



Greater Lincoln
**CHRISTIAN
ACADEMY**

*PARENT-STUDENT
HANDBOOK*

Erica Lazo

PO Box 597 Lincoln, ME | greaterlincolnchristianacademy@gmail.com

INDEX

VISION, MISSION, HISTORY, PURPOSE.....	Pg. 2
STATEMENT OF FAITH.....	Pg. 3
EDUCATIONAL PHILOSOPHY.....	Pg. 4
NONDISCRIMINATORY POLICY, STANDARDS OF STUDENT CONDUCT, STANDARDS OF PARENT CONDUCT.....	Pg. 5
MISCONDUCT, GLCA HONOR CODE, GENERAL CONDUCT EXPECTATIONS.....	Pg. 6
“18’s PRINCIPAL”	Pg. 7
DISCIPLINE.....	Pg. 8
ADMISSIONS.....	Pg. 10
FINANCIAL INFORMATION.....	Pg. 11
GENERAL INFORMATION.....	Pg. 12
ELECTRONIC DEVICE POLICY.....	Pg. 15
DRESS CODE.....	Pg. 16
ACADEMICS.....	Pg. 20
STUDENT ARRIVAL/DISMISSAL.....	Pg. 21
ATTENDANCE.....	Pg. 22

VISION:

To inspire and equip students to live out their faith with integrity, pursue academic excellence, and serve their communities, as they grow into compassionate leaders committed to making a positive impact in the world.

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.

HISTORY:

Greater Lincoln Christian Academy was founded in 1999 as an extension of the Christian family, dedicated to assisting parents in fulfilling their responsibility to provide a Biblically-based, Christ-centered education characterized by academic excellence. The school was established in response to the community's desire for an alternative to public schooling. Over the years, both the number of students and the location of the academy have evolved, adapting to the needs of families in Lincoln and the surrounding areas. Today, Greater Lincoln Christian Academy continues to serve as a vital educational resource, fostering a nurturing environment where students can thrive academically and spiritually.

PURPOSE

- 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.

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)

EDUCATIONAL PHILOSOPHY:

At Greater Lincoln Christian Academy, our philosophy of education is rooted in a Traditional Christian method that emphasizes the holistic development of students. We believe that education transcends mere instruction in language and subject matter; it also encompasses the training of character through established rules, principles, and the formation of positive habits. Our objective is to cultivate individuals who are articulate, knowledgeable, and possess sound character, enabling them to make informed decisions and function as free members of a just society. This mission is underpinned by our belief in God as the orderly and reasonable Author of the universe, who instills order, reason, and reality into the educational process.

Our educational approach is grounded in the understanding that objective reality exists and that knowledge stems from this reality. By focusing on the development of students who can freely choose to do what is right, we aim to empower them to become just authorities for future generations. We recognize the critical role that books play in education, serving as foundational tools for learning and personal growth. Sources for understanding human thought include common sense, philosophical reasoning, and the Word of God, which together provide a comprehensive framework for teaching.

At Greater Lincoln Christian Academy, we believe that teaching should encompass not only beliefs but also the reasons behind those beliefs. Our goal is not merely to shape predictable behavior but to foster individuals capable of deliberating and choosing virtuous actions in various situations. We understand that true education respects the developmental differences between children and adults, recognizing that while teachers hold authority, their ultimate purpose is to nurture a generation capable of becoming just and rational authorities themselves.

Discipline is a vital component of our educational philosophy. We emphasize the necessity of self-control and high moral standards, which are essential for achieving moral freedom based on principles. We maintain rigorous academic standards, evaluating students through grades and report cards to ensure accountability. Our teachers, who are knowledgeable about children's needs and educational standards, implement effective discipline strategies that motivate students to engage fully in their learning experiences. Instructional time is designed to be lively and engaging, utilizing a variety of teaching methods, including visuals, demonstrations, and modern technology to enhance understanding.

In our educational environment, we acknowledge that the best things in life require effort. By encouraging students to apply themselves, we help them discover the joy and utility of learning. Our curriculum is thoughtfully designed to cover essential knowledge, emphasizing the importance of objective facts within the God-created universe. Through lectures, reading, memorization, drills, and examinations, we ensure that students learn the foundational facts necessary for an educated individual. We also promote essential skills such as attentiveness, respect for authority, personal initiative, and healthy competition, all of which align with our philosophical presuppositions of Traditional Christian education. Ultimately, we strive to create a rich learning environment where students can thrive academically and spiritually, preparing them for their future roles in society.

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

Standards of Student Conduct

At Greater Lincoln Christian Academy, we recognize that as Christians, we are called to uphold a higher standard grounded in the infallible and divine Word of God. As members of the GLCA community, it is our collective responsibility to embody Christ-like behavior in our daily interactions with students, staff, and parents. We honor God through our love, reverence, and respect for Him, as emphasized in Romans 12:10, 12:16, 13:8-10, and 14:19. While not all students may be confessing believers, it is essential that we adhere to the following standards that foster spiritual growth and development among young people. All students are expected to follow these standards while enrolled at GLCA, both on campus and off.

- **Exhibiting a Christian Work Ethic:** Students are expected to demonstrate a strong work ethic and positive attitude by working diligently and showing kindness, gentleness, self-control, and patience towards others.
- **Refraining from Worldly and Anti-Biblical Activities:** Students should avoid promoting or engaging in behaviors that contradict Biblical teachings, including foul language, rudeness, disrespect, intimidation, theft, fighting, jealousy, smoking, and other sinful attitudes and choices.

Students who do not align with Greater Lincoln Christian Academy's Standards of Conduct may be subject to administrative withdrawal. We maintain an open enrollment policy, which means that some students may not identify as Christians; however, our desire is for all students to come to faith in Christ. Regardless of a student's spiritual status, each individual is expected to adhere to our standards of conduct and uphold Christian morals. Attendance at Greater Lincoln Christian Academy is a privilege, not a right.

Standards of Parent Conduct

At Greater Lincoln Christian Academy, we believe that parental involvement is crucial to the success of our students and the overall school community. Parents are encouraged to support our teachers by ensuring that their children adhere to the school's behavior guidelines, fostering a respectful and positive learning environment. It is important that parents refrain from bullying or undermining teachers, as this can disrupt the educational process. Additionally, parents should be prompt in dropping off and picking up their children from school, as well as timely with tuition payments, to maintain the smooth operation of our programs. Creating a conducive atmosphere for learning at home is essential; parents should provide a quiet space for homework completion and actively encourage their children to engage in their studies. By taking an active role in their child's education, parents play a vital part in nurturing their academic and spiritual growth, reinforcing the values we uphold at GLCA

Misconduct

At Greater Lincoln Christian Academy, we understand that students will occasionally stumble in their behavior. When this occurs, teachers and staff are committed to guiding students in recognizing their mistakes and emphasizing the importance of adhering to established rules. It is essential to clarify that the Bible does not teach that rule-keeping alone makes us righteous before the Lord or qualifies us as children of God (Gal. 2:16b; Phil. 3:9). Instead, Scripture emphasizes that joyful submission to laws and authority honors and glorifies the Lord while benefiting the individual who follows the rules (1 Sam. 15:22-23; Rom. 13:1-6; Heb. 13:17; Eph. 6:1-3). Our rules are designed to create a safe and orderly environment conducive to education and personal growth. In this context, teachers will actively correct, teach, and practice the behaviors that need modification, helping students learn from their experiences and encouraging them to develop into responsible and respectful individuals.

GLCA Honor Code

“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 (1 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.

General Conduct Expectations

At Greater Lincoln Christian Academy, we uphold a set of conduct expectations designed to foster a respectful and productive learning environment.

- **Respect for Authority:** Students are expected to demonstrate respect for the authority of all teachers, staff, and volunteers at all times.
- **Behavior in Common Areas:** Students should refrain from rowdiness in hallways and common areas, avoid distracting hairstyles or clothing, and engage in conduct that does not disrupt school functions.
- **Timeliness and Readiness:** Students are expected to arrive at school and to their classrooms punctually, prepared to engage in their studies with a strong work ethic.
- **Positive Interactions:** Students should uplift their peers rather than tear them down, whether through words, expressions, or actions. Use of profanity, coarse language, or vulgar gestures is strictly prohibited. If a student inadvertently uses vulgar language or gestures without understanding their implications, they will be informed rather than

punished. Bullying, threatening, taunting, or harassing students, faculty, or staff is unacceptable.

- **Social Media Conduct:** Students' social media postings, including videos, memes, and text messages, must not be derogatory, insulting, or threatening. Online behavior should align with GLCA's Christian testimony. While the administration does not actively monitor these platforms, any objectionable postings that come to our attention will be addressed if they compromise the school's Christian witness.
- **Adherence to Biblical Values:** Students are expected to uphold the Biblical view of sexuality as outlined in our Statement of Faith, abstaining from all immoral sexual activity, including sexual relations outside of marriage and possession, distribution, or use of pornography (Heb. 13:4; Gal. 5:16-21; Rom. 1:26-27; I Cor. 6:9; Eph. 5:3-5; I Thess. 4:3-8).
- **Respect for Property:** All property, including school desks, church walls, and staff vehicles, must be treated with respect. Students should seek permission before handling another person's belongings.
- **Prohibition of Weapons:** Students are not permitted to possess weapons on school property or during school functions. This includes any object that could be classified as a weapon, such as knives, firearms, fireworks, explosives, chemicals, or toy weapons. Throwing objects, except during designated activities like recess or gym, is prohibited, and horseplay is not allowed.
- **Substance Use:** Students must not obtain, use, or provide illegal substances, including tobacco and mind-altering substances such as drugs or alcohol, regardless of location. Additionally, students are expected to avoid lying (including "white lies"), cheating, stealing, plagiarizing, and forging.

Please note that this list is not exhaustive, and students are expected to conduct themselves in a manner that reflects our values at all times.

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.

DISCIPLINE

General Classroom Conduct

At GLCA, we believe that every student is responsible for their actions and behavior. To maintain a respectful and productive learning environment, we have established the following classroom guidelines:

1. **Classroom Guidelines:**
 - **Permission to Speak:** Students must raise their hand and receive permission before speaking.
 - **Permission to Move:** Students are not allowed to leave their desks without permission.
2. **Addressing Misconduct:** If a student demonstrates misconduct after strategies for reteaching and practicing appropriate behavior have been implemented, appropriate consequences will be determined by the teacher. Any deliberate defiance or disrespectful behavior will be referred to the principal, which may result in a parent-teacher conference, detention, suspension, or expulsion.
3. **Damage to Property:** Any student found deliberately defacing or damaging school property, or the property of another individual, will incur a minimum fine of \$15. Additionally, the student will be required to provide a written apology to the affected individual's parents (if applicable) and a verbal apology to the person impacted.
4. **Cooperation and Corrective Measures:** GLCA expects full cooperation from both students and parents in fostering a positive educational environment and addressing disciplinary matters. When misconduct occurs, we will implement corrective measures to support the student's growth in behavior and attitude. Typical progressive corrective measures include:
 - a. Discussion to teach or review expected behavior
 - b. Appropriate consequences and communication with parents
 - c. Parent-teacher conference
 - d. Meeting with the principal
 - e. Parent-board meeting to discuss potential suspension

In our shared commitment to the education and discipline of each student, we respectfully request the collaboration of both parents and students to maintain an environment that aligns with the spiritual standards of GLCA. Should there be any ongoing challenges in meeting these standards, we may need to have a discussion regarding the potential transfer of the student to ensure they receive the support that best suits their educational needs.

Detention Policy

Students assigned to detention will serve their time from 3:00 to 3:30 P.M. on a designated day, depending on the availability of their teacher. During detention, students are required to complete any assigned work. A detention slip will be provided to the student, which must be signed by a parent and returned to the teacher.

Suspension Policy

Out-of-school suspensions prohibit students from being on campus grounds between 7:30 A.M. and 3:15 P.M. for any reason. Upon their return to school, students are responsible for completing all missed classwork, as well as any quizzes or tests that were scheduled during their absence. Continued behavioral issues may lead to further disciplinary action, including potential dismissal from school.

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

Dismissal Policy

- Students may be dismissed from school for various reasons, including but not limited to the following:
 - Alcohol
 - Physical altercations (fighting)
 - Drugs
 - Assault
 - Pornography
 - Tobacco
 - Firearms/Weapons
 - Chronic behavioral patterns and/or outbursts
- The decision to dismiss a student is made by the school board based on the facts presented by teachers and the administration. Attendance at Greater Lincoln Christian Academy is considered a privilege rather than a right, and students forfeit this privilege if they fail to adhere to the standards and ideals expected at GLCA.
- Only administrators are authorized to inspect students' backpacks, coats, and other personal items at the request of a teacher if there is reasonable suspicion of illegal substances or prohibited items.
- Students who promote division through their interactions at school, on social media, or through any form of expression—including pictures, doodles, writing, flags, slogans, or divisive activism—are acting contrary to the values of Greater Lincoln Christian Academy. Such behavior may lead to a review of the student's privilege to attend GLCA, and meetings will be scheduled to determine the best course of action to uphold the integrity of our school community.
- All students have a responsibility to discreetly report violations of the Standards of Conduct committed by their peers, acting in a spirit of brotherly or sisterly love with the goal of correcting inappropriate behavior. This should not be done with the intent to get

someone in trouble or seek revenge; such actions may lead to disciplinary measures. Additionally, any form of retaliation against a student who has reported a violation is considered a serious offense and will be addressed accordingly.

ADMISSIONS

Policy

At Greater Lincoln Christian Academy, we are excited to welcome new students into our community! Our admissions process is designed to ensure that each child is a good fit for our school and can thrive in our nurturing environment.

1. **Admission Criteria:** Students are admitted based on a variety of factors, including educational transcripts, character references, personality, behavioral criteria, and results from Abeka screenings and evaluations.
2. **Application Process:** Parents are invited to submit an application along with the appropriate registration fees to begin the enrollment process. After submitting the application, students must undergo a screening. Following the screening, GLCA will contact parents regarding their child's acceptance into the program.
3. **Statements of Cooperation and Honor Code:** For students in grades 7-8, we kindly ask that parents sign a Statement of Cooperation, and students sign an Honor Code Statement. We are committed to fostering a supportive atmosphere aligned with our traditional Christian perspective, and we seek families who share our values and agree with our Statement of Faith. Our primary goal is to guide each student toward a personal faith in Jesus Christ.
4. **Academic Fit:** GLCA's academic programs are tailored for average to above-average students. While we strive to educate every child, we regret that we may not have the resources to accommodate substantial learning disabilities, severe behavioral challenges, or specific medical conditions, as we do not have a school nurse on staff.
5. **Fit for the Community:** We reserve the right to decline admission to applicants who may not be a good fit for our school, either behaviorally, academically, or medically. Our aim is for all students to benefit from our rigorous and stimulating curriculum, and we want to ensure that each child experiences growth without hindering the progress of others. All decisions regarding acceptance into GLCA are made thoughtfully by our administration.

New Enrollment

1. **Registration and Screening:** Complete and sign the registration form and pay the registration fee. Following this, the student will undergo a screening to assess their aptitude for the intended grade level. The results may indicate that the student is well-suited for the current grade, may benefit from entering a different grade level, or might be better served by exploring alternative educational options. Once a child is accepted, the following steps (2-6) will take place to finalize enrollment.

2. **Transfer of Previous School Records:** Please transfer previous school records to GLCA. Transcripts should include all coursework and grades earned. Written permission from a parent or guardian is required for the release of a student's health, attendance, or educational records to GLCA.
3. **Agreement to Standards:** Sign the Statement of Cooperation and Standards of Conduct forms to confirm your commitment to our community values.
4. **Payment of Book Fees:** Book fees must be paid prior to the start of the school year.
5. **Immunization Documentation:** Students must submit documentation of their immunizations to the school before attending classes.
6. **Annual Tuition Contract:** An **Annual Tuition Contract** must be signed to finalize enrollment. The terms of payment outlined in the contract require ten equal payments to be made by the 10th day of each month, from September through June. Alternatively, families have the option to pay the full tuition amount by September 30th to receive a **5% discount**.
7. **Age Requirements for Pre-Kindergarten and Kindergarten:** Prospective pre-kindergarten students must be four years old by October 15th of the school year, while prospective kindergarten students must be five years old by the same date.

Withdrawals

We understand that circumstances may arise that necessitate a withdrawal from Greater Lincoln Christian Academy. To ensure a smooth process, all withdrawal requests should be processed through the main office. Families who have made advance payments may receive a refund of the remaining balance for the school year. However, please note that if a student attends school for even one day in a month, the family will be responsible for that month's payment. We also kindly remind families that access to student transcripts will be temporarily suspended for those with overdue tuition balances until all outstanding payments are resolved.

FINANCIAL INFORMATION

Tuition

1. The terms of payment outlined in the annual Tuition Contract require ten equal payments to be made by the 10th day of each month, from September through June. Alternatively, families have the option to pay the full tuition amount by September 30th to receive a **5% discount**.
2. It is essential that families read and consider the payment terms stated in the annual Tuition Contract carefully before signing.

3. Tuition payments received after the 10th day of each month will be deemed late and will incur a late fee of **\$10**. Greater Lincoln Christian Academy operates on a strict budget and relies on timely tuition payments to fulfill its commitments to our staff.
4. Tuition must be paid in full regardless of the number of days a student attends each month. We understand that unexpected circumstances may sometimes impact a family's ability to make timely payments. We encourage families to contact the main office to discuss their situation so that we can work together to find an appropriate solution. Please note that any outstanding balance at the end of the school year may result in the withholding of report cards until the balance is paid in full. Additionally, any unpaid balance at the start of the next academic year may lead to a delay in the student's enrollment until the previous year's payment obligation is met.

Fundraising.

At Greater Lincoln Christian Academy (GLCA), we believe that a strong partnership between families and the school community is essential for providing the best educational experience for our students. Tuition covers only a portion of the total cost of a GLCA education, which creates a funding gap that supports essential school projects, purchasing cleaning supplies, and enhancing our overall educational offerings.

To help bridge this gap, we require families to actively participate in our various fundraising events throughout the year. Your involvement not only contributes to the financial health of the school but also fosters community spirit and collaboration.

We would like to invite parents to volunteer in classrooms and on special days, take the lead on different fundraising events, and assist with transportation to and from field trips. Additionally, we expect students to participate in fundraising efforts as well. This collaboration provides a positive experience for students, teaching them the importance of supporting their school and contributing to their community.

GENERAL INFORMATION.

Field Trips

1. Field trips, including transportation, are an important extension of our school experience. We ask that all students adhere to the same rules and acceptable behaviors while on these trips. For safety reasons, students will be required to wear a GLCA t-shirt (please refer to the dress code for more information). We also kindly request that parents and chaperones uphold the same standards of dress and behavior expected at GLCA.
2. A signed permission slip is required for each student wishing to participate in a field trip. Details regarding the location, date, times, medical release statement, any associated costs, and items to bring will be communicated to parents via the website prior to the trip.
3. For safety compliance, 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 must use a restraining system according to the manufacturer's specifications. Additionally, Maine law

states that children weighing less than 55lbs need to be in a 5-point harness. Please note, there will be no exceptions for students riding in a vehicle with a relative.

4. We kindly ask that you leave your child's booster seat with the school if they plan to attend an off-campus field trip. We will communicate this requirement in advance of the trips, and failure to provide a booster seat may mean that the child will need to remain at home for safety reasons.

Note: Volunteer drivers/chaperones are always needed on these trips. If you believe you can assist, please do not hesitate to inform us. (The exception to this is for a medical reason.)

Picking Up Students from Field Trips

For parents planning to pick up their child from an off-campus location during a field trip, we kindly ask that you follow these steps to ensure a smooth and safe process:

1. **Notify the Office:** Please inform the office at the time you submit your child's permission slip regarding your intention to pick them up after the field trip.
2. **Complete a Waiver:** You will need to sign and date a GLCA waiver that releases the school from any responsibility related to your child's safety after being picked up.
3. **Sign Out:** On the day of the field trip, when you arrive to pick up your child(ren) at the off-campus location, you will be asked to sign and date a sign-out sheet.

Please note that volunteer drivers who are leaving early with their own child(ren) should also follow this procedure.

Inclement Weather Policy

In the event of inclement weather, snow day announcements will be communicated through our school website and Facebook page. Please know that the decision to cancel school is made with careful consideration and is not taken lightly. We aim to post cancellations by **6:15 AM** at the latest.

We rely on information from local forecasters, radar, and other sources to make these decisions, and we appreciate your understanding and grace if we encounter challenges in assessing weather conditions. Typically, we will align our decisions with RSU 67's weather-related announcements.

Visitors

We warmly welcome all visitors to Greater Lincoln Christian Academy! To ensure the safety and security of our students and staff, we kindly ask that all visitors enter through the office doors located at the rear of the school.

If you need to drop off homework, lunches, or other items, please feel free to do so with our friendly secretary at the front desk.

For the safety of everyone, visitors must have permission to be on school premises during school hours. Thank you for your cooperation and support in helping us maintain a safe and welcoming environment for our students!

Restrictions on Child Pick Up

To ensure the safety of your child, we kindly ask that you provide the office with a list of individuals who are authorized to pick up your child throughout the year. If you or an authorized person is unable to pick up your child, please notify the office in advance of who will be taking their place.

This policy is in place to protect your child and ensure their well-being, and we appreciate your cooperation in helping us maintain a safe environment.

Lunch and Snack Guidelines

Students are asked to bring their own cold lunches and snacks to school each day. If desired, students may also bring a battery-operated cooler to keep their food warm. Please note that microwaving food is not permitted.

We encourage healthy snack choices, such as fruit, granola bars, or similar items. Students may include a sweet treat in their lunch, but it should only be consumed after they have finished their main course.

Occasionally, the school will host a hot lunch day (such as pizza), and families will be asked to pay for these meals through an order form. GLCA will also have special breakfast and lunch days throughout the year. Parents will receive notifications on our announcements page ahead of these special days, allowing you to plan accordingly.

Library Policy

We are proud to offer a library that enhances our students' learning experience, filled with books that have been generously donated or purchased by individuals passionate about reading. To maintain this privilege, we ask all students to adhere to the following guidelines:

1. **Book Check-Out:** Each book must be signed out by the student using the designated log in the library. We ask that books be returned in the same condition they were in when checked out.
2. **Check-Out Limit:** Students may check out a maximum of two books at a time. If additional time is needed, books can be renewed for an extra two weeks; however, they must be returned to the shelves after this period to allow others the opportunity to enjoy them.

3. **Lost Books:** If a book is lost, students will have a one-week grace period to locate it. If the book remains missing after this time, a fee of \$15 will be assessed to cover the replacement cost.
4. **Library Hours:** The library is open only during school hours. If books are taken out at any other time, students will enter a probationary period of one month during which they may not take home any library books. Instead, books must be read on-site and returned to the library.
5. **Delinquent Returns:** If a book is not returned on time, the library staff will inquire about its whereabouts. After a specified period (to be determined by the teacher), further action may be taken, which could include placing the student on probation

Parent-Teacher Conferences

We value the partnership between parents and teachers in supporting student success. During the mid-section of the first quarter, individual teachers will arrange mandatory parent-teacher conferences in collaboration with parents. We also encourage ongoing communication throughout the year, and additional parent-teacher conferences can be scheduled by either the teacher or the parent as needed. Your involvement is essential, and we appreciate your commitment to working together for the benefit of our students

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.

ELECTRONIC DEVICE POLICY

Personal Devices

We understand that personal devices such as cell phones, iPods, tablets, and smartwatches can be important for students. However, to create a focused and productive learning environment, we kindly ask that all personal devices be turned off, removed from the arm, and kept out of sight during the academic day (from 7:45 A.M. to 3:00 P.M.).

Consequences for Policy Violations:

- **First Offense:** If a device is visible during school hours, the teacher will gently confiscate it and hold it until the end of the day. A note explaining the situation and reminding you of our policy will be sent home, and we ask that you sign and return it the following school day.
- **Repeat Offense:** For a second violation, the device will be taken to the office for the remainder of the day. In addition, the student may receive a reasonable consequence. A note will be sent home indicating that any personal electronic devices brought to school thereafter will need to be checked into the office before the school day starts and can be picked up at the end of the day.

- **Third Violation:** If a student continues to bring personal devices to school, they will receive an appropriate consequence, and a parent-teacher conference will be scheduled to discuss the matter further.
- **Fourth Violation:** A fourth infraction will lead to a conference involving the parent and principal.

Please note: In the rare event that a student needs to contact a parent and the school phone is busy or unavailable, permission may be granted for a one-time use of their personal phone.

Laptop Use Policy for Grades 3-8

Throughout the academic year, students in grades 3 through 8 will be required to use a laptop for research papers and other assignments. Students are welcome to bring their personal or family laptops from home, provided they have the teacher's permission.

To ensure a respectful and focused learning environment, we kindly ask that laptops be free of any vulgarity or disturbing images, both on the exterior and interior. Students must also adhere to our policy regarding appropriate content. This includes refraining from accessing or sharing any material that is outside the scope of in-class assignments or GLCA's guidelines, such as profanity, inappropriate videos, or offensive images.

Consequences for Policy Violations:

- **First Offense:** If a student fails to comply with these policies, the teacher will confiscate the laptop for the remainder of the day and refer the student to the principal for an explanation and reminder of the rules.
- **Second Offense:** A second violation will result in the loss of laptop privileges (both personal and school-issued) for the remainder of the quarter.
- **Third Offense:** A third violation will lead to the elimination of laptop use for the entire academic year.

Important Note: For Mac users, please ensure that notifications linked to your cell phone are disabled to avoid receiving text messages or other forms of electronic communication during class.

DRESS CODE

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.

General Guidelines

- A. All clothing must be neat, clean, in good condition, and appropriately fitted—neither oversized nor too tight. Students are expected to wear modest clothing that is not revealing or see-through. Additionally, students should maintain good personal hygiene and grooming standards.
- B. Logos, styles, and designs that contradict biblical principles of wholesomeness and modesty are not permitted at any school functions. New trends or logos that may become popular will be evaluated by the administration to ensure they align with the school's values.
- C. Clothing or grooming styles that draw excessive attention or are disruptive to others are not acceptable. Attire should be conservative and modest.
- D. Students must adhere to the dress code while on school grounds from the time they arrive until they leave. If a student is found in violation of the dress code, they will be asked to report to the Main Office.
- E. Parents, guests, and visitors are also requested to dress modestly while on campus for any purpose.

Dress Code for School Events, Field Trips, and Ceremonies

- **School Events:** During school events, such as spirit days, 100s day, and Mission Barrel Day, students may dress up according to the event's theme. However, they must ensure that their attire remains modest and complies with the dress code.
- **Field Trips:** Students are required to wear their GLCA t-shirts (or a plain dark blue t-shirt) along with nice-looking pants.
- **School Ceremonies:** For school ceremonies/graduations, students are requested to dress in attire that reflects the significance of the occasion. Clothing should be modest and in accordance with the established dress code to maintain a respectful atmosphere during these events.

Enforcement

- **Parental Responsibility:** Parents play a crucial role in ensuring that their children adhere to the dress code. Most issues can be effectively avoided through this proactive approach. We expect parents to support the school's position when questions or concerns arise. The administration and staff are committed to enforcing the dress code consistently and fairly for the entire school community. While we strive for accuracy in this enforcement, we acknowledge that occasional oversights may occur, and we appreciate your understanding and grace in such instances. If a violation is brought to our attention in a respectful manner, we will take appropriate corrective measures.

- **Student Compliance:** Students found in violation of the dress code may be required to remain in the office until suitable clothing can be provided or may be asked to remove or cover the inappropriate item, if feasible. Students who wear acceptable clothing in an inappropriate manner and refuse to comply with the dress code may face disciplinary action. The final interpretation of the dress code rests solely with the administration, which includes the authority to prohibit any new fashion trends or fads as they arise.

Specific Guidelines

While it is neither possible nor desirable to provide an exhaustive list of acceptable and unacceptable attire, these guidelines aim to convey the overall objectives of our dress code. Parents and students are encouraged to seek approval for any questionable items prior to wearing them to school to avoid potential disciplinary actions.

Pants & Shorts

- All pants and shorts must be in good condition and neatly hemmed. The length of pants should not touch the floor or exceed the ankle. Undergarments must not be visible.
- Sagging, oversized, or tight-fitting pants and shorts are not permitted. Shorts should be no shorter than 5 inches above the knee.
- Streamlined athletic shorts and pants are acceptable as long as they do not have holes and adhere to modesty guidelines. Sweatpants designed for lounging that do not have a streamlined athletic appearance are not acceptable.
- Girls in PK-4th grade may wear leggings if paired with a tunic-style shirt. For girls in 5th-8th grade, leggings must be worn with a skirt, shorts, or dress that extends to at least 5 inches above the knee. Leggings are not permitted for boys.

Girls' Skirts/Dresses

- The length of dresses and skirts must be no more than 3 inches above the knee while standing.
- Dresses must fully cover the shoulders (and undergarments), abdomen, back, cleavage, and undergarments at all times, whether sitting or standing.
- Shorts or spandex must be worn under dresses and skirts.
- For PK-4th grade: Dresses and skirts may be worn mid-thigh provided that leggings or spandex are worn underneath.
- For 5th-8th grade: Leggings may be worn as long as a skirt, dress, or top that extends to at least 5 inches above the knee while standing is worn over the leggings.

Shirts

- All shirts must fully cover the shoulders (and all undergarments), abdomen, back (below the shoulder blades), cleavage, and undergarments at all times, whether sitting or standing.
- Sheer shirts must be layered over a traditional wide-strap tank top or another dress code-approved shirt.

- All shirts must have sleeves. Unacceptable attire includes: bare midriffs when arms are raised, bare backs below the shoulder blades, low-cut or revealing tops, exposed bras or straps, any shirt with offensive graphics, logos, or words, and tank tops.

Footwear Specific Guidelines

1. Students are permitted to wear athletic shoes, sneakers, casual shoes, crocs, dress shoes (boys must wear socks with dress shoes), and sandals.
2. Students are required to wear sneakers for gym class, and they may keep a separate pair of gym sneakers at school specifically for this purpose.
3. While athletic slides and flip-flops are allowed, please note that students may be limited in their recess activities when wearing these types of footwear.

Jewelry and Tattoos

- Body-piercing jewelry is only permitted for the ears. Large or thick neck chains and chokers are not allowed. Additionally, no visible real tattoos may be displayed.

Hair

- Students are expected to keep their hair neat, clean, and well-groomed. Hairstyles should not be distracting and should not obstruct the student's vision. Hair colors or highlights should only reflect shades that occur naturally in humans.

Make-Up

- Make-up should be tasteful and not excessive, promoting a natural appearance.

Winter Gear

To ensure all students are appropriately dressed for recess during the colder months, we kindly ask that you provide the following essential winter clothing items:

- Winter hats or ear covers (please note that hoods do not count).
- A winter jacket (multi-layered clothing with a light jacket is not acceptable, regardless of insulation).
- Snow pants that are free of holes, rips, or tears.
- Mittens or gloves that are also free of holes, rips, or tears.
- Winter boots designed for snow and ice.

We recommend packing an extra change of clothes in case students get wet during recess; these can be kept at school for convenience. We understand that students may occasionally forget their gear, so we will allow the occasional use of our extra hats and mittens for recess. However, please remember that this should not replace the responsibility of bringing the correct gear, and we encourage students to make it a priority to arrive prepared. Thank you for your cooperation in keeping our students warm and safe!

ACADEMICS

Grading Scale

A.....	90 - 100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	0-59
I.....	Incomplete

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.

Achievement Testing

The Iowa Stanford Achievement Tests are administered annually in April. Once the results are received, they will be promptly shared with parents and guardians.

Planbook

Planbook serves as an essential tool for parents to monitor their students' grades. To obtain your Planbook login information, please visit the main office for assistance.

Honor Roll

The Honor Roll recognizes students whose academic achievements merit distinction. It is divided into two categories: High Honors and Honors.

- **High Honors** is awarded to students who have earned an "A" in all subjects.
- **Honors** is designated for students who have achieved A's and B's across all subjects.

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.

Homework

Students will typically receive daily homework assignments, designed to enrich and reinforce the concepts learned in class and prepare them for upcoming quizzes and tests. With a four-day school week, it is essential for students to develop strong study habits to support their learning.

Parents are expected to oversee their child's homework habits at home, providing guidance and support as needed. Additionally, individual teachers will establish their own homework management systems tailored to age-appropriate levels. We ask that parents support the teacher's homework policies to ensure consistency and effectiveness in the learning process. Please note that completing homework is a requirement for all students.

Grade Promotion Policy

At our school, we strive to support every student's academic journey. Students in Grades 1-8 who receive an "F" in two or more subjects at the end of the year will be required to repeat the grade to ensure they have a solid foundation for future learning. Additionally, any student who fails Bible for two consecutive semesters will need to attend summer Bible classes or complete a comprehensive Bible research report and pass it before returning for the next academic year. We are committed to helping our students succeed and thrive in their education.

STUDENT ARRIVAL/DISMISSAL

Arrival

All students are required to enter the school through the front doors. For security reasons, these doors will be unlocked at 7:30 AM and will be locked again at 7:45 AM. If students arrive after the front doors are locked, they must enter through the office located at the back of the school. Upon entry, students will need to sign in as late arrivals and will receive a late slip.

Dismissal

Student pick-up time is at 3:00 PM. Parents and guardians should sign in at the office located at the back of the school. Once you have secured your student proceed to exit through the front doors. Don't forget to check your family mailbox!

Late Pick-Up

If you anticipate being late for pick-up, we kindly request that you call the office to inform them of your estimated arrival time. We appreciate your cooperation in making this the exception rather than the norm.

Early Dismissal

- For non-emergency or non-sick early dismissals, parents must communicate with the office 24 hours in advance via a note or email. Please include the reason for the early dismissal and the specific time the student will be leaving. This allows teachers to plan accordingly.
- Students participating in extracurricular activities are expected to prepare in a manner that minimizes distractions for other classrooms. Please ensure that athletic attire remains in accordance with GLCA Dress Code guidelines while on school grounds.

- All students leaving early must sign out and exit through the office doors.
- Failure to notify the school in advance places teachers at a disadvantage when preparing work for students who leave early. Please understand that if prior notification is not provided, teachers may not be able to provide classwork or homework before the student's departure.
- In cases where a student becomes ill during the day, the school will contact a parent or guardian to arrange for pick-up.

ATTENDANCE

Absences

- If your child will be absent for the day, please inform the office by phone or email, providing the reason for the absence. This information will assist teachers in preparing and sending home any necessary classwork.
- For extended absences of three or more consecutive days, a physician's note is required to prevent these absences from being classified as unexcused. Absences of this nature without a note or an explanation will be considered unexcused.
- We kindly request that absences be minimized whenever possible. The curriculum progresses at a rapid pace, and it can be challenging to make up for missed material in just a day or two. Additionally, excessive absences may result in increased workload for teachers, which can impact the class's overall progress. Therefore, GLCA strongly discourages non-essential absences. Please note that all absences will be classified as either excused or unexcused, in accordance with Maine state law (20-A §5001-A).

Excused Absences/Tardies:

- Illness or medical condition
- Doctor or dental appointments
- Family emergencies
- Bereavement (attending a funeral or mourning a family member)
- Participation in a extracurricular events or activity
- Court appearances or legal obligations
- Pre-approved family vacations (as per school policy)
- Mental health days (when communicated appropriately)
- Weather-related conditions that prevent safe travel

Non-Excused Absences/Tardies:

- Truancy (skipping school without permission)
- Oversleeping
- Family vacations not approved in advance by the school
- Shopping trips or leisure activities
- Attending non-school-related events (e.g., concerts, sports events)

- Babysitting or caring for family members
- Personal errands or activities
- Minor ailments that do not require medical attention
- Lack of transportation without prior notification
- Going out of town without prior approval

Early Dismissal

- If you need to arrange for your child's early dismissal, please provide a parent note at least 24 hours in advance. This helps our teachers prepare any necessary work to ensure your child doesn't fall behind. Please note that early dismissals without a note will be counted as unexcused absences.
- For students who will have consistent absences on a specific day and time, just one note to the office is needed for the entire year. We'll make sure to communicate this information to the teacher, so everyone stays informed!

Excessive Absences

- To support our students' academic development, we encourage all students to maintain a minimum attendance rate of 85% of the total 875 hours of schooling for the year. If a student accumulates 16 full school days of unexcused absences by the end of the year, we will need to consider options for retention in that grade, which may also include the possibility of dismissal.
- We believe in open communication and will notify parents of excessive absences at the end of each quarter when necessary.
- For our students in grades 5 through 8, please note that having 10 or more days of excused or unexcused absences in a single semester may affect their ability to pass that semester.

Tardiness

We understand that occasional tardiness can happen; however, we strive to promote punctuality as an essential part of the learning experience. Students are expected to arrive on time to ensure they do not miss important instructional time at the beginning of the school day. If a student is tardy, a parent or guardian must sign them in at the office. After 5 tardies, we will reach out to parents to discuss any challenges and work together to find solutions. Our goal is to foster a positive and supportive environment that encourages students to develop good habits and be ready to learn.

Vacations

At GLCA, we recognize and support the importance of family time, including vacation. To ensure a smooth transition for both students and teachers, we kindly ask that you notify the school and your child's teacher at least 4 weeks in advance of any planned vacations. This notice will allow teachers to prepare appropriate materials for students to complete prior to their time away.

Please note that any assigned work not completed upon the student's return will be marked as a zero. All assigned work is given at the discretion of the teacher(s).

Make-up Work

- We encourage students in grades 5-8 to take the initiative to ask their teacher(s) about any assignments they may have missed upon returning from an absence.
- Students with excused absences will be given the opportunity to make up missed work for the same number of class days they were away, ensuring they can catch up without added stress.
- Generally, projects, papers, and tests assigned prior to a student's absence will still be due on the originally scheduled date.
- For any projects, papers, or tests that were due during the student's absence, each teacher will thoughtfully consider the circumstances and decide how best to proceed.

Extra-Curricular Activities

Students wishing to participate in extracurricular activities at surrounding middle schools must maintain passing grades in all subjects. To ensure a positive experience, students who arrive later than 9 AM or leave earlier than 12 PM will not be permitted to participate in their activities for that day, and the respective middle schools will be notified by GLCA. Additionally, students who have faced disciplinary actions on the day of an activity will also be ineligible to participate. We appreciate your understanding as we uphold these guidelines to foster a responsible and supportive environment for all our students!

POLICY UPDATES

At Greater Lincoln Christian Academy, we strive to maintain a nurturing and supportive environment for all our students. To ensure the best experience possible, we reserve the right to make any necessary changes, amendments, or corrections to the rules and policies of the school as needed, with or without prior notice. We appreciate your understanding and flexibility as we work together to create a positive learning atmosphere.



Parent-Student Handbook Acknowledgment Form

Parent/Guardian Name: _____ Date: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Acknowledgment of Receipt and Agreement:

I, the undersigned, hereby acknowledge that I have received and read the Greater Lincoln Christian Academy Parent-Student Handbook. I understand the policies, rules, and expectations outlined in the handbook and agree to comply with its contents to the best of my ability.

I understand that this handbook serves as a guide for both parents and students, and it is my responsibility to familiarize myself with its provisions.

Parent/Guardian Signature: _____ Date: _____

Contact Information:

Phone Number: _____ Email Address: _____

*****Please detach, sign, and return to the office*****