



GRACE ACADEMY

ACADEMICS • CHARACTER • COMMUNITY

**Family Handbook
2009-2010**

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Section 1

Welcome To Grace Academy

- **College Model School Overview**
- **Chapel Dates**

College Model School Overview

Model

Grace Academy is a College Model School which combines the very best aspects of traditional school and home-schooling into a new model of education that has been a great blessing to many families in our area for the last nine years.

As the name implies a College Model School enables students (K-12) to take several courses with Grace Academy as their home-school covering or be a full-time student (7-8 classes). Grace Academy is classified as a private school in North Carolina, keeps transcripts and issues diplomas.

Just like in a college or university, classes meet on a Monday/Wednesday, Tuesday/Thursday schedule with Friday as a study day. Through the years families and students have found great benefits from the Grace Academy College Model such as:

- Family friendly and Christ centered environment
- Time and cost effective education
- Maintains low student/teacher ratios
- Flexible Class Schedule
- Caring and professional teachers
- Creative hands-on approach to learning
- Emphasizes a strong work ethic for students
- Natural preparation for college or university

Main Components

From the very beginning Grace Academy has incorporated into its vision: Academics, Character, and Community. We know families coming to Grace want the best education for their children and to instill a love for lifelong learning. Our excellent **Academic** programs, caring teachers, and involved parents provide an environment which fosters a love for learning not only for now but for a lifetime.

Christ-like **Character** is at the foundation of all we do at Grace. We know that God's will for each of us is that we continue to grow and become more like Jesus. (Romans 8:29) Growth is a process and we provide an environment that reflects Christ whether in the classroom, on the athletic field or with family and friends.

Finally, **Community** brings all these aspects together in an environment of love and acceptance. Athletics, field trips, student's activities, family events and local and foreign mission projects make Grace Academy an active and vibrant place to form lifelong friendships and learn that we are better together.

Grace Academy Chapel Dates

Parents, Students and Faculty are invited to attend Chapel from 10:00 – 10:30 a.m. for prayer, worship, and a special speaker. Chapel is held in the Sanctuary of First Baptist Church Matthews.

<u>Date</u>	<u>Day of Week</u>
September 17th	Thursday
October 7th	Wednesday
November 12th	Thursday
December 2nd	Wednesday
January 14th	Thursday
February 3rd	Wednesday
March 4th	Thursday
April 1st	Thursday

Section 2

Quick Reference

- **Office Hours and Communication**
- **Teacher E-Mail**
- **Calendar**

Office Information

Office Hours:

Monday - Thursday: 8:00 am - 3:00 pm

Offices are located on the 2nd floor of First Baptist Matthews in Room 221

Office Telephone Number: (704) 845-1767

Fax Number: (704) 845-4510

E-Mail: graceacademy@graceacademync.com

Website: www.graceacademync.com

School Mailing Address: Grace Academy, PO Box 2553, Matthews, NC 28106

Satellite Office: 608-F Matthews-Mint Hill Road, Matthews, NC 28105, (704) 814-9077

Visitors:

During class hours all visitors, including parents, must sign in at the carpool foyer and the greeter will give you a visitor's tag. Visitors must call or e-mail the office 24 hours in advance to let staff know of a visit. Visitors are required to comply with all Grace Academy dress and conduct codes. Current Grace students may have a guest for one day per semester only.

Communication Procedure:

We know that the communication between parents, students, teachers, and staff is crucial to the success of Grace Academy. We commit ourselves to an open communication policy.

Written communication is always preferable. This helps parents and teachers express themselves to each other with the least amount of miscommunication. To better facilitate communication, all class assignments, tests, projects, and in-class progress will be posted on Moodle accessed through Grace Academy's website (www.graceacademync.com). See *Section 3-Academic Information* for steps on how to access Moodle to see all of your student's classes and work.

Teachers will have only a short amount of time before or after classes. If you need to talk with or contact teachers, please use their e-mail addresses. You may talk to someone in administration if you have questions or comments during office hours, Monday - Thursday, 8:00 a.m. - 3:00 p.m., at (704) 845-1767.

Staff E-Mail List

STAFF LAST NAME	E-MAIL ADDRESS
Mrs. Anderson	anderson@graceacademync.com
Mr. Bucy	bucy@graceacademync.com
Mrs. Burroughs	burroughs@graceacademync.com
Mrs. Cobb	cobb@graceacademync.com
Mrs. Currie	currie@graceacademync.com
Mrs. Davis	davis@graceacademync.com
Mr. Dillon	dillon@graceacademync.com
Mrs. Ferrier	ferrier@graceacademync.com
Mrs. Fritz	fritz@graceacademync.com
Mrs. Gatlin	gatlin@graceacademync.com
Mrs. Greene	greeneg@graceacademync.com
Mrs. Griffin	griffin@graceacademync.com
Mr. Harvey	harvey@graceacademync.com
Mrs. Hood	ahood@graceacademync.com
Mrs. Jonasse	jonasse@graceacademync.com
Mrs. Alely Lee	alee@graceacademync.com
Mrs. Shelley Lee	lee@graceacademync.com
Mrs. Lesh	lesh@graceacademync.com
Mrs. Lewis	lewis@graceacademync.com
Mrs. Lovette	lovette@graceacademync.com
Mrs. Macedo	macedo@graceacademync.com
Mrs. Mangione	mangione@graceacademync.com
Mrs. Oikemus	oikemus@graceacademync.com
Mrs. Perry	perry@graceacademync.com
Miss Poston	poston@graceacademync.com
Mrs. Price	price@graceacademync.com
Mrs. Queen	queen@graceacademync.com
Mr. Ray	ray@graceacademync.com
Dr. Schneider	schneider@graceacademync.com
Mrs. Shaw	silva@graceacademync.com
Mr. Silva	schneider@graceacademync.com
Mrs. Sluder	sluder@graceacademync.com
Mr. Summerlin	summerlin@graceacademync.com
Mr. Swanson	swanson@graceacademync.com
Mrs. Tepedino	tepedino@graceacademync.com
Mrs. Weldon	weldon@graceacademync.com
Mrs. Wendy Williams	wwilliams@graceacademync.com
Coach Daniel	coachdaniel@graceacademync.com
Coach Harden	coachharden@graceacademync.com
Coach Jennings	coachjennings@graceacademync.com
Coach Newell	coachnewell@graceacademync.com
Coach Sayles	coachsayles@graceacademync.com
Coach Tucker	coachtucker@graceacademync.com

2009 - 2010 School Calendar

Date	Activity	Time	Location
August:			
Thurs-Aug. 27 th	Student Orientation Grades K-12 th	6:30 pm	FBCM Sanctuary
Mon-Aug. 31 st	First Day of School		
September:			
Mon-Sept. 7 th - Tues-Sept. 8 th	School Closed - Labor Day Holiday		
Mon-Sept. 14 th	K-5 Field Trip - Billy Graham Library		
Tues-Sept. 15 th	6-8 Field Trip - Billy Graham Library		
Wed-Sept. 16 th	9-12 Field Trip - Billy Graham Library		
Thurs-Sept. 17 th	Chapel	10:00 am	FBCM Sanctuary
Tues-Sept. 22 nd	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Tues-Sept. 22 nd	Harvest Kitchen	11:00 am	School Parking Lot
Wed-Sept. 23 rd	See You at the Pole	8:00 am	FBCM Front Lawn- Flagpole
Thurs-Sept. 24 th	Lunch Bunch	12:30 pm	Stumptown Park
Thurs-Sept. 24 th	Information Meeting	7:00 pm	FBCM, Room 220
Tues-Sept. 29 th	Senior Orientation	7:00 pm	FBCM Sanctuary
October:			
Wed-Oct. 7 th	Chapel	10:00 am	FBCM Sanctuary
Wed-Oct. 7 th - Fri-Oct. 9 th	High School Retreat - Cedar Grove Retreat Center, Kannapolis		
Tues-Oct. 13 th	Senior Lunch	12:15 pm	FBCM, Room 220
Wed-Oct. 14 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Tues-Oct. 20 th	Picture Day	8:30 am - 12:00 pm	FBCM, Room 237
Wed-Oct. 21 st	Picture Day	8:30 am - 12:00 pm	FBCM, Room 237
Thurs-Oct. 22 nd	End of 1st Quarter		
Fri-Oct. 23 rd	Senior Portraits	10:00 am -	Grace Satellite Office

		3:00 pm	
Mon-Oct. 26 th - Thurs-Oct. 29 th	Spirit Week		
Tues-Oct. 27 th	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-Oct. 29 th	Lunch Bunch	12:30 pm	Chick-fil-a
Thurs-Oct. 29 th	Information Meeting	7:00 pm	FBCM, Room 220
November:			
Mon-Nov. 2 nd	Grades Distributed this Week		
Tues-Nov. 3 rd - Fri-Nov. 6 th	NACA Tournament		
Tues-Nov. 9 th - Thurs-Nov. 12 th	10th Anniversary Week		
Tues-Nov. 10 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Thurs-Nov. 12 th	Chapel	10:00 am	FBCM Sanctuary
Fri-Nov. 13 th	Homecoming		
Thurs-Nov. 19 th	Lunch Bunch	12:30 pm	Five Guys
Thurs-Nov. 19 th	Information Meeting	7:00 pm	FBCM, Room 220
Thurs-Nov. 19 th	Fall Sports Banquet	7:00 pm	FLC
Tues-Nov. 24 th	Harvest Kitchen	11:00 am	School Parking Lot
Wed-Nov. 25 th - Thurs-Nov. 26 th	Thanksgiving Break		
December:			
Wed-Dec. 2 nd	Chapel	10:00 am	FBCM Sanctuary
Wed-Dec. 9 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Thurs-Dec. 10 th	Lunch Bunch	12:30 pm	Chick-fil-a
Thurs-Dec. 10 th	Information Meeting	7:00 pm	FBCM, Room 220
TBA	Christmas Program	TBA	TBA
Tues-Dec. 15 th	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-Dec. 17 th	End of 2nd Quarter		
Mon-Dec. 21 st - Thurs-Dec. 31 st	Christmas Break		
January:			
Mon-Jan. 4 th	School Resumes		

Mon-Jan. 11 th	Grades Distributed this Week		
Tues-Jan. 12 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Wed-Jan. 13 th	Senior Luncheon	12:30 pm	FBCM, Room 220
Thurs-Jan. 14 th	Chapel	10:00 am	FBCM Sanctuary
Thurs-Jan. 14 th	Information Meeting	7:00 pm	FBCM, Room 220
Tues-Jan. 19 th	Jersey Day		
Wed-Jan. 20 th	Inside Out Day		
Tues-Jan. 26 th	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-Jan. 28 th	Lunch Bunch	12:30 pm	Five Guys
Thurs-Jan. 28 th	Information Meeting	7:00 pm	FBCM, Room 220
Fri-Jan. 29 th	Senior Portraits	10:00 am - 3:00 pm	Grace Satellite Office
February:			
Wed-Feb. 3 rd	Chapel	10:00 am	FBCM Sanctuary
Wed-Feb. 10 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Thurs-Feb. 11 th	Information Meeting	7:00 pm	FBCM, Room 220
Thurs-Feb. 18 th	Winter Sports Banquet	7:00 pm	FLC
Tues-Feb. 23 rd	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-Feb. 25 th	End of 3rd Quarter		
Thurs-Feb. 25 th	Lunch Bunch	12:30 pm	Chick-fil-a
Thurs-Feb. 25 th	Information Meeting	7:00 pm	FBCM, Room 220
March:			
Thurs-Mar. 4 th	Chapel	10:00 am	FBCM Sanctuary
Fri-Mar. 5 th	CAT Testing	9:00 am- 12:30 pm	
Mon-Mar. 8 th	Grades Distributed this Week		
Tues-Mar. 9 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Thurs-Mar. 11 th	Information Meeting	7:00 pm	FBCM, Room 220
Fri-Mar. 12 th	CAT Testing	9:00 am- 12:30 pm	
Tues-Mar. 16 th	Middle School Field Trip - National Whitewater Center		

Thurs-Mar. 18 th	Night of the Arts	TBA	TBA
Fri-Mar. 19 th	Drama Performance	7:00 pm	Matthews Community Center
Tues-Mar. 23 rd	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-Mar. 25 th	Lunch Bunch	12:30 pm	Five Guys
Thurs-Mar. 25 th	Information Meeting	7:00 pm	FBCM, Room 220
Fri-Mar. 26 th	Drama Performance	7:00 pm	Matthews Community Center
April:			
Thurs-Apr. 1 st	Senior Breakfast	9:00 am	FLC
Thurs-Apr. 1 st	Chapel	10:00 am	FBCM Sanctuary
Mon-Apr. 5 th - Thurs-Apr. 8 th	Spring Break		
Wed-Apr. 14 th	Teacher Community Meeting	12:30 pm	FBCM, Room 220
Thurs-Apr. 15 th	Information Meeting	7:00 pm	FBCM, Room 220
Fri-Apr. 16 th	Prom		
Thurs-Apr. 22 nd	Information Meeting	7:00 pm	FBCM, Room 220
Tues-Apr. 27 th	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-Apr. 29 th	Last Day of School		
Thurs-Apr. 29 th	End of Year Picnic	12:30 pm	Stumptown Park
May:			
Fri-May 7 th	Graduation Practice	TBA	FBCM Sanctuary
Sat-May 8 th	Graduation	10:00 am	FBCM Sanctuary
Mon-May 10 th	Grades Distributed this Week		
Thurs-May 13 th	Information Meeting	7:00 pm	FBCM, Room 220
Thurs-May 20 th	Spring Sports Banquet	TBA	TBA
Tues-May 25 th	Harvest Kitchen	11:00 am	School Parking Lot
Thurs-May 27 th	Information Meeting	7:00 pm	FBCM, Room 220

(Calendar is subject to change. Revised 8-5-09)

- * FBCM: First Baptist Church Matthews
- * FLC: Family Life Center of First Baptist Church Matthews
- * TBA: To be announced.

Section 3

Academic Information

- **Teacher, Student, and Parent Responsibilities**
- **Moodle**
- **Course Overview**
- **Attendance and Tardiness Policies**
- **Progress Reports and Transcripts**
- **Graduation Requirements**

Teacher, Student, and Parent Responsibilities

We are a ministry to families and students and desire to assist parents in educating their children.

Our Philosophy

1. Christian Worldview
2. Hands-On Learning

Our Teachers' Responsibilities

- Teach everything from a Christian worldview.
- Encourage students academically and spiritually.
- Facilitate hands-on learning.
- Introduce and explain new topics in their subject matter.
- Support students in the learning process.
- Evaluate students' mastery of subject matter.
- Communicate with parents objective/subjective observations about their students.
- Assist students with organizational and study skills such as notebooks, bringing needed materials to class, and turning in assignments on time.
- Provide students a syllabus or outline for class.
- Give specific and clearly written instructions posted on Moodle to parents/students for tests, due dates, and directions for assignments to be completed at home.
- Grading will be based on homework, projects, tests, attendance, and oral or written class work.

Our Students' Responsibilities

- Students will come to class prepared with a Christ-centered attitude and will be respectful to teachers, staff, and other students.
- Students must put forth their best effort at all times by attending class regularly, promptly, and by complying with teachers' assignments.
- Students' behavior must reflect that they understand it is a privilege and an honor to attend Grace Academy.
- Students must complete all assignments by the due date.
- Students will be expected to demonstrate a strong work ethic and to participate in all class activities.

Our Parents' Responsibilities

- Parents are ultimately responsible to keep their student on track.
- Parents are to have students in class on time and must notify teachers of upcoming absences.
- Parents and students need to understand that tardiness and unexcused absences will adversely affect a student's grades.
- Parents are to facilitate assignments at home given by the teacher.
- Parents are to communicate to the teacher any area of need concerning their students.

Moodle

Moodle is the name of the platform which we have chosen to use for all of our courses here at Grace Academy. It is a robust Course Management System (CMS) that will replace the somewhat outdated e-bulletin board which we have used in past years. Moodle is a progressive system that will allow teachers the ability to be as creative, or basic, as they wish to be with the integration of technology in their classrooms. This year we will be requiring that teachers post all their homework assignments on their Moodle course sites, just as was done via the e-bulletin board. Teachers will update their course sites regularly, thus allowing parents to access these sites and monitor the progress of their student(s) at home, or wherever an internet connection is available.

Accessing Our Moodle Homepage:

- The Grace Academy Moodle homepage is located at the following URL ...
<http://online.graceacademync.com>
- There is a “Login” box on the right side of the page. **IGNORE THIS BOX. YOU DO NOT NEED TO LOGIN!!!!!!**

Accessing a Teacher’s Moodle Course Page(s):

- In the center of the homepage is a block entitled “Course Categories” (You may need to scroll down the page to see this). Click on the link inside this block labeled “On Campus Courses”
- You will then see a list of all the teachers at Grace Academy. Click the link of the teacher whose course you wish to view.
- You will then see a list of all the courses that particular teacher teaches. Select the course you wish to view by clicking on the name of that course.
- A screen will appear with a few log in options. All you need to do is click the button that reads “Login as a guest”. You will now be entered into the course!
- Homework assignments can be found listed on the center of the course page.
- Teachers may also post recent news, classroom updates, or other important class information (such as quiz updates or project deadlines) in the section labeled “latest news”. This can be found on the upper right side of the page. Check this section daily for important updates.
- Teachers may also include downloadable files (project directions, take home quizzes, etc.) on their pages that students can print out or save to their own computers. Simply click these links and follow the same steps that would be taken for downloading an attachment from an email.

Course Overview

Course Overviews will now be posted under each subject on Moodle. See an example of this form below:



Course Overview

Course Title:	
Teacher:	
Day/Period:	
Description:	
Book and Supply List:	
Calendar (Quarterly):	
Grading:	
Teacher Notes:	

Attendance and Tardiness Policies

Grace Academy is a college model school with classes that meet on a limited schedule. Please schedule all personal appointments, vacation days, etc. for students and families after Grace Academy class hours. Students will benefit from attending classes in their entirety.

Students are permitted 2 excused absences per class per quarter. An excused absence is only valid when the parent has contacted the teacher(s) via email either prior to the classes to be missed or within that school day. Students are still responsible for all assignments given on the days of the absences. Unused excused absences can not be carried over quarter to quarter.

Skipping a class is not tolerated. Students who skip will receive a 5 point grade reduction per quarter per class skipped.

Every unexcused absence results in 5 points off quarter grade. Once a student has used the 2 excused absences per quarter, every absence thereafter is considered unexcused.

A student is considered tardy if they arrive between the last bell and within the first 15 minutes of class. If a student misses more than 15 minutes of class, they are considered absent, not tardy. Every 2 tardies will result in a 5 point grade reduction per quarter.

If your student has a missions trip, sports tournament, college visit or unexpected family crisis, etc., please email the Grace office in advance, when possible, at graceacademy@graceacademync.com for absence approval. For extenuating circumstances that would require an extended absence, please contact the Director for prior approval.

In case of an illness while at school, a student must come to the office and a staff member will call the parent for an approved dismissal. We must obtain verbal permission from the parent for a student to be released. Parents are still responsible for contacting the Teacher for class absences.

Progress Reports and Transcripts

Student Progress Reports will be distributed to parents every quarter. Teachers will evaluate students for work accomplished in the classroom. Kindergarten-3rd grade students will receive a Progress Report with a Grading and Behavior Scale. K-3 students do not receive numeric grades. 4th-12th grade students will receive a Progress Report with Grading Scale including a numeric grade. To obtain extra copies of the Progress Reports, please contact Anna Hood, Grace Academy Registrar, by email at ahood@graceacademync.com.

To request a transcript please contact the Registrar and please allow 2 weeks for processing. The first official transcript sent to a college is free. Additional official transcripts for college admission will require a \$5 transcript processing/ mailing fee per transcript.

In the event a student does not do well or fails a course, Administration may deem it appropriate for the student to repeat the course. This also applies to transfer students.



GRACE ACADEMY

ACADEMICS • CHARACTER • COMMUNITY

2009-2010 K-3rd Grade Student Progress Report

Student Name: (Last, First): _____

Day/Period: _____ Class: _____ Teacher: _____

	First Semester (Aug. - Dec.)		Second Semester (Jan. - Apr)		Final Grade
	October (2009)	December (2009)	February (2010)	April (2010)	Letter Grade
Grade					
Behavior					
Absences/Tardies					

Grading and Behavior Scale:

E = Excellent G = Good SI= Showing Improvement NI = Needs Improvement

Teacher Comments:

October

December

February

April

P.O. Box 2553 · Matthews, NC 28106 · (704) 845-1767

Fax: (704) 814-4510 · www.GraceAcademyNC.com



GRACE ACADEMY
ACADEMICS • CHARACTER • COMMUNITY

2009-2010 4th-12th Grade Student Progress Report

Student Name: (Last, First): _____

Day/Period: _____ Class: _____ Teacher: _____

	First Semester (Aug. - Dec.)		Second Semester (Jan. - Apr)		Final Grade	
	October (2009)	December (2009)	February (2010)	April (2010)	Numeric Grade	Letter Grade
Grade (numeric)						
Behavior						
Absences/Tardies						

Grading Scale: A (100-90) B (89-80) C (79-70) D (69-60) F (59 and below)

Behavior Scale: E = Excellent G = Good SI= Showing Improvement NI = Needs Improvement

Teacher Comments:

October _____

December _____

February _____

April _____

Graduation Requirements

4 Year College- University Prep Graduation Requirements 23 Credits

4 English
4 Math (4th Math must be Alg. II as a pre-requisite)
3 Social Studies (Must include 1 American, 1 Government/Civics/ and 1 World)
3 Science (one lab)
2 Foreign Languages
1 Health/PE
1 Bible
3 Computer/Tech and Fine Arts
2 Electives

2 Year College- Technical Graduation Requirements 23 Credits

4 English
3 Math
3 Social Studies
3 Science
0 Foreign Languages
1 Health/PE
1 Bible
3 Computer/Tech and Fine Arts
5 Electives

Basic Diploma/Career/Apprenticeship Graduation Requirements 21 Credits

4 English
3 Math
2 Social Studies
2 Science
0 Foreign Languages
1 Health/PE
1 Bible
3 Computer/Tech and Fine Arts
5 Electives

Section 4

Safety Policy and Procedures

- **General Safety Policies**
- **Class Change and Bell Schedule**
- **Staff Photo Identification and Teacher Guidelines**
- **Visitor Procedure**
- **Matthews Community Center Procedures**
- **Snack Time**
- **Fire Drills and Lock Down Procedure**
- **Car Pool Procedure/Pick-Up/Drop Off**
- **Student Driver Conduct**
- **Walk Up Procedure**
- **Car Pool Map**

Grace Academy Safety Policies

General Policies

Students will at all times show respect for and take care of all properties that Grace Academy uses. This includes First Baptist Church Matthews, Matthews Community Center, Grace Satellite Office, and any other facilities used. Any student that defaces property used by Grace Academy will be immediately expelled.

Students are not to use the church elevators not the church foyer, including use of foyer stairs or bathrooms, at any time.

All other parts of the First Baptist Church Matthews building and outdoor play areas are off limits to Grace Students and families at all times unless prior permission is obtained.

Students may use the bathrooms on the 1st and 2nd floors off the Grace hallways.

All Grace Students, staff, parents, or visitors are to use the carpool entrance only. No one may use any other doors at any time.

Class Change and Bell Schedule

In between each class period the bell will ring three times as follows.

- 1st Bell: K-5 grades dismissed.
- 2nd Bell: K-5 grades into class and 6-12 grades dismissed.
- 3rd Bell 6-12 grades into class.

ALL STUDENTS MUST BE IN CLASS WHEN THE 3RD BELL RINGS.

Staff Photo Identifications and Teacher Guidelines

- Grace Academy staff will wear photo identification tags at all times.
- All teachers are supplied with each students schedule and room locations to assist students in class change.
- Teachers will monitor hallways during class changes.

Visitor Procedure

In order for our students to establish a classroom routine, we ask that there be no student or parent visitors for the first month of school. However, parents are still more than welcome to walk their student in and to their classroom door.

- All visitors must park in the teacher/student parking lot around the back of the building on Sadie Drive. Please enter and exit through the double doors facing Matthews Elementary on McDowell street. Please park below the marked yellow line.
- All visitors must first check in with the greeter and receive a visitors' identification badge to be on campus.
- All student visitors and parents must contact the Grace office at least 24 hours in advance to gain permission to visit campus. Students are allowed one student visitor per semester.
- A greeter will be posted at the Grace Academy main entrance to help direct you to the Grace office in Room 221.

Matthews Community Center Procedures

- When picking up and dropping off a student at MCC, you may enter on McDowell Street.
- Display carpool sign on rear view mirror or dashboard so that it can be clearly seen. Turn sign over when your car is fully loaded so you can quickly be instructed to leave.
- All students who have classes there must enter and exit through the side door only.
- Any students with classes at MCC are to follow the same rules that are in effect at FBCM in respect to the property. All parts of MCC, except for classrooms used by Grace, are off limits at all times.
- **No Grace students are allowed in the break room at any time.**
- **Students may not use snack machines at MCC.**
- Only Grace students taking classes at MCC are to be in the building.
- Students must use stairs and not the elevators.
- Eating is not allowed in MCC at any time.
- Students moving between FBCM and MCC will cross the carpool line at one designated point as directed by a Grace Staff member.

Grace Math Center

Grace Math Center is located at 117-A Sadie Drive (A & E Ballroom). During class change students must exit through the regular carpool foyer, walk to the back parking lot and cross the crosswalk. The Grace Math Center is the corner office. **Do not enter or exit through any other doors in the church.**

Snack Time

- Snack time will be during the last 15 minutes of 2nd period.
- Students must remain in their 2nd period classroom until snack time is over. They are not to leave until the bell rings.
- All trash from snack time must be deposited into trash cans before students can leave their classroom.
- Food is not allowed in any other part of the building at any time.

Fire Drills and Lock Down Procedures

- **Fire Drills:** We will conduct two fire drills each year (one per semester). Students are to follow teachers' instructions and proceed quickly and quietly out of the building (same as the fire drill plan for FBCM).
- **Lock Down:** In the event of a necessary lock down enforced by the Matthews Police Department, Grace Academy teachers are trained to follow written procedure.

Carpool Procedure/Pick up/Drop off

Grace Academy's goal is to safely and promptly get your child through carpool. Please understand that your cooperation and knowledge of the carpool procedure is imperative to its safety and timeliness.

- Carpool drop off and pick up will be done after each class.
- Cars must only enter the carpool line from the staff/student parking lot on Sadie Drive through the second entrance. (see map)
- Display carpool sign on rear view mirror or dashboard so that it can be clearly seen. Turn sign over when your car is fully loaded so you can quickly be instructed to leave. **You may not pick up a student without your carpool sign. In the event that a carpool sign is forgotten, please park and check in with office.**
- If you are carpooling with other families or picking up another person's students, please contact the Grace office prior to carpool.

REMEMBER: Carpool signs with names showing tells us who you are picking up; turned over carpool sign indicates your child has been loaded. Please do not remove signs totally as we will not know your carpool intentions.

- For pick up, once we have seen your clearly displayed carpool signs, your students' names will be called, and they will move to the front of the carpool area and be escorted to their car by a staff member. Please stress to your children the importance of listening for their names.
- After your car is loaded turn your carpool sign over and follow the traffic signs and exit the carpool line onto McDowell St.
- Students may be dropped off no earlier than 5 minutes before class and must be picked up by 5 minutes after their last class ends.
- First period students should not arrive before **8:15 am**.
- It is imperative that you be on time. The FBCM Preschool uses the same carpool line for drop off and pick up. The preschool pickup carpool begins at 12:30 pm (this line takes about 45 minutes to get through). So, if you are late and pick your child up after 12:35, you must park and come up to the office to sign your child out. Do not park in the Matthews Elementary lot—park only in the student/staff lot below the marked yellow line.

Student Driver Conduct

It is a privilege to be allowed to drive and park at Grace Academy. Student drivers must abide by the following procedures or driving privileges will be revoked:

- Students must apply for and obtain a parking pass through the Grace Office for a fee of \$5.00 each.
- Parking stickers must be displayed on the **rear** of the car at all times.
- Students may only park in the staff/student lot below the marked yellow line (back lot off Sadie Drive).
- Students must drive carefully and safely at all times. Grace Academy and First Baptist Preschool share a common parking lot. Caution must be exercised to make sure all students and parents stay safe.
- Student must leave the parking lot promptly and safely following their last class...**NO LOITERING**.
- Student parking privileges will be revoked at any time due to any parking or driving violation.
- If you a returning family, the parking sticker from last year is still valid.

Walk-Up Procedure

If you would like to walk your child into the building or walk in to pick them up, instead of going through the car pool line, please follow these procedures:

- Parents must park in the staff/student parking lot below the marked yellow line or on Trade St. in front of FBCM.
- Do not park in the parking lot between FBCM and Matthews Elementary.
- Students being picked up in this manner will be waiting in the grassy area of the carpool line with the walk up monitor. The parents must walk up to the monitor for drop offs and pick ups. **Students may not meet parents any other place other than the carpool line, i.e., not the front or side of the church or anywhere on Sadie Drive.**
- Parents must present the green carpool sign to pick up child.
- We want to make sure that every Grace Student is safe and secure at all times.

Thank you for your cooperation.

Map

Cars must only enter the car pool line from the staff/student parking lot on Sadie Drive through the second entrance.

(A copy of the Carpool Map can be printed from the Family Handbook section on website.)

Section 5

Code of Conduct and Dress Code

- **Dress Code**
- **Dress Code Violation and Enforcement**
- **Dress Code Violation Form**
- **Code of Conduct**
- **Social Networking Policy**
- **Code of Conduct Violation Enforcement**
- **Code of Conduct Violation Report**

Dress Code

Grace Academy's dress code is intended to give practical witness to the school's commitment to fulfill its aim to honor God. Our goal is to provide a learning environment where all students can concentrate and focus easily without being distracted by dress.

"Man looks at the outward appearance, but God looks on the heart" (1 Samuel 16:7). Our dress code is designed to encourage modesty, decency and propriety. The dress code discourages the use of clothing as a significant means of establishing self-identity, gaining attention or social status. **Appropriate student dress is the responsibility of the parents.** While on campus at Grace Academy or at any Grace Academy function, the dress code is expected to be followed.

According to the discretion of our school administration, if a student is deemed inappropriately dressed, parents will be notified and asked to remedy this immediately either by picking them up or bringing them appropriate clothing.

Dress Code for Female Students

Pants and Shorts

- Pants and jeans are acceptable, but may not be low fitting, torn, frayed, have holes, ripped or cut seams, be excessively tight or loose, have patches, or drag the floor. All pants, shorts, and skirts must be hemmed.
- Athletic wear, i.e. sweat pants, basketball shorts, warm-ups, and spandex are not permitted.
- No athletic uniforms are to be worn to school at anytime.
- Sleepwear is not permitted.
- No undergarments may be showing at anytime.
- Tailored shorts are permitted, and must be no shorter than two inches above the knee. No cut-offs of any kind are allowed.

Skirts and Dresses

- Skirts and dresses are to fit properly and be no shorter than two inches above the knee. Skirts must be hemmed.
- No sun dresses or low cut dresses of any kind.

Shirts

- Shirts must not be tight, form fitting, revealing, or midriff bearing. Absolutely no cleavage or midriffs showing.
- Tailored t-shirts and collared t-shirts are encouraged.
- No white undershirts or band t-shirts permitted.
- No off-the-shoulder shirts, spaghetti-strap tanks or camisoles worn alone (they can be worn under a shirt or sweater.)
- No t-shirts with inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems.

Accessories

- No hats, bandanas, hoods, or head coverings allowed in the buildings.
- Shoes must be worn and tied at all times.
- No outlandish jewelry may be worn, specifically any body or facial piercings, gaged earrings, dog collars, skulls & crossbones, chains, or jewelry bearing inappropriate images.
- No tattoos—permanent, henna, or hand drawn showing.
- Hair should be of a natural color. No outlandish colors such as blue, green, purple, or goth red or black.
- Unconventional hairstyles or cuts are not permitted, i.e. mohawks, mullets, or spikes.
- No Heelies.

Dress Code for Male Students

Pants

- Pants must be worn at the waistline and be appropriately sized.
- Jeans are acceptable, but may not be torn, frayed, have holes, ripped or cut seams, drag the floor, be excessively tight or too loose, and they must be hemmed with no patches.
- All athletic wear, i.e. sweat pants, basketball shorts, warm-ups, or spandex are not permitted.
- No athletic uniforms are to be worn to school at any time.
- Sleepwear is not permitted.
- No undergarments may be showing at anytime.

Shirts

- White undershirts, tank tops, and band t-shirts are not permitted.
- Tailored t-shirts and collared t-shirts are encouraged.
- No t-shirts with any inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems.

Accessories

- Hair on boys should be no longer than their collar and trimmed above the eyebrows and not long enough to tuck behind the ears.
- Hair should be of a natural color, no outlandish colors, such as blue, green, purple, or gothic red or black.
- Unconventional hair styles or cuts are not permitted, i.e. mohawks, mullets, or spikes.
- Boys should be clean shaven.
- No hats, bandanas, hoods, or head coverings of any kind allowed in the buildings.
- Shoes must be worn and tied at all times.
- No outlandish jewelry may be worn, specifically any body or facial piercings, gaged earrings, dog collars, skulls & crossbones, chains, or any jewelry bearing inappropriate images.
- No tattoos—permanent, henna, or hand drawn showing.

Grace Academy reserves the right to make decisions on what is or is not appropriate. When in doubt, choose not to wear articles of clothing that are questionable. Also, please be mindful that good personal hygiene is important. It also affects others. We encourage students to shower, brush teeth, use deodorant, etc., each day before coming to school.

Dress Code Violation and Enforcement

- For the first two weeks of the school year, verbal warnings will be given. After this two week period, the violation form on the following page will be completed. One is to be given to the student and one is mailed to the parent, and one is kept on file in the office.
- The second offense will result in a meeting between the administration and parents.
- Repeat violations will result in expulsion.



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Grace Academy Dress Code Violation Report

Student Name _____ Date _____

Staff Member _____ Place of Infraction _____

Violation Summary:

Student Signature indicating that the student is aware of the information recorded. _____ Date _____

Parent Signature recognizing the information has been recorded and that the violation will be corrected. _____ Date _____

Please return to the Grace Academy Office by the next school day.

Code of Conduct

At Grace Academy, we seek to create an environment that promotes Christ-likeness and a positive learning environment. We want our school to be a place where students of varying abilities and interests can learn together in an enriching, stimulating, and Christ-honoring setting. Exhibiting a respectful attitude is our first requirement, and our highest priority is to glorify God in our words and actions. Proverbs 20:11 says, *“Even a child is known by his actions by whether his conduct is pure and right.”*

Students of Grace Academy must understand that they represent the school on and off campus. Being a part of Grace is a privilege for the self-motivated student with fully involved parents. We expect students to take their academic studies seriously and display proper conduct at all times. We look to parents for re-enforcement of our code of conduct. Parents will be notified of any infractions. Grace Academy will control the impact of serious or chronic discipline problems by limiting or withdrawing the participation privileges of uncooperative students. The following guidelines are to be followed while on campus at Grace Academy or while attending any Grace functions.

Code of Conduct

- Students are to interact respectfully with their instructors, any staff or administrators, and other students at all times.
- Students are to address instructors, staff, and administrators with Mr., Mrs., Ms., Coach, etc.
- We are guests at First Baptist Church Matthews and Matthews Community Center and we are to treat the building with respect at all times.
- Students are to follow instructions immediately from all adults in charge.
- A student is considered tardy if they arrive between the last bell and within the first 15 minutes of class. If a student misses more than 15 minutes of class, they are considered absent, not tardy. Every 2 tardies will result in a 5 point grade reduction per quarter. Students are still responsible for all assignments given on the days of the absences.
- Students are to complete assignments to the best of their ability and bring them to class on time.
- Plagiarism or cheating will result in a grade reduction and/or expulsion.
- Any use of improper language is not permitted.
- Respect between male and female students is expected at all times and no displays of affection will be permitted.
- Students are to use proper manners at all times.
- There will be no running, horseplay, shoving, roughness, etc., while in class or in the halls.
- No note-passing between students during class or in the hallways.
- Students should not bring iPods to class unless specific permission is given.
- Students may have cell phones, but they must not be in use during class time. Any student found using one of these or other non-school related electronic devices will have the device taken by the teacher to be viewed by the Director. It must be picked up by a parent from the Grace office.
- Students may not stay in parked cars in the parking lot at anytime.
- Absolutely no weapons of any kind, including toy guns, air-soft or B.B. ammo, pocket knives, etc., on campus or at any event sponsored by Grace Academy.
- Absolutely no drugs, alcohol or tobacco of any kind at school, on campus, or at any event sponsored by Grace Academy.

Parent Conduct

As parents, you are a crucial part of your child’s education. We expect all of our parents to conduct themselves according to the following guidelines.

- Please pray daily for Grace Academy.
- Speak positively about the school and be encouraging about teachers in front of your children.
- Be careful not to gossip. Make sure you understand the entire situation before you confront anyone, remember that your child’s education is for your family to discuss only.

- Work with your children's teachers.
- Please bring your concerns and suggestions to the administration. We do feel that these are important. However, we ask that you do not send anonymous letters.

If you have serious concerns, please consider the following before you come to speak with the administration:

- Pray.
- Please do not use your student as your only source on the matter. Children do not always understand all sides of the story and you can't assume that they have given you complete and accurate information.
- Make appointments. Do not simply show up at school ready to talk. Making appointments will allow teachers and/or administration to give 100% of their attention.
- Privacy is very important.

SOCIAL NETWORKING POLICY

Grace Academy understands the popularity and usefulness of social networking sites and its use by students in a positive way, provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- No threatening or criminal behavior is described or depicted;
- Any information placed on the website(s) does not violate the School's Codes of Conduct;
- Photos and/or comments posted on these sites do not depict Grace Academy-related or Grace Academy-identifiable activities (including wearing/using School uniforms or gear inappropriately).

Students must remember that they are representatives of Grace Academy and are in the public eye. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to **anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.**
- You should not post any information, photos or other items online that could embarrass you, your family, your classmates, your teachers, or Grace Academy. **This includes information that may be posted by others on your page.**
- Never post your home address, local address phone number(s), birth date or other personal information. You could be a target of predators.
- Grace Academy administrators may monitor these web sites.
- Students could face discipline and even expulsion for violations of the School Codes of Conduct or other policies.

The Charlotte-Mecklenburg Police Department and other local law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants. In addition, many colleges and universities as well as their scholarship committees also search these sites to screen candidates. Students should be very careful when using online social networking sites and keep in

mind that sanctions may be imposed, including expulsion, if these sites are used improperly or depict inappropriate, embarrassing, dangerous or illegal behaviors.

Code of Conduct Violation and Enforcement

Students are expected to follow the aforementioned rules from the first day of school until the last. However, if a student violates the code of conduct the following steps will be followed (with the exception of criminal or illegal activity for which there is no tolerance):

- The first offense will result in the student receiving a code of conduct violation report. A copy will also be sent home to parents and one will be kept on file in the office.
- The second offense will result in a meeting with administration and parents.
- Repeated violations will result in expulsion.



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Grace Academy Code of Conduct Violation Report

Student Name _____ Date _____

Staff Member _____ Place of Infraction _____

Violation Summary:

Student Signature indicating that the student is aware of the information recorded. _____ Date _____

Parent Signature recognizing the information has been recorded and that the violation will be corrected. _____ Date _____

Please return to the Grace Academy Office by the next school day.

Section 6

Financial Information

- **Financial Policies**

Grace Academy Financial Policy 2009-2010 School Year

Please prayerfully and carefully consider class selections, as registration is a firm financial commitment. Please sign the Financial Policy Payment Plan Options Form and return with your registration. Registrations cannot be accepted without this signed form.

All classes run for a full year (Spring and Fall semesters). **Students are automatically registered for a full year.**

Tuition: Grade K-5 Classes - \$575 per course
Grade 6-12 Classes meeting 2 days per week - \$650 per course
Grade 6-12 Classes meeting 4 days per week - \$1,100 per course
Grace On-line Learning - \$650 per course

Costs of all textbooks/workbooks are the responsibility of the parent and not included in tuition. Some classes without textbooks may be charged a customized material fee once class starts.

Study Hall: The cost for Study Hall is \$325 annually. Students may not register for class schedules with open periods or gaps in their schedule. They must be in a class or study hall from the start of their 1st class of the day until the end of their final class of the day.

Administrative Fees: New Family Application Fee is \$150 (one time only fee) and paid prior to family interview. Annual Family Fee is \$250 per family, is mandatory, and includes one yearbook per student. Senior fee is \$250 per senior student and includes graduation and other senior expenses (excluding transcripts and cords) and is mandatory for senior students. Testing fee (K-11th grade) is \$50 per student and covers mandatory year-end testing. All administrative fees are non-refundable.

Switch Fees: A fee of \$30 per class switch will be charged. All switches are dependent on class availability. You may not switch classes between siblings. A 4-day class must be switched for another 4-day class or two 2-day classes and the difference in price of the 4-day class is non-refundable. If the student schedule is changed to add additional Grace classes, a switch fee will not be charged. If a class switch is needed for class level placement at the request of a teacher or the director, no class switch fee will be charged. Class switch fees are due at the time of the class switch and are non-refundable.

Sports Fees: Grace Sports cost \$300 per sport. Sports Fees are payable in full upon making the team. Sports registered for at the time of the initial registration must be included in your payment plan. Students must be registered for 2 or more classes for the entire school year to be eligible for sports. New students entering in January will be eligible for Spring sports upon enrollment in 2 or more classes. Fall Sports must be registered for at the time of the initial registration as fall sports start during August. If sports try-outs are required due to great demand for a sport and a student does not make the team then the sports fee will be refunded. Sport tournaments, camps, clinics, etc. are not included in the sports fee and are the responsibility of the parent. Sports fees not paid with the initial registration must be paid prior to receiving a sport uniform.

All Deposits, Payments and Administrative Fees for Fall 2009 are Non-Refundable and Non-Transferable to siblings or any other student. You may not drop a class and apply payments paid for dropped classes against your account balance. There will be no refund or reduction of the bank draft for dropping a Fall class. A Spring 2010 class may be dropped if written notice is received in the office by 9/30/09. Provided written notice is received by 9/30/09, a tuition refund of paid Spring tuition less \$50 per 2 day class or study hall or \$100 per 4 day class drop fee will be issued. Any credit due for dropped Spring classes will be prorated over remaining drafts if account balance is not already paid in full. Depending upon class availability you may switch one class for another class upon paying a \$30 switch fee if abiding by restrictions in Switch Fee Section. **Draft payments will not be stopped until the account balance is paid in full even in cases of students transferring out of Grace Academy. There will be no refund of tuition for students expelled for disciplinary purposes or any violation of School Policies, nor will the bank draft be stopped until the full year remaining balance is paid. No transcript information will be released on non-returning students until account balance is paid in full.**

Financial Policy

Payment Plan Options Form

Plan A – Pay in full at the time of the initial registration for each student and register by 5/1/09 and receive a \$25.00 discount per class. (No discount on administrative fees, study halls, or sports). Payment must accompany registration for the discount. Discount only applicable on the first registration for each student and not additional classes added at a later time.

Plan B – Register by 5/1/09 and pay 40% of the total tuition and fees at time of registration and pay the balance of tuition in equal monthly bank draft installments by 12/15/09 and receive a \$10.00 per class discount. (No discount on administrative fees, study halls, or sports). Discount only applicable on the first registration for each student and not on additional classes added at a later time.

Plan C – Pay 30% of the total tuition and fees at the time of registration and pay the balance of tuition in equal monthly bank draft installments through March of 2010. No discount is available with this plan.

Payment Options: Cash, Check, Visa, MasterCard and American Express. (If paying by American Express, an additional 5% American Express processing fee will apply.)

Additional Options: Short term financing or bridge loans may be available on an individual basis through your personal bank, Grace Academy’s Bank - RBC Centura, or Household Finance. For help at RBC Centura, please contact the manager at (704) 686-1770. For help at Household Finance, please call (704) 752-6385.

When a class is added after the initial registration, the family must pay in full upon enrolling or come in to the Grace Academy Office and complete a new bank draft. If registering by phone you may pay for additional classes with a credit card. A deposit based on your original payment plan is required, if not paid in full. The number of draft payments is dependent upon the plan selected and your registration date.

In the event of a bank draft default, a family will have ten days to bring their Grace Academy account current during which time their student may attend class. After ten days if account is not current, student(s) will not be allowed to return to class until account is current.

Students will be placed on a class roster for the 2009/2010 school year as soon as the registration deposit is paid and the family's 2008/2009 account status is current.

I have read and will comply with the Grace Academy Financial Policy for the 2009-2010 school year and I agree to read and follow Grace Academy policies in the Grace Family Handbook at www.graceacademync.com.

Name(s) of person(s) responsible for the student(s) account:

_____ (Please print)

Signatures:

Date: _____

Student(s) Name(s): _____

Section 7

Extra-Curricular Activities

- **Grade Level Field Trips**
- **Athletics**
- **Moms in Prayer**
- **See You at the Pole**
- **Kate's Skate Night**
- **Lunch Bunch**
- **Grace Missions**

Class Field Trips

Teachers will inform students of field trips for individual classes as it pertains to curriculum. Field trips are held on Fridays.

This Year Grace Academy Will Sponsor the Following Field Trips:

- Lower School: Monday, September 14th
Billy Graham Library
- Middle School: Tuesday, September 15th
Billy Graham Library

Tuesday, March 16th
National Whitewater Center
- High School: Wednesday, September 16th
Billy Graham Library

Wednesday, October 7th – Friday, October 9th
Cedar Grove Retreat Center, Kannapolis

Athletics

See Section 8 and contact the Athletic Department at (704) 814-9077 or e-mail at sports@graceacademync.com.

Moms in Prayer

Moms in Prayer exists to stand in the gap for the administration, teachers, staff, and students through prayer. This group is fashioned after Moms In Touch International, encouraging mothers and others to meet and pray regularly for children and schools. Their vision is that every school in the world would be covered with prayer. For more information, contact the Grace office.

See You at The Pole

Grace Academy will participate in the nation-wide morning of prayer for the teachers, school, and nation. Students who want to participate should meet at the front lawn of FBC at 8:00 a.m. on Wednesday, September 23rd.

Kate's Skate Night

Skate night is an exciting fundraising event to support general school needs. The cost is \$4.00 per skater, and \$2.00 will go back to Grace Academy. Kate's Skating Rink is located in Indian Trail. Check the calendar on our website at www.graceacademync.com for dates once they are posted.

Lunch Bunch

All families are invited to Lunch Bunch. All dates are listed on the calendar and locations will be sent out in the weekly e-mail.

Grace Missions

Local Missions

Harvest Kitchen

Grace is involved in our community with various opportunities to serve. One of the regular places we serve is at the Harvest Kitchen. On a monthly basis Grace Volunteers feed the homeless in Genesis Park area. The times for this school year are each month on Tuesdays from 11:00 a.m., when we would leave the school, until 1:30 a.m. We go together as a group. The Harvest Kitchen dates this year are as follows:

September 22
October 27
November 24
December 15
January 26
February 23
March 23
April 27
May 25

Contact Bruce Bucholtz if you are interested in serving at bucholtz@graceacademync.com.

Lebanon Road Elementary School Outreach

Grace is partnering with this local school to help assist with needy families. We will be collecting school supplies and other items as needed throughout the year.

Foreign Missions

Grace has been involved with foreign missions in Nicaragua for the last few years, as students and families have collected flip flops and other needed items for children and families there.

Foreign Mission opportunities are available. Contact Rusty Burroughs or Jon Dillon if you are interested in serving at gracemissions@graceacademync.com.

Section 8

Grace Athletics

- **Athletics Information**

Grace Athletics

... Let us run with patience the particular race that God has set before us, looking to Jesus the author and finisher of our faith! Hebrews 12:1-2

Grace Academy Athletics began as a dream in the fall of 2000 with the soccer program. From this small beginning, Grace today offers for middle school through high school students 12 teams to participate to the Glory of God.

The Vision and Philosophy of Grace Academy Athletics:

- To glorify God through all the gifts of athletics He has given to us.
- To grow more in the character of Christ, since athletics is a microcosm of real life.
- For young people to find enjoyment in athletic competition and by being able to try various sports and develop their skills.
- To help young men and women who have a desire and ability to play at the college level and encourage them in the process.
- To use Grace Athletics as an opportunity to share Christ and His love with our community and throughout the world.

Grace Athletic Office Numbers

Matt Daniel, Athletic Director: (704) 814-9077
E-mail: sports@GraceAcademyNC.com

Bruce Bucholtz, Director of Grace Operations/Athletic Administration: (704) 814-9077
E-mail: Bucholtz@GraceAcademyNC.com

Athletic Policies and Expectations

Grace Academy strives to provide an athletic environment conducive to building character, responsibility, commitment, teamwork, and relationships while promoting Christian principles and conduct.

Student-athletes are expected to follow guidelines as detailed below.

Eligibility

Student-athletes must attend at least two classes at Grace Academy. Students must maintain at least a C average or above for classes at Grace Academy to be eligible to participate on athletic teams.

Sports Packet

Grace Academy has prepared a convenient 5-page Sports Packet with handbook to collect all medical releases and information, permissions, payment options, and commitment agreements. All forms need to be filled out and returned to your coach by tryouts in order to participate in that team sport. You can get your Sports Packet from the Grace Academy Offices or online at www.graceacademync.com in the sports section.

Sports Cost

To play a high school sport at Grace Academy, the cost is \$300 per person per team sport. This helps to offset the costs related to uniform and equipment expenses, field or gym rent, referees, and coaches. This payment is due in full prior to tryouts in order to participate and receive a uniform. Refunds will be given for those who do not make the team. Please read through the Sports Payment Option form in the Sports packet, choose one option, and return to your coach by tryouts.

Attendance

Athletes are required to attend ALL PRACTICES, GAMES, AND MEETINGS. If a team member is unable to attend, he or she must notify the coach personally. We want to teach our student-athletes the responsibility of keeping a commitment, which is an essential part of life. Parents are responsible for ensuring timely arrival and pick-up of athletes for practices, games, and meetings.

Equipment/Uniforms

School team uniforms will be distributed at the beginning of the season. To receive a uniform, your sports fee must be paid in full. All uniforms are the property of Grace Academy and must be returned to your coach at the end of the sports season in which they were used. Failure to return uniforms/equipment will result in being billed for the uniform, holding of grades, and suspension from future Grace Academy athletic participation.

Conduct

Student-athletes are in a position of leadership as representatives of the school and their families. Grace athletes are expected to conduct themselves in a Christian manner at all times. Athletes should follow the rules of the Grace Family Handbook with regard to conduct and behavior. Those who are unable to comply risk suspension from athletic teams at Grace Academy.

Parents

We know that parents play an essential role in all areas of a student-athlete's development. Parents are encouraged to support their student and the team by following some simple guidelines:

1. Show respect to officials and opponents.
2. Encourage all team members.
3. Support the coaches' decisions.
4. Any problems should be addressed with the coach/athletic department outside of practice and games.
5. Cooperate with the athletic teams to ensure your athlete follows the athletic requirements.

Medical

Each student athlete will need to have a sports physical by a licensed North Carolina medical doctor. In the event that you need a sports physical, Presbyterian Matthews Urgent Care on Hwy 51 can provide one for you for a reasonable cost. Sports physicals are good for one year. Please have your doctor fill out the first page of your Sports Packet and deliver to your coach by tryouts.

Team Commitment Agreement

One copy of the team commitment agreement is to be signed and turned in to the coach before participating in the first game.

We appreciate your support of Grace Academy and our athletic teams!

Teams

Grace Academy offers 12 teams. The three sports seasons are Fall (August-November), Winter (October- March), and Spring (February-May).

Sports Offered

Fall	Winter	Spring
Girls Volleyball	Girls Basketball	Girls Soccer
Girls Tennis	Cheerleading	Boys Baseball
Boys Soccer	Boys Basketball	Boys Tennis
Co-ed Cross-Country	Co-ed Swimming	Co-ed Golf

Athletic Teams, Seasons and Coaches

Fall Season (August-November)

- **Boys Varsity and Junior Varsity Soccer** (Grades 7-12)
Head Coach: Danny Harvey: harvey@graceacademync.com.
- **Girls Varsity and Junior Varsity Volleyball** (Grades 7-12)
Head Coach: Patty Jennings: coachjennings@graceacademync.com
- **Co-ed Cross Country** (Grades 7-12)
Head Coach: TBA: sports@graceacademync.com
- **Girls Varsity and Junior Varsity Tennis** (Grades 7-12)
Head Coach: TBA: sports@graceacademync.com

Winter Season (October-March)

- **Boys Varsity and Junior Varsity Basketball** (Grades 7-12)
Head Coach: Tim Sayles: coachsayles@graceacademync.com
- **Girls Varsity and Junior Varsity Basketball** (Grades 7-12)
Head Coach: Tim Sayles: coachsayles@graceacademync.com.
- **Co-ed Swimming** (Grades 7-12)
Head Coach: Warren Newell: newell@graceacademync.com.
- **Cheerleading** (Grades 7-12)
Head Coach: TBA: sports@graceacademync.com.

Spring Season (March-May)

- **Boys Varsity and Junior Varsity Baseball** (Grades 7-12)
Coach: Billy Harden: coachharden@graceacademync.com
- **Boys Varsity and Junior Varsity Tennis** (Grades 7-12)
Head Coaches: TBA: sports@graceacademync.com.
- **Girls Soccer** (Grades 7-12)
Head Coach: Matt Daniel: coachdaniel@graceacademync.com.
- **Co-ed Golf** (Grades 7-12)
Head Coach: George Tucker: coachtucker@graceacademync.com

Student Team Managers

The Grace Academy Athletics program is accepting applications from students and prospective students to be student managers for various sports teams. Student managers are a very important part of Grace's athletic program.

Expectations/Requirements of Student Managers

- Must be enrolled at Grace Academy.
- Must follow all team rules.
- Attend all practices and games.
- Recording of statistics; recording of games.
- Other responsibilities as assigned by the coaching staff.

Benefits of being a student manager

- The opportunity to continue to stay involved with sports.
- The opportunity to be a part of a High School athletic program.
- The opportunity to earn an athletic "G" letter award.
- The possibility to earn a scholarship toward your college education.
- The opportunity to gain valuable work experience and a recommendation toward future employment.
- The opportunity to travel with Grace Academy sports teams to road games. Receive Grace Academy athletic apparel.

Teams We Play

The Grace Academy Athletics program competes against a variety of schools, both public and private in each sport. Some of these include:

Piedmont Athletic Conference (PAC) Teams

- Comenius School
- Countryside Montessori
- Covenant Classical
- Lake Norman Charter School
- Lincoln Charter School
- Queens Grant Charter
- Pine Lake Charter

Additional Teams

- Cannon School
- Carmel Christian School
- Central Academy of Technology and Arts
- Charlotte Catholic
- Charlotte Christian School
- Charlotte Country Day
- Charlotte Latin
- Cox Mill High School
- First Assembly Concord
- Gaston Christian School
- Gaston Day
- Graystone Day School
- Hickory Grove Christian
- High Point Christian
- Lake Park Christian Academy
- Metrolina Christian Academy
- North Hills Christian School
- Northside Christian Academy
- Parkwood High School
- Piedmont Community Charter School
- Piedmont High School
- Porter Ridge High School
- Southlake Christian
- Statesville Christian
- Sun Valley High School
- United Faith
- Victory Christian
- Wesleyan Academy
- Westminster Catawba

In addition, Grace Academy sports teams compete against national opponents at the National Association of Christian Athletics Tournament in Dayton, Tennessee.

Grace Athletic Funding

Fundraisers are an important part of the Grace Academy Athletics program. In order to offer sports teams, we incur expenses throughout the year. It is necessary to use a variety of fundraising activities to help cover some of these expenses above the cost of the sport such as field or gym use, uniforms, equipment and referees.

Each team is required to participate in several fundraisers during the year. These can include:

- Car Washes
- Candy Sales
- Others as Designated by Athletic Staff
- Corporate Sponsorships

Grace Academy Sports Physical

PLEASE FOLLOW INSTRUCTIONS, COMPLETE THIS ENTIRE FORM, AND SIGN. Failure to do so will result in the student being denied participation in tryouts, practices, and/or competitions. Forms must be turned in before tryouts begin.

I. STUDENT INFORMATION SECTION (please print) Sport(s) played _____
Name _____ Check one: ___ M ___ F Date of Birth _____
Home Phone _____ Student Cell No. _____ Grade _____
Address _____ City/State/Zip _____
Mother's Name _____ Cell or Work Phone _____
Father's Name _____ Cell or Work Phone _____
Parent E-mail _____ Student E-mail _____

Circle YES or NO:

1. YES NO Family members under 50 - heart attack or problem? Who? _____
2. YES NO Medications currently being taken? What? _____
3. YES NO Medical conditions currently under treatment? What? _____
4. Have you ever had an illness, condition, or injury that:
YES NO a. required hospital overnight , emergency room, x-rays? When? Diagnosis: _____
YES NO b. required an operation. Why? _____
YES NO c. caused you to see a doctor? What? _____
YES NO d. caused you to miss several games or practices? What? _____
5. YES NO Birth deformities (one eye, one kidney, etc.)? _____
6. YES NO Any permanent deformity or disability? _____
7. YES NO Mental disorder or convulsions? _____
8. YES NO Fractures or other disabling injuries? _____
9. YES NO Have you ever "passed out" or been "knocked out"? _____
10. YES NO Have you ever had problems with anesthesia? _____

II. EMERGENCY CONTACT INFORMATION

Name(s) _____
Home Phone _____ Cell Phone _____ Work Phone _____
Address _____ City/State/Zip _____

III. PHYSICAL BY A LICENSED NORTH CAROLINA MEDICAL DOCTOR

Physician's Notes:

BP _____ PULSE _____ HT _____ WT _____ SKIN _____
EYES/MOUTH _____ LUNGS _____
CHEST-HEART-MURMURS-RHYTHM _____
ABDOMINAL EXAM _____
SPINE _____
UPPER EXT. LEFT _____ RIGHT _____
LOWER EXT. LEFT _____ RIGHT _____
DOCTOR'S DISPOSITION: CLEARED FOR PRACTICES/GAMES _____
REQUIREMENTS _____
LICENSED TO PRACTICE IN MEDICINE IN NORTH CAROLINA? YES NO
PHYSICIAN'S SIGNATURE _____ DATE _____
PHYSICIAN'S ADDRESS _____ PHONE _____

PHYSICAL MUST BE COMPLETED EACH YEAR.

Grace Academy Parent Release Form

III. TRANSPORTATION PERMISSION

Applicant has permission to (check as many as apply to your student):

- Drive his/her own car to/from athletic practices/games.
- Ride with student drivers to/from athletic practices/games.
- Ride with other parent to/from athletic practices/games.
- Ride with coach/staff to/from athletic practices/games.

IV. AUTHORIZATION FOR MEDICAL TREATMENT OF MINORS

If your child needs medical, dental, health, or hospital services, you as parent must give permission. It's the law. This is a legal document. With it, you may appoint relatives, friends, teachers, coaches, anyone over 18 years of age, to be responsible for your child when you are away from them.

Please complete this form carefully. Have your signature witnessed by an adult different from the person you are making responsible for your child.

GRACE ACADEMY POLICY: ALL ATHLETES MUST BE COVERED BY PERSONAL MEDICAL INSURANCE TO PARTICIPATE IN THE ATHLETIC PROGRAM AT GRACE ACADEMY.

Name of Minor _____ Birth Date _____

Identify allergies or special conditions _____

I/We, being the parent(s) or legal guardian(s) of the above named minor, do hereby appoint: (yourself, friend, or family):

Name _____ Phone 1 _____

Address _____ Phone 2 _____

City/State/Zip _____

AND Grace Academy Staff and Coaching Staff (704) 845-1767 or (704) 814-9077
608-F Matthews-Mint Hill Rd., Matthews, NC 28105

TO ACT IN MY/OUR BEHALF IN AUTHORIZING UNEXPECTED MEDICAL, DENTAL, SURGICAL CARE AND HOSPITALIZATION FOR THE ABOVE NAMED MINOR DURING THE PERIOD OF MY/OUR ABSENCE FROM: AUGUST 1, 2009 THROUGH MAY 30, 2010.

The parent or legal guardian set forth in this form does hereby agree to hold harmless the person appointed and a physician providing treatment from and against any and all loss, cost, damage, or expense of any kind arising out of or in connection with that person's or physician's acting in reliance upon the authorization set forth herein, with the exception of actions which amount to gross negligence. The physician shall not be relieved on the basis of this authorization for liability for negligence in the diagnosis and treatment of a minor.

THIS DOCUMENT SHALL BE PRESENTED TO A PHYSICIAN, DENTAL, OR APPROPRIATE HOSPITAL REPRESENTATIVE AT SUCH TIME AS UNEXPECTED MEDICAL, DENTAL, SURGICAL CARE OR HOSPITALIZATION MAY BE REQUIRED.

Parent/Guardian Signature

Parent/Guardian Signature

Address Date

Address Date

Witness Signature

Witness Signature

Address Date

Address Date

HOSPITALIZATION COVERAGE FOR ABOVE NAMED MINOR:

(All athletes MUST have medical insurance to participate in the athletic program at Grace Academy)

Insurance Co. _____ I.D. or Group No. _____

Named of Insured _____ SSN of Insured _____

Date _____ Athlete SSN _____

Family Physician _____ Physician's Phone No. _____

Physician's Address _____

PHOTOCOPY FRONT AND BACK OF INSURANCE CARD, AND ATTACH TO THIS FORM.

Grace Academy Sport Payment Options:

All students who did not pre-register for a sport (when he/she signed up for classes) must pay \$300 by check, credit card, or cash prior to try-outs.

PAYMENT OPTIONS - PLEASE CHECK ONE:

I paid for this sport when I registered for classes either in full or through the draft system.

A check for \$300 (unless otherwise noted) is attached to this form.

Credit Card :

I paid by credit card at the school office prior to try-outs (FBM, 2nd Floor), and have attached the receipt to this form.

Charge my Credit Card (please print clearly):

Name as it appears on card: _____

Card Type: ____ Visa ____ MasterCard ____ American Express

Card Number: _____

Exp. Date: _____ Verification No. (3-digit code on back of card) _____

Signature: _____

Cash payment attached.

Team Commitment Agreement

Grace Academy 2009-2010

As a member of the Grace Academy Athletic Team, I have read the Grace Academy Athletic Handbook and I commit to the following:

- I commit to exemplary Christian behavior both on and off the field/court.
- I commit to being a leader in academics as well as athletics.
- I commit to being the best I can be with my God-given talents.
- I commit to hard work and team play.
- I commit to supporting and encouraging other players both on and off the field/court.
- I commit to inform the coach of any absence as soon as I am aware that I will not be able to participate on any given day.
- I commit to be a member of the team for the entire length of the season.
- I commit to support the team by having a positive attitude as a starter, sub, or even if I don't receive playing time.
- I commit to demonstrating respect, obedience, self-discipline, and responsibility to my coach, players, officials, parents, fans and my school.
- I commit to try to make timely payment of athletic fees and care and return of uniforms in a timely basis to my coach.
- I commit to abide by Grace Academy's athletic policies and expectations as set forth in the handbook.

Student Name (please print): _____

Signature: _____

Parent Name (please print): _____

Parent Signature: _____

Date: _____ Phone: _____

Please sign and return this copy.

Team Commitment Agreement

Grace Academy 2009-2010

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- I commit to demonstrating respect, obedience, self-discipline, and responsibility to my coach, players, officials, parents, fans and my school.
- I commit to try to make timely payment of athletic fees and care and return of uniforms in a timely basis to my coach.
- I commit to abide by Grace Academy's athletic policies and expectations as set forth in the handbook.

Student Name (please print): _____

Signature: _____

Parent Name (please print): _____

Parent Signature: _____

Date: _____ Phone: _____

Please sign and keep this copy for your records.

Section 9

How Can I Help Grace Academy?

- **Pray**
- **Volunteer**
- **Give**
- **Harris Teeter Together in Education Program (VIC Card)**
- **Box Tops for Education**
- **Target**

How Can I Help at Grace Academy?

Parents ask us all the time, “What can I do to help Grace Academy?” So, in this section we’ve put together some specific things you can do to help.

Pray

First and foremost we want to honor God. We need His wisdom and strength in all that we do. So, we ask that you would please remember us in your prayers each day as we do you also. You can also participate with our weekly prayer group here at Grace if you would like.

Volunteer

We can always use help with lots of practical things at Grace such as Sports Banquets, special events, food for monthly teacher meetings and teacher appreciation week, dramas, field trips, and the like. If you would be interested in volunteering to help from time to time, let Rachael Mangione in our office know; she will be coordinating our volunteer needs for various areas.

Give

We always endeavor to be good stewards of what God has entrusted to us. As we have grown, the needs for Grace have continued to increase. Our desire is to keep tuition as reasonable as possible. Here are some ways you can get involved to offset some of the costs.

Friends of Grace Annual Giving

Each year we have a fund where people can simply make a one time or monthly contribution to Grace Academy/Family Education Resource Ministries, a non-profit, tax-exempt organization. Whatever the amount, it would be a great blessing! You may make a contribution on-line at www.graceacademync.com.

Harris Teeter Together in Education Program

If you shop at Harris Teeter, you can now link your VIC card to Grace Academy so that a portion of what you spend on certain products is sent to Grace through their Together in Education program. To do so, you must have a VIC card. When you are checking out, tell the cashier you would like to link the Grace Academy number to your card. **Our number is #5325. Remember, you must re-link your VIC card each school year.** This is an easy fund-raiser for Grace Academy. For more information, contact the Grace office.

Box Tops for Education

Save those Box Tops for Education! We will be collecting Box Tops from General Foods products. Cut out your labels, save them up and then turn them into the Grace office. For more information, contact the Grace office.

Target

When you use your REDcard (Target® Visa® Credit Card, Target Credit Card or Target Check Card), Target will donate up to 1% of your purchases that you make at Target to our school and ½ % of Target Visa Credit Card purchases you make everywhere else. To sign up, visit target.com/tcoe and designate our school – **School I.D. – 149822**. If you call Target at 1-800-316-6142, please use our School I.D. or they may not recognize Grace Academy. We are listed for their records in Charlotte, NC. If you have problems, please contact the Grace Office.