

## **I. INTRODUCTION**

### **A. History**

Greater Lincoln Christian Academy was founded in 1999 to be an extension of the Christian family to assist parents in fulfilling their responsibility to provide a Biblically-based, Christ centered program characterized by academic excellence. Attending Greater Lincoln Christian Academy is a privilege, and not a right, that is available to any young person regardless of race, color, national and ethnic origin, provided that each child and parent or guardian wholeheartedly agrees to and signs our Statement of Cooperation, and applies themselves to the school and its policies. Because this is a private Christian school, standards of moral uprightness and behavior are expected.

### **B. Statement of Faith**

1. We believe the Holy Scripture, consisting of the sixty-six books from Genesis to Revelation, to be the verbally and plenary inspired Word of God. It is the final authority for faith, practice and life, inerrant and infallible in the original writing. (II Timothy 3:16-17; II Peter 1:21; Matthew 5:18)
2. We believe that the Godhead eternally exists in three persons: the Father, the Son and the Holy Spirit; and these three are one God, having precisely the same nature, attributes, and perfection and being worthy of the same homage, confidence and obedience. (Deuteronomy 6:4; John 1:1-4; Matthew 28:19-20; Acts 5:3-4; Hebrews 1:1-3)

- a. We believe that God the Father is perfect in holiness, infinite in wisdom, and measureless in power. He concerns Himself mercifully with the affairs of men. He hears and answers prayer, and He saves from sin and death all who come to Him through Jesus Christ our Lord.
- b. We believe that God the Son, the Lord Jesus Christ, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (John 1:14; Luke 1:35) He accomplished our redemption through His death on the cross as a representative, vicarious sacrifice. Further, He arose bodily from the dead, ascended into heaven and is now exalted at the right hand of God, where He is our High Priest and Advocate. (Acts 1:9-10; Hebrew 4:14-15, 7:25, 9:24; Romans 8:34; I John 2:1-2)
- c. We believe that God the Holy Spirit convicts the world of sin, of righteousness, and of judgment. He is the supernatural agent in the work of regeneration. He intercedes for, indwells and works through every "born again" believer. (John 16:8-11; Romans 8:9, 26-27; I Corinthians 12:12-14)

4. We believe that man was created in the image of God, but that he sinned and thereby incurred both physical and spiritual death. We believe that all men are born with a sinful nature and apart from Christ shall be ever separated from God. It is only through

regeneration by the Holy Spirit that man can obtain salvation and spiritual life. (Genesis 1:26-27; Romans 3:22-23, 5:12; Ephesians 2:8-9)

5. We believe that salvation is a gift of God brought to man by grace and received by personal faith in the redeeming work of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins. (Ephesians 2:8-10; John 1:12; I Peter 1:18-19; Hebrews 7:25; I John 3:2,5; Romans 5:1; Galatians 2:16)

6. We believe in the personality of Satan, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; that he is the prince of the power of the air, the spirit that 'works in the children of disobedience'; and that he is destined to the judgment of eternal justice in the lake of fire. (Isaiah 14:12-17; Ephesians 2:2, 6:11-16; Revelation 20:10)

7. We believe that the true church is composed of all such persons who, through saving faith in Christ Jesus, have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head. (I Corinthians 12:12-14; Colossians 1:18; Ephesians 1:22-23)

8. We believe in the personal and bodily return of our Lord Jesus Christ for His saints and that this blessed hope has a vital bearing on the personal life and service of the believer. (I Thessalonians 3:13, 4:13-18; Acts 1:11; Revelation 20:4-7, 22:20)

9. We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever

to the judgment of God. (Matthew 25:46; John 5:28-29; Revelation 20:4, 6, 12-15)

10. We believe in the creation of man and the world by the direct act of God (Genesis 1:26-28, 5:1-2), and that God has commanded that no intimate sexual activity should be engaged in outside of marriage between a man and a woman. We also believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversion of God's gift of sex. (Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9)

### **C. Mission**

To train young men and women to become ambassadors for Christ; to become Christ-like in word, deed, and purpose; to become a beacon of hope in a time of need.

### **D. Statement of Purpose**

The purpose of Greater Lincoln Christian Academy is:

- To offer a quality education in a Christian atmosphere that is conducive for each student to be able to successfully achieve to the best of their ability; to better develop the highest level of Christian character and morals, work ethic and a respect for themselves and their fellowman.
- To mold by Godly example, exhortation, and education
- To bring before each student the Gospel, that all might have the opportunity to come to know Jesus Christ as their personal Lord and Savior.

- To teach respect and obedience to authority with the ultimate goal that each student learn self discipline, respect, and obedience to God, their Creator.
- To teach responsibility for one's own actions; to teach compassion for others, and to teach the value of each human life.
- To help each student learn that they can succeed; that they are precious in God's sight; and that they are here for a purpose.
- To help each student excel to the best of his or her abilities in all subjects that they may be able to successfully serve Christ wherever He sends them. To help students find and develop their unique gifts and to be able to serve others with these gifts.

### **E. Educational Philosophy**

The educational philosophy of the Greater Lincoln Christian Academy is dependent upon the Bible for providing the viewpoint for interpreting any subject or school activity. Education is seen as a means used by God to bring students to Himself through personal faith in Christ, and to develop Christian minds so that they can fulfill God's will in their lives, both personally and vocationally. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him preeminence in their lives, and from Biblical teaching that parents are responsible for the total education of their children.

### **F. Nondiscriminatory Policy**

Greater Lincoln Christian Academy (Pro. 24:23; Acts 17:26; Gal. 3:28; etc.) welcomes students of any race, color, national and ethnic origin. The rights, privileges, programs and activities are made available to students in the school and we do not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, and other school-administered programs.

### **G. Standards of Conduct**

Greater Lincoln Christian Academy recognizes that as Christians we are held to a higher standard, which comes from the infallible and divine Word of God. As disciples working at GLCA, we all have a responsibility in our everyday interactions with students, staff, and parents to walk in a Christ-like manner. We are to honor God through the love, reverence, and respect we have for God (Rom. 12:10,16; 13:8-10; 14:19, etc.)

Though not all students are confessing believers, we must hold fast to the following standards, which are conducive to spiritual growth and development in young people. Students are expected to abide by these standards while enrolled at GLCA, whether at school or away.

- Displaying a Christian work ethic and in attitude by working hard and showing kindness, gentleness, self control, and patience, with others and about others.

- Avoiding the promotion and participation in worldly and anti-Biblical activities through the use of foul language, rudeness, irresponsible behaviors, disrespect, intimidation, theft, fighting, jealousy, stealing, smoking, lifestyle choices, among other sinful ways and attitudes.

Students not in unity with Greater Lincoln Christian Academy's Standards of Conduct will be subject to administrative withdrawal. Greater Lincoln Christian Academy has open enrollment and some of our students may not be Christians; however, our desire is to see all our students become Christians. Regardless of a student's standing in salvation, each one is expected to abide by the standards of conduct and maintain Christian morals. Attending Greater Lincoln Christian Academy is a privilege, not a right.

#### **H. Misconduct**

We realize that students will stumble. When they do, they will be instructed by the teacher or staff to help them understand the error of their way, and the subsequent importance of rules. To be clear, the Bible does not state that keeping rules makes us righteous before the Lord, nor does it make us a child of God. (Gal. 2:16b; Phil. 3:9). Instead, the Bible states that joyful submission to laws and those in authority both honors and glorifies the Lord, and benefits the rule keeper. (I Sam. 15:22-23; Rom. 13:1-6; Heb. 13:17; Eph. 6:1-3). Rules provide a safe and orderly atmosphere to educate and train students.

## **I. GLCA Honor Code (To be signed by students in grades 7-8)**

“Jesus said...‘You shall love the LORD your God with all your heart, with all your soul, and with all your mind.’ This is the first and great commandment. And the second is like it: ‘You shall love your neighbor as yourself’” (Matt. 22:37-39).

‘While enrolled at GLCA, I will be honest in all my work, treat others with the utmost respect, practice Biblical integrity, and look to be a servant at all times, whether at school or elsewhere. I understand that the Honor Code is in effect while I am a student at GLCA. Serious violations of the Honor Code will be handled as described in the Disciplinary Code. Remember: an honorable school community is more than external obedience to rules. It is a commitment to a lifestyle of honesty, integrity, respect, and service (I Cor. 13; Gal. 5:13-15, 22-23).. We pray that the motivation for this lifestyle is through an honest desire to honor Christ, and that this commitment reaches beyond the time spent at GLCA. Students at GLCA are not to engage in, nor promote, any immoral, unethical, illegal, and/or dangerous activity that might have a detrimental effect on any student(s), staff, the school, and especially the name and reputation of Jesus Christ.

### **1. General Conduct Expectations**

- a. Students will at all times respect the authority of all teachers, staff, and volunteers.



- b. Students will not engage in rowdiness in the hallways or other areas, have distracting hair or clothing, or engage in disruptive conduct that distracts or interrupts any school function.
- c. Students are expected to assist in arriving at school and classrooms on time. They are expected to be ready to work hard.
- d. Students are expected to build others up, not tear them down, whether through words, expressions, or actions. Students will not use profanity and/or coarse, vulgar expressions or gestures. (Students that use/exhibit vulgar expressions or gestures and are unaware of their intended meaning will simply be informed, and not be punished.) Students will not bully, threaten, taunt and/or harass students, faculty or staff.
- e. Student's social media postings (videos, memes, et al) or texts, e-mail must not be derogatory, insulting, or threatening. Internet behavior must remain consistent with GLCA's Christian testimony. The administration does not actively scrutinize these sites. However, when questionable/objectionable postings are brought to our attention, it will be dealt with if it damages the school's Christian testimony.
- f. Students will live in harmony with the biblical view of sexuality (as described in our Statement of Faith) and abstain from all immoral sexual activity including, but not

limited to, sexual activity outside of marriage and possession, distribution, and/or use of pornography (Heb. 13:4; Gal. 5:16-2; Rom. 1:26-27; I Cor. 6:9; Eph. 5:3-5; I Thess. 4:3-8).

- g. All property (i.e., school desks, church walls, teacher's vehicles, etc.) will be respected at all times. Permission is needed to handle another person's personal belongings.
- h. Students are not permitted to have weapons on school property or at any school function. No object that could function as a weapon is allowed, including knives of any size or kind, firearms, fireworks, explosives, chemicals, or toy weapons. Throwing objects (other than what is allowed through recess, gym, etc.,) will not be allowed. Horseplay is also banned.
- i. Students will not obtain, use, or provide illegal substances including tobacco or any mind-altering substances such as drugs or alcohol, regardless of location.
- j. Students are expected to avoid lying (including "white lies"), cheating, stealing, plagiarizing, and forging. This is not a comprehensive list.

## **I. The "18's" Principle**

"If your brother sins against you, go and tell him his fault, between you and him alone" Matthew 18:15

When conflict occurs between two students, the one who is offended should respectfully communicate to the offender how they were wronged. The offending party has a responsibility to listen with an open mind that what he may have done was wrong. He will have an opportunity to respond with an explanation, correction, and/or apology. Many issues can be resolved utilizing this peer-to-peer method, and is preferred before involving a teacher.

"But if he does not listen, take one or two others along with you...,"  
Matthew 18:16

If a discussion yields no satisfactory result, the next step is to involve the appropriate teacher. The teacher and students must then adhere to the next principle.

"If one gives an answer before he hears, it is his folly and shame....The one who states his case first seems right, until the other comes and examines him." Proverbs 18:13, 17

Judgment must be suspended until all pertinent facts are gathered and reviewed through interviews. Most conflicts are easily handled during school hours. For conflicts that are revealed after school, we ask that no rush to judgment be made, and emotions be stayed until all interviews are made, and the evidence weighed on the next school day. Obtaining additional information often leads to a different conclusion than the initial information would reveal. We do not want to be guilty of wrongful condemnation, for that would be to our "folly and shame".

Using these biblical principles is also a way to teach students that Christ-honoring ways are the best ways to resolve our conflicts, both in school and out of school.

**NOTE: Any moral or safety issue must immediately involve staff.**

## **II. ADMISSIONS**

### **A. Policy**

1. Students are admitted based on educational transcripts, character references, personality, behavioral criteria, and Abeka screenings/evaluations.
2. Parents must submit an application along with the appropriate registration fees.
3. All parents in grades 7-8 must sign a Statement of Cooperation. Students must also sign an Honor Code Statement. We cannot enroll any student if parents are not supportive of the traditional Christian perspective, or who disagree with the Statement of Faith. Foremost on our minds is seeking to lead every student to personal faith in Jesus Christ.
4. GLCA academics are designed for average to above average students. We desire to educate every child, but we do not have the resources to accommodate children with substantial learning disabilities, severe behavioral problems, or certain medical conditions, which we are not equipped to handle because GLCA does not have a school nurse.

5. GLCA reserves the right to reject applicants that would not make a good fit for the student or the school, behaviorally, academically, or medically. We desire that all students benefit from our vigorous and challenging curriculum; we do not want to put students at a disadvantage that will hinder their growth, nor hinder the growth of others. All decisions regarding acceptance into GLCA will be made by the administration.

## **B. New Enrollment**

1. Complete and sign registration for/pay registration fee.
2. Transfer previous school records to GLCA. Transcripts must include all coursework with grades earned. Please note that written permission from a parent/guardian is needed for a student's health, attendance or education records to be released to GLCA.
3. A screening will be conducted to determine the student's aptitude for his grade level. The results may reveal a student is on par with the grade being entered, needs to enter another grade level, or would be better suited to find another source of being educated.
4. Sign a statement of cooperation and standards of conduct forms.
5. Pay book fees.
6. Student documentation of immunizations must be submitted to the school before attending.

7. Prospective pre-kindergarten students must be four years old by October 15th of the school year; prospective kindergarten students must be five years old by October 15th of the school year.
8. Students with a history of behavioral problems must demonstrate a changed lifestyle in both personal testimony and character references. It is not a requirement that students come to faith in Christ. We only ask that they respectfully comply with our standards. Students in grades 7-8 must be able to sign the Student Honor Code, and be in agreement with the GLCA Code of Conduct and Disciplinary Code.

### **C. Re-enrollment**

1. Returning students may be re-enrolled starting April 20.
2. Re-enrollment ends May 20.
3. All registration for and fees will be due by May 20.
4. After May 20, enrollment will be on a first come, first serve basis.

### **D. Withdrawals**

Withdrawals must go through the main office. Families that have paid in advance of the month of the withdrawal will be refunded the remainder of the year's balance. Families not on time in their tuition balance will not have the student's transcripts released until back payments are received.

### **III. FINANCIAL INFORMATION**

#### **A. Tuition**

1. Terms of Payment included in the annual Tuition Contract require ten equal payments, due by the 10th day of each month (September through June).
2. Terms of payment are stated in the annual Tuition Contract and should be read and considered carefully before signing.
3. Tuition payments received after the 10th day of each month are considered late and will be assessed a late fee of \$10. GLCA runs on a very tight budget and depends upon timely tuition payments to meet the obligations to our staff.
4. Tuition is paid regardless of the amount of days your child attends each month.

We understand that unexpected circumstances can sometimes affect a family's ability to pay on time. Please contact the main office letting us know your situation so we can make arrangements to work with you. If there is an outstanding balance due from any family by the end of the school year, report cards can be withheld until the balance is paid in full. Any outstanding balance due at the start of the next academic year will result in the student being unable to attend until payment is completed from the previous year.

#### **B. Fees**

1. Registration Fee: \$50 for new families (non-refundable)
2. Re-registration Fee: \$35 for returning families
3. Book fees must be paid prior to your child receiving any textbooks.
4. Kindergarten Graduation Fee: \$20 (non-refundable)
5. Eighth Grade Graduation Fee: \$20 (non-refundable)
6. New Students Screening Fee: \$50 (non-refundable)

\*If accepted to GLCA, this fee will be applied to the student registration.

### **C. Multi-Child Discount**

Families with multiple children (brothers/sisters only) enrolled at GLCA receive a discount on tuition. Please see the office for more details.

### **D. Fund-Raising**

Tuition only covers 85% of the total cost of a GLCA education, leaving a gap for school projects, cleaning supplies, etc. Families are expected to support the school's various fundraisers throughout the year as a way to help us out.

1. **Bike-a-Thon & Slide-a-Thon** - Our two biggest fundraisers of the year in which students acquire donors and then complete their bike laps or slides down a hill.



2. **Bowl-a-Thon** - New for 2023!
3. **Bottle Day** - Once a month, the school collects bottles. All money redeemed by these bottles helps defray the cost of various field trips GLCA takes throughout the year.
4. **Mission Barrel** - Once a month, the school collects money in a "barrel" from the students and staff. The money raised is used to help someone in the community, previously connected to the community, or even in our school. Occasionally, the money may go towards a cause that helps people that have suffered great catastrophes or hurt. We want to show the students to give beyond themselves, to be the hands and feet of God. To show the importance of giving.

#### **IV. GENERAL INFORMATION**

Statement - Greater Lincoln Christian Academy reserves the right to make any changes, amendments, and corrections as pertains to the rules and policies of the school at any time as needed, with or without prior notice.

##### **A. Field Trips**

1. Field trips, including transportation, are an extension of the school. All rules and acceptable behaviors travel with the students. There will be no exceptions made for students riding in a vehicle with a relative. All students will wear a GLCA t-shirt

(see dress code for more info). Parents/chaperones are expected to conform to the standards of dress and behavior of GLCA.

2. A signed permission slip is needed prior to the field trip if a student wants to take part. The place, date, times, medical release statement, any associated costs, and things to bring will be communicated to the parents via the website preceding the day.
3. **Booster seats are required BY LAW: “Children who are smaller than 4’ 9”, not older than 8 years of age, and weigh between 40-79 lbs are required to use a restraining system according to the manufacturer’s specifications. This restraining system can be a forward facing seat or a booster seat. Maine law was recently updated to state that children weighing less than 55 lbs need to be in a 5 point harness.”**
4. Please remember to leave your child’s booster seat with the school if they are planning to attend an off campus field trip. This will be communicated prior to the field trips, but failure to supply booster seats may result in said child having to remain at home.

**Note:** Volunteer drivers/chaperones are always needed on these trips. If you believe you can assist, please do not hesitate to inform us. Only students of GLCA are asked to attend off-campus field trips. (The exception to this is for a medical reason.)

## **B. Field Trip Release Waivers**

Parents planning to pick up their child from an off campus location (field trip), must:

1. inform the office as soon as possible
2. sign and date a GLCA waiver releasing the school from any responsibility pertaining to the safety of the student
3. upon the child(ren) being picked up at the off campus location on the date of the field trip, parents/guardians will be asked to sign and date the waiver again
4. volunteer drivers who are leaving early with their own child(ren) are to follow this procedure as well.

## **C. Inclement Weather Policy**

Snow day announcements will be made via the school website and Facebook. The decision to cancel is not taken lightly. Most cancellations will be posted by 6:15 AM, at the latest. We do our best with the information provided to us by local forecasters, radar, etc. and ask for grace if the weather causes us to make a mistake regarding school closures, remaining open, etc.

## **D. Telephone**

The office telephone is strictly for school business. Students that take ill will have their parents notified by the secretary or a teacher. Please do not call and ask to speak to a student; you may leave a message instead. If you are calling to speak to a teacher, please leave your message with the secretary and the

teacher will respond at their next available moment. If there is an emergency, please call the office.

### **E. Visitors**

All visitors are asked to enter through the office doors located at the rear of the school. Any homework, lunches, etc., may be dropped off with the secretary. Visitors must have permission to be in the school during school hours.

### **F. Restrictions on Child Pick Up**

Please supply the office with a list of people who may pick up your child during the year. If you or another verified person cannot pick up your child, please notify the office of who you are sending. This is designed for your child's safety, not for your inconvenience.

### **G. Lunch/Snack**

Students need to bring in their own cold lunches and snacks. Students may bring a battery operated cooler for those that want to have a "hot" lunch. NOTE: Students will not be allowed to have their food microwaved. Please make certain they have healthy snacks (i.e. fruit, granola bar, etc.). Lunch may contain a sweet treat to be consumed only after students eat the main course. Students who repeatedly skip lunch (or snack) or eat very little of it may be a cause for concern and parents may be notified.

Occasionally, the school provides a hot lunch day (pizza, etc.) in which you will be asked to pay for their hot lunch through the use of an order form. GLCA will also have special breakfast/lunch days. Parents will be informed on our announcements page prior to the date of these special days so you can plan accordingly.

#### **H. Lockers**

Students in grades 7 & 8 will be issued a locker (no padlock) to store their lunch boxes and books. Lockers must be kept neat and clean. There will be no allowance for decorating lockers with stickers, markers, etc. Students will be able to affix artwork/name on their locker using only masking tape. Students will not open another student's locker without permission.

#### **I. Library**

The library is a privilege. Many of the books have been donated, or purchased by individuals to stock our shelves. To that end, we have some rules that all students must adhere to.

1. Every book must be signed out by each student, which can be found in the library. Books are expected to be in the same shape upon return as they were when they were checked out.
2. No more than two books signed out at a time per student. Students may sign out a book for an additional period of

two weeks if they wish to, after which it must be returned to the shelves for others to read.

3. Any books that are lost will be given a grace period of one week to be found. If the books are unable to be located, a \$15 fee will be assessed to the parents to replace the lost book.
4. The library is only open during school hours. If books are taken out at any other time, there will be a probationary period of one month in which students may not take home any library book. Books will need to be read during school hours and then returned to the library.
5. Books that are delinquent in their return will prompt an inquiry for said student to locate the book. After a set amount of time (to be determined by the teacher), the student may then be placed on probation.

## **V. ELECTRONIC DEVICE POLICY**

### **A. Personal Devices**

All students with cell phones, iPods, tablets, smart watches, etc. must have them **turned off, off their arm** and **out of sight** during the academic day. (7:45 A.M. - 3:30 P.M.)

#### **1. Consequences**

- a. A first time offense will result in the electronic device(s) being confiscated by the teacher and held until the end of the day. A note to the parent

explaining the infraction and a reminder of the electronic device policy will be sent home and will need to be signed and returned the following school day.

- b. A repeat offense will result in the device being sent to the office for the remainder of the day and the added consequence (loss of recess and/or detention) and another note detailing that any personal electronic device brought to school from that point on will need to be checked into the office prior to the start of the school day, to be picked up only at the end of the school day.
- c. A third violation will result in the student receiving an after school detention and a parent teacher conference will be arranged.
- d. A fourth violation will result in a parent-principal conference.

**Note:** In the unlikely scenario a student may need to phone a parent, but the school phone is busy or otherwise unavailable, permission may be granted for a one-time use of their personal phone.

## **B. Laptop Computer Policy**

1. Throughout the year it will be necessary for students in grades 3rd-8th to use a laptop for research papers. Students are permitted to bring in their personal or family laptop from home, if the teacher permits it. Laptops must be free of vulgarity, disturbing or otherwise offensive images, etc., on the outside/inside of the laptop. Students must adhere to our policy of appropriate content and should not engage in websites/share personal content that is outside the scope of the in-class assignment or of GLCA's guidelines, including profanity, videos, offensive images, etc.
2. Failure to adhere to these policies will result in the following consequences:
  - a. A first time offense: confiscation of the laptop by the teacher for the remainder of the day, and being sent to the principal for an explanation/reminder of the rules.
  - b. A second offense: the loss of any laptop (personal or school) for the remainder of the quarter.
  - c. A third offense will result in the elimination of any laptop use for the year.

**NOTE: Mac users will need to disable notifications if linked with a cell phone, so students will not receive text messages or any other forms of electronic communication.**



### **C. General Laptop Policy (all grades)**

Students caught using a laptop for something other than the intended purpose (i.e., as a tray table to serve drinks, a Captain America shield) will have the privilege taken away on a teacher by teacher basis.

## **VI. DISCIPLINE**

### **A. General Classroom Conduct**

1. All students will be responsible for their actions. A basic set of guidelines:

- No speaking without permission
- No leaving one's desk without permission
- Eyes on the teacher during instruction

2. Students are expected to be respectful and courteous towards the teacher, staff, volunteers, and their peers. The teacher is responsible for maintaining appropriate behavior and using disciplinary action if needed.

3. All students are expected to avoid unacceptable behavior including, but not limited to:

- Talking without permission
- Leaving the room without permission
- Failure to complete classwork/homework
- Fighting

- Lying
- Stealing
- Disrespect
- Cursing
- Bullying
- Chewing gum
- Forging another's name
- Cheating
- Complying with the school's dress code
- yelling
- screaming
- disrespect
- cursing
- cheating
- vandalism
- truancy.

Misconduct may result in detention, suspension, or even expulsion.

4. Any student caught deliberately defacing or damaging school property, or the property of another individual, will receive a fine of \$15, **at minimum**, along with a written apology to the individual's parents (if applicable) and a verbal apology to the one who was affected.

5. GLCA expects full cooperation from both student and parent in the education and discipline of the student. When misconduct occurs, corrective measures will be used to help

grow the student's behavior and/or attitude. Typical corrective progressive measures include:

- a. loss of recess time
- b. detention
- c. parent/teacher conference
- d. meeting with the principal
- e. parent/board meeting to consider suspension.

## **B. Detention**

1. Students will serve detention, according to the availability of their teacher, from 3:30-4:00 P.M. on a designated day. While in detention, students must complete assigned work.
2. A detention slip will be sent home with the student and must be signed by a parent and then turned back in to the teacher.
3. Students can be suspended for accumulating multiple detentions. Any student receiving three detentions in a nine week span will serve a Friday detention; the student will be charged \$30 to cover the cost of the teacher needing to work on their off day.
4. GLCA expects full cooperation from parents and students in the education and discipline of the student. The school may decide that if cooperation is lacking and is not in harmony with the spiritual standards of GLCA, the parents may be asked to transfer the student out.

## **C. Suspension**

1. In-school suspensions will be served in (or near) the main office. Students will complete all assigned work for the day. There will be no recess, interaction with other students, and lunch/snack time will be solitary.
2. Out of school suspensions means students are not allowed on campus grounds between 7:30am and 3:40pm for any reason. Upon returning to school, the student must complete all missed classwork, as well as take any quizzes or tests during the time missed. Further behavioral issues may result in dismissal from school.

**Note:** Bullying, threats, and verbal/physical fighting are considered violence and will result in an immediate suspension until a meeting with the parent(s) can take place.

#### **D. Dismissal**

1. Students may be immediately dismissed from school for the following:

- Alcohol
- Physical altercations (fighting)
- Drugs
- Assault
- Indecent Language
- Immorality
- Unrepentant Rebellion

- Pornography
- Tobacco
- Firearms/Weapons
- Chronic behavioral patterns and/or outbursts

2. Dismissal of a student is a school board decision based on the facts presented by teachers and the administration.

Attending Greater Lincoln Christian Academy is a privilege, not a right. Students forfeit this privilege when they do not conform to the standards and ideals of work and life at GLCA.

3. Only administrators have the right to inspect any students' backpacks, coats, etc., at the request of a teacher, if there is reasonable suspicion of illegal substances or objects.

4. Students promoting division through school interactions, social media, pictures, doodles, writing, flags, slogans, or divisive activism are out of harmony with the standards of Greater Lincoln Christian Academy. The privilege of attending GLCA will be questioned, and meetings will be arranged to determine the best course of action in protecting the witness of GLCA.

5. All students have a responsibility to discreetly report violations of the Standards of Conduct committed by other students in a spirit of brotherly/sisterly love and caring for the expressed goal of correcting inappropriate behavior. This should not be done to get someone in trouble, or to seek revenge. Doing so may subject that student to disciplinary action of their own. A student retaliating towards another

student over being reported of violating the Standards of Conduct is a serious offense and would incur an immediate loss of recess/detention and a teacher-parent conference.

## **VII. DRESS CODE**

### **A. Philosophy**

As a Christian school, we believe the dress code should reflect a spirit of modesty, neatness, and safety. Our dress code is not intended to make students and staff "look spiritual". The standards for the older grades are designed to minimize distraction and to keep students focused on academics. We simply require some basic tenets of respectful clothing and need the students to reflect this through appropriate means of dress. (I Cor. 10:31; Rom. 15:5-6). The Dress Code seeks to provide students with several options that meet these standards. Our dress code has not been designed to measure spirituality but to help ensure a school environment in which learning can take place without distraction. We fully understand that no set of rules, especially a dress code, can, in and of itself, produce spiritual maturity.

What follows is a reasonable standard that will be enforced respectfully and consistently to provide opportunities for growth and development of Christian character when applied in an atmosphere which seeks to integrate all aspects of life through a Biblical perspective.

## **B. General Guidelines**

1. All clothing must be neat, clean, in good repair, and not oversized, sloppy, or tight-fitting. All clothing must be modest—not revealing or see-through. Students are expected to be clean and well groomed and to practice good physical hygiene.
2. Logos, styles, etc., that violate biblical principles of wholesomeness and modesty are never appropriate at school functions of any kind. New logos, styles, etc., that have become popular may not be allowed if the administration finds it to be contrary to the values of the school.
3. Any clothing or grooming style calling attention to itself and is disruptive to others is unacceptable. Clothing styles should be conservative and modest.
4. Students are to remain in appropriate dress code attire while on school grounds from the time they arrive until they depart. If they are found to be in violation, they will be asked to go to the Main Office.
5. Parents, guests, and visitors are expected to dress modestly on campus for any reason

## **C. Special Occasions**

1. School Events, including school spirit days, 100s day, Mission Barrel Day, etc., will have differing themes in which the students are allowed to dress up while remaining modest in appearance and within the limits of the dress code.

2. Field Trips: Students are required to wear their GLCA t-shirts (or a dark plain blue t-shirt) with either solid color blue jeans or khaki pants. Graduation-related activity must fall within the limits of the dress code as it is school related.

#### **D. Enforcement**

- Parents are primarily responsible to ensure their children are conforming to the dress code. Most issues can be avoided in this way. Parents are expected to support the school's position when questions arise. The administration and staff will seek to enforce the dress code with consistency and fairness for the entire school family. However, we are not perfect, and will expect grace when we miss a violation from time to time. If a violation is pointed out to us with kindness, we will make corrections.
- Students in violation of the dress code may be asked to remain in the office until suitable clothing can be brought in or may be asked to remove/cover the violation, if possible. Students wearing acceptable clothing in an unacceptable manner and refusing to conform may be subject to disciplinary action. Final interpretation of the dress code rests solely with the administration, including banning new fashion/fads as they emerge.

#### **E. Specific Guidelines**



It is impossible, and undesirable, to provide an exhaustive list of acceptable and/or unacceptable dress wear. These guidelines are designed to provide a clear sense of the overall goal. Parents and students are encouraged to bring in questionable items for approval before wearing them to school to prevent the possibility of disciplinary action.

## 1. PANTS & SHORTS

- All pants/shorts must be in good repair and neatly hemmed. Pants should not touch the floor or be higher than the ankle. No boxers/briefs are to be visible. (Capris pants are fine for girls)
- Sagging, oversized, or tight pants/shorts are not permitted. Shorts should be no shorter than fingertip length when standing with shoulders relaxed.
- Students may wear athletic shorts/pants as long as they do not have holes and meet modesty guidelines.
- Unacceptable: stretch pants, sweatpants, leather pants, etc.

## 2. GIRLS SKIRTS/DRESSES

- Dress and skirt lengths are to be no more than 3 inches above the knee when standing.
- Dresses must completely cover shoulders (and undergarments), abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Shorts/spandex must be under dresses and skirts.

- **PK-4th grade:** May wear dresses/skirts mid-thigh as long as leggings or spandex are worn under the skirt.
- **5th- 8th grade:** leggings/form-fitting pants may be worn as long as there is a skirt/dress/top that comes to 5" above the knee when standing that is worn over the pants.

### 3. SHIRTS

- All shirts as part of a regular dress code may be worn untucked.
- All shirts must completely cover shoulders (and all undergarments), abdomen, back (below shoulder blades), cleavage, and undergarments at all times when sitting or standing.
- Sheer shirts for girls must have a traditional, wide strap tank top or dress code-approved shirt underneath.
- Boy's shirts must have sleeves.

**Unacceptable:** bare midriffs when both arms raised, bare backs below shoulder blades; low-cut or revealing tops; exposed bras or straps; any shirt with offensive graphics/logos or words; tank tops

## F. Footwear Specific Guidelines

1. Athletic shoes, sneakers, casual, crocs, dress shoes (dress shoes require socks to be worn for the boys), sandals (Sep and May)
2. A separate pair of gym sneakers may be kept at school for gym class.
3. Athletic slides and flips flops may be worn, but student may be limited on recess activities.

**Unacceptable:** military boots, cleats, moccasins, water shoes, clogs, moon boots

### **G. Jewelry, tattoos, fake nails**

No body-piercing jewelry, other than the ears. No large-size or thick neck chains or chokers. No real tattoos may be visible. Fake nails are okay, unless they become a distraction (no picking, etc).

### **H. Boys Hair**

Boys are to keep their hair clean, neat, well-groomed, above the ears, collar, and eyes. Hair brushed to the sides to avoid obstructing the eyes is not in keeping with the hair above the eyes. This will be in violation of the dress code.

Must be clean-shaven.

No distracting hairstyles (spiked hair, mohawks, mullets, etc.) or hair coloring allowed, including unnatural hair colors/highlights.

### **I. Girls Hair and Make-up**

No distracting hairstyles or colors are allowed, including unnatural hair colors, designs, or unnatural color highlights. Make-up must be tasteful, not excessive, giving a natural appearance.

## **J. Winter Gear**

All students must be appropriately dressed for recess during the winter (November-March). The following is a list of necessary winter clothing:

- Winter hats or those things that cover the ears. Hoods do not count.
- Winter jacket (multi-layered clothing with a light jacket is not acceptable, no matter if it is insulated)
- Snow pants with no holes or rips/tears
- Mittens/gloves with no holes or rips/tears
- Winter boots made for snow/ice
- During the winter months, please pack an extra change of clothes in case they get wet during recess (these may be kept at school).
- Students/parents are responsible for supplying their children with the correct clothing. Students may not borrow other student's outdoor gear.
- From time-to-time students can forget their gear. Therefore, we will allow the occasional use of our extra hats/mittens to be used for recess, but this does not absolve them of their responsibility to

bring in the correct gear, nor should it become a habit. Students that continually forget will stay indoors and be asked to either help out with cleaning duties or write an essay on the importance of bringing in winter gear.

## **VIII. STUDENT ARRIVAL/DISMISSAL**

### **A. Arrival**

All students will enter school through the front doors. For security purposes, the front doors are unlocked at 7:30 and locked again at 7:45. If the front doors are locked, school has started for the day, and students must enter via the office located at the back of the school where they will sign in late and be handed a late slip.

### **B. Student Dismissal**

1. **Grades 1-4** Student pick up time is at 3:30. Parents/guardians should enter/sign-in at the office at the back of the school. Once you have secured your student, please exit using the office door.

**\*EXCEPTION\*** If you have children in lower and upper grades, please secure your younger child(ren) and then make your way to the lobby to pick up the older child(ren). You can then exit through the front doors.

2. **Grades 5-8** Student pick up time is at 3:30. Parents/guardians should enter the office at the back of the school and make their way to the front lobby. Grades 5-8 will be waiting in the lobby/front classroom. Once you have secured your child, please exit using the front doors.
3. Students of teachers must remain in their homeroom until all students in the upper or lower classes have been dismissed. After this, they are free to find their respective parental unit and wait for further instruction. (**Exception:** if one or two students are late to be picked up, the students of teachers may be dismissed to their parents' classroom.)

### **C. Late Pick Up**

If you are going to be late, please give the office a courtesy phone call indicating your estimated arrival time. Please let this be the exception, rather than the rule, as many GLCA staff have after school activities for their own child(ren) or have other employment. Thank you.

### **D. Early Dismissal**

- Non-emergency or non-sick early dismissal for students must be communicated to the office 24 hours prior via a parent note/e-mail. Please state the reason for dismissal and the time they are to be dismissed. This will help teachers plan accordingly.

- Students being released for extracurricular activities will not be allowed to change in the school.
- Students leaving early must sign out at the office, if possible.
- Failure to notify the school puts the teacher at a disadvantage when it comes to preparing work for the student leaving early. If this occurs, be aware that teachers may not be able to provide students with classwork/homework before they leave.
- Students that have taken ill during the day will have a parent/guardian contacted to pick them up.

## **IX. ACADEMICS**

### Grading Scale

- A.....90 - 100 (Excellent)
- B.....80 - 89 (Above average)
- C.....70 - 79 (Average)
- D.....60 - 69 (Below average)
- F.....0-59 (Failure)
- I.....Incomplete

### **A. Bible**

The Bible is the centerpiece of our curriculum, of our teachings, and of the Christian life. It is essential to the lives of all Christians and we hope to reflect that to the students. Without Biblical knowledge, GLCA does not consider a student to be

sufficiently educated, as its influence and power is found through history, science, math and grammar/writing. It is the foundation of Christian character, provides life's direction, and is the only hope for life beyond this world. Any student who fails Bible class will be required to make up the class, or given a detailed Bible writing assignment that must meet all requirements to be considered as a passing grade.

### **B. Achievement Testing**

Iowa Stanford Achievement Tests are administered every year in April. Results are disseminated once we receive them.

### **C. Planbook**

Parents may use planbook to view students' grades online.

### **D. Honor Roll**

The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into High Honors and Honors.

- High honors is for students who have earned an "A" across all subjects.
- Honors is for students who have earned A's and B's across all subjects.

### **E. Textbooks**



Each student is responsible for his or her own textbook. In case of lost or irreparably damaged textbooks, parents will be charged the total cost of replacement and associated shipping costs.

## **F. Homework/Classwork/Research Papers**

Students will normally have daily homework assignments. Homework is designed to enrich and reinforce what was learned during the day, and to prepare them for any upcoming quizzes or tests. With a four-day school week, it is imperative that students practice solid study habits to aid them in their studies.

### **1. All Grades**

- a. Students are expected to complete their nightly homework assignments.
- b. Parents are expected to monitor their child's homework activity, provide a well-lit place to study, and give guidance where possible (especially with time management).
- c. Failure to complete homework assignments for students in grades 5-8, will negatively affect their quarterly grades.
- d. Students who receive an unexcused tardy that causes them to miss a test, quiz, or turn in homework assignments will receive a zero.

- e. Any daily assignments not completed may result in a student missing a recess to do makeup work, or have it added to the next night's homework.
- f. Additionally, in grades 5 - 8, there are book reports, special research reports, and science projects throughout the year which will need to be completed in school and at home. (Each teacher may vary somewhat in their requirements.)

## **2. Grades 7-8**

- a. Students who miss homework assignments three times in any one subject during one quarter will be required to immediately complete all missing homework for that subject in the office on the day of the third offense during recess, lunch and/or specials.
- b. Additionally, a letter will be sent home explaining the current situation.
- c. A fourth offense during the quarter will result in an after school detention and the need for a parent/teacher/principal conference. If homework offenses continue into another quarter, an out of school suspension will be considered.

## **G. Grade Promotion Policy**

Students in Grades 1-8 who have an “F” in two or more subjects at the end of the year are required to repeat the grade. Any student who fails Bible two consecutive semesters will need to attend summer Bible classes, or complete a rigorous Bible research report and pass before they are allowed to return the following academic year.

## **X. PARENT/ACADEMY COMMUNICATION**

### **A. Parent-Teacher Conferences**

After the completion of the first quarter, mandatory parent-teacher conferences will be scheduled by individual teachers in cooperation with the parents. The meetings will take place during November. Any additional parent-teacher conferences throughout the year may be scheduled by the teacher, or the parent, as needed.

### **B. Open House**

The date and time of our annual open house will be communicated through Facebook and our website. It is requested that at least one parent attend to fill out registration and medical information cards. Students will see their class and meet their teachers. Open house is intended for GLCA students and parents only.

**Note:** If you cannot attend, please contact the office in advance so that we can supply you with the necessary registration/medical information cards. These need to be filled out before the year starts.

If they are not filled out and handed in, the student will be unable to attend.

### **C. Change of Address or Telephone Number**

In order to best serve students in the case of an emergency or otherwise, parents need to notify the school of any changes in address, telephone numbers, physician (and their number), and any recent medical updates that may require medication/urgent care.

## **XI. ATTENDANCE**

### **A. Absences**

1. If your child will not be in attendance for the day, please contact the office via a phone call or an e-mail with the reason for the absence. This will help the teacher(s) prepare and send home classwork as needed.
2. Extended absences that run three or more consecutive days will need a physician's note to avoid the absences being counted as unexcused. Any extended absences without a note or providing the reason for the absence will be counted as unexcused.
3. If at all possible, please avoid absences. The curriculum is not easily "made up" over a day or two because of the rapid pace. Parents should keep in mind that excessive absences also require extra work on the part of the teacher, which will then affect a class's ability to move forward at an adequate pace. For these reasons, GLCA strongly discourages non-essential

absences. Failure to attend school will be considered either an excused or unexcused absence, as consistent with Maine state law (20-A §5001-A).

### **B. Excused Absences/Early Dismissals:**

- Illness or injury (an illness/injury lasting more than three days requires a physician's note to be counted as excused.)
- Students who are returning to school from an uncommon, highly contagious virus (chicken pox, hoof-and-mouth, whooping cough, etc.) will need a doctor's note in order to return. This is done in order to protect the school should the doctor err in their instruction.
- Family illness or death
- Pre-planned absences (vacations, doctor visits, etc.)
- After school activities (sports, dance)

### **C. Early Dismissal**

1. Early dismissal of your child requires a parent note at least 24 hours in advance. This will allow teachers to prepare any work that needs to be completed to avoid falling behind. Early dismissal without a note will be counted as an unexcused absence.
2. Students who will be consistently absent on a certain day and time will only need to provide one note to the office to cover the

year. Information for that student will be communicated to the teacher from the office.

3. Students WILL NOT be dismissed simply because they say they need to be. If necessary, parent/guardian will need to be escorted to the student's room to be dismissed.

#### **D. Excessive Absences**

1. Attendance for all students must meet, at minimum, 85% of the 875 hours of schooling for the year to be successful in their development. Any student who accumulates 16 full school days of unexcused absences by the end of the year will be considered for retention in that grade, and possibly dismissal.
2. Parents will be notified of excess absences at the end of a quarter, if the situation is warranted.
3. Students in grades 5 - 8 with 10 days or more of excused/unexcused absences in one semester cannot pass that semester.

#### **E. Tardies**

1. In order to start the day on time, students are to be lined up for morning exercises at 7:45. Students not in line will be marked late, and will need to sign in at the office. Lateness creates an unnecessary distraction for the student, the teacher, and the classroom.

2. Students in grades 5 - 8 receiving four unexcused tardies in any four week period will equal one unexcused absence. They will also be subject to detention during both recesses and lunch.
3. Excessive tardiness (ten or more) in a semester causes a student to miss valuable first period class time and will be placed on academic probation for the following semester with the expectation that the issue of being tardy for first period classes will be corrected the next semester. If the issue is not resolved, further action will need to be taken and may include retention, summer school, or suspension.
4. Excused tardies include weather related issues, traffic accidents, illness, mechanical issues with a vehicle.
5. Tardies must be accompanied by a note stating the specific information that resulted in the student(s) being tardy.

## **F. Vacations**

GLCA understands and promotes the importance of families, including vacation time. For the sake of the student and the teacher, please notify the school/teacher at least 4 weeks in advance. This will allow the teacher to prepare material for the student to complete ahead of the planned vacation. Assigned work over the vacation that is not completed upon the student's return will be marked as a zero. Any assigned work is done so at the discretion of the teacher(s).

## **G. Make-up Work**

1. Students in grades 5-8 returning from an absence are responsible for asking the teacher(s) regarding any missed work.
2. Students with excused absences will be allowed to make up any missed work equal to the number of class days missed.
3. Any projects/papers/tests that were assigned prior to the student(s) absence will still be due on the assigned date (in most instances).
4. If any projects/papers/tests were due during the student's absence, each teacher will decide how to proceed depending on the circumstances.