.m.) unless a teacher or administrator has shared specific instructions that require use. Use of the cell phone or other devices without permission will result in the confiscation of the device and consequences may be assigned. Smart watches and other devices that allow messaging are not allowed in the Elementary School.
- **Fifth Grade Promotion** will be held in late spring to recognize the special accomplishments of fifth graders.
- **National Junior Beta Club** – In keeping with our mission, the GAC chapter of the Junior Beta Club is Biblically-integrated to support the values of the National Junior Beta Club to promote: academic achievement as well as Christian character, leadership, and service (Luke 2:52).
 - Eligibility: Fifth-grade students must meet all of the following criteria:
 - Earn all A's in all 5th grade academic classes
 - Earn an E, G, or S in all 5th grade specials classes
 - Exhibit exemplary behavior, character, and attitude consistently with no more than 5 behavior reports.
- **Parties During School Hours** - The Elementary School has two designated school parties during the year, a Christmas party, and the End-of-the-Year party. Parent volunteers are involved in the organization and preparation of these activities and parents are invited to attend the parties. Dates for these parties will be set at the beginning of each school year. To protect academic time there will be no birthday parties or other special occasion parties during the school day. Due to the growing number of food allergies, parents must order a cookie cake from the Dining Hall if they wish to provide a treat for the entire class. Due to allergies, outside food for the class is not permitted. Birthday invitations should be mailed from home by the parents unless the whole class is invited.
- **Safety Patrol** – Each year, six 5th grade students will be selected by their teachers and classmates to serve as 5th grade safety patrol helpers. The safety patrol will work each morning to assist with hallway supervision and set up chairs/equipment for morning chapel.
- **For the safety of our students with nut allergies, the Elementary School is nut-free.** This includes snacks brought from home.
- **Snacks** – Each teacher has time in his/her schedule for a snack. To encourage a healthy lifestyle, snack options include, but are not limited to: cheese, hand fruit, vegetables, crackers, granola bar (nut-free), and pretzels. Snacks should be pre-cut, peeled and not require heating or refrigeration. Please do not send chips or candy as snacks. Elementary students are not to bring drinks other than water for snack.
- All food and drinks, other than water, must be consumed before entering the school buildings. Elementary students may only buy candy and carbonated drinks when accompanied by a parent or teacher in the Spartan Store after school.
- **Student Council** – Elementary School students are represented by an organization of students from 5th grade through which students may express their opinions and assist in the administration of the school. These representatives promote leadership, initiative, and self-control among its members.
- **Uniforms (please refer to page 20-22)**

BEHAVIOR EXPECTATIONS

The following discipline procedures are followed when there is any misconduct. When unacceptable behavior occurs, the teacher will contact the parents.

1. A classroom management plan is implemented in each classroom. A copy of the classroom plan will be given to the parents at the beginning of the school year.
2. When unacceptable classroom behavior continues, parents will be contacted by the teacher. The child may be placed in "time out". A phone call will be made, or an email will be sent home to parents as a communication/warning that a problem has occurred.
3. When persistent behavior is disruptive, inappropriate, or unacceptable, parents may be called to pick up their child and/or a child will be suspended from class. A behavior contract may be implemented through the Principal's office. This is considered a probationary period. A parent conference will be arranged to discuss the implementation and consequences of the contract. A child could be dismissed from school and/or the Re-Enrollment Contract withheld when persistent disruptive behavior cannot be managed.

When a behavior contract is implemented and the goals are not reached, it may result in student suspension for several days/weeks, dismissal from school and/or recommended not to return the following year. If goals are reached, the Behavior Contract will be filed and the student will continue at GAC. Each situation is unique and the school may in its discretion deviate from the above when facts and circumstances necessitate

MIDDLE SCHOOL POLICIES & PROCEDURES

Middle School Office (770-243-2312)

The following policies in the Middle School (Grades 6-8) are in addition to the school wide policies on pages 4-43.

ATTENDANCE RELATED POLICIES & PROCEDURES

Academic School Day is from 8:30 a.m. until 3:20 p.m. for students learning on campus and or via GAC Sync. Students are expected to attend the entire school day, whether on campus or learning via GAC Sync. For more specific information and expectations for learning via GAC Sync, please see page 13.

Before and After School – No student should be in any school building prior to 7:30 a.m. unless requested to do so by a faculty or staff member. No student should be in any school building after 3:45 p.m. unless under the supervision of a faculty member, staff member, or parent. However, the Liles Media Center is open until 4:00 p.m. daily and the Fincher Student-Family Center will be open from 7:30 a.m. until 6:15 p.m. for late bus riders and students who occasionally must wait for parents.

Late Arrival to School – Students arriving at school after 8:30 a.m. must-check in at the front desk.

Absences from School – In the event of a student's absence from school, parents should contact the Middle School Office at 770-243-2300 or msattendance@gac.org by 10:00 a.m. on the day of the absence.

- **Absences and Co-Curricular Participation** – Students must attend classes for at least half of the school day in order to participate in co-curricular activities that day.
- **Absent without Leave (AWOL)** – AWOL violations are considered serious offenses at GAC. Not knowing where a student is located during the school day presents a wellness risk to that individual and in the event of an emergency, renders it difficult to accurately account for all of our students. The violation can occur on campus and via GAC Sync. Students who are unaccounted for via GAC Sync present the same concerns and are, therefore, considered AWOL.
- **Excessive Absences and Loss of Credit** – If a student misses more than 10 class periods (either excused or unexcused) during a semester, he/she will not receive credit for that class for the semester. Time out of a class totaling more than ½ of the class period will be counted as an absence in that class. School sponsored absences and college visits do not count toward the 10-day limit. All incomplete ("I") grades must be made up within two weeks following the six-week grading period. Students with extended illnesses should contact the Dean of Academics. For a blended class setting, a student that misses more than 4 face-to-face class periods (either excused or unexcused) during a semester, will not receive credit for that class for the semester. Students with excessive absences or tardiness, excused or unexcused, may be denied re-enrollment or promotion.
- **Excused Absences** – Excused absences are those due to illness or family emergencies and those that are pre-arranged. Parents should follow the procedure above for illness or family emergencies or send a note to the office explaining the absence on the day of the student's return to school.
- **Requests for pre-arranged excused absences must be submitted in advance** of the expected absence. This includes request for an entire day or a partial day. The procedure for the request for a **pre-arranged excused absence** is as follows:
 1. Pick up *Student Request for Excused Absence* form from the Middle School Office or print the form from online
 2. Submit the completed form, signed by parent to the Middle School Office. Misrepresentation may result in an Honor Code violation.

3. If approved, a copy of the form will be returned to the student; If denied, the student will be notified
 4. All work assigned before and due during a pre-arranged excused absence must be completed and submitted to the teacher upon return to class. Teachers may require a student to submit a major assignment on the due date, even if the student is absent from class (essay or project, etc.).
 5. All make-up work assigned during an unexcused absence must be completed within 5 days of returning to school.
 6. Students should communicate with teachers about their plans to complete and submit work missed due to a school absence.
- **Unexcused Absences** – All absences not due to an emergency, an illness, or pre-arranged will be considered unexcused. Students will not receive credit for missing work due to an unexcused absence. Major assessments or projects missed as a result of an unexcused absence may be completed for 80% credit.

Make-up Work – After an absence, High School students should communicate directly with their teachers concerning homework and missed assignments.

GRADES, ACADEMIC HONORS, & ACADEMIC PROBATION

Grade Calculation – Grades are intended to accurately communicate learning. Accurate and clear communication of growth and development are the goals of the Middle School Grading System.

Grades will be updated every other week. No paper progress reports will be sent, as they will be available online. Parents should check their student's progress via MyGAC.

Grading Scale

A+	98-100	B+	87-89	C+	78-79	D+	73	F	69 and below
A	94-97	B	84-86	C	76-77	D	71-72		
A-	90-93	B-	80-83	C-	74-75	D-	70		

President's List and Honor Roll - Middle School students who earn a 4.0 grade point average with no C's, D's, or F's will be placed on the President's List. Middle School students, who earn a 3.33 with no C's, D's or F's will be placed on the Honor Roll. President's List and Honor Roll are calculated at the completion of each semester.

Academic Probation - Students are placed on academic probation when they receive two or more semester grades of "F", or three or more semester grades below "C-". Any student on academic probation earning 2 or more failing grades the following semester will be asked to withdraw from GAC. The minimum expectation for all students on academic probation will be to earn all grades of 74% or higher. If this outcome is achieved, the student will be removed from academic probation. Any student on academic probation who has at least one grade below C- will remain on academic probation. Any student who remains on academic probation for more than two consecutive semesters may be asked to withdraw from GAC. Any student failing 4 or more classes in one semester will be asked to withdraw from GAC. Students who are asked to withdraw due to academic probation may reapply for admission to GAC after attending one semester at another school according to the GAC grading scale.

- **Academic Penalties for Leaves and other Unexcused Absences** – Students with unexcused absences for leaves or other reasons will receive 80% of the earned grade.

Finals

- In conjunction with the High School schedule, **the last days of each semester will be dedicated to final exams**. Please refer to the school calendar for these dates as it is imperative for all students to be present for exams.
- **Final Exams** – With a goal of long-term retention, the purpose of giving an exam is to allow students to synthesize and review material from the semester.
- There are no exam exemptions in the Middle School.

Conferences – Regular, consistent communication between school and home is essential for the continued success of our students. Parents and students are encouraged to communicate directly with teachers regarding any questions or concerns. Parents and teachers are able to schedule individual conferences as needed throughout the year.

SCHEDULES

Daily Schedules – The school day will start at 8:30 a.m. and end at 3:15 p.m. each day. Middle School students have seven class periods per day on Mondays, Tuesdays, and Fridays, three extended periods on Wednesdays, and four extended periods on Thursdays. Teachers will use MyGAC to share the times of their before and after school help sessions.

Class Schedule Changes – Students and parents should take great care in selecting courses. Every effort is made to provide students with their first choice of electives. Once scheduling is complete, it is often difficult to change a student's schedule. If a schedule change is to take place, it must occur during the first 10 days of the semester (15 days for honors classes.)

Middle School Students in High School Classes – Many Middle School students will have the opportunity to take courses in the High School. While in High School classes, Middle School students are expected to follow all rules, guidelines, and procedures of the High School when they differ from that of the Middle School. If a student misses more than 10 class periods (either excused or unexcused) during a semester, he/she will not receive credit for that class for that semester. Please refer to the Academic Program Book for course details.

OTHER GENERAL INFORMATION & POLICIES

Backpacks- Students in Middle School are permitted to carry backpacks during the day. All personal items should be carried with a student.

Computer Protection - All laptops must be protected by an appropriate shell or cover.

Conduct in Buildings – Students are expected to behave in a quiet and orderly manner when inside school buildings.

Cell phones and headphones/earbuds may not be visible during the school day (8:30 a.m. until 3:20 p.m.) unless a teacher or administrator has shared specific instructions that require use. Use of the cell phone or other devices without permission will result in the confiscation of the device and consequences may be assigned. Smart watches and other devices that allow messaging are to be removed for assessments.

Elections and Selections – Students elected or selected for leadership positions in the Middle School must maintain good academic, behavioral, and attendance standings with the school. Failure to do so may lead to the loss of such positions.

Uniforms (please refer to pages 13-20-22) A student in violation of the uniform code will be required to be in compliance before returning to class. In order to comply, the student will be given the choice of purchasing appropriate clothes in the Spartan Store, having a parent bring the necessary clothing from home, or, with parent permission, returning home to change. Repeated uniform code violations will result in disciplinary consequences.

SOCIAL & BEHAVIORAL DEVELOPMENT
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Social and behavioral development are important components of the Middle School program. As stated in the Code of Conduct (page 7) students are expected to treat one another with respect and behave in a responsible manner. If a student makes a poor choice, efforts will be taken to correct the behavior, restore affected relationships, and redeem the situation. A variety of interventions and consequences will be utilized to accomplish these goals.

- **Student Behavioral System**

The student behavioral system is based on accountability and grace. The violation of certain rules, policies, and procedures will result in an infraction. Infractions will accumulate over the course of the school year. Examples of rule violations that lead to an infraction include but are not limited to: *cell phone or other electronic device violation, dress code violation, tardy to class, off task and a minor technology violation.* Some violations will require action in addition to the infraction. For example:

- a cell phone visible during class will be collected and sent to the Middle School Office;
- a student wearing a non-uniform shirt that can't comply with the uniform code immediately, will be sent to the Middle School Office. All time out of class will be considered unexcused.

Other offenses such as class disruptions, disrespect, and failure to follow directions will receive three infraction points due to the severity of the violation. Additionally, serious disciplinary issues including those listed on page 20 will lead to an immediate administrative referral and more serious consequences.

The chart below indicates the established protocol for the infraction system, but the administration reserves the right to modify consequences for students when deemed necessary.

Number of Infractions	Administrative Referral	Consequence
6	1 st referral	Detention
10	2 nd referral	Saturday School (2 hours)
14	3 rd referral	Saturday School (4 hours) & Parent Conference; Behavioral Probation
18	4 th referral	Suspension & Parent Conference
22	5 th referral	Dismissal

- **Consequences for Misbehavior**

Consequences for misbehavior used in the Middle School will include but is not limited to silent lunch, before and after school detention, Saturday School, administrative leave, suspension, behavioral probation, and dismissal.

- **Silent Lunch** – Students will be required to sit separated from their peers at lunch. Silent lunches will be counted as an infraction, thus accumulating toward an administrative referral.

- **Detention** – Before or after school detentions will be scheduled by an administrator. All detentions must be served within one week of when the detention was assigned.
- **Saturday School** – Saturday School occurs on selected Saturdays throughout the school year. Middle school students will be assigned to either an 8:00 a.m. until 10:00 a.m. session, or an 8:00 a.m. until 12:00 p.m. session. Students will be required to wear their school uniform and will be expected to do school work during this time. *A fee of \$20 will be assessed to the student's account to cover the cost of supervising the Saturday School.*
- **Administrative Leave** – Students may be placed on administrative leave in an effort to separate the student from a situation at school. While on administrative leave, students are to be off campus for a period of time to be determined by the administration. Students on administrative leave are not allowed to participate in GAC Sync or GAC activities during this time unless given permission by the administration. Missed assignments and tests may be made up for full credit pending the outcome of the situation.
- **Suspension** – Students who are suspended from school are not allowed to be on campus, on GAC Sync, or participate in any GAC activities for the entire calendar day or days. The suspension will count as an unexcused absence. Therefore, students will lose credit for classwork missed. All major tests/projects that are missed due to a suspension will be counted as 80% of the earned grade.
- **Behavioral Probation** – Students can be placed on behavioral probation by the administration for a variety of reasons including but not limited to a single serious violation of school rules, repeated violations of school rules, or a violation of the GAC Honor Code. Behavioral Probation will typically last for one calendar year and while on probation any poor behavioral choice could be the basis for dismissal from school. At the discretion of the administration, a student placed on behavioral probation may forfeit his/her privilege to participate in co-curricular activities, including school trips. Any deposits made for such trips will not be refunded.
- **Dismissal** – As stated in the contract for enrollment, the school reserves the right to dismiss a student if the student has engaged in behavior that is contrary to the best interests of the School or members of the School community.

HIGH SCHOOL POLICIES & PROCEDURES

High School Office (770-243-2249)

The following policies in the High School (Grades 9-12) are in addition to the school wide policies on pages 4-43.

ATTENDANCE RELATED POLICIES & PROCEDURES

The academic school day is from 8:30 a.m. – 3:20 p.m. for students learning on campus and via GAC Sync. Students are expected to attend the entire school day, whether on campus or learning via GAC Sync. For more specific information and expectations for learning via GAC Sync, please see page 13.

Before and After School – No student should be in any school building prior to 7:30 a.m. unless requested to do so by a faculty or staff member. No student should be in any school building after 3:45 p.m. other than Liles Media Center which closes at 4:00 p.m. unless under the supervision of a faculty/staff member, or parent. The Fincher Student-Family Center will be open from 7:30 a.m. until 6:15 p.m. for late bus riders and Middle/High School students who occasionally must wait for parents.

Late Arrival to School – Any student not in his/her first hour class by 8:30 a.m. will be considered tardy to school. All students tardy to school must be checked in at the front desk in the High School Office. Students who accumulate 10 tardies to school will be subject to a Saturday School consequence. For a tardy to be excused, a parent note stating the reason for the tardy must be turned in to the High School Office the day of the tardy. Reasons for an excused tardy include personal illness, illness/death in immediate family, and medical or dental attention.

Absences from School – In the event of a student's absence from school, parents should contact the High School Office at 770-243-2249 or hsattendance@gac.org by 10:00 a.m. on the day of the absence. Time out of class totaling more than one-half of the class period will be counted as an absence from that class.

- **Absences and Co-Curricular Participation** – Students must attend classes for at least half of the school day in order to participate in co-curricular activities that day.
- **Absent without Leave (AWOL)** – AWOL violations are considered serious offenses at GAC. Not knowing where a student is located during the school day presents a wellness risk to that individual and in the event of an emergency, renders it difficult to accurately account for all of our students. The violation can occur on campus and via GAC Sync. Students who are unaccounted for via GAC Sync present the same concerns and are, therefore, considered AWOL.
- **Excessive Absences and Loss of Credit** – Excessive absences can be detrimental to the learning process. If a student misses more than 10 class periods (either excused or unexcused), he/she will not receive credit for that class for that semester. School sponsored absences and college visits do not count toward the 10-day limit. All incomplete ("I") grades must be made up within two weeks following the six-week grading period. Students with extended illness should contact the Dean of Academics in the High School. Students with excessive absences or tardiness, excused or unexcused, may be denied re-enrollment or promotion.
- **Excused Absences** – Excused absences are those due to illness or family emergencies and those that are pre-arranged. Parents should follow the procedure above for illness or family emergencies or send a note explaining the absence to the office on the day of the student's return to school.
- Requests for **pre-arranged excused absence** must be submitted in advance of the expected absence. This includes requests for an entire day or a partial day. The procedure for the request for a pre-arranged excused absence is as follows:

1. Pick up *Student Request for Excused Absence* form from the High School Office or print the form found on MyGAC/High School Resource page.
 2. Submit the completed form, signed by the parent to the High School Office. Misrepresentation may result in an Honor Code violation.
 3. If approved, a copy of the form will be returned to the student; If denied, the student will be notified.
 4. All work assigned before and due during a pre-arranged excused absence must be completed and submitted to the teacher upon return to class. Teachers may require a student to submit a major assignment on the due date, even if the student is absent from class (essay or project, etc.).
 5. All make-up work assigned during an unexcused absence must be completed within 5 days of returning to school.
 6. Students should communicate with teachers about their plans to complete and submit work missed due to a school absence.
- **Unexcused Absences** – An absence that was not the result of a family emergency, an illness, or that was not pre-arranged and approved, will be considered unexcused. Students will not receive credit for missing work due to an unexcused absence. Major assessments or projects missed as a result of an unexcused absence may be completed for 80% of the earned grade.

Make-up Work – After an absence, High School students have the opportunity and are required to make-up their missed work. Students should communicate directly with their teachers concerning homework and missed assignments.

ACADEMIC POLICIES

Academic Penalties for Suspensions and other Unexcused Absences – Students with unexcused absences for suspensions or other reasons cannot receive credit for work or minor quizzes. Major tests may be made-up, but the student will receive 80% of the earned grade.

Academic Probation – Students are placed on academic probation when they receive two or more semester grades of "F", or three or more semester grades below "C-". Any student on Academic Probation earning 2 or more failing grades the following semester will be asked to withdraw from GAC. The minimum expectation for all students on academic probation will be to earn all grades of 74% or higher. If this outcome is achieved, the student will be removed from academic probation. Any student on academic probation who has at least one grade below C- will remain on academic probation. Any student who remains on academic probation for more than two consecutive semesters may be asked to withdraw from GAC. Any student failing 4 or more classes in one semester will be asked to withdraw from GAC. Students who are asked to withdraw due to academic probation may reapply for admission to GAC after attending and passing one semester at another school according to the GAC grading scale.

Grading Scale

A+	98-100	B+	87-89	C+	78-79	D+	73	F	69 and below
A	94-97	B	84-86	C	76-77	D	71-72		
A-	90-93	B-	80-83	C-	74-75	D-	70		

GPA – The grades at six, twelve, and eighteen weeks are continuous and cumulative. In order to determine your grade point average, the following value will be attached to the grade scale:

A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

President's List and Honor Roll – High School students who earn a 4.0 grade point average with no C's, D's, or F's will be placed on the President's List. High School students who earn a 3.33 with no C's, D's, or F's will be placed on the Honor Roll. President's List and Honor Roll are calculated at the completion of each semester.

Multiple Test Policy – Students who have three or more major tests/projects due on one day may contact the High School Dean of Academics at least five days in advance to work out an alternative testing plan. *This policy applies only to major tests; it does not apply to quizzes.*

ADDITIONAL ACADEMIC OPPORTUNITIES

Advanced Academic Opportunities – GAC High School students with interest and ability have opportunity to advance academically in:

- **College Board Advanced Placement (AP) Program:** AP courses are High School classes taught on a college difficulty level for advanced placement in May. The colleges participating in the AP program give college credit for a passing score. GAC offers several advanced placement courses for upper-level students. Students passing Advanced Placement courses receive an additional 1.00 grade point on the four-point scale, in recognition of the college equivalency and difficulty of the course.
- **Honors Classes:** Students are selected for Honors classes based on ability and achievement. Students participating in Honors classes receive an additional 0.5 grade point.
- **College Visits** – Any visits to a college/university of interest are considered a special kind of absence. If the procedure for "Excused Absences" is followed, up to 6 absences are allowed through the four years of high school. The only exception to this policy and the number of days will be absences for students who are being considered for a scholarship opportunity. If this exception is necessary, the senior must present a letter regarding the scholarship offer or bring back documentation from the college after the visit. **All college visits must be requested BEFORE the absence occurs and the Student Request for Excused Absence Form must be signed by an administrator**

Academics and Co-curricular Participation – GAC is a member of the Georgia High School Association (GHSA), therefore, most competitive activities in high school fall under the regulations of the GHSA. The following is a listing of the eligibility requirements for participation in GHSA activities.

- a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
 - b) Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
 - c) Third-year students must have accumulated eleven (11) Carnegie units in the first and second years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
 - d) Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
 - e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
- The High School administration may determine additional academic guidelines for the academic success of student athletes and other participants in co-curriculars. Enrollment at GAC does not guarantee athletic participation or eligibility nor does GAC promise that any particular sport or extracurricular activity will be offered.

CLASS SCHEDULES

Daily Schedules – The school day will start at 8:30 a.m. – 3:20 p.m. each day. High School students have seven class periods per day on Mondays, Tuesdays, and Fridays, three extended periods on Wednesdays, and four extended periods on Thursdays. Teachers will use MyGAC to share the times of their before and after school help sessions.

Class Schedule Changes – Students and parents should take great care in selecting courses. Once scheduling is complete, it is often difficult to change a student's schedule. If a schedule change is to take place, it must occur during the first 10 days of the fall semester. To request a schedule change, please pick up a form in the **High School** Counseling Office.

Note: A course dropped after the deadline is recorded as a withdrawal failure (W-F) on the student's permanent record. A W-F is considered hours attempted and will negatively affect the cumulative grade point average.

High School Exams

- **Underclassmen**

Exams are considered a formal part of the learning process. For all underclassmen, a cumulative exam will be part of the educational process in designated courses. Courses, as outlined by grade level below, will give the cumulative exam either in the fall or in the spring. The only courses to give exams both semesters will be Honors, Advanced Placement (AP) and Dual Credit (DC) courses.

Fall:

- 9th - Bible, Language Arts 9, Health, academic electives, any Honors, AP or Dual Credit class
- 10th - Bible, Language Arts 10, World History, academic electives, any Honors, AP or Dual Credit class
- 11th - Bible, Language Arts 11, US History, academic electives, any Honors, AP or Dual Credit class

Spring:

- 9th - Health, Math, Biology, World Language, academic electives, any Honors, AP or Dual Credit class
- 10th - Math, Chemistry, World Language, academic electives, and any Honors, AP or Dual Credit class
- 11th - Bible, Science, Math, World Language, academic electives, any Honors, AP or Dual Credit class

- **Seniors Exam Exemption Privilege Guidelines:**

With the following prerequisites met, a **senior** may exempt one or all of their exams per semester.

- Grade of 93 or higher
- No suspensions from school within that semester
- No honor code violations within that semester
- No more than 4 absences for the semester per class. College visits and field trips do not count as absences; however, 4 unexcused tardies to a class count as 1 unexcused absence.

GRADUATION

Graduation Activities – Only seniors who will complete requirements for graduation by August of their senior year (within 2 semester credits by graduation day) will participate in the commencement exercises. Diplomas and transcripts of students who violate standards of behavior and rules established for graduation will be held pending discipline.

Honor Graduates – Those graduating seniors of GAC who complete the senior year with a grade average of B+ or a grade point average of 3.5 or higher shall be recognized as Honor Graduates at Commencement exercises. Three levels of honor will be noted:

- Those who have a minimum grade point average of 3.5 will graduate cum laude (with distinction).
- Those who achieve an average of 3.75 will graduate magna cum laude (with great distinction).
- Those who accomplish an average of 4.0 will graduate summa cum laude (with highest distinction).

All honor graduates shall be recognized at commencement exercises by gold honor cords worn around the neck of their gowns. Only honor cords awarded by GAC may be worn at graduation. Valedictorians and Salutatorians are selected at the end of the second six weeks of the second semester.

STUDENT PARKING & USE OF CAR ON CAMPUS POLICIES

The privilege of driving to school and parking on the school premises is extended to students in good standing at Greater Atlanta Christian School. Greater Atlanta Christian School assumes no responsibility for damages, loss, or theft. Students drive and park on campus at their own risk.

1. Students will not be assigned a specific space. Students must be careful to park only in those areas designated for student parking, and not in faculty staff, visitor spots, or handicap slots. Please refrain from parking in any on marked area such as the grass.
2. All student vehicles that use the parking must be registered with the School and must have the appropriate parking decal applied to the **lower corner on the driver's side of the front windshield**. Failure to register a vehicle in the High School Office can result in loss of parking privileges.
 - Seniors must park in the Spartan Football Stadium Parking Lot (Red Lot).
 - All other students must park in the Baseball/Soccer/Tennis Parking Lot (Gold Lot).
3. Students will be issued ONE GAC Parking Decal. This decal must be prominently displayed inside the vehicle on the lower, driver side corner of the windshield. Students should keep their vehicles locked at all times while on campus, for both vehicle and decal security. If a student loses his/her decal a new one may be purchased from the High School Office for \$15.00.
 - Students are required to notify the High School Office of any vehicle changes to be made on their parking permit forms. In cases where prior notification is not possible, students should stop by the High School Office directly after parking the unregistered vehicle.
4. Students that drive a family car that has a white or black GAC parking decal are still required to park in the student parking lots.
 - Students who park in unauthorized areas or who drive recklessly on campus may be fined for the violations. Unpaid violations may lead to the loss of parking privileges.
5. Special days involving many visitors on campus could require students to park in other areas as designated in advance by the Administration.
6. Students may not go to or use their vehicles during the school day without either permission from the High School Office or a note from a teacher.

- Driving a car during the school day without permission will be considered an AWOL situation. Students are not allowed to sit in parked cars or congregate in the parking lot once on campus.
7. Traffic is extremely heavy in the mornings. Please allow plenty of time to arrive at school early. Plan to arrive at school by 8:15AM.
 8. Greater Atlanta Christian School retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of students' automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.
 - Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Failure to abide by the above policies may result in disciplinary action, including but not limited to a parking violation, revocation of parking privileges, booting or towing of the vehicle at owner expense.

OTHER GENERAL INFORMATION

Students are responsible for their personal property.

- **Athletic bags** – Athletes should comply with the instructions given by their head coach as to the appropriate storage of athletic bags and equipment.
- **Laptop Bags** – All laptops must be encased in a protective case/cover and carried in an appropriate protective bag.-Backpacks may be used but should remain with student at all times.

Cell phones and headphones/earbuds may not be visible during the school day (8:30 a.m. until 3:20 p.m.) unless a teacher or administrator has shared specific instructions that require use. Use of the cell phone or other devices without permission will result in the confiscation of the device and consequences may be assigned. Smart watches and other devices that allow messaging are to be removed for assessments.

Prefect Leadership Program Seven Prefects will be selected in the spring of their Junior year for the following school year to lead the student body in specific areas of responsibility. They will form committees of their peers to assist in performing their assigned responsibilities. Prefects are expected to help build school spirit while shaping student perceptions about what it means to be a student at GAC. The seven prefect positions are: Student Life Prefect, Admissions Prefect, Academic Prefect, Service Prefect, Publicity Prefect, Unity Prefect and Head Prefect. Prefects are selected after an application and interview process. Each Prefect will have at least one mentor to help develop plans, build committees, and manage responsibilities.

Qualifications for Elections – Any student who is on Behavioral Probation and/or receives an Honor Code violation is not eligible for any Honor Society and may be removed or disqualified from positions of leadership.

Uniforms (please refer to pages 20-22 for more information) - A student in violation of the uniform code will be required to be in compliance before returning to class. In order to comply, the student will be given the choice of purchasing appropriate clothes in the Spartan Store, having a parent bring the necessary clothing from home, or, with parent permission, returning home to change. Time out of class will be considered unexcused.

DISCIPLINARY DISCLOSURE POLICY

In accordance with National Association for College Admissions Counseling's Statement of Principles of Good Practice, it is the policy of Greater Atlanta Christian School to answer questions regarding students' disciplinary history on college and scholarship applications.

Disclosures are made for suspension, loss of credit in a course, or expulsion. In addition, students are also required to disclose suspension, loss of credit in a course, or expulsion on applications. If an incident occurs resulting in suspension, loss of credit in a course, or expulsion after the student submits an application, the student is expected to notify colleges within one week. The College Counseling Office will follow up to ensure disclosure. It is important for the student and parent to understand that the School and/or the student's college counselor may also inform the college or university of such an incident in a truthful and transparent fashion.

SOCIAL AND BEHAVIORAL DEVELOPMENT

Behavioral-issues will be dealt with at the discretion of the faculty and administration. Students will be expected to follow the teacher's classroom plan. A variety of consequences will be used by teachers and administrators to redirect the misbehavior of students. Please contact your child's teacher or administrator if you have any questions concerning assigned consequences. High School students are expected to display mature behavior at GAC. There is no room for misbehavior. Discipline records are cumulative across a given school year and, in some cases, may carry over into the next school year.

The following is only a partial listing of offenses and consequences. The administration reserves the right to modify consequences as the situation demands.

- **Student Behavioral System**

Certain rule/policy/procedure violations will result in an infraction. Infractions will accumulate for the entire school year. Examples of offenses include but are not limited to: having cell phone out during the school day, tardy to class, dress code violation, parking violation, driving violation, classroom disruption, failure to follow directions, etc.

Some offenses will require additional consequences as determined by a teacher or administrator. For example, an infraction of the cell phone policy will result in the confiscation of the device. All dress code violations require immediate compliance. If a student is unable to get into compliance in the classroom, the student will be referred to the High School Office. All time out of class will be considered unexcused. Certain offenses will carry three infractions, including disrespect, classroom disruption, and failure to comply with instructions. Such offenses may be assigned detention upon the first offense at the discretion of the administration.

The chart below indicates the established protocol for the infraction system, but the administration reserves the right to modify consequences for students when deemed necessary.

Number of Infractions	Administrative Referral	Consequence
6	1 st referral	Detention
10	2 nd referral	Saturday School (2 hours)
14	3 rd referral	Saturday School (4 hours) & Parent Conference; Behavioral Probation
18	4 th referral	Suspension & Parent Conference
22	5 th referral	Dismissal

- **Consequences for Misbehavior**

Consequences for misbehavior used in the High School will include but is not limited to detention, Saturday School, administrative leave, suspension, behavioral probation, and dismissal.

- **Detention** – Before or after school detentions will be scheduled by an administrator. All detentions must be served within one week of when the detention was assigned.
- **Saturday School** – Saturday School occurs on selected Saturdays throughout the school year. High School students will be assigned to either an 8:00 a.m. until 10:00 a.m. session, or an 8:00 a.m. until 12:00 p.m. session. Students will be required to wear their school uniform and will be expected to do school work during this time. *A fee of \$20 will be assessed to the student's account to cover the cost of supervising the Saturday School.*
- **Administrative Leave** – Students may be placed on administrative leave in an effort to separate the student from a situation at school. While on administrative leave, students are to be off campus for a period of time as determined by the administration. Students on administrative leave are not allowed to participate in GAC Sync or GAC activities during this time unless given permission by the administration. Missed assignments and tests may be made up for full credit pending the outcome of the situation.
- **Suspension** – Students who are suspended from school are not allowed to be on campus, on GAC Sync, or participate in any GAC activities for the entire school day or days. The suspension will count as an unexcused absence. Therefore, students will lose credit for classwork missed. All major tests/projects that are missed due to a suspension will be counted as 80% of the earned grade.
- **Behavioral Probation** – Students can be placed on behavioral probation by the administration for a variety of reasons including but not limited to a single serious violation of school rules, repeated violations of school rules, or a violation of the GAC Honor Code. Behavioral Probation will typically last for one calendar year and while on probation any poor behavioral choice could be the basis for dismissal from school. At the discretion of the administration, a student placed on behavioral probation may forfeit his/her privilege to participate in co-curricular activities, including school trips. Any deposits made for such trips will not be refunded.
- **Dismissal** – As stated in the contract for enrollment, the school reserves the right to dismiss a student if the student has engaged in behavior that is contrary to the best interests of the School or members of the School community.

**Encore Kids/Discovery Activities
POLICIES & PROCEDURES
Office (770) 243-2306**

The following policies in Encore Kids/Discovery Activities are in addition to the school wide policies on pages 4-25.

After school programs are offered to GAC students enrolled in K3 and up.

Registration will take place online for the Fall, Winter and Spring sessions. Discovery Activities Registration information is posted on the website at: <http://www.gac.org/Encore-Kids>

- **Encore Kids** is designed to assist parents who have the need for childcare on a regular daily basis before school and/or after school. Our mission is to serve the needs of working parents by providing care in a loving and safe Christian environment. Children are grouped by age and will engage in activities that encourage creativity, social relationships, appropriate behavior and positive self image. Activities include homework period, organized and supervised play, snack time, theme centered activities and art. All students are expected to participate in-group activities.
- **Part time and Drop in Care** – Students may be sent to Encore Kids at the parent’s request. Please e-mail your student’s teacher asking that your child be sent to Encore Kids at the end of the school day. All children (Grades K3 - 6th grade?) not picked up by 3:25 p.m. will participate in Encore Kids which is an additional cost. * *Students need to provide their own healthy snack from home.*
- **Discovery Activities** – In conjunction with the After School Program, Discovery Activities will be offered at an additional cost in the Fall, Winter, and Spring. Sports, arts, drama, science, and more, are offered in a convenient way where children can discover their talents and interests. Qualified instructors on-contract with GAC will provide after school instruction for Discovery Activities.

HOURS OF OPERATION

Children enrolled in After School Programs (Encore Kids and Discovery Activities) will meet at the end of the school day with age-appropriate groups as follows:

- K3 –K5 will regroup in the Early Childhood Village.
- A teacher will escort Pre 1st – 5th grade to a Combee Elementary classroom.

Arrival & Departure – When picking up a child from the After School Program, the parent or authorized person will sign the child out in the Combee Elementary Complex Office using the Sign Out Computer, recording the time and their signature. Children will be expected to leave once they have been signed out. Persons other than parents who are authorized to pick up the child must be listed on the child’s Emergency Medical Information Card and show proper identification. Your child will not be released to an unauthorized person.

A late fee of \$15 per fifteen minutes or any part of fifteen minutes will be assessed when parents arrive after 6:00 p.m.

Teacher Professional Days/Field Trips – Childcare will be available for the Teacher Professional Days from 7:30 a.m. - 6:00 p.m. in the Elementary. Enrollment in the Encore Kids Plus program includes the cost of the Teacher Professional Days. All other students wishing to attend will be charged an additional fee to cover the cost of the childcare, field trip, transportation and snacks planned for that day. All student participants must register for each individual trip. *Field Trip Registration Forms* with the parent’s signature are required before a child is allowed to go on the field trip.

The red uniform polo shirt, a Spartan Spirit shirt or uniform/Spartan Spirit sweatshirt must be worn and must be visible on students on all field trips during the entire outing.

Early Dismissal Days – After School Programs will be open on early dismissal days except for Grandparents Day.

After School Program is Closed: Labor Day, Grandparents' Day, Thanksgiving Break, Christmas Break, Winter Break, Spring Break, Faculty/Staff Celebration event and Memorial Day.

INCLEMENT WEATHER

After School Programs are not provided on days the school is closed or has early dismissal due to inclement weather. The GAC website www.gac.org will also post changes to the school schedule and the After School Programs schedule related to weather changes.

ADDITIONAL INFORMATION

Administrative Questions - After School Program questions should be addressed to the Director, Jennifer Lofton, in the Combee Elementary Complex **before** 2:00 p.m. (770-243-2306) or email jlofton@gac.org.

Billing & Payments

- All Yearly Program amounts will be billed with tuition and paid according to the billing plan selected. All Yearly Payments will be made directly to Student Accounts (770-243-2216).
- Pre-Paid Encore Kids Passes will be automatically charged and billed through Student Accounts.
- Discovery Activity payments must be paid online during the Registration period for each session.
- All Part Time and Drop-In Care will be billed with tuition monthly.

Illness/Emergency Care - Students with serious or contagious illnesses are not permitted to attend any of the After School Programs. A child should be free of fever without medication for 24 hours before returning to school. Parents will be called immediately if a child has a fever. This is for the protection of all students in the program.

Parents must provide at least two emergency numbers and names on the *Emergency Medical Information Card* kept at the Before & After School Program Office. Emergency medical information must be updated as needed. Should a student require emergency care beyond standard first-aid measures, Gwinnett County Emergency Services will be called.

Snacks - A nutritious snack will be offered and is included in the price for children enrolled in full time Encore Kids after school programs. Children enrolled in part time/passes, drop in and Discovery Activities will bring their own healthy snack.

BEHAVIOR EXPECTATIONS

Children enrolled in After School Programs must adhere to the Code of Conduct and disciplinary measures established by GAC including but not limited to those set forth in the Student Parent Handbook.

Parent conferences may be arranged and a Behavior Contract may be implemented. Students could be dismissed from the program when persistent disruptive behavior cannot be controlled or when goals of a Behavior Contract are not reached. School Principals will be informed of all behavior concerns in the After School Programs.

For more information and updates, visit <http://www.gac.org/Encore-Kids>