



Grace Christian Academy Student Handbook



Grace Christian Academy

Student Handbook

Academic Year: 2025-2026

Prepared for:

Students and Families of Grace Christian Academy

Prepared by:

Administration and Faculty of Grace Christian Academy
Taipei, Taiwan

"Train up a child in the way he should go; even when he is old he will not depart from it."

— Proverbs 22:6



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Welcome and Introduction

Message from the Principal

**He has shown you, O mortal, what is good. And what does the Lord require of you?
To act justly and to love mercy and to walk humbly with your God. — Micah 6:8**

The theme of **GRIT** continues to be a meaningful foundation for our school community. Grounded in our relationship with God and His Word, GRIT encourages the development of positive character traits essential for lifelong growth.

G — Grace

R — Responsibility

I — Integrity

T — Trust

The essence of GRIT—perseverance, stamina, confidence, and resilience—finds its foundation in the grace of God. His love, demonstrated through the sacrificial gift of His Son, Jesus Christ, equips us to face life with purpose. As recipients of His grace, we accept the responsibilities placed before us. When we seek to live lives that honor God, we inevitably face challenges—many of which stem from a world lacking in integrity. Yet, when we focus on God’s nature, we are renewed by His grace and reminded of His faithfulness. Because He is trustworthy, we can place our trust in Him.

For the past four years, GRIT has been our theme—and it continues to shape our culture at GCA.

Our teachers exemplify GRIT. They see each student not just as a learner, but as someone created and deeply loved by God. They serve not only as educators, but also as mentors and encouragers, working diligently to find effective methods for helping each child grow in both knowledge and character.

Our students are developing GRIT in their own lives. As we nurture character formation, we encourage students to be observant and discerning. Building friendships is a natural part of growing up, and as students connect with their peers, they are learning what it means to be trustworthy and to exhibit the very qualities they admire in others.

Our administration and staff demonstrate GRIT daily. At GCA, our small size allows for strong relationships and consistent testimony. We are proud of the integrity



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displayed by our secretaries, chefs, bus drivers, and administrators—people we have known and trusted through many seasons of both celebration and challenge.

We look forward to all that this school year holds. It will be a year of discovering God's character, building relationships founded on integrity and trust, and growing through the many educational opportunities that define the GCA experience.

Under God's grace,
Mrs. Chow
Principal
Grace Christian Academy



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Mission Statement

The mission of Grace Christian Academy is to prepare our students to meet the demands of life, ideally as believers in Christ. Our mission is to enable all students to meet or exceed all schoolwide learner outcomes, develop decision-making skills, adapt to an ever-changing world, possess global competencies, and become innovative and logical thinkers.

Vision Statement

The vision of Grace Christian Academy is to develop effective leaders of Godly character, to equip our students to develop a biblical worldview, and to influence society for the glory of God. We strive to discover and develop the potential of each individual student in our community of diverse needs and talents.

Core Beliefs

1. A Christian administration and faculty must model Christ in teaching and leading.
2. A school-parent partnership will improve the likelihood of an ideal educational experience.
3. All individuals have a right to work and learn within a safe and caring environment.
4. Most students can learn the knowledge and skills taught in our school given sufficient time, appropriate support, and relevant, diverse educational experiences.
5. Students should know what they are responsible to learn and be guided on how they are to learn it.
6. Staff development and evaluation is best accomplished through an environment of cooperation and trust, and will have the greatest impact on learning when it is driven by a desire to improve student learning.
7. Teaching and learning strategies should be research-based, results-oriented, aligned, and supportive of GCA's mission.
8. Every individual in our organization is worthwhile and deserving of respect and should reflect through their behavior respect for themselves and others.
9. Students must be taught a Christian worldview that promotes global competencies, including the skill of cooperation to achieve worldwide peace and collaborative partnerships.
10. Students will be better equipped for college and career when they have a strong foundation in the schoolwide learner outcomes.



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School Contact Information

Grace Christian Academy

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Office Hours:

Monday – Friday | 7:45 AM – 4:30 PM

Administrative Contacts

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Ms. Sophia Hsiang	Student Support Services Counselor	hsiangs@gcatapei.com
Mrs. Amy Lee	Admissions Officer	office@gcatapei.com
Ms. Amy Chiu	School Secretary	gca.office@msa.hinet.net

Elementary School Faculty

Name	Subject / Role	Email
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Mrs. Holly Lin	Language Arts, Grades 4–5	linh@gcatapei.com
Miss Andrea Valle	Science, Grades 4–5	vallea@gcatapei.com
Mr. Kevin Liu	Elementary Chinese	liuk@gcatapei.com



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Middle School Faculty

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High School Faculty

Name	Subject / Role	Email
Mr. Jordan Flanagan	American and British Literature	flanaganj@gcatapei.com
Mr. Ken Te	Literature 3 and 4	tek@gcatapei.com
Mr. Tyler Polonio	Literature 2, 3, and 4	poloniot@gcatapei.com
Mr. Michael Hsu	History and Social Studies	hsum@gcatapei.com
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Shared / Specialist Faculty

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Mr. Austin Derrick	P.E., Health	derricka@gcatapei.com
Mrs. Esther Lin	Music and Bible	chene@gcatapei.com



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Academic Life

At Grace Christian Academy, we believe that academic development goes hand-in-hand with spiritual formation and character growth. Our curriculum is designed to cultivate critical thinking, communication, collaboration, and creativity while promoting a biblical worldview. We aim to meet students where they are, challenge them to grow, and prepare them to serve both locally and globally.

Subjects by Division

- **Elementary School (Grades 1–5):** Students receive instruction in Bible, English Language Arts, Mathematics, Science, Social Studies, Chinese, Music, Art, Physical Education, and Computer.
- **Middle School (Grades 6–8):** Students transition to subject-specific teachers in Bible, Literature and Writing, Grammar, Mathematics, Science, History, Health, P.E., Music, Art, and Technology.
- **High School (Grades 9–12):** Students take Bible, English Literature and Composition, Mathematics, Sciences, Social Studies, Foreign Language (Chinese, French, or Spanish), P.E./Health, and electives such as Art, Choir, Orchestra, or Technology.

Homework Expectations

Homework is assigned to reinforce classroom instruction, build study habits, and promote responsibility:

- **Elementary:** Homework is minimal and often includes reading, spelling, and math practice.
- **Middle School:** Students are expected to manage their time across multiple subjects and complete assignments independently.
- **High School:** Students are expected to complete research, essays, and projects on time and take ownership of their academic responsibilities.

Late work policies vary by grade level and teacher and are communicated at the start of the school year.



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Grading and Reporting

- Report cards are issued quarterly.
- Teachers assess student performance based on classwork, tests, homework, projects, and participation.
- Grades are reported using a letter or percentage scale depending on division.
- Academic progress may also be shared through midterm progress reports or parent-teacher conferences.

Academic Integrity

GCA upholds the value of honesty in all academic work. Cheating, plagiarism, or the use of unauthorized tools—including AI-generated content—is considered academic dishonesty and will result in disciplinary consequences as outlined in the Code of Conduct.

Academic Support

Grace Christian Academy is committed to supporting students with diverse learning needs. The Student Support Services Coordinator works with teachers and families to provide appropriate accommodation, additional instruction, or modifications as needed. Parents are encouraged to communicate early and often if their child requires academic help.

Daily Life & Operations

Daily routines at Grace Christian Academy are structured to promote consistency, accountability, and a Christ-honoring environment for learning and growth.

School Day Schedule

The school day begins at 7:45 AM and ends with the final class at 3:30 PM. Dismissal is at 3:45 PM, giving students time to gather their belongings and prepare for departure.

- Elementary (Grades 1–5): Students remain with their homeroom teachers for most of the day and attend special classes such as Music, Art, P.E., and Chinese.



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- Middle School (Grades 6–8): Students follow a rotating schedule with multiple subject teachers and movement between classrooms.
- High School (Grades 9–12): Students follow a structured class schedule, including electives, academic blocks, and Bible classes.

Daily schedules by division may be shared at orientation or in divisional newsletters.

Arrival and Dismissal

- Arrival: Campus opens at 7:30 AM. Students should be in their classrooms and ready by 7:45 AM for the start of the school day.
- Late Arrivals: Students arriving after 7:45 AM must check in at the school office.
- Dismissal: Students are dismissed at 3:45 PM. Parents or guardians should arrange pick-up no later than 4:00 PM.
- Early Pickup: Must be arranged through the school office and requires prior notice from a parent or guardian.

Lunch & Snacks

- Students may bring lunch from home or participate in the school lunch program.
- Students are expected to eat in designated lunch areas and clean up after themselves.
- Snacks are allowed during scheduled break times.
- Silent Lunch may be used as a disciplinary measure and will be supervised by a designated teacher.

Chapel

Chapel services are held weekly and include worship, teaching, and spiritual reflection. All students are expected to attend and participate respectfully, regardless of personal faith background.

School Supplies

Teachers will provide a list of required supplies at the start of the year. Students should come prepared each day and take responsibility for maintaining their materials. Lost or damaged supplies should be reported to the teacher.

Lost and Found



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Lost and found items are placed near the school office. Students are encouraged to check for missing items regularly. Unclaimed items will be donated or discarded at the end of each quarter.

Student Behavior & Discipline

Grace Christian Academy expects students to demonstrate Christ-like behavior in their words, actions, and attitudes. All students are called to treat others with respect, follow instructions, take responsibility for their actions, and contribute to a positive and safe learning environment.

Discipline at GCA is designed to correct behavior, foster growth, and guide students toward personal maturity and spiritual integrity. While accountability is necessary, our goal is always restoration and learning.

Expectations for Student Behavior

All students are expected to:

- Show respect for teachers, staff, and fellow students.
- Follow directions the first time they are given.
- Demonstrate honesty in all academic and social settings.
- Use appropriate and respectful language at all times.
- Care for school property and the belongings of others.
- Refrain from physical aggression, bullying, or harassment.
- Participate fully in classroom activities and school events.

Disciplinary Procedures

Disciplinary actions are determined with fairness and consistency. Age, intent, and the nature of the incident are all considered. The school reserves the right to assign disciplinary action as it deems appropriate.

Types of Disciplinary Consequences:

Verbal Correction: A reminder or warning given by a teacher and or staff member.



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Silent Lunch: A supervised lunch period where the student eats alone and silently. Used for minor or repeated misbehavior. No additional servings of lunch are allowed.

After-School Detention: Assigned for more serious or repeated infractions such as academic dishonesty, inappropriate language, or failure to respond to previous consequences. Parents are notified at least 24 hours in advance.

Suspension: Used for severe offenses such as fighting, bullying, theft, or certain cases of harassment. Typically ranges from 1–5 days and may vary by case. Assigned only by the principal following a conference with the student and parent.

Expulsion: Reserved for the most serious offenses. Issued by the principal after consultation with the student, parents, and relevant staff. Examples include repeated bullying, vandalism, or possession of prohibited substances.

Confidentiality and Communication

Parents will be informed of any significant behavioral incidents. GCA values open, respectful communication between the school and home. All disciplinary matters are handled with discretion and compassion.

Code of Conduct Access

The full **GCA Student Code of Conduct** is available online and at Appendix A and must be read and acknowledged by all students and families at the beginning of the school year.



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Attendance & Absences

Regular attendance is vital to a student's academic success and spiritual growth at Grace Christian Academy. Consistent participation in classroom activities, discussions, and instruction is essential for students to meet academic standards and build strong character.

General Attendance Policy

Students are expected to be present every school day, from 7:45 AM to 3:45 PM. Absences must be reported by a parent or guardian before 8:30 AM on the day of the absence. Notification may be sent by phone call, email, or note.

Tardiness

Students are considered **tardy** if they are not in class by **7:45 AM**. Students arriving late must **check in at the office** before going to class. Repeated tardiness will be addressed with the student and parent and may result in disciplinary action if unexcused.

Excused vs. Unexcused Absences

Excused absences include:

- Illness or medical appointments
- Family emergencies
- Death in the family
- Pre-approved family trips (limit may apply)
- School-related activities (field trips, competitions, etc.)

Unexcused absences include:

- Oversleeping
- Transportation issues not related to weather or emergency
- Family vacations not communicated



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Missed Work

Students are responsible for collecting and completing missed assignments due to absence. The typical allowance is **one day to make up work for each day absent**, unless otherwise arranged with the teacher.

For long-term absences (3+ days), parents should contact the office and classroom teacher to make a plan for catching up on missed content.

Planned Absences

If a student will miss school for a known reason (such as travel), parents must notify the office and teachers **at least one week in advance**. While teachers may provide work in advance, it is the student's responsibility to keep up with classwork and due dates.

Dress Code

Grace Christian Academy maintains a dress code that promotes modesty, cleanliness, and readiness to learn. Specific guidelines are provided for each division and for school-related events.

All students and parents are expected to review the complete **Dress Code Policy** included in the **Code of Conduct** document. The school reserves the right to determine the appropriateness of any attire.

Students not in compliance may be asked to change clothing or may face disciplinary action.

Technology Use

Grace Christian Academy recognizes the importance of technology in modern education and seeks to teach students how to use it responsibly, ethically, and in alignment with biblical values. Technology is a tool for learning—not a distraction or substitute for critical thinking. Students are expected to use all devices and digital



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platforms in a manner that supports academic growth and reflects the character of Christ.

All personal electronic devices, including mobile phones, tablets, smartwatches, and similar items, must be turned in to the student's homeroom teacher at the beginning of each school day. These devices will be securely stored and returned at the end of the day. Unauthorized use of personal devices during school hours—including texting, taking photos or videos, playing games, or accessing social media—is strictly prohibited. Students who violate this policy will face disciplinary action as outlined in the school's Code of Conduct.

School-issued technology and internet access are intended for academic purposes only. Students are expected to use school computers and digital tools in accordance with teacher instructions. Attempts to access inappropriate websites, bypass filters, or misuse digital tools may result in loss of privileges or further disciplinary measures.

GCA maintains a zero-tolerance policy regarding the use of artificial intelligence (AI) for academic work. While we recognize that AI is a growing presence in today's world, we believe students must develop the ability to think critically, communicate clearly, and engage deeply with their learning. Any use of AI to generate homework, essays, projects, or other assignments is considered academic dishonesty. Violations of this policy will be treated seriously and may result in loss of credit, disciplinary action, or further consequences depending on the situation.

Online behavior outside of school also matters. Students are reminded that their digital presence should reflect the values of the GCA community. Inappropriate or harmful content posted online, especially if it includes references to the school, classmates, or staff, may result in school-based consequences.

Health and Safety

Grace Christian Academy is committed to maintaining a safe, healthy, and supportive environment for all students and staff. We believe that physical, emotional, and spiritual well-being are all essential to student success and personal development.



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Student Health

Parents are asked to monitor their child's health each day before sending them to school. Students who exhibit signs of illness—such as fever, vomiting, persistent coughing, or contagious conditions—should remain at home until they are symptom-free for at least 24 hours without medication. If a student becomes ill at school, the office will contact the parent or guardian to arrange for prompt pickup.

Accidents and Injuries

Minor injuries will be treated by staff using standard first aid supplies. In the case of a more serious injury, the school will contact the parent or guardian immediately. If emergency services are required, the school will act in the best interest of the child while continuing to notify the family.

It is essential that emergency contact information on file be accurate and up-to-date at all times. Parents should notify the office of any changes immediately.

Campus Safety and Supervision

The school provides supervision during all school hours and during authorized after-school activities. Students should not remain on campus after dismissal unless they are participating in a scheduled program or have made arrangements with a teacher.

Visitors to the school must check in at the office and receive a visitor badge. For the safety of all students, we do not permit unscheduled visits or non-guardian pickups without prior written approval.

Extracurricular Activities

Grace Christian Academy encourages students to grow beyond the classroom through a variety of extracurricular opportunities. These programs are designed to support the development of leadership, creativity, teamwork, and physical well-being while reflecting our school's commitment to Christian character and excellence.



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Overview of Activities

GCA offers a selection of clubs, sports, music groups, and special interest activities throughout the school year. Activities may vary based on student interest, staff availability, and scheduling needs. Examples may include:

- Sports teams (seasonal)
- Worship band or chapel team
- Student council or leadership roles
- Drama or performance groups
- Art, science, or book clubs
- After-school electives and enrichment classes

Each division may offer age-appropriate opportunities tailored to the interests and needs of students.

Participation Expectations

Students who choose to participate in extracurricular activities are expected to:

- Maintain good academic standing
- Demonstrate respectful behavior and a positive attitude
- Attend practices, meetings, and events regularly
- Represent the school with integrity on and off campus

Failure to meet these expectations may result in temporary or permanent removal from the activity.

Field Trips and Events

Many extracurricular programs include off-campus events, such as competitions, service projects, or field trips. Students must follow all school policies while participating in any school-sponsored event. In most cases, students will be required to wear the red GCA polo for off-campus representation.

Parental permission is required for all field trips, and communication regarding logistics, dress code, and safety procedures will be provided in advance.



Appendix

Student Code of Conduct (Appendix A)

Purpose

The primary purpose of this code is to cultivate a community where respect, responsibility, and integrity are modeled and maintained. It serves to promote personal growth, align student conduct with biblical principles, and support the development of skills and attitudes identified in our Schoolwide Learner Outcomes and Global Competencies.

At Grace Christian Academy, the Student Code of Conduct reflects our foundational beliefs and Christ-centered mission. This document serves to guide behavior expectations for all students in Grades 1 through 12 and is rooted in our commitment to fostering academic excellence, godly character, and global competencies. The conduct outlined herein promotes a safe, respectful, and spiritually grounded learning environment.

General Expectations

Students at Grace Christian Academy are expected to demonstrate Christ-like character in their words and actions. This includes showing respect for others, obeying authority, and taking responsibility in both academic and social settings. Honesty, accountability, and positive contribution to the learning environment are foundational values.

To support these expectations, students must:

- Treat teachers, staff, peers, and guests with courtesy and respect at all times.
- Accept responsibility for their choices and the consequences that result from them.
- Refrain from physical or verbal aggression, bullying, or harassment.
- Care for school property and the property of others.



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- Follow classroom and school-wide rules set by teachers and administrators.
- Maintain honesty and integrity in academic work.
- Use respectful and appropriate language in all interactions.

Dress Code

The appearance of students should reflect modesty, cleanliness, and a sense of readiness for learning. All attire must align with the school's dress code policy. Clothing that is overly casual, distracting, or inappropriate for the school setting is not permitted. Shoes must be worn at all times, and students should be dressed for safety and activity as required by the day's schedule. Any inappropriate images or words may not be on school clothing.

Elementary School Dress Code

In elementary school, there is no strict dress code that students must adhere to. We ask all students to dress appropriately for school and come in sensible outfits and footwear. For female students, please avoid flowy dresses or skirts that may hinder physical education class and recess.

Middle School Dress Code

Middle school students must wear clothing that fits properly and is modest. Both male and female students may wear shorts, but they must extend at least to the knee. As students at this age grow quickly, parents are expected to ensure that their children's clothes continue to fit properly.

Male students may not wear tank tops, sleeveless shirts, or tight-fitting clothing such as skinny jeans. Female students should not wear clothing that is too tight around the waist or chest. Crop tops, backless shirts, and spaghetti strap shirts are not permitted. Tops should provide full coverage of the torso. The same guidelines for bottoms apply to both male and female students.

Middle school students also have a designated Physical Education (PE) uniform consisting of a shirt and shorts, which must be worn on PE days. This uniform must be purchased from the school office. If the uniform becomes too small, students will be required to obtain a new set. The same modesty expectations apply to the PE uniform.

High School Dress Code

The high school dress code includes all expectations listed for middle school students. In addition, high school students are required to wear a polo shirt with a collar



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and buttons. The polo must be worn as the top layer of clothing. High school students are also required to wear custom-tailored uniform pants each school day. Students may not attend class without the required uniform pants.

Field Trip Dress Code

Dress code expectations for field trips follow the regulations for each school division. In addition, all students must wear the red Grace Christian Academy (GCA) polo shirt in order to participate in any school field trip or event.

Evening Program Dress Code

The school hosts four annual evening events that require student attendance. For these events, students must wear black and white formal attire. Male and female students must wear a white dress shirt, either long-sleeved or short-sleeved. Male students must wear black dress pants (high school students may wear their black uniform pants). Female students must wear a black dress skirt that complies with the school's dress code.

Use of Technology

The use of personal electronic devices during school hours is limited to designated times or situations explicitly approved by a teacher. All students are required to turn in their personal devices (including cell phones, tablets, and similar items) to their homeroom teacher at the beginning of the school day.

Unauthorized use of devices—including recording, taking photographs, or accessing social media—is strictly prohibited. Students are expected to practice responsible digital behavior, adhere to school guidelines for online conduct, and use school-provided technology in a respectful, purposeful, and appropriate manner.

Grace Christian Academy maintains a zero-tolerance policy regarding the use of artificial intelligence (AI) in student work. While the school acknowledges the growing significance of AI in modern society, it is committed to developing students' ability to think critically, conduct research, and draw conclusions independently. Any use of AI tools on homework, projects, or other assignments will be considered a form of academic dishonesty and treated as cheating.

Academic Integrity

Academic honesty is expected of all students. Cheating, plagiarism, and other forms of academic dishonesty violate the trust between students and teachers and will result in appropriate disciplinary action. Students are responsible for completing their



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own work and maintaining integrity in all assignments, assessments, and group projects. Consequences for violations will vary based on grade level and severity.

Behavioral Expectations by Grade Level

Elementary School (Grades 1–5)

In the elementary years, students are taught the foundations of respectful and responsible behavior. Teachers use proactive and age-appropriate strategies to guide conduct. When infractions occur, students receive correction, guidance, and, where necessary, involvement of parents. Repeated or serious misconduct may result in removal from class or other disciplinary actions.

Middle School (Grades 6–8)

Middle school students are expected to demonstrate growing maturity and self-regulation. Behavioral issues are addressed with a balance of correction and reflection. Depending on the severity of the infraction, consequences may include detention, parent meetings, or suspension. The school emphasizes reconciliation, personal responsibility, and restoration.

High School (Grades 9–12)

High school students are held to the highest standard of personal conduct. As emerging adults, they are expected to lead by example and take full responsibility for their choices. Disciplinary actions for violations may include detention, suspension, behavioral contracts, or expulsion. Students must understand the broader implications of their behavior, both within the school and in preparation for life beyond graduation.

Substance Use: Drugs, Alcohol, Tobacco, and Vaping

Grace Christian Academy maintains a zero-tolerance policy regarding the possession, use, distribution, or influence of drugs, alcohol, tobacco, and vaping products. These substances are strictly prohibited on school grounds, during school hours, and at all school-sponsored events, including off-campus activities and field trips.

Students are expected to uphold a lifestyle that reflects both biblical values and a commitment to physical and spiritual well-being. The use of harmful or addictive substances undermines the health, safety, and testimony of the school community. Even if a student is of legal age to purchase or use such substances under civil law, they are still prohibited from using, possessing, or promoting these substances as part of the Grace Christian Academy community.

In addition to in-person conduct, students are discouraged from posting images, videos, or messages on social media that depict or promote the use of drugs, alcohol,



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tobacco, or vaping products—even outside of school hours. Such content contradicts the values and witness of Grace Christian Academy and may result in disciplinary action if it damages the reputation of the student or the school.

Any student found in possession of or under the influence of prohibited substances will be subject to disciplinary consequences, which may include suspension or expulsion depending on the severity of the incident. Distribution or attempted distribution of these substances will result in immediate disciplinary review, with expulsion as a likely outcome.

The school reserves the right to investigate any reasonable suspicion of substance use, including conducting searches of personal belongings when warranted. Parents will be notified promptly in the event of a violation, and a meeting with the administration will be required.

Grace Christian Academy may also recommend or require counseling, drug education, or additional support services as part of the disciplinary response.

Disciplinary Procedures

Disciplinary consequences at Grace Christian Academy are administered with fairness, consistency, and a commitment to biblical values. The age of the student and the nature of the infraction will be taken into account. Discipline is not merely punitive—it is intended to promote growth, restoration, and accountability. Parents will be informed of all major incidents, and open communication between home and school is encouraged. The school reserves the right to assign disciplinary action at its discretion based on the nature of the behavior, the context of the incident, and the best interest of the school community.

Silent Lunch

Silent Lunch is the mildest form of disciplinary action used at GCA. It may be assigned to students in any division for minor infractions and is most commonly used in the middle and high school levels.

During Silent Lunch, students eat in a designated room under staff supervision and are not permitted to return to the lunch line for additional servings. Silent Lunch is assigned on the same day as the infraction and does not require prior notice to students or parents.

After-School Detention

Detention is assigned for more serious or repeated infractions. It is typically used for behaviors such as (but not limited to) academic dishonesty, inappropriate language,



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multiple Silent Lunches within the same week, or repeated warnings for negative behavior.

Parents will receive written or email notification at least 24 hours in advance of the detention, including the reason for the disciplinary action. Although it may cause inconvenience, once a detention has been scheduled, it is generally not rescheduled due to prior commitments or extracurricular plans.

School Suspension

Suspension is reserved for major violations of school policy. Examples include, but are not limited to: stealing, fighting, bullying (middle school and up), or certain cases of sexual harassment depending on severity. A typical suspension lasts five school days, though the exact duration may vary.

Suspension may only be issued by the school principal and is usually preceded by a parent-student-principal conference to discuss the incident and its implications.

Expulsion

Expulsion is reserved for the most serious offenses and permanently removes the student from Grace Christian Academy. It may only be enacted by the school principal following a formal meeting with the student and their parents. Grounds for immediate expulsion include (but are not limited to) bullying of any kind and intentional damage to school property. Other severe infractions may also warrant expulsion at the principal's discretion.

Acknowledgment

All students and their parents or guardians are required to read, understand, and acknowledge this Code of Conduct at the beginning of each academic year. Staff members will continue to support and reinforce the expectations outlined in this document through guidance and daily interactions.