



Grace Christian Academy

Family Handbook

2025-2026

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Dear Grace Christian Academy Family,

We would like to welcome you and your children to the new school year at Grace Christian Academy! We are all looking forward to a wonderful year. The staff and parents of Grace show a deep, caring commitment to all the children attending our school. I share that same care and commitment and will always focus on providing your child with a successful learning experience. This success is in partnership with each home and family situation.

This handbook contains useful information for both parents and students regarding the daily operations of Grace Christian Academy. You will find information highlighting some of the school's policies and guidelines that are necessary for the safety, welfare, and well-being of our students. Please keep this handbook and share appropriate information with your child.

As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning, academic achievement, and Christian leadership. Should you have questions about the content of this handbook or Grace Christian Academy, please do not hesitate to contact us.

Please do sign the attachment for confirmation of policies but barring the signature your student tuition payment and attendance at the school is considered consent.

Blessings,

Principal
Grace Christian Academy

INTRODUCTION

FOUNDING STATEMENT

Grace Christian Academy was founded in 1996 through the vision of two families inspired to establish a Christian school that would meet the educational and spiritual needs of all children. The financial investments of the founders provided the purchase of the land, a building, and its renovations, curriculum, playground equipment, computers, and educational supplies. In addition, the founders have provided guidance in selecting certified staff members who are Christians to educate students in all academic areas.

MISSION STATEMENT

The mission of Grace Christian Academy is to minister to students in a Christ-centered learning environment, which is committed to the pursuit and practice of excellence in academics, leadership, and physical, social, and spiritual development in preparation to meet the challenges of the future.

VISION STATEMENT

Grace Christian Academy aims to equip each child with a strong academic foundation, moral character, and a heart for service. While the Cayman Islands may be small, there is a wide array of both private and public schools vying for your child's enrollment. We believe that GCA offers a truly unique Christian education, providing a balanced approach that not only focuses on academics but also nurtures the whole child, preparing them well for the future.

PURPOSE

The purpose of Grace Christian Academy is to:

- emphasize values such as love, respect, compassion, and service, aiming to cultivate an environment where students feel safe, valued, and encouraged to live out their faith in practical ways.
- graduate men and women of integrity and good moral character who strive for excellence.
- understand that we are God's special creation and that we have a special responsibility to be good citizens in our homes, communities, and workplaces.
- To prepare each student for higher education, professional careers and leadership within our community or abroad.

PHILOSOPHY

Grace Christian Academy provides a fully equipped facility that fosters academic excellence in a Christ-centered environment. Recognizing the unique value of each child, the academy is dedicated to nurturing the academic, social, spiritual, and physical development of all students. To best meet the individual needs of each child, class sizes are capped at 14 students. This low student-teacher ratio allows our educators to closely collaborate with both students and parents, cultivating lifelong learners who strive for excellence in every area of their lives.

MOTTO

Small, but mighty.

SCRIPTURE

To grow in wisdom and stature and in favor with God and man. ~ Luke 2:52

STATEMENT OF FAITH

Grace Christian Academy is dedicated to and operates within the doctrine of this statement of faith:

GOD

We believe that God is one being – infinitely just, wise, good, loving and holy and existing eternally in three persons, Father, Son, and Holy Spirit. He is the sovereign Creator of the universe and by His providence sustains and rules all that He has made.

JESUS CHRIST

We believe that Jesus Christ, Son of God, is fully divine and fully human, and that He saves his people from their sin by His life, death and resurrection, and is now ruling over His Church and the world through His Word and Spirit.

THE HOLY SPIRIT

We believe that the Holy Spirit regenerates sinners, indwells believers, and enables them to live a Godly life and to use the spiritual gifts He has given them.

SCRIPTURE

We believe the Scriptures of the Old and New Testaments are the inspired, infallible, and inerrant Word of God, our final authority in matters of doctrine and practice.

SALVATION

We believe that sinners are justified by grace through faith because of the finished work of Christ (His death and resurrection) and live this life by the power of God.

THE CHURCH

We believe that God is calling people from the whole human race to believe His Son, Jesus Christ, and to become members of His Body, the Church. Those who believe in Jesus as Lord and Savior

enjoy the blessings of God and fellowship with each other in communities of faith until Jesus returns.

HUMANITY

We believe that man, male and female, were created in the image of God, but fell into sin through disobedience of Adam and Eve. As a result of the fall, all people are born sinful and in need of salvation.

THE FUTURE

We believe that Jesus Christ, the Son of God, will return to renew the whole creation and to judge the living and the dead.

GCA SCHOOL SONG

Grace Alone by Scott Wesley Brown and Jeff Nelson

Every promise we can make, every prayer and step of faith
Every difference we can make is only by His grace.
Every mountain we will climb, every ray of hope we shine
Every blessing left behind is only by His grace

*Grace alone Which God supplies
Strength unknown He will provide
Christ in us, our cornerstone
We will go forth in grace alone.*

Every soul we long to reach, every heart we hope to teach
Everywhere we share His peace is only by His grace.
Every loving word we say, every tear we wipe away
Every sorrow turned to praise is only by His grace.

BASIC EDUCATIONAL GOALS AND EXPECTATIONS

Grace Christian Academy aims to:

- Academic Excellence: Pursue and practice excellence in all academic areas.
- Individualized Instruction: Provide instruction tailored to meet the needs of each student.
- Leadership Development: Offer opportunities for students to develop leadership responsibilities and skills, both at school and in the community.
- Lifelong Learning Skills: Teach strategies that promote lifelong study and organizational skills.
- Creative and Critical Thinking: Nurture creative and critical thinking skills.
- Lifelong Learning Encouragement: Encourage students to become lifelong learners.
- Physical Fitness and Health: Promote physical fitness and good health habits.
- Christian Worldview: Instill a Christian worldview, encouraging students to integrate the truth of God's Word into their daily lives.
- Fine Arts Appreciation: Cultivate an appreciation for the fine arts through an integrated curriculum and provide opportunities for students to express themselves in music, art, drama, and dance.

GRACE

G Growth
R Respect
A Achievement
C Community
E Excellence

SCHOOL DAYS

SCHOOL HOURS

Students may come on to campus beginning at 7:30 a.m. where it is supervised. Students coming onto campus before this time do so at their own risk.

Classes begin at 8:00 a.m. Monday through Friday.

- Grades PK dismisses at 2:30 daily and 2:00 on Wednesdays
- K-12- dismisses at 2:40 p.m. every day except Wednesdays at 2:00 p.m.

Extra-Curricular activities (GCA Cycle Clubs) are offered after school between 2:45 and 3:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays.

Tutorials are offered at no charge, one day per week for 30 minutes after school, as needed. Any high school student earning failing grades in any subject area MUST attend a Tutorial session. Any elementary student recommended for a tutorial MUST also attend. Your child's teacher will contact you regarding this arrangement.

ATTENDANCE AND PUNCTUALITY

For your child to gain the most in school, he/she must be in regular attendance. Consistency in school attendance is vital to the child's progress and success in their studies. Grace Christian Academy follows the compulsory attendance laws set by the government of the Cayman Islands. These laws apply to all students ages 4 years 9 months and older. All Grace Christian Academy students should attend every day when school is open, except in the case of illness. A student with more than 20 absences may/will forfeit promotion to the next grade or graduation.

Students are expected to be punctual every day, arriving before the 8:00 a.m. bell.

Students transitioning from one class to another will be accountable for arriving on time.

ABSENCES AND TARDIES

As required by the Cayman Islands Education Law, parents are expected to provide the school with notice of any absence(s) from school. Written absent notes (via email is acceptable) **MUST** be furnished for all absences. Absences and tardies will affect promotion and graduation credits.

For prearranged absences, a written notice to the school administration should be provided in advance (preferably one week before the student leaves). This note from home is required for the student's file. At the school's discretion, class assignments may be obtained from the teacher prior to leaving for the prearranged absence. All assignments are due the day the student returns to school.

In the event of illness, children **MUST** be kept at home. Parents should email **both the teacher and the school** secretary (secretary@gca.ky) by 8:30 a.m. Under advisement, please note the following examples for keeping children at home: diarrhea, vomiting, fever, sinus infection, conjunctivitis, impetigo, and lice. Once treatment is evident (a doctor's note, etc.), then the child will be allowed to return to school. **After 3 missed school days, the student will be required to bring a doctor's note upon return.** Students who miss 20 or more days of school, without a doctors' notes, may jeopardize promotion.

For guidance on procedures for common illnesses, please see Appendix C.

Parents of a student with chronic and/or recurring medical problems requiring medical attention on a regular basis should inform the school at the beginning of the school year or when this becomes known. Information pertaining to the condition should be provided by the child's doctor.

Excused absences are those due to extenuating circumstances including personal illness, death or illness in the family, quarantine, weather, or road conditions making travel dangerous, or special circumstances at the discretion of the principal. Under usual circumstances, students are expected to complete all assignments that are missing. A reasonable time for make-up work shall be given.

All other absences will be considered unexcused (non-extenuating), including doctor's or dentist appointments which are expected to be arranged at times other than regular school hours, unless it is an emergency.

Students arriving late for the 7:55 a.m. start more than twice per week will receive lunchtime detentions. More than three tardies in a month will compute one session of the day as absent.

EMERGENCY SCHOOL CLOSING/HURRICANE POLICY

In the event of a serious emergency which makes it necessary to close our school, GCA will follow the same emergency schedule as the CI government schools. In such cases of emergency, information regarding closure of the school will be broadcast by the available media. As far as is possible, announcements concerning GCA will be posted on social media IG, Facebook and classroom WhatsApp groups.

TELEPHONE CALLS AND MESSAGES

All telephone calls and messages to students or teachers must be handled through the school office. No student or teacher will be called out of class except in the case of an emergency. Forgotten books, homework, or lunches are not viewed as emergencies. Student use of telephones will be limited to necessary local calls only (administration/teacher will determine if the call is necessary).

Arrangements for after-school activities and transportation must be made prior to the beginning of the school day as students will not be permitted to use the telephone for this purpose.

Students are not permitted to use cellular phones during school hours. If cellular phones are seen at school, they will be confiscated.

LUNCH AND SNACK PROGRAM

Grace Christian Academy provides lunch to all its students for a fee. Lunch menus will be issued once per month and the whole month's order must be emailed to Secretary@gca.ky and paid for, at the latest, one day prior to the day the student is to receive lunch.

If a student fails to bring his/her lunch to school and has not pre-arranged a lunch for that day, then he/she will receive a prepackaged lunch rather than the scheduled lunch for that day. The parents will be contacted and charged for this lunch. Students may also purchase a variety of snacks during their break time.

If you are bringing lunch for your child, please bring it to the school office prior to 11:00 am. To ensure campus security, all gates aside from the main entrance will be locked after this time. External food deliveries from unauthorized service providers are **not accepted at any time**. Authorized providers are: Lilly's Kitchen, Subway (Tuesdays only), Pizza Hut (Thursdays only) and Brussels Sprouts. Please refrain from sending Fast food to the campus :

As we strive to add independence to your child's day, we ask you to refrain from lingering during lunch time. If you wish to have lunch with your child, please sign them out/in at the school office within the appropriate time periods.

TOYS

Toys are **NOT** allowed at school except when the class teacher indicates such a necessity (e.g., show and tell in the younger classes). No toy guns or like weaponry are allowed at school at any time.

FIELD TRIPS

Teachers plan field trips for their educational value. Notes giving details of the trip will be sent home. NO student will be permitted on a trip without a signed permission slip on file in the office.

Parents will often be invited to participate in field trips. It must be understood that the supervision of the students is the responsibility of the teacher. The teacher retains full right to exercise authority in the administration of supervisory and disciplinary measures. Children must know they are to obey the person in charge of their group.

CHAPEL

Chapels are intended to provide a meaningful worship experience for all students and staff. All students must attend chapel services. Some goals of our chapel service are:

- To worship God in Spirit and in Truth
- To develop a practical understanding of Biblical principles.
- To accept the Scriptures as a personal moral compass for life.
- To celebrate student accomplishments and endeavors.

EXTENDED CARE

The school provides before and after school care (extended) for a nominal fee. All students must be registered in the extended care registry. However, parents are only billed according to actual use of this service.

Please note: any student in grades Pre-K through Grade 5 dropped at school prior to 7:30 a.m. or not collected by 2:55 p.m. is automatically considered to be in extended care and as such, parents will be invoiced for the service.

LOST AND FOUND

Please label all clothing, lunch boxes, supplies, and other personal belongings with the first and last name of the student. This expedites the search for lost items.

CAMPUS SAFETY

Safety is everyone's responsibility. Parents are to be vigilant and proactive in preventing potentially dangerous situations, especially when driving, and to seek help from fellow employees if necessary.

Parents are encouraged to use the designated parking areas for drop off/pick up of younger students. Please do not park in the driveways or within the driveway areas/roads to block the flow of traffic. Close all gates and doors behind you.

We follow a closed campus policy. Aside from normal drop off/pick up hours, all visitors, including parents, **MUST sign in at the office immediately after entering campus and receive and wear a Visitor's pass.** Students must stay on the school campus from their arrival time until dismissal with the exception of officially approved school activities.

Only those people who have been authorized by parents, and properly listed on school files in the office, will be allowed to pick up students from school.

If students travel on their own, for example riding a bicycle or walking to/from school, parents MUST present this information in writing to the school administration.

These policies are strictly adhered to without exception, to ensure the safety of the student population to the best of our abilities.

STUDENT BEHAVIOR ON THE PLAYGROUND/LUNCHTIME/BREAK TIME

Students should walk in an orderly fashion when transitioning from one area of campus to the next. Students cannot sit on the top of the tables or stand on benches anywhere on campus.

There should be neither food nor drink on the playground. Students are responsible for cleaning up the cabana area after each break/lunch period. Teachers are responsible for enforcing this policy. Cleaning up includes picking up trash/wrappers, wiping off the tables, and sweeping.

The following unsafe behavior is not tolerated at any time: climbing up the wrong side of the slides, throwing sand, rocks, etc., placing body weight on the football goals, standing on the jungle gyms, or going over the fence. No student is allowed to have pencils or pens on the playground at recess or lunch unless under the supervision of a teacher. Shoes must be always worn. Students are not allowed to go back to their classroom unless accompanied by a member of staff.

NO PEANUT POLICY

In order to protect the health and safety of students with severe allergies, our school enforces a strict peanut-free policy. Peanuts and any food products containing peanuts are not permitted on campus. Families are asked to read ingredient labels carefully and ensure that lunches and snacks are free of peanuts.

HEALTH RECORDS

Parents must provide a copy of their child's immunization records as required by order of the Health Department of the Cayman Islands. A copy of the student's birth certificate must be on file. Parents

will also be required to complete a medical history report for new students enrolling in our school. All students entering **Kindergarten** will be required to complete a School Health Medical.

MEDICATION PROCEDURES

A medication release form must be completed and submitted to the office for every child enrolled. Medications such as aspirin, cough medicine, or prescription drugs will not be given to a student unless written authorization duly signed and dated by the parent and the child's physician is on file. Prescription medicine must be in the original container with the child's name, name of drug, dosage, directions for administration, date and physician's name on the original label. Non-prescriptive medication must be labeled with the child's name and a signed request from the parent indicating proper dosage and directions. The staff will be careful to follow the doctor or parent's directions.

STUDENT INJURY

Aid will be given to students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible for paying for the services obtained on the child's behalf.

CHANGE OF ADDRESS OR CONTACT INFORMATION

If you change your address, phone number/email address, or work location, please notify the school immediately. It is important that an "emergency location" be current and that the office retains the most effective way to get in contact with the child's parents. In addition, please notify the office of any other relevant information which concerns your child.

SCHOOL CULTURE AND STUDENT CONDUCT

SCHOOL CULTURE

Grace Christian Academy believes it is everyone's responsibility to contribute to creating a positive learning environment. Students, staff, and parents are responsible for always conducting themselves in a respectful manner and for being mindful of how they influence the student culture and impact the learning environment. Students earn house points and merits for demonstrating respect, courtesy, responsibility, and the fruits of the spirit (Galatians 5:22-23). Points are tallied and the winning house will receive a reward at the end of every quarter.

Grace Christian Academy believes in a preventative approach to improper behavior. Students, staff, and parents are encouraged to share responsibility for a safe and orderly school environment. Information that may be harmful to the school environment should be reported to an employee immediately. Students are subject to corrective action for misconduct that occurs in school or on school property; school vehicle; while participating in or attending any school-sponsored activity or trip; and off school property if actions lead to criminal charges or cause a disruption in the learning environment. If a student discovers something in his or her possession which is not permitted at school, that student should immediately report it to an administrator or other employee.

Employees responsible for initiating follow-up actions shall consider that the student voluntarily brought the matter to the attention of the staff. Students should not be under the influence of any illicit substance and furthermore random screening is conducted when deemed appropriate. Parents will be contacted should the test come out positive. Parents will then be advised of the corrective actions on a first offense.

Grace Christian Academy believes in restorative justice when using corrective actions for misconduct. When dealing with responses to student behaviors, employees offer opportunities for students to grow and learn from their mistakes. Students are guided in understanding how poor choices negatively impact others and themselves. Offenders must accept responsibility for harm and restitution with victims. Restorative justice is based on respect, responsibility, relationship building, and relationship repairing.

GCA STANDARDS OF EXCELLENCE

Students are encouraged to make every effort to meet and exceed the Standards of Excellence. Students are expected to model Christian principles on and off campus. Students and parents signed a commitment contract during the enrollment process, pledging to uphold these standards.

We ask our students to be dedicated and to:

Strive for a Christ-centered attitude and behavior.
Colossians 3:12-17

Honour and obey my parents.
Exodus 20:12, Ephesians 6:1-3

Strive for excellence as a student.
Philippians 1:10, Proverbs 18:9, Galatians 5:22-23, Ephesians 2:10

Cooperate respectfully and obey willingly those in authority.

Hebrews 13:17, Romans 13:1-5

Abstain from immoral actions, profanity, sexual immorality and witchcraft.

Ephesians 5:3-5, 1 Thessalonians 4:3-7

Refrain from television programs, movies, music, social media, and other media that emphasizes ungodliness, impurity, immorality, the drug culture or rebellion against authority.

Philippians 4:8, Ephesians 5:15-17

Avoid even the appearance of evil both on and off campus which would bring dishonor to Jesus Christ, my parents, and GCA.

1 Thessalonians 5:22, 1 Timothy 6:11, Ephesians 5:15-17

Follow the dress/uniform code that has been established by GCA and to wear modest apparel. *1*

Timothy 2:9, Deuteronomy 22:5, Proverbs 7:10

Refrain from dissension, gossip, arguing, and complaining.

Philippians 2:14-15, romans 13:1-5

BEHAVIORAL MODIFICATION PLAN

Stage 1: Prevention focuses on building a strong school community and culture by laying the groundwork for responsibility and respect. Teachers regularly lead students through exercises that promote empathy and unity.

Stage 2: The behavioral intervention plan will be utilized. Intervention comes into play when students break rules, and someone has caused harm to someone else. Through mediation, the offending student is given the chance to come forward and make things right by meeting with the affected parties and a mediator, usually a teacher. The mediator asks nonjudgmental, restorative questions like, "What happened? How did it happen? What can we do to make it right?" Through their discussions, all parties gain a better understanding about what happened, why it happened, and how the damage can be fixed. This aims to strengthen relationships and prevent incidents from recurring. However, the offending student may also be dealt a corrective action during this process (see Corrective Actions). The restorative process teaches students how to resolve conflict in a positive way, developing rational skills, following a process, and developing resolution skills.

Stage 3: Reintegration aims to help students return to school life, reduce recidivism, while acknowledging the student's challenges while promoting accountability and achievement.

BEHAVIORAL INTERVENTION PLAN

Grace Christian Academy uses a progressive intervention plan to ensure all students are treated fairly and equally regarding discipline concerns. Through the restorative process, students are given the opportunity to change their behavior and mend relationships. The following steps are taken during this process:

Step 1: Verbal Warning

Mediators will offer an opportunity for the student(s) to correct their behavior. Guidance in how to correct the behavior is direct and positive. The mediator documents the behavior as “WARNING” in FACTS.

Step 2: Parent Notification

Mediators will make initial parent contact by email. The behavior and expectations should be communicated to the parent for support from home. The mediator documents the behavior as “PARENT NOTIFIED” in FACTS.

Step 3: Detention with Mediator (Discipline Team)

Mediators can take corrective action during the restorative process. The mediator will oversee the detention according to their schedule. The mediator documents the behavior accordingly in FACTS.

Step 4: Parent Conference

Mediators will schedule a parent conference, aiming to help change the students’ behavior. This meeting will include an administrator if available at the time of the meeting. Expected behavior must be determined and communicated. A timeframe for the student to achieve the expected behavior will be established, and the conference attendees will reconvene at the end of said timeframe to evaluate the student’s progress. The conference is documented in FACTS.

Step 5: Referral to Administration

The Administrator will have the discretion of implementing various corrective action consequences as deemed suitable in the given situation and the student’s behavior history, including detention, referrals to outside sources, suspension, and expulsion. Referral is documented in FACTS.

CORRECTIVE ACTIONS

Corrective Actions are intended to help students understand that there are consequences to their actions. The following consequences will be immediately upheld if students violate school rules.

Detention (Lunch or after- school)

Academic concerns/grades (example: not reporting for prearranged tutoring/help from teacher)

Cell phone usage during school hours

Chewing gum

Class disruption

Disobedience

Disrespect/Insubordination to employees

Dress code violation

Excessive tardiness to class

Excessive tardiness to school
In off-limits area of campus
Inappropriate language or behavior
Lying
Profanity

Immediate Referral to Administration

Cheating or plagiarism
Destruction or misuse of school property
Failure to appear for a detention
Fighting
On campus driving violation
Possessions/under the influence of alcohol or drugs
Possession or use of weapons
Report of unsatisfactory conduct
Actual or perceived self-harm
Sexual Harassment
Stealing
Truancy
Vandalism

The following incidents must be immediately reported to **Law Enforcement Officials**: assault and battery, cyberbullying, sexual assault, death, shooting, stabbing, cutting or wounding, stalking, use or possession of illegal substances, alcohol consumption, theft or attempted theft, verbal and physical threats, and possession of firearms or firearm imitations.

Referrals to the Administration can impose the following sanctions:

Bus suspension for 5 days
Detention slip sent home
Detention – after school
Dismissal from school
Immediate administrative referral
Loss of driving privileges
Lunch detention
One- to three-day suspension
Police notification
Probation
Recommendation for expulsion
Repair to destroyed/vandalized area
Restoration/restitution
Saturday detention
Teacher communicates with parents
Three- to ten-day suspension
Verbal redirection
Verbal warning
Written warning

Short-term suspension in or out of school at the discretion of administration for 1-10 school days. Students will be placed on remote learning during this period. Students may be required to seek additional help or establish a support system (professional counselor, pastor, teacher mentor,

etc.).

Long-term suspension out of school with more than 10 days duration at the discretion of administration or expulsion. If necessary, The Board of Directors, Ministry of Education and/or law enforcement officials will be contacted.

Any student on suspension is prohibited from the GCA campus during the suspension period and is prohibited from attending any GCA sponsored activities regardless of location.

MOBILE PHONES POLICY (GRADES 7-12)

To support a focused and distraction-free learning environment, the following rules regarding mobile phones apply to all students in Grades 7–12:

1. At the **start of each lesson**, students must place their mobile phones in the designated classroom drop box.
2. Before doing so, students are required to ensure their phones are **silenced** and set to **Do Not Disturb** mode.
3. Phones will be returned to students at the **end of the lesson**.
4. If a student does not place their phone in the drop box and is found with a phone during class time, the phone will be **confiscated**. In such cases, a parent/guardian must come to school to collect the phone at the **end of the day**.
5. Failure to comply with this policy may result in further disciplinary action.
6. This policy will be **subject to review**, and may be further tightened if necessary to maintain a productive learning environment.

BUS CONDUCT

Although parents pay for their child to ride the bus, the GCA administration considers this a privilege. Therefore, all students who ride the school bus will conduct themselves in a manner that is safe and respectful of self and others. All GCA Standards of Excellence that apply on the school campus and when a student is in GCA uniform apply when that student is on the bus. Parents of students who ride the school bus are responsible for their child's conduct on the way to and from school at each bus stop. The bus driver is not permitted to make unscheduled drop offs anywhere along the scheduled route without prior permission granted through the school office. Parents are strongly encouraged to inform the bus monitor in the morning about any change to the students' afternoon transportation arrangement and must inform the office before 12:00 p.m. each day, unless in the case of an emergency.

Students will maintain the following expectations:

- For the safety of the child, other bus riders, the bus driver and others on the roads, students will wear a seat belt at all times. They will remain in their seats once they have boarded the bus and until they arrive at their destination.

- There is **no** eating or drinking on the school bus. This is to ensure the bus stays sanitary for all students.
- Uphold all the GCA Standards of Excellence when riding the bus.

DRESS CODE

All students must wear school-issued uniform items. The uniform code will be strictly enforced. If proper uniforms are not worn, administration staff will give the required item to the student and then it will be charged to your monthly bill. Uniform items must be purchased through Lands' End (www.LandsEnd.com) School code is 900104357 or the school office as indicated on the following pages. Select uniform items may also be purchased locally from Becky's Closet.

All students must wear their uniform in the correct fashion with shirts tucked in for all boys. Students in Pre-K through Grade 6 should wear their PE uniform on days indicated by their schedules. Students in Grades 6-12 will change in/out for PE on days indicated by their schedules. Swim uniforms need to be worn only on swim days. Grade-level uniform specifications for boys and girls are described on the following pages. In addition, the following requirements apply:

Sweaters

Sweaters and sweatjackets may have the school logo embroidered on the front left breast. Alternatively, students may wear a **plain** white, black, blue, or grey **zip-up** sweater. **Hoodies are prohibited to be worn at any time.**

Hats

Hats are encouraged to be worn every time students are outdoors. Hats should be plain colored (no logos, graphics, or designs) and appropriately sized for school.

Hair

Boys: Hair must be neatly groomed, cut so that it is out of the eyes and off the ears, and no longer than to the top of the shirt collar, or not pass 1 ½ inches in height. Longer hair must be tied back in a bun or should be gelled back while in school. Facial hair must be groomed daily.

Girls: Hair must be neatly groomed, with long hair braided or in a ponytail. Hair bangs should be cut to be kept out of the eyes. Students in Pre-K through Grade 5 should always wear hair pulled back away from the face.

Neither boys nor girls are allowed in school with their hair colored in unnatural hues or dyes.

Accessories

Boys: Absolutely no earrings anywhere on the body.

Girls: Girls may wear very small hoops or stud earrings. No more than two earring holes within the ear may be filled with earrings at any one time.

NO SEPTUM NOSE RINGS ARE PERMITTED.

Pre-K and Kindergarten Students

UNIFORM	BOYS	GIRLS	BOYS &	PURCHASE
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ITEM	EVERY DAY UNIFORM	DRESS UNIFORM	SWIM UNIFORM	EVERY DAY UNIFORM	DRESS UNIFORM	SWIM UNIFORM	GIRLS PE UNIFORM	LOCATION
Navy blue short sleeve interlock polo Grades pre k - 8	X			X				Lands' End Or Becky's Closet
Oxford French blue dress shirt (short sleeve)		X			X			Lands' End Or Becky's Closet
Plain front Khaki shorts with elastic waist	X	X						Lands' End Or Becky's Closet
2-button skort				X	X			Lands' End Or Becky's Closet
P.E. Shirt							X	GCA Office
P.E. Shorts							X	Lands' End Or Becky's Closet
Swim trunks			X					
Rash guard			X			X		Lands' End
Swimsuit						X		
Swim cap			X			X		
Goggles			X			X		
Flip flops			X			X		
Towel			X			X		
Hat							X	
White/black socks	X	X		X	X		X	
Black shoes	X	X		X	X			
Trainers							X	

Grades 1-8:

UNIFORM ITEM	BOYS			GIRLS			BOYS & GIRLS PE UNIFORM	PURCHASE LOCATION
	EVERY DAY UNIFORM	DRESS UNIFORM	SWIM UNIFORM	EVERY DAY UNIFORM	DRESS UNIFORM	SWIM UNIFORM		
Navy blue shorts sleeve interlock polo	X			X				Lands' End Or Becky's Closet
Oxford French blue dress shirt (short sleeve)		X			X			Lands' End Or Becky's Closet
Pleated chino khaki shorts	X	X						Lands' End Or Becky's Closet
2-button skort				X	X			Lands' End Or Becky's Closet
P.E. Shirt							X	GCA Office
P.E. Shorts							X	Lands' End
Swim trunks			X					
Rash guard			X			X		Lands' End
Swimsuit						X		
Swim cap			X			X		
Goggles			X			X		
Flip flops			X			X		
Towel			X			X		
Hat							X	
Black belt	X	X						
White/black socks	X	X		X	X		X	
Black shoes	X	X		X	X			
Trainers							X	

Grades 9-12:

UNIFORM ITEM	BOYS			GIRLS			BOYS & GIRLS PE UNIFORM	PURCHASE LOCATION
	EVERY DAY UNIFORM	DRESS UNIFORM	SWIM UNIFORM	EVERY DAY UNIFORM	DRESS UNIFORM	SWIM UNIFORM		
Hunter green short sleeve interlock polo	X			X				Lands' End Or Becky's Closet
Blazer		X			X			Lands' End
Striped tie		X			X			Lands' End
Oxford French blue dress shirt		X			X			Lands' End Or Becky's Closet
Pleated chino khaki long pants	X	X		X				Lands' End Or Becky's Closet
2-button Skort				X	X			Lands' End Or Becky's Closet
P.E. Shirt							X	GCA Office
P.E. Shorts							X	Lands' End
Hat							X	
Black belt	X	X						
White/black socks	X	X		X	X		X	
Black shoes	X	X						
Trainers							X	

STUDENT LEARNING

ACADEMIC PROGRAM

Grace Christian Academy follows the curriculum standards of the Cayman Islands and the curriculum from the state of New York in the United States of America. Students are prepared to enter a world in which colleges and businesses are demanding more than ever before. The curriculum standards establish clear, consistent guidelines for what every student should know and be able to do in Bible, English Language Arts, Mathematics, Science, Social Sciences, and the Arts. These subjects are taught with rigor from Pre-K through Grade 12, and upon graduation from GCA, students earn a high school diploma, similar to those earned in high schools across the United States of America.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students earn credit hours according to the amount of instructional contact with the classroom teacher. Students typically earn one credit for attending classes and completing all coursework for a full-year class. Below are the requirements per core area:

Department	Minimum Credits Required	Credits Required for an Honors Endorsement
English Language and Literature	4.0	4.0
Mathematics	4.0	4.0
Science	4.0	4.0
Social Sciences	4.0	4.0
Bible	2.0	2.0
Foreign Language	2.0	2.0
Physical Education/Wellness	2.0	2.0
The Arts	2.0	3.0

Students will choose two or more electives in Grades 11 and 12 and will earn two or more credits for those electives. If a student is attempting to earn an Honors Endorsement, those electives will need to fall into one of the core departments of Mathematics, Science, or Social Sciences, in addition to sitting an Honors level course and full AP class.

Academic Diploma Requirements:

- 24 total credit hours earned in Grades 9-12 as specified by department above.
- Cumulative GPA of at least 2.0
- Cumulative community service hours total at least 100 hours

Academic Diploma with Honors Endorsement Requirements:

- 25 or more credit hours in Grades 9-12 as specified by department above
- Cumulative GPA of 3.5 or higher
- Honors or AP level course work in at least three subjects
- Cumulative community service hours total at least 150 hours

Community Service

Community Service hours will be prorated for students who enroll after Grade 9 at a rate of 25 hours per enrolled year.

Attendance

Students are required to maintain a 90% attendance rate in Grades 11 and 12.

HOMEWORK

Homework Policy – What Parents Need to Know

Homework is an important part of your child's education. It helps reinforce what they've learned in class and builds good study habits. Here's how homework works at our school and how you can support your child:

What Teachers Do:

- Teachers assign homework that matches your child's grade level and learning needs.
- Homework is written on the classroom board by noon each day.
- Teachers will not give too much homework and will guide students on how to manage their time and study effectively.
- For larger projects, teachers will provide clear instructions and support.
- If your child has more than one teacher, they will coordinate assignments to avoid overload.

What Students Do:

- Students are responsible for writing down their homework in their journals.
- Homework should be completed according to the class schedule set by the teacher.
- In addition to written work, students are expected to read every night.
- Some grades will have reading logs that need to be signed by a parent.

What Parents Can Do:

- Create a quiet, well-lit space for your child to do homework.
- Limit distractions like TV and unnecessary internet use during homework time.
- Offer healthy snacks and water to keep them focused.
- Stay in touch with your child's teacher—if your child is struggling with homework, let the teacher know as soon as possible.

EXAMINATIONS

The school year consists of two semesters/four terms. Throughout each term, regular assessment will occur, and compressive exams are administered in January and June. Once a year, all students in Grades 1-10 sit a globally recognized standardized achievement test series. Quarterly, all students will partake in MAP testing in Math, Science and ELA to assess progress and goals. Students in K – 6 take quarterly Foundations testing for reading development.

REPORT CARDS

Reporting student progress is a vital part of parent and teacher communications. The reporting process is designed to convey the development and achievement of each student. Several reporting methods will be utilized and in each case the focus will be upon the individual, not the group, or comparison within the group.

Report cards are issued at the completion of each term. Pre-K and Kindergarten teachers report student progress in skill sets as Mastered, Proficient, Developing, Working on Skill, and Not applicable. Grades 1-12 achievement/grades are reported in percentages (%) and used for most of the academic subjects. In all grades and departments, “Effort” is reported in the subject comment boxes or teacher commentary.

PARENT CONFERENCES

Regular scheduled parent-teacher conferences are part of the school’s reporting process. It is imperative that parents attend conferences arranged by the school and teacher. Semester conferences are scheduled by the school and will allow parents to meet with the child’s teacher(s). Further, parents may contact the school office personnel to schedule a conference with their child’s teacher at any time throughout the year.

PLAGIARISM POLICY

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Grace Christian Academy.

Written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds educators with a false view of a student’s strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

PLAGIARISM INCLUDES:

- Submitting material written by someone else or rephrasing the ideas of another without giving the author’s name or source
- Presenting the work of tutors, parents, siblings, or friends as one’s own
- Submitting purchased papers as one’s own
- Submitting papers from the Internet written by someone else as one’s own
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not
- Not properly referencing ideas or quotes from other resources

CHEATING:

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Grace Christian Academy.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities and/or academic desperation. The compromise of their values through cheating may lead to the loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

CHEATING INCLUDES:

- Copying, emailing or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor or administration
- Using a computer or other means to translate a foreign language assignment and submitting it as an original translation
- Giving or receiving answers during test or quizzes; it each student's responsibility to secure his or her papers so other students will not have the opportunity to copy
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- Accessing a test or quiz for the purpose of determining the questions in advance
- Using online summaries or commentaries in lieu of reading the assigned materials

GRADING SCALE

Grades 1-12 follow the below grading scale:

LETTER PERCENTAGE (%)

A+ 99-100

A 95-98

A- 91-94

B+ 88-90

B 85-87

B- 82-84

C+ 80-81

C 77-79

C- 73-76

D+ 70-72

D 68-69

D-65-67

F 0-64

AWARDS AND RECOGNITION

Students are recognized and awarded for their achievements at the end of each school year. Students can earn a number of awards according to the criteria below:

Award Title	Criteria	Subject Areas	%	Grade-Level
CITIZENSHIP	Excellence in conduct, pride in appearance (in and out of the classroom, on and off campus), excellent manners (without constant prompting), showing initiative and exceptional kindness.	Candidates must be corroborated by all staff members.	N/A	k-12 Maximum of 2 per class.
SUBJECT AWARD	Final grade (%) in each subject as a result of Q1+Q2+Q3 + Q4=91+	Core subjects: Language Arts, Mathematics, Science, Social Studies.	91+	Grades 1-12
Teacher's HONOR ROLL	Final overall grade average (%) in all the core subjects:	Core subjects: Language Arts, Mathematics, Science, Social Studies and Religious Education/Bible	<u>1-6:</u> 91-94% <u>7-12:</u> 88-94%	Grades 1-6 Grades 7-12
Principal's HONOR ROLL	Final overall grade average (%) in all the core subjects: Grades 1-12: 95% and higher	Core subjects: Language Arts, Mathematics, Science, Social Studies, Religious Education/Bible	95+	Grades 1-12

MOST IMPROVED: Academic	Improvement due to consistent effort and significant progress. Achieving at least 80% by the end of the school year.	In any curriculum area	80+ % does not apply to Pre-K and K	Pre-K-Grade 5: Maximum of 3 students per subject from any one class and 1 student across the spectrum. Grades 6-12: This award is given to 1 student, per subject, per class.
MOST IMPROVED: Conduct	Improved conduct/behavior in the classroom, playground, on field trips, competitions, and across the spectrum of subjects.	Nominations must be corroborated by all staff members.	N/A	Pre-K-Grade 6 1 per class
SCRIPTURE VERSE CHAMPION	Students know and recite all the Scripture verses for the entire school year.	Religious Studies/Bible	95	Grades K-12
GRACE SPIRIT AWARD	Student who displays exceptional citizenship and exhibits Christian (Fruit of the Spirit) attributes in and out of the class, on and off campus, participates in	N/A	N/A	Grades K-12

	community service (Pines, etc.) with a good attitude and sense of responsibility.			
SPORTSMANSHIP	Exhibits good sportsmanship attributes in PE class and any and all sporting events and activities. Sportsmanship attributes: team spirit, good loser/winner, fair play, enthusiasm, always ready for the P.E. activities (including being in correct uniform), good leadership, respect of peers, always giving their BEST effort.	PE	N/A	Grades 1-12 One BOY and one GIRL per department.

VALEDICTORY AND SALUTATORY CRITERIA

Valedictorian: 3.5 GPA

- AP Courses at least 1
- Honors courses
- 150 community service hours
- 90% attendance

Salutatorian: 3.5 GPA

- Honors Courses
- 125 community service hours
- 90% attendance

PROMOTION AND RETENTION POLICY

Promotion is achieved when a student has met the required mastery of grade level standards or competencies. The decision to retain a student occurs after considerable discussions with parents and staff have been completed. Parents are notified in the early Spring should their child be considered for retention. Criterion for retention varies from child to child, including, but not limited to, reasons such as: achieving below grade level, limited developmental skills, and poor attendance.

Middle and High School students who fail more than two core subject areas will be retained.

Attendance is a critical component of the promotion policy.

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

GCA recognizes the value of computer and other electronic resources to include cellular devices which aim to improve student learning and enhance the administration and operation of its schools. To this end, GCA encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of GCA.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, GCA adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on GCA owned equipment or through GCA-affiliated organizations.

Grace Christian Academy Rights and Responsibilities

It is the policy of GCA to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, GCA recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, GCA retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to GCA-owned equipment and, specifically, to exclude those who do not abide by GCA's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. GCA reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of GCA.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by GCA is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of GCA.
2. Proper codes of conduct in electronic communication must be used. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, GCA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or Computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on

GCA computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The GCA network may not be used for downloading entertainment software or other files not related to the mission and objectives of GCA for transfer to a user's home computer, personal computer, or other media.

This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of GCA.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. GCA cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. GCA will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. GCA makes no warranties (expressed or implied) with respect to:
 - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. GCA reserves the right to change its policies and rules at any time.

User Agreement (to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by GCA. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

User Name (please print)

Date: _____

User Signature

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As a parent or guardian of [please print name of student] _____, I have read the Acceptable Use Agreement for Technology. I understand that this access is designed for educational purposes. GCA has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold GCA responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, which are available through GCA for their duration as a student at GCA.

Parent Name (please print)

Parent Signature

Date

STUDENT CONTRACT

Policies and Guidelines for the Middle and High School Classrooms

1. HONESTY, RESPECT and POLITENESS: Everyone is expected to be honest, respectful, and polite to their fellow classmates, guests, teachers, and staff. We need to demonstrate integrity and kindness at all times. Be free from illicit drugs and agree to be tested for the same.
2. FOLLOW ALL SCHOOL RULES.
3. DISCUSS SCHOOL POLICIES with your parents and respect these policies.
4. RESPECT THE PERSONAL PROPERTY OF OTHERS
5. BE PREPARED FOR CLASS: Complete homework and have all materials necessary to fully participate in all classes and activities.
6. ATTENDANCE AND PUNCTUALITY: Come to school regularly, be on time for class and participate fully in the class work and activities.
7. EXPECT ZERO TOLERANCE OF PLAGIARISM OR CHEATING: Plagiarism will not be tolerated. At a minimum, it will result in a zero grade.
8. WEAR THE CORRECT UNIFORM: I will wear the correct uniform to school and present myself in a manner that encourages respect and dignity at all times.

I have read the Family Handbook and discussed the policies of GCA with my parents. I agree to uphold the terms of this student contract.

Print Student's Name

Student's Signature

I have read the Family Handbook and policies of GCA and discussed them with my child. I agree to help my child uphold the terms of this student contract.

Father/Guardian Signature

Mother/Guardian Signature

Student's Signature

Date

PARENTAL RESPONSIBILITIES

1. Nurture your children in areas of respect, obedience, responsibility, orderliness, punctuality, and positive attitudes, at home as well as at school.
2. Support the school and staff with your prayers, cooperation, and financial faithfulness.
3. Participate in your child's education, both at home and by volunteering to help at school whenever possible.
4. Provide nutritious meals and snacks as well as adequate sleep and rest.
5. Promote your school in the community, church, and circle of friends.
6. Adhere to the school's reconciliation policy regarding the resolution of disputes and concerns by first approaching your child's classroom teacher. Concerns should be addressed through the proper channels (i.e. appointments made through the school office) – and never in the presence of children.
7. Encourage and promote an atmosphere of respect for the privacy and concerns of fellow students and families by a commitment to refrain from discussing issues not directly related to yourself or your child's interests.
8. Ensure that your child arrives at school on time before 8:00 a.m. to develop punctuality, consideration for others, and to prevent the disruption of the classroom procedures which tardiness inevitably creates.
9. Provide the appropriate at-home environment for completion of homework and give relevant feedback to the child's teacher to ensure review of instruction as necessary.

PARENTAL AND STUDENT PERMISSION AND COOPERATION CONTRACT

I pledge my full support to Grace Christian Academy (GCA) by agreeing to the following:

Support – the standards of GCA in every area of its philosophy and policies including academic, behavioral, spiritual, dress, moral, disciplinary and maintain the basic principles of Biblical morality in my home. I agree to support the school to the best of my ability through prayer, time, and participation in the various school activities.

Cooperation – I agree to cooperate fully with the teachers and the administration of GCA. I understand that GCA has the right to dismiss a student who is found to be out of harmony with the goals and ideals of the work and life of GCA.

Criticism – I will promptly address any criticism I have of the administration, staff or policies of GCA directly to the teacher, principal, administrator or board member, in that order, rather than in front of my child or among other parents in public and commit to following the Matthew 18 principles for Biblical resolution of any problems.

Responsibility – I agree to assume the responsibility for my child's education by supervising homework, being an encouragement and keeping in regular contact with my child's teachers. I recognize my responsibility to maintain close communication with my child's teacher by attending called conferences, by following through with any homework, assignments or slips to be signed and by seeking the teacher's opinion when there is any question about my child's progress or behavior at school.

Attendance – I will support the educational program at GCA by seeing that my child attends school regularly, arriving on time and picking up promptly, by sending written excuses for tardiness and absence.

Pictures – I understand that some students appear in school promotional pictures and videos. I give permission for my child to participate if selected.

Field Trips – My child may participate in all GCA authorized functions and field trips.

Consent and Authorization – In the event my child becomes ill or injured while under school supervision, I give my consent for the school to take the following steps:

- Contact a parent of the child and follow the instructions given.
- Contact the child's physician and/or emergency personnel and follow instructions given.
- If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint and empower the Principal or her designee to furnish on my behalf written or oral authorization as may be required.

Further, I release the Principal or her designee and GCA including its board of directors from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

Transportation – I give my permission for my child to use authorized GCA transportation including approved parental drivers for travel to and from sponsored activities.

Hold Harmless – In further consideration for the enrollment of my child, I, individually, and on behalf of my child, hereby release, indemnify and hold harmless GCA, its directors, agents and employees from any and all actions and claims for personal injury or damages of any kind resulting from the transportation of GCA students by myself or in vehicles owned or leased by me, or from the transportation of my own child to school events and functions in vehicles neither owned nor leased by GCA, whether caused in whole or in part by the negligence of the operator of any such vehicle.

Arbitration – In further consideration for the enrollment of my child, I, individually, and on behalf of my child, hereby agree to submit the rules to be used and procedure that will be followed to binding Christian arbitration any matters which cannot otherwise be resolved; and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Fees – I understand application and enrollment fees are non-refundable. I agree to pay all fees as contracted for services rendered and in accordance with the policies and schedules set prior to admission acceptance. All costs and fees incurred by GCA to collect delinquent fees will be added to my account and are my responsibility. I understand that once the enrollment contract has been signed and the enrollment fee paid, I am responsible to pay in full all of the semester in which my child was enrolled. I am responsible to pay in full any outstanding balance even if I voluntarily withdraw my child or if my child is dismissed from the school. Records will not be forwarded to another school until all financial obligations have been satisfied. Any costs associated with the collection of tuition and fees will be paid by the responsible party.

Changes – I accept responsibility to notify GCA of changes of residences, employment or phone numbers.

Damage – Campus property or personal property destroyed, damaged, or lost by the student will be repaired or replaced immediately by the student's family.

Print Student's Name

Father/Guardian Signature

Mother/Guardian Signature

Student's Signature

Date

PARENTAL AND STUDENT HANDBOOK AGREEMENT

Thank you for joining the Grace Christian Academy School family.

Please take the time to review the Family Handbook with your child, highlighting to them the different aspects of the school rules. Once you have done this, please sign below and return to the school office.

Thank you and God bless you and your family.

I/We _____

have read the Family Handbook with my child(ren):

Print Student's Name

Student's Signature

Print Student's Name

Student's Signature

We all pledge by God's grace to adhere to all the rules and regulations of the school.

Father/Guardian Signature

Mother/Guardian Signature

Date

APPENDIX A: Tuition and Fee Schedule

GRACE CHRISTIAN ACADEMY

2025-2026 TUITION and FEE SCHEDULE
(CAYMAN ISLANDS DOLLARS)

TUITION

Grade Level	Annual	Semester	10 Monthly
Pre K - K <i>incl. Swim lessons</i>	\$11,220.00	\$5,712.00	\$1,145.00
Grade 1 - 5 <i>incl. Swim lessons</i>	\$12,373.00	\$6,310.00	\$1,262.00
Grade 6 - 8	\$13,814.00	\$7,114.00	\$1,430.00
Grade 9 - 12	\$13,962.00	\$7,190.00	\$1,445.00

Students with LSP's will be calculated on a Tier system

TUITION COSTS FOR SIBLINGS

A discount of 4% for the second and 8% off the third child of a family. Please inquire for four or more.

FEES NOT INCLUDED IN TUITION

APPLIES FOR ALL STUDENTS: Fees are non-refundable and non-transferable

Application / Testing Fees NEW STUDENTS \$250.00

(Re)Enrollment and Capital fee – \$850.00 (\$350.00 will be allocated to August 2025 invoice, contract is complete when fee is paid) – Fee is due February 28, 2025

Annual Art Fee (K-5) \$30 Middle/High art/instrument \$75.00 High School Elective \$TBC

PTA Fee - Due October 2025 \$ 75.00 per family

MAY APPLY TO SOME STUDENTS:

Late Fee:	\$50.00 per student monthly after the 12th of each month
Student Transcripts	\$ 40.00 (if postage is required) OR \$25.00 (if collected at school)
Standardized/MAP Testing	\$ 50.00
AP Examinations	\$ 200.00
Graduation Fee	\$ 200.00
Monthly Bus Fee	\$115.00 One way \$200.00 round trip - 5% sibling discount
Aftercare	\$275.00 Monthly \$15 daily from 15 minutes onwards 5% Sibling discount

PAYMENT PLANS

Annual Payment is due August 1, 2025. (A 3% discount will be applied for full payment before July 15, 2025)

Semester Payment is due August 1st, 2025 and January 3rd, 2026

Monthly Payment Due 10th of each month for 10 months from August to May

Please note Credit/Debit card payments will incur a 4% processing fee. Contract available on request.

Tuition Assistance program available: inquire in office for application.

FEE POLICIES

1. *Statements are provided by request. You are solely responsible for paying fees due on time.*
 2. Report Cards and Test results will NOT be distributed while an account is in arrears. SENIORS cannot take final exams or graduate unless fees are paid in full by 1st May 2026.
 3. Direct Deposits to be made online to Cayman National Bank a/c # 011-09889. Send deposit receipt to officeadmin@gca.ky. Exchange rate to US\$ is done at the bank rate of 0.82.
- Withdrawal Notice: One month's notice is required before a child is withdrawn, otherwise one month's tuition is due.**
By paying fees according, you are in agreement with the above terms.

ALL FEES ARE NON - REFUNDABLE

APPENDIX B: 2025-2026 Calendar

GRACE CHRISTIAN ACADEMY SCHOOL CALENDAR 2025-2026

DRAFT

1 Tuition Due
14 Senior Leadership Return
18 All Staff Return
8 am – 3 pm
22 New Family Orientation
9am – 10:30 am
23 All Students Return

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Tuition Due
3 All Staff Return
6 Students Return
26 Heroes Day

1 Tuition Due
13 All Staff in Service

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

1 Tuition Due
18 Ash Wednesday
19-20 Mid Term Break

1 Tuition Due
13-17 Fall Break (NO SCHOOL)

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Tuition Due
2 Half Day School

1 Tuition Due
10 Remembrance Day
27-28 Thanksgiving Break

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Tuition Due
3 Good Friday
6-10 Easter Break
13 All Staff Return
14 Students Return

1 Tuition Due
3 Christmas Program
17-Jan 6 Christmas Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Tuition Due
18 Discovery Day

1 Tuition Due

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APPENDIX B: Guidance for Common Illnesses



GUIDELINES ON ILLNESS AND SCHOOL ATTENDANCE

1. **CHICKEN POX** – a child should remain at home until all lesions are crusted over, about 5-7 days.
2. **CONJUNCTIVITIS (PINK EYE)** –
 - a. **BACTERIAL** – the child should remain at home from the time their eyes become red and draining until 24 hours after commencing antibiotics.
 - b. **VIRAL**– the child should remain at home for 5-7 days during the contagious period.
3. **DIARRHEA AND/OR VOMITING**– The child should be kept at home until they are symptoms free for 24 hours.
4. **A TEMPERATURE** of 100-degree Fahrenheit or above- a child should be kept at home until they are symptoms free for 24 hours.
5. **THROAT INFECTION**– children should be kept at home until 24 hours after commencing antibiotics.
6. **EAR INFECTION**– children can be in school 24 hours after commencing antibiotics; and pain is not severe to prevent children from participating in activities.
7. **PEDICULUS (HEAD LICE)** - a child can be in school once treatment has started, however that child should be excluded from activities likely to cause exposure to other children.
8. **RINGWORM**– the child can return to school once treatment has started; however, the child should be excluded from activities likely to cause exposure to other children.
9. **IMPETIGO**– The child should be kept at home until treatment has started and all the lesions are crusted over.
10. **COLD & FLU**– if symptoms are mild, the child can be in school. The child should be kept at home
 - a. if they generally do not feel well, they have a persistent cough or if they are congested.
 - b. until fever has subsided for 24 hours.
11. **HAND FOOT and MOUTH DISEASE** – If your child has HFMD, your child should be kept at home until feeling better usually after 7–10 days.
12. **COVID 19** – Kindly adhere to current government health protocols.
13. **SCARLET FEVER** – The child should be kept at home until fever has subsided for 24 hours, or at least 24 hours after starting appropriate antibiotic therapy and the child is feeling better.