

STUDENT HANDBOOK



Griffin Christian Academy

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Index

[Absences](#)

[Academy Rules](#)

[Admissions](#)

[Age Requirements / Required Documents](#)

[Attendance](#)

[Chapel](#)

[Closings Due to Inclement Weather](#)

[Course Descriptions \(K4 and K5\)](#)

[Course Descriptions \(1st through 4th\)](#)

[Course Descriptions \(5th through 8th\)](#)

[Curriculum](#)
[Damage to School Property](#)
[Discipline](#)
[Dress Standards](#)
[Early Dismissals](#)
[Enrollment for Returning Students](#)
[Field Trips](#)
[Fire and Severe Weather Drills](#)
[General Information](#)
[Grading Scale](#)
[Homework Policy](#)
[Insurance](#)
[Late Arrivals](#)
[Leaving School Without Permission](#)
[Lost and Found](#)
[Lunches](#)
[Maximum Absences Allowed](#)
[Miscellaneous Fees](#)
[Parent Conferences](#)
[Preface](#)
[Promotion to Next Grade](#)
[Purpose](#)
[Refund of Tuition and Fees](#)
[Reporting of Grades](#)
[Returned Checks](#)
[Schedule of Classes](#)
[Standard of Conduct](#)
[Statement of Faith](#)
[Tardiness](#)
[Telephone Usage](#)
[Termination of a Student's Enrollment](#)
[Transcripts](#)
[Tuition](#)
[Visitors](#)
[Withdrawal](#)

Policy Statement

I _____ have been fully briefed on and understand the policy for Griffin Christian Academy as outlined in the Handbook. As a parent of a Griffin Christian Academy student, I realize that I share the responsibility of ensuring that my student abides by the rules set forth in the Handbook.

I have also been briefed that if tuition is not paid by the end of the current month, my student will not be allowed to return to Griffin Christian Academy until it is paid. Also, no transcripts will be released if my account is not paid in full.

Student's Name

Parent's Signature

Date

Preface

Griffin Christian Academy provides this handbook as a means of providing the reader with the general information about the Academy as well as defining some specific policies and rules. It is to be understood that the Academy reserves the right to change any policy when it is deemed appropriate to do so by the administration of the Academy. Notice of such changes will be given by one or more of the following: the school newsletter, special letter, or orally to the students. It should be understood that this handbook is not to be considered as all-inclusive, and the administration will make decisions and establish guidelines concerning any issues not covered.

*Griffin Christian Academy admits students without regard to race, color, or national origin.

[Revised: May 2011]

General Information

Griffin Christian Academy was founded in 1968 as an outgrowth of the ministries of Griffin First Assembly of God. Beginning with one kindergarten class of thirteen students, the Academy has grown to a present enrollment of four hundred students in four year kindergarten through grade eight. The administration of the Academy includes the administrator of Griffin First Assembly of God and a full time principal, who directs the daily operation of the Academy. The faculty consists of over 30 staff members.

The Academy is operated as a non-profit ministry of the sponsoring church and does not receive any assistance from government agencies or programs. The operating funds for the Academy are generated by fees and tuition. The Academy does not have an endowment fund at this time but does accept special contributions for equipment, library books, and other items for the improvement of the school.

Purpose

THEOLOGICALLY – Although Griffin Christian Academy is owned and operated by Griffin First Assembly of God, it is not the purpose of the Academy to indoctrinate its students in the doctrines of the Assemblies of God. We hold the Scriptures to be all-sufficient rules for faith and practice. We therefore teach the Bible in its entirety. It is the purpose of the Academy to train its students in the principles and practices of our Lord Jesus Christ. It should be noted that the faculty of the Academy represents a number of denominations and fellowships and no individual is permitted to teach his or her particular personal doctrine or his or her church doctrine. All members of the faculty are born again Christians who live a consistent example of their profession of faith.

SPIRITUALLY – It is the purpose of the Academy to develop in the lives of its students a spiritual life that is in harmony with the infallible Word, in order that they may grow in grace, as well as in the knowledge of our Lord Jesus Christ.

ACADEMICALLY – It is the purpose of the Academy to provide its students with the best education in order that they may be thoroughly equipped for life. It is the purpose of the Academy to offer its students an opportunity to receive their education in a Christian environment.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrew 7:25); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:44); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:19)

Admissions

Griffin Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress code, and scholarship. Admission to GCA is a privilege and not a right. Therefore, the school maintains the right to admit only those families who are in harmony with the standards of the school.

Admission is based upon the achievement, personal interview, recommendations, and openings in the particular grade level. Behavior is also carefully considered. **Generally, no student will**

be admitted who shows low academic performance, has emotional or disciplinary problems, or who has been expelled from another school.

GCA is not a reform school. Neither is it equipped to accept children with academic, physical, or emotional problems. Students must express a desire to attend GCA. The school maintains the right to refuse admittance to anyone if it so chooses and to suspend or expel any student who violates the set standard.

The following procedure will be helpful to new students when applying for admission to GCA:

- Obtain an application packet from the school office.
- Complete the application form and return it to the school with the appropriate fees as stated on the application.
- For new students, an entrance exam may be given to determine specific course placement. A copy of the applicant's transcript (grades and achievement test scores) must be given to the office before an application is approved.
- An appointment for an interview with the principal or admissions committee may be requested. The potential student and at least one parent must attend this interview.
- You will receive a letter concerning the status of the application following admissions process. Should GCA not accept the applicant for enrollment, the registration fee will be refunded. **However, the fee is not refundable under any other circumstances.**

**GRIFFIN CHRISTIAN ACADEMY DOES NOT ENROLL STUDENTS WHO
HAVE BEEN EXPELLED FROM ANOTHER SCHOOL.**

Age Requirements/Required Documents

Kindergarten Students: All students who are entering the Four Year Kindergarten class must have reached their fourth birthday by September 1st. Students who are entering the Five Year Kindergarten class must have reached their fifth birthday by September 1st.

First Grade Students: Students who are enrolling in First Grade must have reached their sixth birthday by September 1st.

The following documents are required to be on file at the Academy before an applicant is officially considered a student:

1. Valid Certificate of Immunization.
2. Birth Certificate (certified copy, not a ceremonial copy).
3. Certificate of Eye, Ear, and Dental examination for those students entering the five year kindergarten class.

Enrollment for Returning Students

It is to be understood that enrollment in the Academy one year does not guarantee placement the following year. It is understood that enrollment is on a first come, first served basis. However, prior to registration being opened to the public, students presently enrolled in the Academy may enroll during a limited enrollment period. The first come, first served policy will be in effect during this limited enrollment period as well.

It is to be understood that the number of classes within a grade may vary from one year to the next due to enrollment trends. Early enrollment is advised since the Academy cannot ensure placement after available spaces have been filled.

The interview and placement testing process is not required for returning students. However, it is necessary for the proper application forms to be completed and submitted with the fees each year.

Right to Terminate a Student's Enrollment

Griffin Christian Academy reserves the right to terminate a student's enrollment when the Administration determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school. It should be remembered that it is a privilege and not a right to attend this school.

Attendance

Regular and punctual attendance is necessary if the student is to achieve success in his academic pursuits. It is important for the student's academic success and for building proper attitudes toward responsibility. Recognition is given to students with perfect attendance (no absences, early dismissals, or late arrivals) and students with excellent attendance (five or fewer absences, including tardies, late arrivals, or early dismissals).

Absences

We realize that it is sometimes necessary for students to be absent. The following absences shall be considered "excused" absences:

1. Illness of the student
2. Medical appointments (which cannot be made after school)
3. Funerals of immediate family members
4. Academy-sponsored activities
5. Absences with prior approval of the Administration

Absences not included in one of the categories of the preceding list will be considered unexcused. No work (including tests and/or quizzes) can be made up when missed due to an unexcused absence, and a zero will be given for the grade. Regarding tests, the tests may be made up, but the grade will be divided by two.

Students with excused absences must assume the responsibility to talk with their teachers about any work to be made up. This must be done no later than the second day back to school following the absence.

Parents should send a note explaining the reason for an absence on the day the student returns.

Maximum Absences Allowed

Twenty (20) days is the maximum number of days absent in a year. Any student with more than twenty absences will become ineligible to receive credit for the year's work.

Tardiness

Students who are not in their room when the 8:00AM bell rings are considered tardy. If a student accumulates 5 unexcused tardies in a quarter, a letter will be sent explaining that a \$5.00 fee will be charged for each tardy until the conclusion of the quarter.

1. EXCUSED
 - a. Student or parent automobile delays or breakdowns en route to school. This excuse cannot be used on a consistent basis.
 - b. Detainment by the office or another teacher.
 - c. Temporary illness.
 - d. Unavoidable reasonable circumstances, e. g. traffic accident.
 - e. Doctor's appointment.
2. UNEXCUSED
 - a. Oversleeping, or arriving late for any reasons of negligence.
 - b. Any tardiness in getting to classes during the school day.

Late Arrivals

Students who arrive after 8:15AM will be considered as late arrivals. Students should secure a class permit from the school office as soon as they arrive at school.

Late arrivals will count as half day's absence and may be considered an unexcused tardy.

Early Dismissals

Students who must leave school early must bring a note from their parents requesting such early dismissal. The student will report to the school office at the appropriate time for early dismissal. No student should leave school without first checking out in the school office. Parents should **not** go directly to the classroom to get their child. Teachers have been instructed to have all children picked up in the school office.

Students will receive a half day's absence when they leave before 2:15PM.

Leaving School without Permission

No student is permitted to leave school during the day without proper authorization from the school office. Students are **not** permitted to leave campus during breaks or lunch period.

Curriculum

The basic curriculum used at Griffin Christian Academy is the A Beka curriculum. These materials have gained a reputation as being some of the finest Christian textbooks available. They are written with a “back to the basics” philosophy and require much student involvement in class activities and homework assignments.

We do use some materials that are not part of the A Beka Curriculum. All materials selected for use in the Academy must be in harmony with the stated goals of the Academy.

Chapel

Spiritual growth is one of the major purposes of this institution. Chapel is an integral part of this growth process. Chapel services are held on a regularly scheduled basis.

Course Descriptions

K-4 Readiness (4-year old)

The K-4 readiness program has a curriculum including phonics and reading, writing, numbers, poetry, and fun activities. Children learn the alphabet, number concepts from 1-20 and counting from 1-100.

Kindergarten (5-year old)

The kindergarten program is a complete educational program that teaches children how to read phonetically. The curriculum includes many small readers, workbooks, and phonics cards. Students will learn the letters of the alphabet and will learn to read. (450-word vocabulary) A complete range of subjects is covered, including writing, art, poetry, music, science, and numbers. The children will learn to count from 1-100 by 1's, 5's and 10's. Children find that the kindergarten curriculum is an enjoyable learning experience.

First Grade

Reading: A Beka Book Christian Reading Series and other readers.

Phonics: Drill and word analysis skills.

Writing: Spelling, writing words and sentences.

Arithmetic: Emphasis on addition, subtraction, introduction to simple tables of multiplication, money values, story problems, and simple fractions.

History, science, Bible instruction, and poetry memorization are also included.

Second Grade

Review of first grade material.

Reading: Many books, including A Beka Book Christian readers.

Phonics: Drill work and word analysis skills.

Writing: Vocabulary building, penmanship, and cursive writing.

Arithmetic: Addition, subtraction, introduction to multiplication, division, and Roman numerals.

History, science, Bible instruction, and poetry memorization are also included.

Third Grade

Reading: A variety of readers from the Abeka Book Christian readers, including Pilgrim's Progress.

English: Grammar, punctuation, penmanship, spelling, vocabulary, and poetry.

Arithmetic: Addition, subtraction, multiplication, division, combinations, story problems.

History: A look at America

Science: Natural and physical science.

Bible instruction is also included.

Fourth Grade

Reading: Character-building patriotic stories, vocabulary, and speed and comprehension quizzes.

Spelling and vocabulary: 30 words per week with 10 definitions.

Penmanship: Daily work on correct letter formation and writing.

English: Grammar and usage, composition.

History: General survey of American History

Science: Survey of earth science, the body, weather, plants, insects, water, etc.

Arithmetic: Drill in speed and accuracy in the four arithmetic processes, multiplication facts, dividing by two-digit numbers, working fractions measures; traditional approach.

Poetry memorization, music and Bible instruction are also included.

Fifth Grade

Reading: Character-building patriotic stories from A Beka Book series, reading vocabulary and comprehension.

Spelling and vocabulary: 35 words and definitions per week.

English: Grammar and usage, creative writing, library research project.

History and Geography: a study of ancient civilization up to the present in the Eastern Hemisphere, map work included.

Science: Survey of weather, energy, plants, animals, geology, conservation.

Arithmetic: Drill in speed and accuracy in the four arithmetic processes, decimals, fractions, word problems; traditional approach.

Bible instruction and poetry memorization are also included.

Sixth Grade

Reading: Character-building patriotic stories, speed reading and comprehension, book reports.

Spelling and vocabulary: 35 words and definitions per week.

English: Grammar and usage, creative writing, library research projects.

History and Geography: A study of the Western Hemisphere, map work included.

Science: Creation, chemistry, physics and earth and space science.

Arithmetic: Drill in speed and accuracy in the four arithmetic processes, fractions, decimals, percentages, graphs, metric system, geometric figures; traditional approach.

Bible instruction and poetry memorization are also included.

Promotion to the Next Grade

No students in grades one through eight will be promoted to the next grade if two or more major subjects are failed. Major subjects include:

Math

English (Language)

History

Science

Bible

Grading Scale

The following grading scale is used at Griffin Christian Academy.

A – Excellent (100-90)

B – Good (89-80)

C – Average (79-75)

D – Poor (74-70)

Failure (69 and below)

E – Excellent

G – Good

S – Satisfactory

N – Needs Improvement

Reporting of Grades

The school year is divided into four nine-week quarters. Reports are issued at the end of each nine-week period to give the student and the parents an indication of the student's academic progress.

Mid-quarter deficiency reports are issued for students whose work level indicates poor or failing performances. This report serves to give the student and the parents a warning that if work is not improved the student will receive a poor or failing grade.

Withdrawal

A withdrawal form must be completed for any student who seeks to withdraw from the school prior to the end of the school year. This form must be signed by the parent(s). No academic record will be given to individuals, with the exception of current averages, at time of withdrawal. All school-owned books and monies owed (tuition, books, lunches, library fines, pictures, etc.) must be paid before a student is considered to be officially withdrawn.

Transcripts

Transferring Students: A copy of your transcript will be sent to the school that you will be attending. There is no charge for this copy.

No transcripts will be issued unless written authorization is on file in the school office. All accounts must be up-to-date before a transcript will be sent.

Homework Policy

The homework policy in grades one through eight is handled in each individual classroom.

Insurance

Each child is covered during school hours and school sponsored activities. The policy is a "full excess" policy—benefits are payable for covered expenses that are not recoverable from another plan providing medical expenses benefits (as described in the Master Policy) to the applicable maximum. Please be advised that if you wish to purchase twenty-four hour coverage, you should consult your personal insurance representative. Any claims must be filed within ninety days of the accident. In case of accident, notify the school office immediately.

Tuition

Since the payment of tuition is the major source of revenue for the operation of Griffin Christian Academy, it is necessary that all tuition accounts be current.

Tuition is payable in ten equal payments with the first payment being due August 1. Each subsequent payment is due the first day of each month and payable through the fifteenth day of the month.

Tuition payments received after the fifteenth of each month will incur a minimum \$20.00 late fee or 5% of the total monthly tuition. To ensure credit to the correct account, the student's name and grade should be written on the face of the check.

Tuition is adjusted for students who enroll late.

A separate page containing financial information is available in the school office.

Returned Checks

A \$25.00 service fee is charge for all returned checks. A second returned check will require that the account become a "cash only" account.

Refund of Tuition and Fees

Should a student withdraw or be dismissed, there will be no refund of tuition of any month which the student has attended one or more days. Likewise, there will be no refund of any portion of the registration fee or book fees.

The Academy does not release any unused test should a student withdraw or be dismissed, nor is there a reimbursement for the same. Also, students who use school-owned textbooks will not be allowed to use them following withdrawal or dismissal. No portion of the book user fee will be reimbursed.

Lunches

Students are permitted to bring a sack lunch, or they may purchase hot meals provided in the cafeteria by the Food Services Department of First Assembly of God. Food Services is a separate operation from the school but cooperates with the school to provide nutritious lunches to our students at a reasonable price. It should be noted that Food Services does not receive government subsidies, nor was it established to create profits. Lunch costs and options available are announced prior to the beginning of each school year.

Miscellaneous Fees

There will be miscellaneous expenses for class parties, school activities, supplies, and events such as field trips. Individual teachers will notify parents of their students about these fees in advance.

Telephones

School telephones are business telephones and are not to be used for personal conversations. Students must use the telephone in the school office when it is necessary to make a call. No student is permitted to use any of the other telephones on campus. No student will be called to the telephone unless it is an emergency.

Cell phones are not to be used during the school day. Any student who uses a cell phone during the academic day will have the phone taken by a member of the GCA staff. The phone will be held in the school office until the end of the day.

Schedule of Classes

Kindergarten classes meet as follows:

AM – Morning Class 8:00AM -11:00AM

PM – Afternoon Class 11:45AM - 2:30PM

K5 ALL DAY Class 8:00AM - 2:30PM

Elementary and middle school classes meet from 8:00AM to 2:30PM.

Field Trips

All field trips sponsored by the Academy will be preceded by a note of explanation from the sponsoring faculty member. The following policies apply to the field trips:

1. Students and parents who attend are required to adhere to school policies with respect to conduct and appearance.
2. A fee may be assessed to cover transportation expenses and/or admission costs.
3. A navy blue polo shirt or a navy blue sweatshirt with the GCA insignia is required to be worn.
4. Students who choose not to attend a field trip and stay at home will be counted absent for that day.
5. All students are expected to ride the bus on school sponsored trips.

Standard of Conduct

Griffin Christian Academy realizes that academic attainment is only a part of the student's preparation for life and that information obtained through study has its benefit fully realized only as a corresponding spiritual life is developed. For this reason, every possible effort is made to maintain a genuine deep spirituality in the Academy.

Since this institution is founded upon Christian principles, it will be necessary to require all students to live up to high standards of life and conduct while attending Griffin Christian Academy.

Discipline

Griffin Christian Academy upholds standards of conduct that are consistent with the principles taught by our Lord Jesus Christ. Discipline is maintained in a firm, consistent, and fair manner which is tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for students. The teacher shall handle discipline except in cases in which, in the judgment of the teacher and principal, it is necessary for the principal to become involved in the discipline process.

Damage to School Property

The campus, facilities, equipment, and all other property of the Academy belong to God. Therefore, every person who uses them must do his part to properly care for them. Any individual inflicting damage to the Academy property will be required to make financial restitution for the damage. Discipline for damage will be in accordance with the particular situation.

Academy Rules

The following list, though not all-inclusive, provides information about some basic Academy rules.

1. All students will be required to assist in keeping the campus clean.
2. Eating and drinking is only allowed in the cafeteria and under the supervision of a teacher. This policy is in effect before, during, and after school.
3. Chewing gum is not permitted on campus at any time or on off-campus Academy functions.
4. Students should not be in school buildings before 7:30AM or after 2:45PM unless under the supervision of a faculty member. Students are allowed in the building during times of inclement weather. Students not picked up by their parents by 2:45PM will be sent to after school daycare. Special exception must be approved by the administration.
5. Shouting, loud talking, running, or shoving is not permitted.
6. Fighting will result in disciplinary action.
7. The following items are not permitted on campus or on off-campus Academy functions.
 - A. Radios, tape players, tape recorders, C. D. players, TV's, play stations, games boys, etc.

- B. Knives, firearms, or any type of weapon
 - C. Tobacco products of any kind
 - D. Alcohol products of any kind
 - E. Drugs or any drug paraphernalia
 - F. Lighters or matches
8. Public displays of affection will not be tolerated. The Academy maintains a “No touching” policy. Couples are never to be alone in buildings or secluded areas on the campus.
 9. No student is allowed to bring any items to school to be sold. The only exception to this policy is the sale of Academy-related items which have been authorized by the administration.

Dress Standards

One of the purposes of Griffin Christian Academy is to provide an atmosphere conducive to spiritual, academic, and personal growth. We believe that our appearance and the appearance of those around us affect our level of productivity. We also believe that the physical appearance of our students is an essential element in the development of personal responsibilities and meaningful participatory citizenship. Our appearance reflects our values and interest. Though one’s personal relationship with Christ is not determined by his dress, his dress will be determined by his relationship with Christ. We do not want our students to have a spirit of competitiveness in regard to their dress.

The uniform dress code does not apply to Kindergarten students.

Male Students

1. Uniform khaki or navy blue pants or walking shorts will be permissible. Pants with outside stitched pockets are not acceptable.
2. Solid navy, light blue, red, burgundy, or white oxford or polo shirts with collars may be worn. A small insignia may be worn in the pocket area. Turtlenecks, sweaters, and sweatshirts in uniform colors may also be worn.
3. All shirts are to be tucked in and a belt is to be worn if there are belt loops.
4. Shoes with backs and socks must be worn at all times.

Female Students

1. Uniform khaki, navy, or plaid pants, walking shorts, skorts, skirts, or jumpers are permissible. All skirts must be no more than two inches above the knee. If it is questionable, do not wear it. Pants with outside stitched pockets are not acceptable.
2. Solid navy, light blue, red, burgundy, or white oxford blouses or polo shirts with collars may be worn. A small insignia may be worn in the pocket area. Turtlenecks, sweaters, and sweatshirts in uniform colors may also be worn.

3. All shirts are to be tucked in and a belt is to be worn if there are belt loops.
4. Make up (cosmetic) is not acceptable for students prior to the sixth grade.
5. Shoes with backs must be worn at all times.

Dress Down Fridays

On Fridays, students will be allowed dress down days. On these days only, students will be allowed to wear jeans; however, they must not be faded or frayed or have patches or holes. Regarding the shirts and blouses on these days, pull-over shirts may be worn including shirts with round or v-neck collars. However, no drawings or pictures shall be on them unless they have a Christian or sports theme. Clothing with brand names such as Bugle Boy, Izod, Nike, etc. will be allowed. Sleeves should cover the upper portion of the arm. No camouflage trousers, jackets, shirts, or other garments of this type shall be worn in the classroom. Jean shorts are **not** permissible. Uniform shorts are the only permissible shorts on Fridays.

The following items pertain to both male and female students:

1. No hats, caps, scarves, headbands, or other head gear shall be worn inside the buildings.
2. Sunglasses are not to be worn inside the buildings.
3. Hair styles for both male and female students must be of a conservative nature. Hair styles that reflect worldly fads such as rat tail or designs cut in the hair, etc. will not be acceptable.
 - a. (MALE STUDENTS) Hair shall be no longer on the sides than the middle of the ear and will not be below the collar of the shirt.
 - b. Nonconformity to the above will result in suspension until the hair cut conforms to the Academy standards.
4. All visible clothing must meet GCA standards.
5. A navy blue polo shirt or navy blue sweatshirt with the GCA insignia is required for field trips for all students.

We realize that the previous information is not all-inclusive but is given for specific situations. While the Scriptures do not give explicit instructions for one's apparel or hair style, we are instructed in the Scriptures that we should seek to honor Christ in our lives. Our appearance is a very integral part of our lives. The dress code is not created just for the purpose of having more rules but is designed to provide guidelines for acceptable dress. It should also be remembered that a part of our growth is submission to authority. While not everyone will agree with all of the dress code, it is necessary that everyone abide by it.

The dress code is applicable at all times when students are on campus and off campus for school sponsored or school-related activities.

School Closing Due to Inclement Weather

When severe cold weather, icing conditions, or snow creates unsafe conditions, the Academy will be closed.

Announcements of such closing will be made on the following:

Radio	(Griffin)	WKEU	FM - 97.9	AM – 1450
Television	(Atlanta)	ABC 2	WSBTV	
			Fox 5 News	
			NBC 11 Alive News	
			CBS 46 News	

Usually, when the Griffin Spalding county school system closes for inclement weather, the Academy closes. However, some of their closings are related to the effect of the weather on their mass transportation system and will not affect us. Please verify our closings by listening to the media, checking email, receiving phone tree message, or calling the GCA office for a recorded message.

Visitors

The campus of Griffin Christian Academy is a closed campus for the safety and protection of our students, faculty, and staff. ALL visitors on campus must report to the school office for a Visitor’s Pass. No one should go directly to a classroom or to any other area of the campus without a pass.

All visitors and parents will be expected to abide by the rules of the Academy when on campus. **This includes appropriate clothing and also the rule prohibiting the use of tobacco on campus and field trips.**

Due to limited space, students are not allowed to bring visitors or guests with them to school without prior approval. This rule does not apply to parents.

Parent Conferences

1. Parents who desire a conference with a teacher should call the school office for a conference.
2. Parents who desire a conference with the principal in regard to conflicts or issues involving a teacher should first schedule a conference with the teacher. Following this conference, should the conflict not be resolved, the parent should contact the principal for a conference.

Fire and Severe Weather Drills

In accordance with the state laws, the Academy conducts fire and severe weather drills to prepare students, faculty, and staff for emergency situations. All students will be expected to regard these drills seriously and follow instructions given concerning them.

Lost and Found

A lost and found box is located in or near the school office. Students should check the box for items they may have lost. Students who find items should place them in the box. Each year many items of clothing are placed in lost and found. Please label your child's jackets, sweaters, gloves, etc. so they may be returned if lost. Also, lunch boxes, lunch bags, etc. should have the student's name on them. Due to limited storage space, the items in the lost and found cannot be kept for long periods of time. Items not claimed are donated to charity.