



GREENWOOD CHRISTIAN ACADEMY

Educating to Think Biblically and Impact Globally

Parent and Student Handbook 2017- 2018

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Important note regarding information contained within this handbook: Should information, policies, or procedures change during the school year, information will be distributed to parents and students. Administration reserves the right to monitor and adjust as needed.

RELIGIOUS EXEMPTION FROM SOCIAL SERVICES LICENSING

Greenwood Christian Academy is exempt from Social Services licensure under VA Code 63.2-1716. As a religious institution we have tax exempt status as a nonprofit in accordance with 501 (c) of the Internal Revenue Code 1954, as amended. While we are exempt from Social Services licensure we comply with all health, fire and safety regulations required for full licensure. The following is a list of the various Virginia requirements that the GCA meets and must disclose to parents annually.

- Annual Health Department Inspection
- Local Fire Marshall Inspection of the physical facilities, for fire safety and building code compliance.
- Meet or exceed the requirement of one staff member to ten children from ages 2 to 6 years old, and one staff member to twenty- five children ages six years and older. We do not employ any staff below the age of 18.
- Require all teachers and staff that supervise children to obtain Staff Health Reports from Virginia licensed physicians.
- Conduct background checks of all staff in accordance with VA Code 63.2-1724.
- Report all suspected cases of child abuse and neglect.
- Implemented hand washing procedures by staff and children before eating and after toileting and diapering.
- Supervise all children under our care including daily receipt and dismissal to ensure safety.
- Screen children daily for health status and exclude those who are sick from the student population.
- Ensure that staff, trained and certified in first aid, is available whenever children are present.
- Require documentation of immunization against diseases, according to the health department's listings, for every child attending GCA.
- Ensure that all areas of the School, accessible to children, are free of obvious injury hazards, including providing and maintaining cushioning material under playground equipment.
- Ensure that all staff is able to recognize the signs of child abuse and neglect.
- Maintain public liability insurance of at least \$300,000.
- The School's enrollment capacity may not exceed 220 students.
- Facility consists of 20,000 square feet, 11 classrooms, gymnasium, warming kitchen, and approximately 5,000 square feet of outdoor playground, equipped with three levels of age- appropriate apparatus.
- Social Services may perform on-site inspections of the School to confirm compliance with the provisions of the VA State Code and revoke the School's exemption for serious or persistent violation of their requirements.

Greenwood Christian Academy Parent- Student Handbook

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Vision Statement

Greenwood Christian Academy instills a Christian worldview based on truth from the inspired Word of God.

Mission Statement

To equip students, through a Christ-centered curriculum, with values of faith, honor, service, excellence, and leadership, instilling a Christian worldview based on truth from the inspired Word of God. Thinking biblically to act globally.

Educational Philosophy

The Greenwood Christian Academy philosophy of Christian education rests on the belief that all truth is God's truth, and the Bible is the only inspired and infallible authoritative Word of God containing that truth. Therefore, the Bible must be foundational in all areas of a curriculum designed to enable pupils to develop their full potential spiritually, mentally, socially, physically, and emotionally.

The end result of Christian education is to produce academically successful graduates who possess a biblical worldview- a philosophy for living that views life's challenges and opportunities through the Bible. Because such education is a parental responsibility, the school functions as an extension of the home to aid parents in providing this biblically based education opportunity. Greenwood Christian Academy is committed to a close working relationship with parents and encourages parental involvement in the school.

Nondiscrimination Statement

The School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and other school- administered programs.

The School reserves the right to hire employees and accept students based on religious affiliation and behavior that is compliant with biblical standards and the School's tenets of faith.

Admissions Policy

The goal of Greenwood Christian Academy's Admissions Policy is to assure that our school is a good fit for each student and family, and that we understand and agree on basic purposes, policies and procedures prior to admission and registration.

GCA wishes to operate in partnership with parents and the family's church to establish and reinforce a learning process that is consistent with our mutually held beliefs and values. Therefore, to be eligible for admission, parents or guardians must be in agreement with our Mission, Vision and Tenets of Faith, agree to abide by the policies and procedures of the Parent and Student Handbook. To be fully engaged in this partnership, parents also agree to participate in and support the school's activities, uphold the school in prayer, provide volunteer help when possible, and support it financially when able. The school expects that each family will be actively affiliated with a church that will reinforce the beliefs and values taught here.

The biblical and philosophical goal of GCA is to establish a firm foundation toward developing students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and beliefs regarding what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at GCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from unbiblical activities or behavior.

We believe in the sanctity of marriage as expressed in Genesis 2:23-24. Marriage is a union between one man and one woman. Any behavior within or outside the marriage union which is inconsistent with biblical principles (e.g., Leviticus 20:13, Romans 1:27) contradicts our teaching. It is essential that the home uphold and reinforce the school's teachings. Therefore, GCA reserves the right to refuse enrollment or dis-enroll any student whose personal or family lifestyle or behavior may undermine or adversely influence other students by violating the biblical principles we teach.

Greenwood Christian Academy

Tenets of Faith

The Tenets of Faith of CrossWalk Christian Schools, LLC, doing business as Greenwood Christian Academy, shall be the same as CrossWalk Community Church, itemized below:

Since it is absolutely necessary for the participants to be united in thought and purpose so that the organization will remain healthy and vibrant, CrossWalk and all its entities shall embrace the following position:

- In essential beliefs, CrossWalk shall endeavor to maintain unity.
- In non-essential beliefs, CrossWalk shall endeavor to maintain liberty.
- In all beliefs, CrossWalk shall endeavor to maintain charity.

(1 Corinthians 1:10, Philippians 2:1-2, Ephesians 4:4-6, Romans 14:1-22, 1 Corinthians 13:2)

Essential Beliefs: Crosswalk shall safeguard the following essential beliefs:

The Bible is...

- The divine revelation of God to mankind.
- Our fixed source of authority for faith and conduct.
- Without error and enduring for all generations and cultures.

(2 Timothy 3:16-17, 1 Thessalonians 2:13, Psalm 119:160, 2 Peter 1:20-21)

God is...

- Eternal, having always existed outside of time and space.
- A single Being consisting of three Persons – Father, Son, and Holy Spirit.

(Genesis 1:26-27, Psalm 90:2, Revelation 1:8, John 14:26, Matthew 28:19, 1 John 5:7)

Jesus is...

- The eternal Son of God, is both fully God and fully man.
- Conceived by the Holy Spirit and born of a virgin.
- Without sin.
- The only One who ultimately restores mankind from sin through the shedding of His blood.
- Raised from the dead and seated with the Heavenly Father.
- The healer of the sick.
- Returning again to reign forever in a new heavens and earth.

(John 1:1-4, John 1:14-17, Philippians 2:4-11, Matthew 1:23, Luke 1:30-35, 1 Peter 2:22, Hebrews 4:11-15, Matthew 26:28, Mark 4:24, Matthew 28:5-6, Acts 2:22-24, 1 Corinthians 15:3-4, James 5:14-16, Isaiah 53:4-5, Acts 1:9-11, Revelation 21:1-3)

The Holy Spirit is...

- Active today to make people aware of their need of salvation.
- Active today to empower every believer to follow Christ more victoriously, offering a baptism that is subsequent to the salvation experience with gifts to confirm the power of the gospel. The gifts of the Holy Spirit shall operate in harmony with the Holy Scriptures and shall never be used in violation of Biblical parameters.

(John 16:7-11, Luke 24:49, Acts 1:8, 8:12-17, 19:1-7, 1 Corinthians 13:1-2, 1 Corinthians 14:1-40)

People are...

- Made in the spiritual image of God.
- Fallen from innocence due to a willful choice to do wrong.
- Destined for eternal separation from God.
- Provided an opportunity to be reconciled to God through Christ, not as a result of human effort and good works, but through faith alone.
- Invited to accept Christ, repent of sin, and be regenerated through the power of the Holy Spirit.
- In need of being separated from carnality and set apart unto God in order to become more like the character of Christ.
- Commanded to relinquish the authority over their lives to Christ, making Him the Lord of their lives.

(Genesis 1:26-27, Genesis 3:6-8, Romans 3:23, Romans 6:23, Revelation 20:11-15, Colossians 1:19-22, John 3:16-17, Luke 9:23-24, Acts 2:38, Titus 2:11-13, Titus 3:5-7, 1 Thessalonians 5:21-23, 1 Thessalonians 4:3, Deuteronomy 27:10, Jeremiah 7:23, 1 Corinthians 6:15-20, 1 Corinthians 10:4-6)

The Church is...

- The body of Christ that consists of all believers on a three-fold mission of upreach, inreach, and outreach.
- Observant of water baptism and holy communion.

(1 Corinthians 12:13, Deuteronomy 6:5, Ephesians 4:11-16, Matthew 28:19-20, Romans 10:14-15, Matthew 28:19, Acts 10:47-48, Luke 19:17-20, 1 Corinthians 11:23-26)

The Future is...

- Hopeful for the Christ-follower because of the imminent, physical, and visible return of Christ to establish His Kingdom of a new heaven and new earth at a date that is undisclosed by the Scriptures.
- Dismal and bleak for the unbeliever who has rejected Christ because of eternal judgment and damnation in hell, separated from God.

(2 Peter 3:13, 1 Thes 4:16-17, Titus 2:11-13, Revelation 21:1-7, 1 Corinthians 6:9-10, Romans 1:20-25)

Sin is...

- A condition of the human heart since birth that causes each and every person to fall short of the standard of perfection established by God.
- Any unrighteous behavior identified in the Holy Scriptures, as interpreted by the pastoral leadership team and the Assemblies of God, therefore requiring appropriate action, including sanctions as necessary, to protect the fellowship of believers and the testimony of Jesus Christ.

(Romans 3:23, Proverbs 14:34, Romans 8:3-4, Galatians 5:19-21)

Matrimony is...

- A holy, monogamous marriage covenant between one man and one woman as long as both shall live.
- A divinely ordained institution of God.
- The basic unit of a healthy society.

(Genesis 2:24, 1 Corinthians 7:2-4, 1 Corinthians 7:10, Ephesians 5:23-31, Hebrews 13:4, Genesis 2:18, Exodus 20:12, Genesis 2:21-24, Malachi 2:6)



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Classes & Fees 2017-2018 Hours of Operation

AM Royal's Bible Club	7:00 – 8:30
AM Preschool	8:30 - 12:00
PM Preschool and PEEP	12:30 - 3:30
Squirrels	8:30 - 3:30
Elementary	8:30 - 3:30
PM Royal's Bible Club	3:30 - 5:30

Classes Offered

Class Name	Age of student by Sept. 30, 2017	Days & Times Offered
Bunnies Beavers	2-4 years old	2 days per week (M/W or Tu/Th) 3 days per week (M/W/F or Tu/Th/F) 4 days per week (M-Th) 5 days per week (M-F)
Chippies	4-5 years old (Pre-K)	3 days per week (M/W/F or Tu/Th/F) 4 days per week (M-Th) 5 days per week (M-F)
Squirrels	4-5 years old (Pre-K)	M-F Only, 8:30-3:30
PEEP (Preschool Extended Enrichment Program)	3-5 years old	Available M-F; students are required to register for a minimum of 2 days per week
Elementary	Kindergarten – 8 th grade	M-F, 8:30-3:30

Note: Preschool classes are under no obligation to make up days missed for snow or other hazardous weather conditions. There is no pro-rating for days missed due to absence for illness, travel, etc. Tuition is an annual fee broken into 1,2,10 or 12 average monthly payments as chosen through the FACTS system. There is no reduction of fees for school holidays or breaks. These holidays are taken into account in the establishment of annual fees. Average monthly payments are based on a 10 month school year, not the actual number of days per month.

The School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and other school- administered programs.

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Registration Fees

Preschool		Elementary	
Class Name	Registration	Registration	Book Fee
Bunnies, Beavers, Chippies	\$ 100	\$175 - Returning Families	\$350
Squirrels	\$ 150	\$225 - New Families	
PEEP	\$ 50		
Pre-K 3/4 Book, Testing & Supply Fee	\$ 150	Facility Fee (All)	\$150

The contracted tuition for Kindergarten and Elementary students is due upon registration for the entire year. We allow monthly payments to ease the burden of the lump sum payment. This allowance may not be construed as forgiveness for remaining unpaid months should you unilaterally withdraw your child. When registering for Preschool or K-Elementary, the registration, book & facility fee are due and are not refundable. You must register for FACTS at the time of enrollment. **Current families re-enrolling after May 1st will be charged an additional late processing fee of \$125.** Your child's spot will not be confirmed until we receive confirmation of registration through FACTS and your child will be unable to attend school. The first month's tuition will be withdrawn on August 1st.

Tuition Rates

Preschool Half Day 8:30am-12:00pm Full Day 8:30am-3:30pm				Elementary 8:30am-3:30pm				
Days per Week	10 Months	Semi Annual	Annual Tuition	Grade	12 Payments	10 Payments	Semi-Annual	Annual
2	\$194	\$970	\$ 1940	Kindergarten	\$608.34	\$ 730	\$3650	\$7300
Additional children	\$175	\$875	\$1750	Additional child	\$583.34	\$700	\$3500	\$7000
3	\$265	\$1325	\$2650	1st - 5th	\$666.25	\$799.50	\$3997.50	\$7995
Additional child	\$240	\$1200	\$2400	Additional child	\$600	\$720	\$3600	\$7200
4	\$312	\$1560	\$3120	6th - 8th	\$708.33	\$850	\$4250	\$8500
Additional child	\$280	\$1400	\$2800	Additional child	\$637.50	\$765	\$3825	\$7650
5	\$353	\$1765	\$3530					
Additional child	\$320	\$1600	\$3200					

Each additional related child registered will receive the discounted rate on the *youngest* child's tuition (PEEP not included). FACTS 12 month payment option not available for preschool.

PEEP (Preschool Extended Enrichment Program)

PEEP is designed to provide additional learning experiences outside of the regular preschool day. Children have the opportunity to explore, in more depth, concepts that are presented during the morning preschool class through stories, crafts, games, songs, and Spanish instruction. Students attending PEEP will need to bring a lunch and rest blanket. Sibling discount and FACTS 12 month payment options not available for PEEP.

Afternoon/Squirrel/PEEP Tuition Rates 12:30-3:30pm

Days per Week	10 Payments	Semi -Annual	Annual Tuition
2	\$ 83	\$415	\$830
3	\$ 112	\$560	\$1120
4	\$ 138	\$ 690	\$1380
5	\$ 177	\$ 885	\$1770

Royal's Bible Club (Before & After School Care)

Greenwood conducts a Bible Club at 7:00 – 8:30 AM and from 3:30 – 5:30 PM each day as part of our extra-curricular activities. The Royal's Bible Club teaches lessons from the Bible through stories, memorization of Bible verses, and provides an overall familiarity with the scriptures. Monthly dues of \$200 are charged to cover the cost of materials and operations. Monthly dues are due the month **prior** to attendance. Those who have not paid before the 6th of the month will be charged the daily rate for that month's usage. Those who cannot attend on a regular basis may participate at a daily rate of: \$10/day (before) and/or \$10/day (after) [* \$20/day for both].

Financial Aid

Financial assistance to **elementary students** is available based on need. Applications must be submitted online at www.factstuitionaid.com. This service will evaluate your application, and notify us within 10 days of completion if qualification criteria is met. There is a fee for each application which is charged by and paid to the FACTS organization. **For returning students "Financial Aid" must be applied for prior to May 1** for the upcoming school year. Those who apply after this deadline will be responsible for signing up for the full amount of tuition at re-enrollment in order to qualify for their registration discounts, if any apply. Tuition aid will then be distributed based on FACTS recommendation on a first come first served basis until funds are no longer available.

Discount Programs

Greenwood offers discounts to the follow groups of people. These discounts are mutually exclusive and will be deducted from your **total annual tuition obligation**.

Military, Police, Fire Fighters, First Responders	\$250
Ministers/Pastors of Christian Churches	50%
*Lasting Legacy Account	Varies by time and grade (see below)

***The longer you stay the less you pay!** You will accrue \$200 for every FULL year of attendance at GCA and this accrual will be paid out at the beginning of Kindergarten, 2nd, 4th, 6th and 8th grades. Preschoolers only receive \$200 for *any* number years attended when entering Kindergarten (partial years included). This discount will be deducted from your total annual tuition commitment. In order to take advantage of this "Lasting Legacy Discount", the student must be re-enrolled before May 1st.

Referral Program – A discount of \$400 for Elementary and \$200 for Preschool will be given to any current family who refers another family to Greenwood. The referred family must be registered and accepted in order for the current family to receive the discount. This discount will be deducted from their tuition obligation through FACTS. The discount will be prorated based on the referred families start date and will be credited after the 1st months tuition has been withdrawn from the referred families FACTS account.

Greenwood Christian Academy General Information

School Calendar: A current calendar will be posted on our website.

Greenwood Christian Academy is in session for approximately ten months, August through early-June. The dates for opening and closing are to be determined annually.

Inclement Weather: GCA bases its decisions about inclement weather on several various factors including but not limited to WJCC schools, other Williamsburg area Christian schools, NOA forecast, shopping center snow/ ice removal and safety of families and staff.

Attendance: Regular attendance and punctuality are extremely important. Whenever possible, please schedule appointments and family vacations at times when school is not in session. This is especially crucial during Terra Nova3 testing in the spring.

Research supports that every day at school is a critical part of a student's education. That which transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book. Therefore, we recommend that all students arrive at school on time and attend class every day. If a student develops a pattern of habitual tardiness or absenteeism, this will be brought to the attention of the school principal who will meet with the parents to develop a course of action that is in the best interest of the student.

Excused absences include personal illness, death of a relative, medical appointments, pre-approved church and family activities, and emergency circumstances. In the case of a special event, we ask that the families submit written notification 48 hours in advance when possible. This will allow our teachers to be able to gather the student's assigned work and send it home to the parents.

In the event of an absence, parents are requested to notify the school by phone before 9:00 a.m. We assume that if a student is well enough to attend school, he or she is able to participate in all school activities including field trips and outdoor play.

Early Dismissal & Tardiness: It is important for students to attend each school day in its entirety in order to benefit fully. However, if a student does arrive after 8:30 a.m. the student must be signed in at the office by the individual bringing the student to school. If a student needs to leave school early, a note should be written to let the teacher know what time the student is to be dismissed. It is the responsibility of the individual picking up the student to come in to the school office and sign the student out.

Visitors: All visitors must enter through the front door, via the reception desk, as all other doors will be locked. All visitors, including parents, are asked to sign in at the front desk and wear a visitor's badge. This allows office staff to know who is in the building at all times and contributes to the safety of students, teachers, and visitors.

Messages Regarding Dismissal: Teachers cannot accept verbal messages from students. No student will be released to anyone other than the parent or legal guardian without written notice from the parent.

Address & Telephone Changes: Please notify us in writing of any changes in your address, phone number, or e-mail. Please give us your unlisted phone number, your work numbers, and cell phone numbers so that you may be reached in case of an emergency.

Birthdays: Each student may celebrate his/ her birthday during the school year at a time and manner determined by individual teachers and classroom rules. Please check with your child's teacher regarding allergies and provide an ingredient list if you are sending in food.

Drop-off & Pick-up Procedures: Students will be removed from cars by the teachers, and will be escorted to their assigned area of the building as needed. If you choose to escort your child into the building, we ask that you park your car out of the way of the drop-off area. Teachers will return students to the cars at the end of the day.

Withdrawals and Student Records:

Withdrawals: All financial obligations to the school must be met for transfer or release of records.

- Library books/fines; lunch fees
- Business office account

Student Records: Student records are confidential and are available only according to the following policy:

- All requests to inspect or review records must be made in writing to the administration by the parent or guardian. Such requests will be honored twenty- four hours following receipt of the request.
- There will be no release of student files (without written consent of a parent or guardian) to any individual, agency, or organization other than the following:
 - Staff members of the school
 - Court or law enforcement officials
 - Federal, state, or local authorities performing functions allowed by law
 - Officials or other schools in which the student intends to enroll

Facilities: The Lord has blessed Greenwood with a 20,000 square foot, state-of-the-art facility, including a full size gymnasium and interactive white boards in all classrooms. Constructed in 2009, the facility, with an occupancy capacity of 801, has eleven classrooms that will accommodate twenty students each with enrollment capped at 220 students. A separate cafeteria and warming kitchen is also included. We also maintain two playgrounds to accommodate different age groups, from pre-school to eighth grade. The preschool fenced playground is adjacent to the school and contains age appropriate equipment for large muscle development during free play time.

Elementary & Preschool Policies and Procedures

Faculty & Staff: All faculty and staff are Christians, and their service to GCA is a personal ministry dedicated to teaching and assisting students spiritually, academically, and socially. Each elementary teacher must have a Bachelor of Arts or Science degree, each preschool teacher must have a minimum of an Associate's degree. A number of the faculty have a Master's degree, a Virginia Professional License, or are taking classes toward professional certification. Virginia does not require private school teachers to hold state certification. Teachers are certified in First Aid and CPR. For preschool they have completed the required hours of staff development training in the field of early childhood education each year, as determined by the Virginia Department of Social Services. All administrators and kindergarten through 8th grade teacher are required to be ACSI certified.

Church/School Partnership: Greenwood Christian Academy is a ministry of Crosswalk Community Church. The church and its members support the school in a variety of ways including donations, volunteering, prayers, and serving on the GCA school board. As a religious institution, GCA is exempt from Virginia state licensure, but the school is compliant with most, if not all, of the licensing requirements. A list of the many state requirements for religious institutions is shown on the inside cover of this Handbook. The Department of Social Services requires us to disclose this information annually to parents and the general public.

Parent/Teacher Partnership: There are three primary institutions God uses to disciple children: the home, the church, and the school. Greenwood has an open door policy for parents. We encourage you to give the teachers a 24 hour notice if you would like to visit the classroom or schedule a conference. This ensures that optimal educational needs of the students are being met, and your child's teacher is able to give due attention to your questions or concerns. It is also a safety consideration for the protection of your children that we require all adult visitors to sign in through the front office.

Tuition, Registration & Fees: According to state law, all persons enrolling a student in school for the first time must provide proof of that student's identity and age. Such proof may include a certified copy of the student's birth certificate, a passport, proof of birth from a hospital, physician, or midwife's records, or a birth registration card. The original copy for proof of identity must be presented to GCA office staff at the time of registration.

Tuition accounts for the previous year must be current in order for registration of the student to be honored for the following year.

Annual tuition may be paid by the year, the semester or broken down into ten or twelve equal monthly payments. Tuition payments will be withdrawn the 1st of each month. When registering your child, the registration/re-enrollment, book & facility fee are due. The first month's tuition payment is withdrawn through the FACTS system on August 1st. Payments that default upon withdrawal request through FACTS will incur a fee of \$35.

Tuition must be set up and paid through FACTS. A student may not attend school until the parents have completed the online FACTS tuition payment enrollment. If you wish to pay by credit card it will incur a 2.75% service fee payable at the time of use. Families who meet the requirements to receive financial assistance as established by the standards of the FACTS Tuition Assistance Program or ACSI Children's Tuition Fund must sign up for the FACTS direct debit program prior to May 1st. **All families will be using the FACTS direct debit program.**

Enrollment & Evaluation: We strive to screen each student for grade level readiness prior to admission to school. In addition, the evaluation of each student's progress is a daily process carried out by each teacher. We encourage all students to do their personal best based on their own God given ability and not based on how they compare to someone else.

The school year is divided into four nine-week grading periods; report cards are issued at the end of each nine weeks.

Withdrawal Policies: If at any point the teacher, parent, or chief administrator feels that a student is not adjusting to the class structure or academic challenge, a conference will be held to discuss possible solutions. The school and parents, as partners, will work on a plan of action that will benefit the student. However, if no progress is made, Greenwood Christian Academy reserves the right to discontinue the student's enrollment by written notice giving at least seven days for parents to make other arrangements. Reasons that a student might be removed from his/her Greenwood class may include, but are not limited to, behavioral issues, academic readiness, safety concerns, or the need for specialized educational services that GCA does not have the resources or trained staff to provide.

In the unlikely event that a student is extremely disruptive to the class in an on-going manner, Greenwood Christian Academy reserves the right to discontinue the student's enrollment with written notice. GCA will make every attempt to mediate these issues with the families and their child's teacher so that the best educational environment is available for everyone.

If parents decide to withdraw their child before the end of the school year, they agree to fulfill their financial commitment for the remainder of the school year according to the printed guidelines stated in the Tuition Agreement. Greenwood will not waive the tuition obligation for unilateral withdrawal of a student.

Elementary & Preschool Student Health and Safety

The school will make every effort to protect the health and safety of your child. Cooperation of the parents in helping prevent the spread of communicable diseases is of great importance. The school will notify parents when their children have been exposed to diseases and requests that parents agree to do the same.

Medication: It is Greenwood's policy not to administer prescription or non-prescription medications. However, we recognize that certain children may be predisposed to certain foods or environmental conditions that require immediate action in an emergency and have prescribed medications such as EpiPens or asthmatic inhalants that must be administered promptly to prevent loss of life. Our first line of action is to immediately call 911 for emergency services. Because administration of the antidotal medications may be necessary before the emergency services arrive, we will administer the prescribed medications following the conditions set forth in our "Emergency Medical Authorization" form. That form requires a signed release of liability to GCA.

Is my child well enough to go to school? Many parents are frequently concerned about when to keep children home or send them to school. Our school policy is stated below.

A student must stay home if he/she:

- has a fever of 100 degrees or more, and must remain at home for 24 hours after the temperature has returned to normal without the aid of medication
- has vomited or has had diarrhea, and must remain at home for 24 hours after it has stopped
- has a persistent cough
- has any rash
- has open or draining skin sores or has inflamed or draining eyes or ears

Lice: It is not uncommon for schools in our area to detect lice. Just like pink eye, chicken pox and other germs, lice multiply rapidly and are easily spread.

If a case of lice is found, the child(ren) will be sent home and a note warning parents to check their children for lice will go home to our school families.

The school nurse will check others in the class who have been exposed and also other siblings of the student who is infected with lice.

Precautions and treatment must be taken to assure that lice do not spread throughout the school. Therefore, lice-infected students may not return to class until the school nurse determines that the scalp is free of any evidence of lice or nits (the tiny eggs). The school nurse will make the final determination of whether a child may return to class.

Lice carries a certain negative connotation but should be considered no more of a disgrace than a virus that simply has to be treated. The school nurse can recommend treatment if necessary.

Illness: If a student becomes ill while at school, the parents will be notified immediately. If we are unable to reach a parent or one of the emergency contacts listed on the registration form, the student will be isolated from other classmates until a parent or designee arrives to pick up the student.

Suspected Child Abuse or Neglect: State law mandates that Greenwood Christian Academy report to the Virginia Department of Social Services any suspected evidence of child abuse or neglect.

Emergency Procedures: In case of an emergency evacuation of the school, all students will remain under staff supervision at all times until a parent can be notified and is able to retrieve his/her child. Evacuation drills will be practiced monthly.

In the case of an emergency which requires students to remain in the building, staff members will follow a set procedure. Students will be moved to a safe location in the building, and a parent will be contacted as soon as possible. Shelter-in-place drills are discussed with the students and are practiced at least twice during the school year.

Safety Precautions: Every precaution is taken to insure the safety of your child at school. The following list, while not all inclusive, makes note of some important safety measures:

- Classrooms, playgrounds, and lunchrooms are always supervised. We count on parents to join with teachers in encouraging students to observe and obey safety and classroom rules.
- Students who are out of class without being accompanied by an adult must have a hall pass to indicate that they have permission to do so.
- Students are to play only in designated play areas.
- Students are expected to show respect for school property, and are not to tamper with fire extinguishers or electrical outlets.

Photo-Video Permission: During the course of the school year, GCA will take photos and/or video footage of different events and activities for yearbooks, promotional materials, newspaper articles, in-house displays, or our school website. Parents will receive a permission form in the fall to approve their child's participation. This is voluntary, and no student names or images will be included without written authorization from a parent.

Searches: The school reserves the right to search and inspect any of property on site and seize any suspicious or inappropriate items found. If reasonable suspicions exist, a student may be asked to surrender items located in lockers, book bags, pockets, etc. Field trips to certain public buildings may require special attention and limitations to the contents of bags or packages.

Virginia Reportable Disease List

In accordance with Virginia Department of Social Services requirements and in compliance with the signed reportable diseases agreement, please report any of the following diseases to Greenwood Christian Academy within 24 hours or the next business day after your child or any member of your immediate household has been diagnosed.

acquired immunodeficiency syndrome (aids)	amebiasis	anthrax
arboviral infection (e.g., eee, lac, sle, wnv)	botulism	brucellosis
campylobacteriosis	chancroid	chickenpox (varicella)
chlamydia trachomatis infection	cholera	
creutzfeldt-jakob disease if <55 years of age	cryptosporidiosis	cyclosporiasis
diphtheria	disease (caused by an agent that may have been used as a weapon)	
ehrlichiosis	escherichia coli infection (shiga toxin- producing)	
giardiasis	gonorrhea	granuloma inguinale
haemophilus influenza (infection, invasive)	hantavirus pulmonary syndrome	
hemolytic uremic syndrome (hus)	hepatitis a	hepatitis b (acute and chronic)
hepatitis c (acute and chronic)	hepatitis (other acute viral)	
human immunodeficiency virus (hiv)	influenza	kawasaki syndrome
lead - elevated blood levels	legionellosis	leprosy (hansen's disease)
listeriosis	lyme disease	
lymphogranuloma venereum	malaria	measles (rubeola)
meningococcal disease	monkeypox	mumps
ophthalmia neonatorum		
outbreaks, all (including, but not limited to, foodborne, nosocomial, occupational, toxic substance-related, and waterborne)		
pertussis	plague	poliomyelitis
psittacosis	Q fever	
rabies, human and animal & rabies treatment, post-exposure		
rocky mountain spotted fever	rubella, including congenital rubella syndrome	
salmonellosis	severe acute respiratory syndrome (sars)	
shigellosis	smallpox (variola)	
staphylococcus aureus, infection (invasive methicillin-resistant and any vancomycin-intermediate or vancomycin-resistant)		
streptococcal disease, group a, invasive		
streptococcus pneumoniae, infection (invasive in children <5 years of age)		
syphilis (report primary and secondary syphilis by rapid means)		
tetanus	toxic shock syndrome	
toxic substance-related illness	trichinosis (trichinellosis)	
tuberculosis, active disease - (mycobacteria ~)	tuberculosis infection in children age <4 years of age	
tularemia	typhoid fever	
unusual occurrence of disease of public health concern		
vaccinia, disease or adverse event	vibrio infection	viral hemorrhagic fever
yellow fever	yersiniosis	

Preschool Curriculum and Goals

Spiritual Growth: In our chapel program children will be taught Bible stories of the Old and New Testament. The children will follow God's plan for the world as an expression of His love and care. They will be encouraged to follow God's teachings in the classroom through additional study of the Bible, and our hope is that they will live as the Bible instructs by making good choices, speaking kind words, sharing, showing love to others, taking turns, and caring about others. They will be encouraged to allow Jesus to be their best friend and have a personal relationship with Him as their Savior.

Motor Skill Development: The children will participate in activities that build their gross motor skills. During recess, they will use their large muscles climbing, playing with hula-hoops, enjoying the fun of a colorful parachute, tossing beanbags, and playing actively with other children.

The children will develop their fine motor skills in the classroom as they play and work with quality educational manipulatives, which make learning fun. They will have the opportunity to paint, write, draw, stencil, put puzzles together, and work with play dough.

Language & Literacy Development: The children will hear grammatically correct language used by teachers and will engage in numerous individual and group activities to develop their use of language. They will have access to many books in their own classroom and will enjoy an age appropriate print-rich environment. The children will act out stories and enjoy story time with their teachers. They will be encouraged to participate at circle time, express themselves freely as they play and join in during special times of sharing.

In addition, the Pre-K4 classes will be instructed in pre-reading and writing skills using the Abeka Book Pre-K4 curriculum.

Art: The children will be given great freedom in expressing themselves through process art. Clay, paint, fabric, chalk, and collage materials are examples of the various supplies that will be made available to the children. Art projects will be used to support the curriculum as well as to encourage creativity.

Science: The children will explore the world around them as they go on nature walks and field trips outside the classroom. They will explore the wonders of science inside the classroom as well with activities such as planting seeds, working with magnets, using magnifying glasses, measuring, and observing. Students will be encouraged to ask questions, make predictions about the weather and learn about nutrition and healthy choices.

Music: The children will have opportunities to hear music, as well as sing, move, relax, and respond to it. In addition to enjoying music for its own sake, musical activities will be used to teach concepts, reinforce learning, and develop skills of various kinds.

Dramatic Play: The children will be encouraged to play both informally in learning centers and outdoors, and more formally in story time and group activities. They will use a variety of puppets, dress-up clothes, and other props to identify with people, times and places in a make-believe world.

Math Skills: There will be child-centered discovery activities involving sorting, counting, measuring, building, classifying, patterning, and identifying numbers, as well as times of teacher directed activities, within small one-on-one centers and during circle time. They will learn how math is applied to everyday life.

Social Skills: On becoming a member of a preschool class, each child will become a member of a large social group. This means that they will learn to share, care, encourage, take turns, help, comfort and speak kindly. They will work in small groups as they play with clay and do puzzles. They will work in larger groups as they play house, build with blocks, create a mural or play a game. Learning to play together is considered a major goal of the preschool experience.

Preschool Student Conduct & Expectations

Discipline: GCA's disciplinary policy is gentle firmness. There will be no rough handling of children at any time. Usually talking about the incident with the child and getting the child involved in a constructive solution is all that is necessary. If a continuing problem should develop, the parents will be notified. If the situation continues, the administrator may recommend dismissal of the child for a period of time. Behavior that would warrant dismissal includes, but is not limited to, persistent biting, hitting, spitting, kicking or lack of independence using the bathroom.

Expectations: Following the admission of each child to the school, there will be a period of observation. During this time, if the teacher, parent, or administrator feels that the child is not adjusting to the class structure, a conference will be held to discuss possible solutions. The school and parents, as partners, will work on a plan of action that will benefit the child. However, if no adequate progress is made, Greenwood Christian Academy reserves the right to delay or suspend the child's continuation in the program. The reasons that a child might be removed include a situation where a child is not yet mature enough for school or requires special services that GCA is not qualified to provide.

Upon entering the preschool program, each child must be completely toilet trained with a high degree of independence in toileting. The staff recognizes that there might be occasional accidents as the child adjusts to a new environment, but reserves the right to call the parent or childcare giver to come to school and change the child. Children experiencing frequent accidents at school may be asked to withdraw until greater control is maintained.

Preschool Volunteer Opportunities

Greenwood Christian Academy appreciates the willingness of families to volunteer both in and out of the classroom. We welcome your participation and encourage you to contact your child's teacher for opportunities to enhance the classroom experience as we partner together to make school a fun and meaningful time for the students.

Specific volunteer opportunities will also be made known at the beginning of the school year through a parent volunteer sign-up sheet that will be sent home with your child.

Snacks: Parents will be asked to take turns providing a healthy snack for the class. Teachers will coordinate snack donations. Please check with your child's teacher regarding food allergies specific to your child's classmates.

Donations: Each child is asked to periodically donate consumable items such as tissues, anti-bacterial wipes, or material needed for art projects. Teachers will notify parents of specific items needed.

If you wish to make a charitable donation to Greenwood Christian Academy, please contact the front office. GCA is a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

Field Trips: Field trips will be planned for the Pre-K4 classes in order to complement the curriculum goals. Because state law demands that each child under the age of 8 must be in a child safety seat, we prefer that each parent drive his or her own child on each field trip. If a parent is unable to drive, they must sign a waiver giving another parent permission to transport their child, and stating that a car seat has been provided and safely installed. Drivers escorting children other than their own must provide a copy of a valid driver's license and proof of insurance. Each field trip will be preceded by a permission slip which must be completed and returned to the teacher before the child will be allowed to participate.

Elementary Curriculum & Goals

Spiritual Growth: In our Bible and chapel programs, students will be taught Bible stories and practical application of Jesus' teachings. They will be presented information to allow Jesus to be their best friend and have a personal relationship with Him as their Savior. They will also be encouraged to follow Christ's directions in their home and at school by making good choices, speaking kind words, sharing, showing respect, taking turns, and growing in Christian character.

Furthermore, students will be taught about salvation, but will never be pressured to pray to receive Jesus or to be baptized. If a teacher senses that a student is curious about salvation, she will answer any questions and inform the parents. If a student asks to receive Jesus, the teacher will lead him or her in prayer and share the good news with parents. We have additional resources for students in order to help them understand their decision and to grow in their relationship with Jesus. We are happy to share these with parents.

Chapel: Schoolwide chapel programs are conducted throughout the year. Chapel may include guest speakers/performers or ministry representatives. As well, classes are invited to participate in or lead chapel lessons. Students are expected to act respectfully in chapel at all times.

Bible: Scripture and a Biblical worldview are integrated within all subjects. Our curriculum also includes Bible as a separate (and graded) subject whereby students apply Biblical truths to modern day life, learn to navigate the Bible, learn Scripture verses, and view Jesus Christ and His character as a lifestyle model. We use the New International Version (NIV) of the Bible in our daily Bible classes for continuity and verse memorization.

Reading: The ABeka curriculum is utilized for our reading program. This is a phonics based approach to reading instruction, and incorporates additional strategies to promote comprehension and fluency. Students use full color reading texts for class work. Our desire is for students to develop a lifelong love of reading, and to be able and desire to read God's Word, the Bible, on their own.

Language Skill Development: Students will engage in numerous individual and group activities to develop their use of language. They will have access to books in the classroom and our school library. Students will enjoy an age-appropriate, print-rich environment, and participate in oral reading and related literature activities with their teachers. They will be encouraged to participate in group activities, express themselves creatively through projects, reports, and use of technology. Grammar, creative writing, journaling, and poetry memorization are also included in our language program.

Mathematics: Mathematics is taught in grades K-8 with the Saxon curriculum, an advanced program that builds, strengthens, and reinforces mastery of mathematical concepts. Fact practice of grade appropriate operations is conducted daily. Saxon offers a balanced, spiral curriculum with guided instruction, manipulative opportunities, and use of the classroom interactive white board. Throughout the primary grades, students will move from the concrete to the pictorial to the abstract.

Science: The ABeka curriculum is used for science and health. We emphasize God's sovereign creation of the universe and His order and provision for man in creation. In the upper grades, scientific theories are examined through a Biblical worldview lens. GCA is moving toward a strong emphasis on Science integration through all grade levels.

Technology: Each classroom has a state of the art Interactive Smartboard. The interactive nature of the Smartboard allows a greater number of students to participate, making it beneficial to both teachers and students. The Smartboard, which combines a whiteboard with computer technology, provides an excellent medium to catch and retain student attention. A variety of interactive tools can help students visualize concepts, use manipulatives, and gain access to information from online sources. GCA recognizes the value of computers as an aid to instruction for students.

Penmanship: Students receive developmentally appropriate instruction and practice in handwriting.

Special Areas: It is the goal of Greenwood Christian Academy to provide experiences for students in the areas of art, music, and physical education. Students will be given the opportunity to relate how their God given talents in these areas can be used to bring glory to God.

- **Art:** Students will receive weekly instruction in artistic concepts, elements, styles, and a wide variety of mediums. GCA is pleased to participate in local exhibits and community wide activities.
- **Music:** Informally, students have opportunities to hear music, as well as sing and respond to it during the school day and in chapel. In addition to enjoying music for its own sake, musical activities will be used to teach concepts, reinforce learning, and develop skills of various kinds. Students will attend weekly music classes. This program includes the use of rhythm, percussion, woodwinds, and string instruments with age appropriate instruction, as well as singing and studying a range of composers and musical genres.
- **Physical Education:** Students will have daily opportunities to play actively with other children and build gross motor skills on the outdoor playground or in the gymnasium. Students will participate in a variety of physical activities in a bi-weekly P.E. class which will also promote positive health choices and good sportsmanship.

- **Library/Media:** Students will have access to a variety of books and materials for leisure, as well as further study, in the school library. Students will also have supervised access to resources on non-library days at appropriate times.
- **Spanish:** Students will engage in age appropriate lessons to include conversational Spanish, as well as counting and seasonal vocabulary. Spanish classes are conducted twice per week for all K-8 students. During the school year, a variety of activities will be utilized including songs, games, foods, guests, and participation in school programs.
- **Technology:** We aim to develop each child’s ability to use technology as an educational tool, and we include bi-weekly computer classes to pursue this goal. The educational software we use allows students to explore concepts, create and publish their own stories, conduct supervised research on the internet using limited sites, engage in problem solving, and practice math and language skills.

Additional Information for Elementary:

Standardized Testing: We do not test students on the Virginia SOLs. However, our scope and sequence introduces and teaches the academic concepts for each grade level earlier than specified by the Virginia Department of Education’s Standards of Learning for core subject areas. Our membership in the Association of Christian Schools International (ACSI) entitles us to participate in the administration and scoring of the nationally recognized Terra Nova3 Standardized Test. This test provides a baseline for monitoring students’ progress from year to year, and comparing our performance results on a national level. This is one way to measure the quality and effectiveness of our school on an annual basis. Historically, GCA students score well above the national averages.

Homework: Teachers will give daily homework assignments to reinforce material covered in class and offer additional practice or application of that material. Please assist your child’s best efforts by providing a consistently quiet, organized workspace and an unhurried timeframe.

Grading Scale:

A= 92-100	S- Satisfactory
B= 83-91	N- Needs Improvement
C= 74-82	U- Unsatisfactory
D= 65-73	
F= 64 and Below	

Elementary Student Conduct

Expectations: Students of every age are expected to behave in a responsible, respectful manner at all times. It is the goal of the GCA staff to model and encourage students to exercise appropriate self-control and therefore, self-discipline. Every attempt will be made to intervene and resolve a problem through age appropriate measures. The goal of such correction is to result in a student's understanding of the offense, reason for correction, acceptance of the consequence, heartfelt desire to turn from the inappropriate behavior, seeking of forgiveness of an offended party, and restore the relationship when applicable.

Discipline: Greenwood Christian Academy is dedicated to developing young people of Christian character and integrity. Our goal is to help students conduct themselves in a Christ-like manner at all times. We will focus on a specific character trait each month. These character traits will incorporate scripture, music, visuals, and much discussion during chapel programs as well as classroom emphasis.

The teacher is the first line of discipline in any classroom setting. Teachers and administrators will use a variety of discipline intervention methods to maintain a positive, safe school environment. Teachers will focus on the positive behaviors, words, and actions of the students as we study the monthly "**Character First**" traits. The teachers and support staff will practice positive encouragement, appropriate to grade level.

Discipline Philosophy: Our discipline program at GCA is based upon the Biblical model and goals of "Discipline for Discipleship." Outward actions and hidden motives behind moral choices and decisions are carefully examined in light of the Scriptures. As each human stands accountable before God, we look to our Savior for strength to walk through the steps of confession, repentance, forgiveness, and restoration. As we respond to the call of discipleship, we must ask, "Where will it lead us?" Only Jesus Christ, who bids us to follow Him, knows the journey's end. But we know that it will be a road of boundless mercy and love. Discipleship means JOY! Discipleship means choosing to do the right thing because it brings honor to the name of the Lord. Discipleship means choosing to do the right thing in response to the Savior's sacrificial love toward us. Discipleship means that as adults, our walk in obedience to our Lord and to our earthly authorities is directly related to how our children will respond to us. As we follow policies and procedures of our school with a cheerful willingness to comply, our children will take their cue from us. Discipline for discipleship also means helping our students to understand how the consequences of their actions have positive and negative impact upon others.

Parents may not always agree with every disciplinary decision or policy. However, we seek the prayers, cooperation, and loyalty of each family in upholding the specific standards contained within this handbook. May the Lord lead each of us to reflect the mind of Christ in words, actions, and motives (I Corinthians 2:16).

Discipline (con't): The following list, though not exhaustive, includes offenses which will not be tolerated and will result in disciplinary action: bullying, cheating, disobedience, disrespect, dress code violation, fighting, general class disruption, harassment, lying, and misuse of fire alarm, plagiarism, and stealing. Please note students may not chew gum at school.

Behavioral consequences may include any of the following techniques or a combination of several approaches: verbal warning, phone call or note to parent, limited recess, removal of a privilege (including participation in field trips, clubs, or special events), removal from class, before or after school detention, service work, silent lunch, parent/teacher/student conference, Scripture memorization or written work, behavioral contract, mentorship, dismissal from school, referral to an outside agency or police. Rough handling of students is not tolerated nor is corporal punishment (spanking) utilized at any time. Students may be placed in time-out, but are never isolated outside the supervision of an adult staff member.

Building & Ground Rules: Students should move quietly and orderly through the hallways in a single file line. If a student is in the hallway during class time, he or she should have a pass. Students should not run in the hallways.

Recess: Students will walk in a line going to and from the playground or gym. Throwing objects (other than appropriate playground equipment), scaling fences, scaling walls, and playing tackle football will not be permitted. Fighting or using profanity will not be tolerated. Students will remain in designated areas throughout recess. All equipment is to be used correctly.

Cafeteria Rules: Students should enter and exit the cafeteria in a quiet line. Food must not be thrown or shared. Students are expected to talk and behave in an orderly manner. The first five minutes of each lunch period is “quiet time” to encourage the eating of healthy items.

Students placed in “Silent Lunch” may not socialize for the entire lunch period, as a consequence for inappropriate conduct.

Toys & Electronic Devices: Students are discouraged from bringing toys to school except for specified show and tell activities. Students may not bring electronic devices to school, except for use during Bible Club activities. Toy guns, swords, knives, and other weapons (real or pretend) are not allowed.

Violation of this rule will result in:

- 1st Offense: Item will be taken away and returned to the parent at the end of the day.
- 2nd Offense: Item will be taken away and returned after 5 school days. GCA is not responsible for any damage to item while in the possession of the administrator. Personal items should be clearly labeled with student’s name to ensure proper return of same. Subsequent offense will result in loss of the item for the duration of the semester.

Field Trip & Activity Participation: Field trips are planned to complement our curriculum goals. State law requires that each child under the age of 8 must be in a child safety seat. At times parents volunteer to drive and or chaperone. If a parent is unable to drive, he or she must sign a waiver giving another parent permission to transport the student and stating that the car seat, if required by law, has been provided. Field trip drivers transporting children other than their own must provide a copy of a valid driver's license and proof of current insurance.

Each field trip will be preceded by a permission slip that must be completed and returned to the teacher before the student will be allowed to participate. When students are involved in events, they are to be mindful that they are representing Greenwood Christian Academy in the community. All regular school rules apply off campus. Misconduct during an activity may result in disciplinary measures.

Backpacks: Beginning in kindergarten, students may use a backpack and are encouraged to do so. Parents should check bags and backpacks nightly for homework assignments, notes from the teacher, and other pertinent information. Backpacks should be clearly labeled with the student's name.

Lunch & Snacks: Students must bring their lunch and a healthy snack each day. Please do not send items that require refrigeration or microwave preparation. No sodas are allowed.

Change of Clothes: Parents of kindergarten students may want to send in a change of clothes in a Ziploc bag clearly marked with the student's name.

Dress Code/Uniform Policy: Please see the uniform policy handout.

Exceptions to the dress code may be approved by either Administrator for special events such as class programs, field trips, Picture Day, etc. If you are uncertain if an article of clothing adheres to our dress code policy, please request additional information from a member of our staff.

P.E. & Athletic Dress Code: All students are required to leave a pair of non-marking sole sneakers with lace up or velcro closures at school for P.E. days. We are mindful of being good stewards of our gym floor and outside debris is very damaging of its surface. Each time GCA resurfaces the gym floor it requires thousands of dollars.

Elementary Volunteer Opportunities

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