

## Grace Christian Academy Student Manual

The facilities at Grace Christian Academy are spacious, well maintained, and installed with safety as a priority. Computers and playgrounds alike are designed to promote an atmosphere of learning, growing, and enjoying life. We have chosen our curriculum from religious and secular publishing houses in America. We have tailored that curriculum to meet the academic needs of the students, and to introduce them to American culture.

Our faculty consists of career teachers who have come to Taiwan at our invitation to work in the Grace Christian Academy system. We are determined to establish a cooperative relationship in which the students reap maximum benefits from regular communication. The attitudes displayed between the parent and the teacher will be emulated between the child and the teacher.

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### Religious Instruction

The traditional foundation of the American education system was religious training. The goal of teaching was to perpetuate Biblical principles and democratic thinking. It is impossible to separate the history of America from religious training.

We at Grace Christian Academy are proud to continue this American heritage daily, and at all levels of our system. The Bible is taught as a content area subject; it is taught in relation to ethical principles; and it is incorporated into other subjects as a meaningful aspect of life. In addition to daily studies, we hold a weekly chapel meeting and occasional assemblies. Parents are always welcome to attend chapel meetings. When we hold chapel services designed to commemorate an American holiday, we will send special notices home to remind parents.

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### Church/School Relationship

Grace Christian Academy is a ministry of the Nan Kang Grace Baptist Fellowship Church. Baptist Bible Fellowship Missionaries established the church more than forty years ago. The goal of the church is to minister to families. It has become an accepted practice in Taipei to send children abroad to study English. We at Grace Christian Academy provide an alternative form of English education in which children can be prepared to study in an English environment without being separated from their families. In this respect, Grace Christian Academy is an arm of the church, and the avenue through which the church can meet the goal of keeping families together.

We welcome the students at Grace Christian Academy to participate in the church programs. The teachers at the Grace Christian Academy are actively involved in churches and in church programs. The Nan Kang Grace Baptist Fellowship Church does not require students to attend church, nor does it offer discounts to church members.

The church is not a bilingual institution; however, it does have many ministries in several languages. We encourage the study of the Bible in the native language of each individual.

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**Chinese Lessons**

Taiwan is the host country for the majority of the students at Grace Christian Academy. It therefore seems reasonable and proper to encourage our students to study Chinese. To this end, Grace Christian Academy provides Chinese lessons for students from K-3 through Grade 5. Kindergarten students daily receive a half hour of story time in Chinese. First and second graders receive an hour of Chinese instruction each day, third and fourth graders receive four hours a week, and fifth graders receive two hours a week. Students may learn Chinese in classes at-level with local public schools or as students learning Chinese as second language. This affords the expatriate student a wonderful opportunity to study and learn Chinese in a natural environment.

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**Extracurricular Activities**

Parents who would like to be involved in the following areas should contact the school secretary: tour groups, piano/instrument lessons (during the school day), band, choirs, orchestra, karate, ballet, art class, cooking class, hiking, or sports events.

The purpose of forming a club is two-fold. It is an excellent opportunity to specialize in certain areas and increase both knowledge and experience in that area of interest. Equally significant is the opportunity to develop friendships with others who share the same hobby. There may be times when special interest clubs are formed for a short-term project. Parents will be informed on a case-by-case basis for approval, and may be asked to allow their child to be occasionally excused from a class in which the child is having no difficulty, in order to meet with the club.

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**Homework**

The purposes of homework are: 1) review of concepts, 2) remedial practice, and 3) advancement opportunities. We at Grace Christian Academy intend to use homework as one of many learning tools available to teachers and parents, not as a burden. We therefore formulate an individual approach. Teachers and parents are free to discuss time constraints and individual attitudes toward homework. We encourage parents to maintain communication between the classroom teacher and outside tutors in order to coordinate efforts.

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**Parent-Relative Visits**

Grace Christian Academy encourages parental involvement with their children's learning experiences. We are grateful for any area of expertise that you can contribute to the educational system. We do respectfully ask that family members inform the school office prior to any classroom visit.

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**Tutoring**

Grace Christian Academy does not demand or solicit tutors for the students. Grace Christian Academy does not object to faculty providing tutorials, and we may assist in arranging them. Grace Christian Academy does, however, discourage the classroom teacher from tutoring a current student for a charge. We prefer that a teacher who is not currently working with the child in the classroom be the tutor.

Our teachers have contractually agreed not to seek tutorial positions outside of the school. If you wish to hire a teacher, however, you may make that request through the office, and workload considerations will be reviewed. In an approved case, the office will set all fees, and all financial transactions will be made through our accounting department.

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**Absences**

Parents are requested to contact the school or teacher before 8:30 A.M. in regard to illness. Please inform the teacher at least 24 hours in advance of a planned absence.

Family time together is a precious commodity; therefore, the teachers at Grace Christian Academy will cooperate with the family schedule and opportunities to have time together.

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**Early Dismissal/Change from Regular Pick-up Procedures**

If the student is to be picked up early, or picked up differently from the usual manner, please contact the school secretary as early as possible in the school day. Students will be released only to people who are listed as “release persons” on the registration form. If an exception to this list is made, it is necessary to confirm the exception in writing (sent with the student to school, or faxed to the secretary) or via telephone.

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**School Closings**

In the event of public or international school closings due to a typhoon alert or other emergency situation, it can be assumed that Grace Christian Academy will also be closed. We will attempt to provide public media with notification. In event that reference is not made specifically to Grace Christian Academy, please be informed that when public schools in Nan Kang are closed due to an emergency, Grace Christian Academy will also be closed.

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**Emergency Medical Care**

In situations requiring emergency medical care, we will give top priority to providing immediate care and contacting the parent. Chung Hsiao Hospital is one block from the church, and it will be used for emergencies. Please keep the school current in regard to telephone numbers for daytime contacts.

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## **Disciplinary Procedures**

Grace Christian Academy is committed to creating a positive learning environment. In accordance with this intent, certain students will be accepted into the school only on a probationary basis under the following circumstances.

### **Disciplinary Probation**

A student who has had discipline problems in a previous school, or who has discipline problems with the teaching staff at Grace Christian Academy.

### **Academic Probation**

A student who has not shown an acceptable speed of progress in learning and is therefore demanding disproportionate attention from the classroom teacher.

A student who creates a disruption within the classroom due to an unacceptable work ethic.

The parents of a student accepted under the conditions of probation are requested not to pay total school expenses at one time. Fees must be paid at registration and are non-refundable, but the tuition expense will be paid on a quarterly basis. The student who is on probation will be reviewed before the beginning of each quarter. If the teacher and principal determine that the student should not continue at Grace Christian Academy, then the student will withdraw for at least one pay period. If, however, the teacher and principal determine that the student should remain in the system, payment can be made at that time. Grace Christian Academy maintains the right to ask a student on probation to withdraw at any point during the pay period. If withdrawal is requested within the first three weeks after the beginning of a new semester, the full payment will be reimbursed. After that three-week period, no reimbursement will be made.

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## **Student Dress**

While on campus or at any school sponsored event, students shall be dressed in a manner which does not adversely affect the instructional program nor violate reasonably acceptable standards of cleanliness, safety or decency as adjudged by Grace Christian Academy. Shoes must be worn at all times.

Clothing and accessories are to be free of inappropriate messages. Boys will be expected to wear shirts with sleeves. The practice of "sagging," in which the boys' pants fall below the waist, is not permitted. Girls are expected to wear clothes that cover the midriff area. Tops may not be cut immodestly low. Shoulder straps must be at least three fingers wide. Skirts must cover the knees. For boys and girls, clothing should cover underwear and should not be revealing or suggestively tight.

Students who wear unacceptable clothing may be sent home to change before continuing their classes.

For gym class, students are required to bring a change of clothing.

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**Valuables**

We request that students not be allowed to bring valuables to school. Electronic instruments and games, as well as jewelry can be easily broken or lost when handled by children. Cell phones are acceptable only if they are kept turned off and put away during the school day. Electronic games can undermine the learning environment. Grace Christian Academy will not be held responsible for sums of money or damages incurred if students do not adhere to this policy. If certain items of equipment must be used for a specific project, please be certain to have the teacher's approval prior to the date it is needed in class.

## **Sexual Harassment Policy 3.90 - General Personnel**

Grace Christian Academy prohibits the following:

1. any unwanted physical, verbal or visual sexual advances;
2. requests for sexual favors;
3. other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with the employee's ability to do his/her job; or
5. Any unwelcome verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment.

If the employee feels that they have been the recipient of sexually harassing behavior, it should be reported immediately to the Nondiscrimination Coordinator. It is preferable to make a complaint in writing.

If your supervisor is the source of the harassing conduct, report the behavior to the Board Chairman

There are no time limits for reporting sexual harassment but persons considering themselves as having been harassed should report as soon as possible.

### **Whom to Contact with a Report or Complaint**

*Nondiscrimination Coordinator.*

Name	Bonnie Chow, Principal
Address	67 Dong Sing Street, Taipei
Telephone No.	2785-7233