



**GRACE ACADEMY**  
ACADEMICS • CHARACTER • COMMUNITY

**Family Handbook  
2010-2011**

# Table of Contents

|                  |   |
|------------------|---|
| <b>Section 1</b> | <b>Welcome to Grace Academy</b>                         |
|                  | College Model School Overview..... 6                    |
|                  | Chapel Dates ..... 7                                    |
| <b>Section 2</b> | <b>Quick Reference</b>                                  |
|                  | Office Hours, Visitors and Communication..... 9         |
|                  | Communication and Image Policy..... 9                   |
|                  | Staff E-Mail..... 10                                    |
|                  | Calendar ..... 11                                       |
| <b>Section 3</b> | <b>Academic Information</b>                             |
|                  | Teacher, Student and Parent Responsibilities ..... 16   |
|                  | Moodle ..... 17   |
|                  | Course Overview..... 18                                 |
|                  | Grace Online Learning..... 19                           |
|                  | Attendance and Tardiness Policies..... 19               |
|                  | Progress Reports and Transcripts..... 20                |
|                  | Engrade ..... 20  |
|                  | Homeschool Course Description ..... 21                  |
|                  | End of Year Testing ..... 21                            |
|                  | Forms - Progress Reports and Homeschool Course ..... 22 |
|                  | Graduation Requirements ..... 25                        |

## **Section 4      Safety Policy and Procedures**

|  |    |
|--|----|
| General Safety Policies .....                          | 27 |
| Class Change and Bell Schedule .....                   | 27 |
| Staff Photo Identification and Teacher Guidelines..... | 27 |
| Visitor Procedure .....                                | 27 |
| Matthews Community Center Procedures .....             | 28 |
| Grace Math Center .....                                | 28 |
| Snack Time .....                                       | 28 |
| Fire Drills and Lock Down Procedure .....              | 28 |
| Car Pool Procedure/Pick-Up/Drop Off.....               | 28 |
| Student Driver Conduct .....                           | 29 |
| Walk Up Procedure .....                                | 29 |
| Car Pool Map .....                                     | 30 |

## **Section 5      Code of Conduct and Dress Code**

|   |    |
|---|----|
| Dress Code .....                            | 32 |
| Dress Code Violation and Enforcement .....  | 33 |
| Dress Code Violation Form .....             | 34 |
| Code of Conduct .....                       | 35 |
| Social Networking Policy .....              | 36 |
| Code of Conduct Violation Enforcement ..... | 37 |
| Code of Conduct Violation Report .....      | 38 |

|                  |   |    |
|------------------|---|----|
| <b>Section 6</b> | <b>Financial Information</b>                      |    |
|                  | Financial Policies .....                          | 40 |
| <b>Section 7</b> | <b>Extra Curricular Activities</b>                |    |
|                  | Grade Level Field Trips .....                     | 43 |
|                  | Athletics .....                                   | 43 |
|                  | See You at the Pole .....                         | 43 |
|                  | Lunch Bunch.....                                  | 43 |
|                  | Grace Missions.....                               | 44 |
| <b>Section 8</b> | <b>Grace Athletics</b>                            |    |
|                  | Athletics Information .....                       | 46 |
| <b>Section 9</b> | <b>How Can I Help at Grace Academy?</b>           |    |
|                  | Pray .....  | 59 |
|                  | Volunteer .....                                   | 59 |
|                  | Give .....  | 59 |
|                  | Friends of Grace Annual Giving.....               | 59 |
|                  | Harris Teeter Together in Education Program ..... | 59 |
|                  | (VIC Card)  |    |
|                  | Box Tops for Education .....                      | 59 |
|                  | Target .....                                      | 60 |

# **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 over ten years.

As the name implies a College Model School enables students (K-12) to take several courses, on campus or online, 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.

| <b><u>Date</u></b>               | <b><u>Day of Week</u></b> |
|----------------------------------|---------------------------|
| <b>September 16<sup>th</sup></b> | <b>Thursday</b>           |
| <b>October 6<sup>th</sup></b>    | <b>Wednesday</b>          |
| <b>November 11<sup>th</sup></b>  | <b>Thursday</b>           |
| <b>December 1<sup>st</sup></b>   | <b>Wednesday</b>          |
| <b>January 13<sup>th</sup></b>   | <b>Thursday</b>           |
| <b>February 2<sup>nd</sup></b>   | <b>Wednesday</b>          |
| <b>March 3<sup>rd</sup></b>      | <b>Thursday</b>           |
| <b>April 7<sup>th</sup></b>      | <b>Thursday</b>           |

## **Section 2**

### **Quick Reference**

- **Office Hours, Visitors and Communication**
- **Communication and Image Policy**
- **Staff E-Mail**
- **Calendar**

# Office Information

## Office Hours:

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

Offices are located on the 2<sup>nd</sup> floor of First Baptist Matthews in Room 221

Office Telephone Number: (704) 845-1767

Fax Number: (704) 845-4510

E-Mail: [graceacademy@graceacademync.com](mailto:graceacademy@graceacademync.com)

Website: [www.graceacademync.com](http://www.graceacademync.com)

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

Satellite Office: 855 Sam Newell Road, Suite 100, 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, and projects will be posted on Moodle. In-class progress and grades are posted on Engrade. Both can be accessed through Grace Academy's website ([www.graceacademync.com](http://www.graceacademync.com)). See *Section 3-Academic Information* for steps on how to access Moodle and Engrade to see all of your student's classes and progress.

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.

## Communication and Image Policy:

Grace Academy will not use contact information for outside solicitation of any kind and we ask that our families abide by the same policy. Images are the property of Grace Academy and may be used in promotional materials.

# Staff E-Mail List

| STAFF LAST NAME     | E-MAIL ADDRESS   |
|---------------------|--|
| Mrs. Anderson       | <a href="mailto:anderson@graceacademync.com">anderson@graceacademync.com</a>           |
| Mr. Atkins          | <a href="mailto:atkins@graceacademync.com">atkins@graceacademync.com</a>               |
| Mr. Bucy            | <a href="mailto:bucy@graceacademync.com">bucy@graceacademync.com</a>                   |
| Mrs. Burroughs      | <a href="mailto:burroughs@graceacademync.com">burroughs@graceacademync.com</a>         |
| Mrs. Cobb           | <a href="mailto:cobb@graceacademync.com">cobb@graceacademync.com</a>                   |
| Mrs. Currie         | <a href="mailto:currie@graceacademync.com">currie@graceacademync.com</a>               |
| Mrs. Davis          | <a href="mailto:davis@graceacademync.com">davis@graceacademync.com</a>                 |
| Mr. Fanelli         | <a href="mailto:fanelli@graceacademync.com">fanelli@graceacademync.com</a>             |
| Mrs. Fritz          | <a href="mailto:fritz@graceacademync.com">fritz@graceacademync.com</a>                 |
| Mrs. Gatlin         | <a href="mailto:gatlin@graceacademync.com">gatlin@graceacademync.com</a>               |
| Mrs. Greene         | <a href="mailto:greeneg@graceacademync.com">greeneg@graceacademync.com</a>             |
| Mrs. Griffin        | <a href="mailto:griffin@graceacademync.com">griffin@graceacademync.com</a>             |
| Mrs. Hammond        | <a href="mailto:hammond@graceacademync.com">hammond@graceacademync.com</a>             |
| Mr. Harvey          | <a href="mailto:harvey@graceacademync.com">harvey@graceacademync.com</a>               |
| Mrs. Hood           | <a href="mailto:ahood@graceacademync.com">ahood@graceacademync.com</a>                 |
| Mrs. Alely Lee      | <a href="mailto:alee@graceacademync.com">alee@graceacademync.com</a>                   |
| Mrs. Shelley Lee    | <a href="mailto:lee@graceacademync.com">lee@graceacademync.com</a>                     |
| Mrs. Lesh           | <a href="mailto:lesh@graceacademync.com">lesh@graceacademync.com</a>                   |
| Mrs. Lewis          | <a href="mailto:lewis@graceacademync.com">lewis@graceacademync.com</a>                 |
| Mrs. Lovette        | <a href="mailto:lovette@graceacademync.com">lovette@graceacademync.com</a>             |
| Mrs. Macedo         | <a href="mailto:macedo@graceacademync.com">macedo@graceacademync.com</a>               |
| Mrs. Mangione       | <a href="mailto:mangione@graceacademync.com">mangione@graceacademync.com</a>           |
| Mrs. Perry          | <a href="mailto:perry@graceacademync.com">perry@graceacademync.com</a>                 |
| Mrs. Poteet         | <a href="mailto:poteet@graceacademync.com">poteet@graceacademync.com</a>               |
| Mr. Potter          | <a href="mailto:potter@graceacademync.com">potter@graceacademync.com</a>               |
| Mrs. Price          | <a href="mailto:price@graceacademync.com">price@graceacademync.com</a>                 |
| Mrs. Queen          | <a href="mailto:queen@graceacademync.com">queen@graceacademync.com</a>                 |
| Mr. Ray             | <a href="mailto:ray@graceacademync.com">ray@graceacademync.com</a>                     |
| Mrs. Ritter         | <a href="mailto:ritter@graceacademync.com">ritter@graceacademync.com</a>               |
| Mr. Rodriguez       | <a href="mailto:rodriguez@graceacademync.com">rodriguez@graceacademync.com</a>         |
| Mrs. Russell        | <a href="mailto:russell@graceacademync.com">russell@graceacademync.com</a>             |
| Dr. Schneider       | <a href="mailto:schneider@graceacademync.com">schneider@graceacademync.com</a>         |
| Mrs. Shropshire     | <a href="mailto:silva@graceacademync.com">silva@graceacademync.com</a>                 |
| Mr. Silva           | <a href="mailto:schneider@graceacademync.com">schneider@graceacademync.com</a>         |
| Mrs. Sluder         | <a href="mailto:sluder@graceacademync.com">sluder@graceacademync.com</a>               |
| Mr. Swanson         | <a href="mailto:swanson@graceacademync.com">swanson@graceacademync.com</a>             |
| Mrs. Tepedino       | <a href="mailto:tepedino@graceacademync.com">tepedino@graceacademync.com</a>           |
| Mrs. Weeks          | <a href="mailto:weeks@graceacademync.com">weeks@graceacademync.com</a>                 |
| Mrs. Weldon         | <a href="mailto:weldon@graceacademync.com">weldon@graceacademync.com</a>               |
| Mrs. Wendy Williams | <a href="mailto:wwilliams@graceacademync.com">wwilliams@graceacademync.com</a>         |
| Coach Daniel        | <a href="mailto:coachdaniel@graceacademync.com">coachdaniel@graceacademync.com</a>     |
| Coach Harden        | <a href="mailto:coachharden@graceacademync.com">coachharden@graceacademync.com</a>     |
| Coach Hetzel        | <a href="mailto:coachhetzel@graceacademync.com">coachhetzel@graceacademync.com</a>     |
| Coach Jennings      | <a href="mailto:coachjennings@graceacademync.com">coachjennings@graceacademync.com</a> |
| Coach Sayles        | <a href="mailto:coachsayles@graceacademync.com">coachsayles@graceacademync.com</a>     |
| Coach Trimp         | <a href="mailto:coachtrimp@graceacademync.com">coachtrimp@graceacademync.com</a>       |

## 2010 - 2011 School Calendar

(Revised 8-15-10)

| Date   | Activity                                      | Time               | Location            |
|--|---|--------------------|---------------------|
| <b>August:</b>                                       |   |                    |                     |
| Thurs-Aug 19 <sup>th</sup>                           | Student Orientation Kindergarten-12th Grade   | 6:30 pm            | FBCM, Sanctuary     |
| Tues-Aug 24 <sup>th</sup>                            | Harvest Kitchen                               | 10:30 am           | Satellite Office    |
| Mon-Aug 30 <sup>th</sup>                             | First Day of School                           |                    |                     |
| <b>September:</b>                                    |   |                    |                     |
| Mon-Sept 6 <sup>th</sup> - Tues-Sept 7 <sup>th</sup> | Labor Day Holiday - School Closed             |                    |                     |
| Tues-Sept 14 <sup>th</sup>                           | Teacher Meeting                               | 12:30 pm           | FBCM, Room 230      |
| Thurs-Sept 16 <sup>th</sup>                          | Chapel  | 10:00 am           | FBCM, Sanctuary     |
| Thurs-Sept 16 <sup>th</sup>                          | Senior Orientation                            | 7:00 pm            | FBCM, Sanctuary     |
| Mon-Sept 20 <sup>th</sup>                            | Homeschool Orientation                        | 7:00 pm            | Gracesprings Church |
| Wed-Sept 22 <sup>nd</sup>                            | See You at the Pole                           | 8:00 am            | Flag Pole           |
| Tues-Sept 28 <sup>th</sup>                           | Harvest Kitchen                               | 10:30 am           | School Parking Lot  |
| Thurs-Sept 30 <sup>th</sup>                          | Lunch Bunch                                   | 12:30 pm           | Stumptown Park      |
| Thurs-Sept 30 <sup>th</sup>                          | Information Meeting                           | 7:00 pm            | FBCM, Room 220      |
| <b>October:</b>                                      |   |                    |                     |
| Wed-Oct 6 <sup>th</sup>                              | Chapel  | 10:00 am           | FBCM, Sanctuary     |
| Fri-Oct 8 <sup>th</sup>                              | Middle School Field Trip - Whitewater Rafting | TBA                | TBA                 |
| Mon-Oct 11 <sup>th</sup> - Fri-Oct 15 <sup>th</sup>  | PAC Tournament                                |                    |                     |
| Tues-Oct 12 <sup>th</sup>                            | Senior Lunch                                  | 12:30 pm - 1:30 pm | FBCM, Room 230      |
| Wed-Oct 13 <sup>th</sup>                             | Teacher Meeting                               | 12:30 pm           | FBCM, Room 230      |
| Sat-Oct 16 <sup>th</sup>                             | 5 K Run                                       | 9:00 am            | Hemby YMCA          |
| Tues-Oct 19 <sup>th</sup> - Wed-Oct 20 <sup>th</sup> | Picture Day                                   | 8:30 am - 12:00 pm | FBCM, Room 237      |
| Fri-Oct 22 <sup>nd</sup>                             | K-5 Field Trip - Lazy 5 Ranch                 | TBA                | TBA                 |
| Mon-Oct 25 <sup>th</sup> - Thurs-                    | School Spirit Week                            |                    |                     |

|   |   |                    |                             |
|---|---|--------------------|-----------------------------|
| Oct 28 <sup>th</sup>                                  |   |                    |                             |
|   | College Night                                       | TBA                | FBCM, Room 230              |
| Tues-Oct 26 <sup>th</sup>                             | Harvest Kitchen                                     | 10:30 am           | School Parking Lot          |
| Thurs-Oct 28 <sup>th</sup>                            | Lunch Bunch   | 12:30 pm           | 5 Guys - Galleria Boulevard |
| Thurs-Oct 28 <sup>th</sup>                            | Information Meeting                                 | 7:00 pm            | FBCM, Room 220              |
| Thurs-Oct 28 <sup>th</sup> - Sat-Oct 30 <sup>th</sup> | High School Field Trip - Cedar Grove Retreat Center |                    |                             |
| <b>November:</b>                                      |   |                    |                             |
| Mon-Nov 1 <sup>st</sup>                               | Progress Reports Distributed                        |                    |                             |
| Tues-Nov 9 <sup>th</sup>                              | Harvest Kitchen                                     | 10:30 am           | School Parking Lot          |
| Tues-Nov 9 <sup>th</sup>                              | Teacher Meeting                                     | 12:30 pm           | FBCM, Room 230              |
| Thurs-Nov 11 <sup>th</sup>                            | Chapel  | 10:00 am           | FBCM, Sanctuary             |
| Thurs-Nov 11 <sup>th</sup>                            | Fall Sports Banquet                                 | TBA                | TBA                         |
| Thurs-Nov 18 <sup>th</sup>                            | Lunch Bunch   | 12:30pm            | Chick-fil-A                 |
| Thurs-Nov 18 <sup>th</sup>                            | Information Meeting                                 | 7:00 pm            | FBCM, Room 220              |
| Wed-Nov 24 <sup>th</sup> - Thurs-Nov 25 <sup>th</sup> | Thanksgiving Holiday - School Closed                |                    |                             |
| <b>December:</b>                                      |   |                    |                             |
| Wed-Dec 1 <sup>st</sup>                               | Chapel  | 10:00 am           | FBCM, Sanctuary             |
| Thurs-Dec 2 <sup>nd</sup>                             | Christmas Program Practice                          | 8:30 am - 12:30 pm | FBCM, Sanctuary             |
| Fri-Dec 3 <sup>rd</sup>                               | Christmas Program                                   | 7:00 pm            | FBCM, Sanctuary             |
| Wed-Dec 8 <sup>th</sup>                               | Teacher Meeting                                     | 12:30 pm           | FBCM, Room 230              |
| Thurs-Dec 9 <sup>th</sup>                             | Information Meeting                                 | 7:00 pm            | FBCM, Room 220              |
| Thurs-Dec 16 <sup>th</sup>                            | Lunch Bunch   | 12:30 pm           | 5 Guys - Galleria Boulevard |
| Mon-Dec 20 <sup>th</sup> - Thurs-Dec 30 <sup>th</sup> | Christmas Break - School Closed                     |                    |                             |
| <b>January:</b>                                       |   |                    |                             |
| Mon-Jan 3 <sup>rd</sup>                               | School Resumes                                      |                    |                             |
| Mon-Jan 10 <sup>th</sup>                              | Progress Reports Distributed                        |                    |                             |
| Tues-Jan 11 <sup>th</sup>                             | Teacher Meeting                                     | 12:30 pm           | FBCM, Room 230              |

|  |                              |                    |                             |
|--|------------------------------|--------------------|-----------------------------|
| Wed-Jan 12 <sup>th</sup>                             | Senior Lunch                 | 12:30 pm           | FBCM, Room 230              |
| Thurs-Jan 13 <sup>th</sup>                           | Chapel                       | 10:00 am           | FBCM, Sanctuary             |
| Thurs-Jan 13 <sup>th</sup>                           | Information Meeting          | 7:00 pm            | FBCM, Room 220              |
| Tues-Jan 18 <sup>th</sup>                            | Cowboy Day                   |                    |                             |
| Wed-Jan 19 <sup>th</sup>                             | Crazy Hat Day                |                    |                             |
| Tues-Jan 25 <sup>th</sup>                            | Harvest Kitchen              | 10:30 pm           | School Parking Lot          |
| Thurs-Jan 27 <sup>th</sup>                           | Lunch Bunch                  | 12:30 pm           | Chick-fil-A                 |
| Thurs-Jan 27 <sup>th</sup>                           | Information Meeting          | 7:00 pm            | FBCM, Room 220              |
| <b>February:</b>                                     |                              |                    |                             |
| Wed-Feb 2 <sup>nd</sup>                              | Chapel                       | 10:00 am           | FBCM, Sanctuary             |
| Wed-Feb 9 <sup>th</sup>                              | Teacher Meeting              | 12:30 pm           | FBCM, Room 230              |
| Thurs-Feb 10 <sup>th</sup>                           | Information Meeting          | 7:00 pm            | FBCM, Room 220              |
| Thurs-Feb 17 <sup>th</sup>                           | Winter Sports Banquet        | TBA                | TBA                         |
| Tues-Feb 22 <sup>nd</sup>                            | Harvest Kitchen              | 10:30 am           | School Parking Lot          |
| Thurs-Feb 24 <sup>th</sup>                           | Lunch Bunch                  | 12:30 pm           | 5 Guys - Galleria Boulevard |
| Thurs-Feb 24 <sup>th</sup>                           | Information Meeting          | 7:00 pm            | FBCM, Room 220              |
| <b>March:</b>  |                              |                    |                             |
| Thurs-Mar 3 <sup>rd</sup>                            | Chapel                       | 10:00 am           | FBCM, Sanctuary             |
| Thurs-Mar 3 <sup>rd</sup>                            | Night of the Arts            | 7:00 pm            | FBCM, 1st Floor             |
| Mon-Mar 7 <sup>th</sup>                              | Progress Reports Distributed |                    |                             |
| Wed-Mar 9 <sup>th</sup> - Thurs-Mar 10 <sup>th</sup> | Spring Break                 |                    |                             |
| Tues-Mar 15 <sup>th</sup>                            | Teacher Meeting              | 12:30 pm           | FBCM, Room 230              |
| Thurs-Mar 17 <sup>th</sup>                           | Information Meeting          | 7:00 pm            | FBCM, Room 220              |
| Fri-Mar 18 <sup>th</sup>                             | End of Year Testing          | 9:00 am - 12:30 pm |                             |
| Tues-Mar 22 <sup>nd</sup>                            | Harvest Kitchen              | 10:30 am           | School Parking Lot          |
| Fri-Mar 25 <sup>th</sup>                             | End of Year Testing          | 9:00 am - 12:30 pm |                             |
| Tues-Mar 29 <sup>th</sup>                            | Science Fair                 | TBA                | FBCM, 1st Floor             |
| Thurs-Mar 31 <sup>st</sup>                           | Lunch Bunch                  | 12:30 pm           | Chick-fil-A                 |

|                            |                         |          |                    |
|----------------------------|-------------------------|----------|--------------------|
| Thurs-Mar 31 <sup>st</sup> | Information Meeting     | 7:00 pm  | FBCM, Room 220     |
| <b>April:</b>              |                         |          |                    |
| Thurs-Apr 7 <sup>th</sup>  | Senior Breakfast        |          |                    |
| Thurs-Apr 7 <sup>th</sup>  | Chapel                  | 10:00 am | FBCM, Sanctuary    |
| TBA                        | Prom                    |          |                    |
| Wed-Apr 13 <sup>th</sup>   | Teacher Meeting         | 12:30 pm | FBCM, Room 230     |
| Thurs-Apr 14 <sup>th</sup> | Information Meeting     | 7:00 pm  | FBCM, Room 220     |
| Thurs-Apr 21 <sup>st</sup> | Information Meeting     | 7:00 pm  | FBCM, Room 220     |
| Tues-Apr 26 <sup>th</sup>  | Harvest Kitchen         | 10:30 am | School Parking Lot |
| Thurs-Apr 28 <sup>th</sup> | Last Day of School      |          |                    |
| Thurs-Apr 28 <sup>th</sup> | End of Year Picnic      | 12:30 pm | Stumptown Park     |
| TBA                        | Drama Performances      |          |                    |
| <b>May:</b>                |                         |          |                    |
| TBA                        | Graduation Practice     | TBA      | TBA                |
| Sat-May 7 <sup>th</sup>    | Graduation              | TBA      | TBA                |
| Mon-May 9 <sup>th</sup>    | Progress Reports Mailed |          |                    |
| Thurs-May 12 <sup>th</sup> | Information Meeting     | 7:00 pm  | FBCM, Room 220     |
| Thurs-May 12 <sup>th</sup> | Spring Sports Banquet   | TBA      | TBA                |
| Tues-May 24 <sup>th</sup>  | Harvest Kitchen         | 10:30 am | Satellite Office   |
| Thurs-May 26 <sup>th</sup> | Information Meeting     | 7:00 pm  | FBCM, Room 220     |

## **Section 3**

### **Academic Information**

- **Teacher, Student, and Parent Responsibilities**
- **Moodle**
- **Course Overview**
- **Grace Online Learning**
- **Attendance and Tardiness Policies**
- **Progress Reports and Transcripts**
- **Engrade**
- **Homeschool Course Description**
- **End of Year Testing**
- **Forms – Progress Reports and Homeschool Course Description**
- **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 platform we use for all of our courses here at Grace Academy. Teachers will post assignments on their teacher Moodle page. Teacher pages will be updated regularly for parents and students to access on a regular basis.

## 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 be posted for each class on Moodle. See an example of this form below:



## Course Overview

|                              |  |
|------------------------------|--|
| <b>Course Title:</b>         |  |
| <b>Teacher:</b>              |  |
| <b>Day/Period:</b>           |  |
| <b>Description:</b>          |  |
| <b>Book and Supply List:</b> |  |
| <b>Calendar:</b>             |  |
| <b>Grading:</b>              |  |
| <b>Teacher Notes:</b>        |  |

# Grace Online Learning

In an ever-changing culture of technology and with the continuing progression of the internet, education and learning are rapidly advancing throughout the world. Today there are more opportunities online to advance your education at the college and post-graduate level. Through Grace Online Learning students may take high school courses online and receive credit to fulfill graduation requirements.

The distinctive qualities of the Grace Online Program are:

1. The on campus college style schedule and teaching at Grace Academy, it is a very natural transition to online learning.
2. The same excellent quality of an on campus education and teachers are available to the students online.
3. Grace Online Learning offers flexibility in education to busy families and students.
  - You can be a full-time online student.
  - You can be a part-time online student with on campus courses at Grace.
  - You can take summer courses or refresher courses in the core subjects you need.
  - You can have a personalized plan for graduation.

For information regarding Grace Online, contact [graceacademy@graceacademync.com](mailto:graceacademy@graceacademync.com).

## Attendance and Tardiness Policies

Grace Academy is a college model school with classes that meet on a limited schedule. **Please schedule all doctor appointments, personal appointments, vacation days, etc. for students and families after Grace Academy class hours.** Grace Academy believes that classroom experience can not be replaced. It is up to Grace Academy's discretion to determine if a student passes or fails a course due to attendance.

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 will result 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](mailto: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-3<sup>rd</sup> grade students will receive a Progress Report with a Grading and Behavior Scale. K-3 students do not receive numeric grades. 4<sup>th</sup>-12<sup>th</sup> grade students will receive a Progress Report with Grading Scale including a numeric grade. To obtain extra copies of Progress Reports, please contact Anna Hood, Grace Academy Registrar, by email at ahood@graceacademync.com.

To request a transcript please contact the Registrar and allow 2 weeks for processing. Official transcripts require a \$5 processing fee per transcript. Payment is due upon request.

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.

## Engrade

Engrade is an online grading system that provides parents and students 4<sup>th</sup> through 12<sup>th</sup> grade access to view all grades online. In order to use Engrade, the office will issue you a username and password. You will need to set up your account one time. After that, you will be able to access grades by simply entering in your username and password.

To set up your Engrade account:

**Step 1:** Go to the following website. [www.engage.com](http://www.engage.com). (If you have more than one student at Grace, you will need to complete this entire process separately for each student.)

**Step 2:** Click the big green button in the center of the page that reads “Sign Up – It’s Free!”

**Step 3:** Click the link that reads “Sign Up for Student or Parent Account”

**Step 4:** Engrade will now ask you for your student’s Engrade Access Codes. These codes are provided on the little slips of paper that are stapled together and have been included in your Orientation folder. **There is one access code for each class that your student is enrolled in at Grace Academy.** Type in each of these codes, exactly as they are written, in the large box provided, hitting enter after each access code. Once you have typed in ALL of your student’s access codes, hit the button that says “next” at the bottom of the page.

**Step 5:** You will now be asked to type in the username and password. In the first box labeled “Choose a username: “ please type in the username the office has provided for you. This username is assigned for administrative purposes. Please do not change your username.

**Step 6:** In the box labeled “Choose a password: “ please type in the password the office has provided for you. This password is assigned for administrative purposes. Please do not change your password. Be sure to type in the same exact password in the next box that is labeled “Confirm password”.

**Step 7:** In the next box entitled “Your Name” please type in the name of your student. Please use the following format: Last name First name. Example: Smith John

**Step 8:** In the last box entitled “Your email” please enter the parent email address. Click “Sign Up”.

**Step 9:** In the first box labeled “Numbers/letters” type in exactly the numbers and letters that have been provided for you directly above the box on the webpage. In the second box entitled: “Your password” type in the same password that we provided for you in Step 6. Click “Verify Account”.

**Step 10:** You have now successfully created your student’s Engrade account.

Now that your account is set up, to view your student’s grades go to [www.engage.com](http://www.engage.com) and type in the username and password that we provided for you. **Do not change your username or password.** If you have any problems, please contact [silva@graceacademync.com](mailto:silva@graceacademync.com).

## Homeschool Course Description

Grace Academy, as a Private School, maintains records of all the courses Grace Academy student’s take with their family’s homeschool (Kindergarten through 12<sup>th</sup> grade). **If you have homeschooled your student(s)**, please help us complete our files by using the Homeschool Course Description form to list all courses administered by your homeschool and return completed forms to Grace Academy at the conclusion of your course. These records are very important, as they will be used for a Graduation Check to ensure your student has all the credits he/she needs to graduate or move on to the next grade in a timely manner. Please note acceptance of homeschool courses is at the discretion of Grace Academy administration. If at any time your student moves to another school, acceptance of all courses is at the discretion of that school’s administration.

The Homeschool Course Description form will certify all the courses you are teaching outside of Grace Academy’s curriculum. Please use one form for each class you are teaching to your student. As this class is completed at home, return completed form to the Grace Academy office to the attention of Anna Hood to be held on file and counted towards your students graduation credits and GPA.

**This form is a requirement for all homeschool courses. If you do not fill out one for each course you administer in a timely manner, NO CREDIT WILL BE GIVEN.**

This form is available electronically, please e-mail Anna Hood and request the attachment. Also, hardcopies are available in the office for pick-up.

For questions or help contact Anna Hood by e-mail [ahood@graceacademync.com](mailto:ahood@graceacademync.com).

## End of Year Testing

End of Year Testing is a requirement of Grace Academy for all students K-11<sup>th</sup> grade. Testing dates are Friday, March 18<sup>th</sup> and Friday, March 25<sup>th</sup>. Testing dates will be assigned. If you do not attend your assigned testing day, an additional fee of \$50 will be charged for a make up test. Test results will be distributed with final progress reports.



## 2010-2011 K-3<sup>rd</sup> Grade Student Progress Report

Student Name: (Last, First): \_\_\_\_\_

Day/Period: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

|                         | First Semester (Aug. - Dec.) |                    | Second Semester (Jan. - Apr) |                 | Final Grade  |
|-------------------------|------------------------------|--------------------|------------------------------|-----------------|--------------|
|                         | October<br>(2010)            | December<br>(2010) | February<br>(2011)           | April<br>(2011) | Letter Grade |
| <b>Grade</b>            |                              |                    |                              |                 |              |
| <b>Behavior</b>         |                              |                    |                              |                 |              |
| <b>Absences/Tardies</b> |                              |                    |                              |                 |              |

**Grading and Behavior Scale:**

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

**Teacher Comments:**

October \_\_\_\_\_

---



---



---

December \_\_\_\_\_

---



---



---

February \_\_\_\_\_

---



---



---

April \_\_\_\_\_

---



---



---



## 2010-2011 4<sup>th</sup>-12<sup>th</sup> Grade Student Progress Report

Student Name: (Last, First): \_\_\_\_\_

Day/Period: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

|                         | First Semester (Aug. - Dec.) |                 | Second Semester (Jan. - Apr) |              | Final Grade   |              |
|-------------------------|------------------------------|-----------------|------------------------------|--------------|---------------|--------------|
|                         | October (2010)               | December (2010) | February (2011)              | April (2011) | Numeric Grade | Letter Grade |
| <b>Grade (numeric)</b>  |                              |                 |                              |              |               |              |
| <b>Behavior</b>         |                              |                 |                              |              |               |              |
| <b>Absences/Tardies</b> |                              |                 |                              |              |               |              |

**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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Homeschool Course Description

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of course: \_\_\_\_\_

School year class was taken: \_\_\_\_\_

Credit amount for this class: circle one 1    .5    .25

| 1 <sup>st</sup> quarter | 2 <sup>nd</sup> quarter | 3 <sup>rd</sup> quarter | 4 <sup>th</sup> quarter | Final Grade |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------|
|                         |                         |                         |                         |             |

Number of Hours student was involved in this course \_\_\_\_\_

Administrator signature: \_\_\_\_\_

**By signing, Administrator verifies that all information on this form is true and valid.**

Curriculum: \_\_\_\_\_

Book(s) used: \_\_\_\_\_

Course description: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**By signing, parent verifies that all information entered on this form is true and valid.**

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

# **Graduation Requirements**

## **4 Year College- University Prep Graduation Requirements 23 Credits**

4 English  
4 Math (4<sup>th</sup> 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

25 hours of Community Service per year

## **2 Year College- Technical Graduation Requirements 23 Credits**

4 English  
3 Math  
3 Social Studies (Must include 1 American, 1 Government/Civics/ and 1 World)  
3 Science  
0 Foreign Languages  
1 Health/PE  
1 Bible  
3 Computer/Tech and Fine Arts  
5 Electives

25 hours of Community Service per year

## **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

25 hours of Community Service per year

## **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**
- **Grace Math Center**
- **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 used by Grace Academy. 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 allowed to use church elevators, the church foyer, including 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 1<sup>st</sup> and 2<sup>nd</sup> 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.

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

ALL STUDENTS MUST BE IN CLASS WHEN THE 3<sup>RD</sup> 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 student's 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.
- A greeter will be posted at the Grace Academy main entrance to help direct you to the Grace office in Room 221.
- All visitors must first check in with the greeter and then go to the Grace office to receive a visitors' pass.
- 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.

## **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 at MCC must enter and exit through the side door only.
- Any students 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 at 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 2<sup>nd</sup> period.
- Students must remain in their 2<sup>nd</sup> 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 occur after each class.
- Cars must only enter the carpool line by turning on McDowell Street. (**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. After 12:35 you are late and must come to the office to sign out your child. Do not park in the Matthews Elementary lot—park only in the student/staff lot below the marked yellow line or on Trade Street.

## **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 can obtain an additional 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 are a returning family, your 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 on McDowell Street.

(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 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, gauged 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 hairstyles 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, gauged 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.



## 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 is presenting the ideas or language of another as one’s own, without crediting the source. 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.
- Students may not bring iPods or any electronic devices in class unless specific permission is given.
- Students may have cell phones, but they must be turned off and in a backpack during class. Any student found using a phone 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.
- Personal Computers may be used in the classroom only with permission from the Teacher. No internet, or inappropriate language or images can be viewed or shared at any time.
- 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.
- Code of Conduct rules apply for all Social Networking Policies. Please refer to the Social Networking Policy on the next page.

## 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 or emails.

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/staff **will** monitor these web sites on a regular basis.
- 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 or any criminal or illegal activity will result in expulsion.



# 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 2010-2011 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 and students will not be placed in classes without this signed form.

**Students are automatically registered for a full school year.**

**Tuition:** Grade K-5 Classes - \$575 per course  
Grade 6-12 Classes meeting 2 days per week - \$675 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/student 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 have an open period in their schedule. They must be in a class or study hall from the start of their first 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 \$300 per family, is mandatory, and includes one yearbook per student. Senior fee is \$275 per senior student and includes graduation and other senior expenses (excluding transcripts) and is mandatory for senior students. Testing fee (K-11<sup>th</sup> 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 upon administrative approval and 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 \$325 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 2010 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 class in the first semester. Second semester of a class may be dropped if written notice is received in the office by 9/30/10. Provided written notice is received by 9/30/10, a tuition refund of paid second semester 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 second semester will be prorated over remaining drafts if account balance is not already paid in full. **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 5/1/10 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 initial registration for each student and not additional classes added at a later time.

**Plan B** – Register by 5/1/10 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 12/15/10 and receive a \$10.00 per class discount. (No discount on administrative fees, study halls, or sports). Discount only applicable on the initial 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 2011. 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 2010/2011 school year as soon as the registration deposit is paid and the family's 2009/2010 account status is current.

**I have read and will comply with the Grace Academy Financial Policy for the 2010-2011 school year  
and I agree to read and follow Grace Academy policies in the Grace Family Handbook at  
[www.graceacademync.com](http://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**
- **See You at the Pole**
- **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: Friday, October 22<sup>nd</sup>  
Lazy 5 Ranch
- Middle School: Friday, October 8<sup>th</sup>  
National Whitewater Center
- High School: Thursday, October 28<sup>th</sup> – Saturday, October 30<sup>th</sup>  
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](mailto:sports@graceacademync.com).

## **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 FBCM at 8:00 a.m. on Wednesday, September 22<sup>nd</sup>.

## **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 28  
October 26  
November 9  
January 25  
February 22  
March 22  
April 26  
May 24

Contact Bruce Bucholtz if you are interested in serving at [bucholtz@graceacademync.com](mailto: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 if you are interested in serving at [gracemissions@graceacademync.com](mailto: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](mailto:sports@GraceAcademyNC.com) or sports@me.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](http://www.graceacademync.com) in the sports section.

## **Sports Cost**

To play a high school sport at Grace Academy, the cost is \$325 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: Whitney Hetzel: Whitney.Hetzel@gmail.com
- **Girls Varsity and Junior Varsity Tennis** (Grades 7-12)  
Head Coach: John Trimp: shark780@bellsouth.net

### 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: TBA: sports@graceacademync.com
- **Co-ed Swimming** (Grades 7-12)  
Head Coach: TBA: sports@graceacademync.com
- **Cheerleading** (Grades 7-12)  
Head Coach: TBA: [sports@graceacademync.com](mailto: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 Coach: John Trimp: shark780@bellsouth.net
- **Girls Soccer** (Grades 7-12)  
Head Coach: Matt Daniel: coachdaniel@graceacademync.com
- **Co-ed Golf** (Grades 7-12)  
Head Coach: TBA: sports@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

- Covenant Classical
- Lake Norman Charter School
- Lincoln Charter School
- Pine Lake Charter
- Queens Grant 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  
 855 Sam Newell Road, Suite 100, 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, 2010 THROUGH MAY 30, 2011.**

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 \$325 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 \$325 (unless otherwise noted) is attached to this form.

Credit Card :

I paid by credit card at the school office prior to try-outs (FBCM, 2<sup>nd</sup> 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 2010-2011**

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 2010-2011**

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 keep this copy for your records.**

## **Section 9**

### **How Can I Help Grace Academy?**

- **Pray**
- **Volunteer**
- **Give**
- **Friends of Grace Annual Giving**
- **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](http://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](https://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.