



Parent and Student Handbook 2022- 2023

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Important note regarding information contained within this handbook: Should information, policies, or procedures change during the school year, information will be distributed to parents and students. Administration reserves the right to monitor and adjust as needed.

RELIGIOUS EXEMPTION FROM SOCIAL SERVICES LICENSING

Greenwood Christian Academy is exempt from Social Services licensure under VA Code 63.2-1716. As a religious institution we have tax exempt status as a nonprofit in accordance with 501 (c) of the Internal Revenue Code 1954, as amended. While we are exempt from Social Services licensure we comply with all health, fire and safety regulations required for full licensure. The following is a list of the various Virginia requirements that the GCA meets and must disclose to parents annually.

- Annual Health Department Inspection
- Local Fire Marshall Inspection of the physical facilities, for fire safety and building code compliance.
- Meet or exceed the requirement of one staff member to ten children from ages 2 to 6 years old, and one staff member to twenty- five children ages six years and older. We do not employ any staff below the age of 18.
- Require all teachers and staff that supervise children to obtain Staff Health Reports from Virginia licensed physicians.
- Conduct background checks of all staff in accordance with VA Code 63.2-1724.
- Report all suspected cases of child abuse and neglect.
- Hand washing procedures implemented by staff and children before eating and after toileting.
- Supervise all children under our care including daily receipt and dismissal to ensure safety.
- A Daily Health Screening is performed to assess the health status of each student, and GCA will exclude those who are sick from the student population.
- Ensure that staff, trained and certified in first aid, are available whenever children are present.
- Require documentation of immunization/religious exemption against diseases, according to the health department's listings, for every child attending GCA.
- Ensure that all areas of the school, accessible to children, are free of obvious injury hazards, including providing and maintaining cushioning material under playground equipment.
- Ensure that all staff can recognize the signs of child abuse and neglect.
- Maintain public liability insurance of at least \$300,000.
- The school's enrollment capacity may not exceed 220 students.
- Facility consists of 20,000 square feet, 11 classrooms, gymnasium, warming kitchen, and approximately 5,000 square feet of outdoor playground, equipped with three levels of age-appropriate apparatus.
- Social Services will perform on-site inspections of the school to confirm compliance with the provisions of the VA State Code. A School's exemption may be revoked for serious or persistent violation of the requirements.

Greenwood Christian Academy Parent- Student Handbook

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Vision Statement

Instilling a Christian worldview based on truth from the inspired Word of God.
Thinking Biblically, acting globally.

Mission Statement

Equipping students, through a Christ-centered curriculum,
instilling values of faith, honor, service, excellence, and leadership.

Educational Philosophy

The Greenwood Christian Academy philosophy of Christian education rests on the belief that all truth is God's truth, and the Bible is the only inspired and infallible authoritative Word of God containing that truth. Therefore, the Bible must be foundational in all areas of a curriculum, designed to enable pupils to develop to their full potential spiritually, mentally, socially, physically, and emotionally.

The end result of Christian education is to produce academically successful graduates who possess a biblical worldview- a philosophy for living that views life's challenges and opportunities through the lens of the Bible. Because such education is a parental responsibility, the school functions as an extension of the home to aid parents in providing a biblically based educational opportunity. Greenwood Christian Academy is committed to a close working relationship with parents and encourages parental involvement in the school.

Nondiscrimination Statement

The School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and other school- administered programs.

The School reserves the right to hire employees and accept students based on religious affiliation and behavior that is compliant with biblical standards and the School's tenets of faith.

Admissions Policy

The goal of Greenwood Christian Academy's Admissions Policy is to assure that our school is a good fit for each student and family, and that we understand and agree on basic purposes, policies, and procedures prior to admission and registration.

GCA wishes to operate in partnership with parents and the family's church to establish and reinforce a learning process that is consistent with our mutually held beliefs and values. Therefore, to be eligible for admission, parents or guardians must be in agreement with our Mission, Vision, and Tenets of Faith, and agree to abide by the policies and procedures of the Parent and Student Handbook. To be fully engaged in this partnership, parents also agree to participate in and support the school's activities, uphold the school in prayer, provide volunteer help when possible, and support it financially when able. The school expects that each family will be actively affiliated with a church that will reinforce the beliefs and values taught at GCA.

The biblical and philosophical goal of GCA is to establish a firm foundation toward developing students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and beliefs regarding what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at GCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from unbiblical and immoral activities or behaviors.

We believe in the sanctity of marriage as expressed in Genesis 2:23-24. Marriage is a union between one man and one woman. Any behavior within or outside the marriage union which is inconsistent with biblical principles (e.g., Leviticus 20:13, Romans 1:27) contradicts our teaching. It is essential that the home uphold and reinforce the school's teachings. Therefore, GCA reserves the right to refuse enrollment or to dis-enroll any student whose personal or family lifestyle or behaviors that may undermine or adversely influence other students by violating the biblical principles we teach.

Greenwood Christian Academy

Tenets of Faith

Greenwood Christian Academy maintains a spiritual relationship with CrossWalk Community Church. Both organizations embrace the same moral values found in God's Word.

- In essential beliefs, GCA shall endeavor to maintain unity.
- In non-essential beliefs, GCA shall endeavor to maintain liberty.
- In all beliefs, GCA shall endeavor to maintain charity.

(1 Corinthians 1:10, Philippians 2:1-2, Ephesians 4:4-6, Romans 14:1-22, 1 Corinthians 13:2)

Essential Beliefs: GCA shall safeguard the following essential beliefs:

The Bible is...

- The divine revelation of God to mankind.
- Our fixed source of authority for faith and conduct.
- Without error and enduring for all generations and cultures.

(2 Timothy 3:16-17, 1 Thessalonians 2:13, Psalm 119:160, 2 Peter 1:20-21)

God is...

- Eternal, having always existed outside of time and space.
- A single Being consisting of three Persons – Father, Son, and Holy Spirit.

(Genesis 1:26-27, Psalm 90:2, Revelation 1:8, John 14:26, Matthew 28:19, 1 John 5:7)

Jesus is...

- The eternal Son of God, both fully God and fully man.
- Conceived by the Holy Spirit and born of a virgin.
- Without sin.
- The only One who ultimately restores mankind from sin through the shedding of His blood.
- Raised from the dead and seated with the Heavenly Father.
- The healer of the sick.
- Returning again to reign forever in a new heaven and a new earth.

(John 1:1-4, John 1:14-17, Philippians 2:4-11, Matthew 1:23, Luke 1:30-35, 1 Peter 2:22, Hebrews 4:11-15, Matthew 26:28, Mark 4:24, Matthew 28:5-6, Acts 2:22-24, 1 Corinthians 15:3-4, James 5:14-16, Isaiah 53:4-5, Acts 1:9-11, Revelation 21:1-3)

The Holy Spirit is...

- Active today to make people aware of their need of salvation.
- Active today to empower every believer to follow Christ more victoriously, offering a baptism that is subsequent to the salvation experience with gifts to confirm the power of the gospel. The gifts of the Holy Spirit shall operate in harmony with the Holy Scriptures and shall never be used in violation of Biblical parameters.

(John 16:7-11, Luke 24:49, Acts 1:8, 8:12-17, 19:1-7, 1 Corinthians 13:1-2, 1 Corinthians 14:1-40)

People are...

- Made in the spiritual image of God, male and female.
- Fallen from innocence due to a willful choice to do wrong.
- Destined for eternal separation from God.
- Provided an opportunity to be reconciled to God through Christ, not as a result of human effort and good works, but through faith alone.
- Invited to accept Christ, repent of sin, and be regenerated through the power of the Holy Spirit.
- In need of being separated from carnality and set apart unto God in order to become more like the character of Christ.
- Commanded to relinquish the authority over their lives to Christ, making Him the Lord of their lives.

(Genesis 1:26-27, Genesis 3:6-8, Romans 3:23, Romans 6:23, Revelation 20:11-15, Colossians 1:19-22, John 3:16-17, Luke 9:23-24, Acts 2:38, Titus 2:11-13, Titus 3:5-7, 1 Thessalonians 5:21-23, 1 Thessalonians 4:3, Deuteronomy 27:10, Jeremiah 7:23, 1 Corinthians 6:15-20, 1 Corinthians 10:4-6)

The Church is...

- The body of Christ that consists of all believers on a three-fold mission of upreach, inreach, and outreach.
- Observant of water baptism and holy communion.

(1 Corinthians 12:13, Deuteronomy 6:5, Ephesians 4:11-16, Matthew 28:19-20, Romans 10:14-15, Matthew 28:19, Acts 10:47-48, Luke 19:17-20, 1 Corinthians 11:23-26)

The Future is...

- Hopeful for the Christ-follower because of the imminent, physical, and visible return of Christ to establish His Kingdom of a new heaven and new earth at a date that is undisclosed by the Scriptures.
- Dismal and bleak for the unbeliever who has rejected Christ because of eternal judgment and damnation in hell, separated from God.

(2 Peter 3:13, 1 Thes 4:16-17, Titus 2:11-13, Revelation 21:1-7, 1 Corinthians 6:9-10, Romans 1:20-25)

Sin is...

- A condition of the human heart since birth that causes each and every person to fall short of the standard of perfection established by God.
- Any unrighteous behavior identified in the Holy Scriptures, as interpreted by the pastoral leadership team at CrossWalk Community Church and the Assemblies of God, therefore requiring appropriate action, including sanctions as necessary, to protect the fellowship of believers and the testimony of Jesus Christ.

(Romans 3:23, Proverbs 14:34, Romans 8:3-4, Galatians 5:19-21)

Matrimony is...

- A holy, monogamous marriage covenant between one man and one woman as long as both shall live.
- A divinely ordained institution of God.
- The basic unit of a healthy society.

(Genesis 2:24, 1 Corinthians 7:2-4, 1 Corinthians 7:10, Ephesians 5:23-31, Hebrews 13:4, Genesis 2:18, Exodus 20:12, Genesis 2:21-24, Malachi 2:6)

Greenwood Christian Academy General Information

School Calendar: A current calendar will be posted on our website.

Greenwood Christian Academy is in session for approximately ten months, August through late-May. The dates for opening and closing will be determined annually.

Inclement Weather: GCA bases its decisions about inclement weather on several various factors including, but not limited to, WJCC schools, other Williamsburg area Christian schools, NOA forecasts, shopping center snow/ ice removal, and the safety of our GCA families and staff.

Attendance: Regular attendance and punctuality are extremely important. Whenever possible, please schedule appointments and family vacations at times when school is not in session. This is especially crucial during testing week in the spring.

Research supports that every day at school is a critical part of a student's education. That which transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book. Therefore, we recommend that all students arrive at school on time and attend class every day. If a student develops a pattern of habitual tardiness or absenteeism, this will be brought to the attention of the school principal who will meet with the parents to develop a course of action that is in the best interest of the student.

Excused absences include personal illness, death of a relative, medical appointments, pre-approved church and family activities, and emergency circumstances. All other absences will be considered unexcused. In the case of a special event, we ask that the families submit written notification 48 hours in advance when possible. This will allow our teachers to be able to gather the student's assigned work and send it home to the parents. This work should be finished within the time specified by the teacher. For work not completed by the teacher's designated time, a grade of zero will be entered in the grade book.

If the number of absences (excused or unexcused) exceeds 6+ days per marking period administration will schedule a meeting with the student's parents/guardians to determine whether the student will receive credit for the marking period.

In the event of an absence, parents are requested to notify the school by phone before 9:00 a.m. If the office is not notified it will be considered an unexcused absence. A doctor's note will be required for three consecutive school days of absences at the elementary and middle school levels.

Early Dismissal & Tardiness: It is important for students to attend each school day in its entirety to fully benefit. However, if a student arrives after 8:30 a.m. the student must be signed in at the office by the individual bringing the student to school. If a student needs to leave school early, a note should be written to let the teacher and the front office know what time the student is to be dismissed. It is the responsibility of the individual picking up the student to come into the school office and to sign the student out.

Visitors: All visitors must enter through the front door, via the reception desk because all other doors will be locked for security reasons. All visitors, including parents, are asked to sign in at the front desk and wear a visitor's badge. This allows office staff to know who is in the building at all times, and it contributes to the safety of students, teachers, and visitors.

Messages Regarding Dismissal: Teachers cannot accept verbal messages from students. No student will be released to anyone other than the parent or legal guardian without written or verbal notice **from the parent**.

Address & Telephone Changes: Please notify us in writing of any changes to your address, phone number, or e-mail. Please give us your unlisted phone number, your work numbers, and cell phone numbers so that you may be reached in case of an emergency.

Birthdays: Each student may celebrate his/ her birthday during the school year at a time and manner determined by individual teachers and classroom rules. Please check with your child's teacher regarding allergies and provide an ingredient list if you are sending or bringing treats.

Drop-off & Pick-up Procedures: Students will be removed from cars by the teachers and will be escorted to their assigned area of the building as needed. If you choose to physically escort your child into the building, we ask that you park your car in the parking lot away from the drop-off area. Teachers will return students to the cars at the end of the day. Parents are responsible to secure their own children in their car seats or seat belts.

Withdrawals and Student Records:

Withdrawals: All financial obligations to the school must be met for transfer or release of records.

- Business office account

Student Records: Student records are confidential and are available only according to the following policy:

- All requests to inspect or review records must be made in writing to the administration by the parent or guardian. Such requests will be honored twenty-four hours following receipt of the request.
- There will be no release of student files (without written consent of a parent or guardian) to any individual, agency, or organization other than the following:
 - Staff members of the school
 - Court or law enforcement officials
 - Federal, state, or local authorities performing functions allowed by law
 - Officials from other schools in which the student will be enrolling

Facilities: The Lord has blessed Greenwood Christian with a 20,000 square foot, state-of-the-art facility, including a full-size gymnasium and interactive smart boards/screens in all classrooms. Constructed in 2009, the facility, with an occupancy capacity of 801, has eleven classrooms that will accommodate twenty students each, with enrollment capped at 220 students. A separate cafeteria and warming kitchen is also included. We maintain two playgrounds to accommodate different age groups, from pre-school to eighth grade. The fenced preschool playground is adjacent to the school and contains age appropriate equipment for large muscle development during free play times.

Preschool, Elementary & Middle Policies and Procedures

Faculty & Staff: All faculty and staff members are Christians, and their service to GCA is a personal ministry dedicated to teaching and assisting students spiritually, academically, and socially. Each elementary teacher must have a Bachelor of Arts or Science degree, each preschool teacher must have a minimum of an Associate's degree (or 2 years of college). A staff members' experience and/or academic status may be considered when not fully degreed. A few the faculty have a Master's degree, a Virginia Professional License, or are taking classes toward professional certification. All teachers are certified in First Aid and CPR. Preschool teachers have completed the required hours of staff development training as determined by the Virginia Department of Social Services.

Church/School Relationship: Greenwood Christian Academy has a spiritual relationship with CrossWalk Community Church. The church and its members support the school in a variety of ways including donations, volunteers, prayers, and serving on the GCA school board.

As a religious institution, GCA is exempt from Virginia state licensure, but the school is compliant with all state requirements for religious schools. A list of the many state requirements for religious institutions is shown on the inside cover of this Handbook. The Department of Social Services requires us to disclose this information annually to parents and the general public.

Parent/Teacher Partnership: There are three primary institutions God uses to disciple children: the home, the church, and the school. Greenwood has an open-door policy for parents. We encourage you to give the teachers 24-hour notice if you would like to visit the classroom or schedule a conference. This procedure ensures that optimal educational needs of the students are being met, and your child's teacher is able to give due attention to your questions or concerns. It is also a safety consideration for the protection of your children that we require all adult visitors to sign in through the front office.

Tuition, Registration & Fees: According to state law, all persons enrolling a student in school for the first time must provide proof of that student's identity and age. Such proof may include a certified copy of the student's birth certificate, a passport, proof of birth from a hospital, physician, or midwife's records, or a birth registration card. The original copy for proof of identity must be presented to a GCA office staff member at the time of registration.

Tuition accounts for the previous year must be current for re-registration of the student to be honored for the following year.

Annual tuition may be paid by the year, the semester or broken down into ten or twelve equal monthly payments. Tuition payments will be withdrawn the 1st of each month. When registering your child, the registration/re-enrollment fee, book, and facility fees are due. The first month's tuition payment is withdrawn through the auto-draft system on August 1st. Payments that default upon withdrawal request through auto-draft system will incur a fee of \$35.

Tuition must be set up and paid through the auto-draft system. A student may not attend school until the parents have completed the online tuition payment enrollment. If you wish to pay by credit card it will incur a 2.95% service fee payable at the time of use. **All GCA families will be using the direct debit program.**

Enrollment & Evaluation: We strive to screen each student for grade level readiness prior to admission to school. In addition, the evaluation of each student's progress is a daily process carried out by each teacher. We encourage all students to do their personal best based on their own God given ability and not based on how they compare to someone else.

The school year is divided into four nine-week grading periods; report cards are issued at the end of each nine weeks.

Withdrawal Policies: If at any point the teacher, parent, or chief administrator feels that a student is not adjusting to the class structure or academic challenge, a conference will be held to discuss possible solutions. The school and parents, as partners, will work on a plan of action that will benefit the student. However, if the student continues to struggle with the curriculum Greenwood Christian Academy reserves the right to discontinue the student's enrollment in writing, giving at least five days for parents to make other arrangements. Reasons that a student might be removed from his/her class may include, but are not limited to, behavioral issues, academic readiness, safety concerns, or the need for specialized educational services that GCA does not have the resources nor trained staff to provide.

In the unlikely event that a student is extremely disruptive to the class in an on-going manner, Greenwood Christian Academy reserves the right to discontinue the student's enrollment. GCA will make every attempt to mediate these issues with the families and their child's teacher so that the best educational environment is available for everyone.

If parents decide to withdraw their child before the end of the school year, they agree to fulfill their financial commitment for the remainder of the school year according to the printed guidelines stated in the Tuition Agreement. Greenwood Christian Academy will not waive the tuition obligation of the parents for a mid-year unilateral withdrawal of a student from our school.

Preschool, Elementary & Middle Student Health and Safety

The school will make every effort to protect the health and safety of your child. Cooperation of our parents to help prevent the spread of communicable diseases is of great importance. The school will notify parents when their children have been exposed to diseases, and the school requests that parents agree to do the same. We are mandated as a school to follow the guidelines of the **VDH** (VA Department of Health) and the **CDC** (Centers for Disease Control) guidelines pertaining to all COVID-19 variants and communicable diseases. You can find the guidelines on the CDC website. (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>)

Medication: We recognize that certain children may be predisposed to certain foods or environmental conditions that require immediate action in an emergency and may have prescribed medications such as EpiPens or asthmatic inhalants that must be administered promptly to prevent loss of life. Our first line of action is to immediately call 911 for emergency services. Because administration of the antidotal medications may be necessary before the emergency services arrive, we will administer the prescribed medications following the conditions set forth in our “Emergency Medical Authorization” form. That form requires a signed release of liability to GCA.

Is my child well enough to go to school? Many parents are frequently concerned about when to keep children home or to send them to school. Our school policy is stated below.

A student must stay home if he/she:

- has a fever of 100 degrees or more. He/she must remain at home for 24 hours after the temperature has returned to normal (without the aid of medications).
- has vomited or has had diarrhea. They must remain at home for 24 hours after it has stopped.
- has a persistent cough.
- has a rash.
- has open or draining skin sores.
- has inflamed or draining eyes or ears.

Lice: It is not uncommon for schools in our area to detect lice. Just like pink eye, chicken pox and other germs, lice will multiply rapidly and spread easily.

-If a case of lice is found, the child(ren) will be sent home, and a note warning parents to check their children for lice will go home to our school families.

-The school nurse or MAT will check others in the class who may have been exposed and other siblings of the student who is infected with lice.

-Precautions and treatment must be taken to assure that lice do not spread throughout the school. Therefore, lice-infected students may not return to class until the school nurse or MAT determines that the scalp is free of any evidence of lice or nits (the tiny eggs). The school nurse or MAT will make the final determination of whether a child may return to class.

-Lice carries a certain negative connotation but should be considered no more of a disgrace than a virus that simply must be treated. If needed, the school nurse/MAT can recommend treatments.

Illness: If a student becomes ill while at school, the parents will be notified immediately. If we are unable to reach a parent or one of the emergency contacts as listed on the registration form, the student will be isolated from other classmates until a parent or designee arrives to pick up the student.

Suspected Child Abuse or Neglect: State law mandates that Greenwood Christian Academy report to the Virginia Department of Social Services any observations or suspected evidence of child abuse or neglect.

Emergency Procedures: In case of an emergency evacuation of the school, all students will always remain under staff supervision until parents can be notified and are able to retrieve the children. Evacuation drills will be practiced on a regular basis.

In the case of emergencies which require students to remain in the building, staff members will follow a predetermined procedure. As much as possible, students will be kept safe locations in the building, and parents will be contacted as soon as possible. Shelter-in-place drills are discussed with the students and are practiced at least twice during the school year.

Safety Precautions: Every precaution is taken to insure the safety of your child at school. The following list, while not all inclusive, makes note of some important safety measures:

- Classrooms, playgrounds, and lunchrooms are always supervised. We count on parents to join with teachers in encouraging students to observe and obey safety rules and classroom rules.
- Students who are out of class without being accompanied by an adult must have a hall pass to indicate that they have permission to do so.
- Students are to play only in designated play areas.
- Students are expected to show respect for school property, and are not to tamper with fire extinguishers or electrical outlets.

Photo-Video Permission: During the school year, GCA will take photos and/or video footage of different events and activities for yearbooks, promotional materials, newspaper articles, in-house displays, or for our school website. Parents will receive a permission form in the fall to approve their child's participation. This is voluntary, and no student names or images will be included without written authorization from a parent.

Searches: The school reserves the right to search and inspect any staff members or student's private property on site. The school may seize any suspicious or inappropriate items. If reasonable suspicion exists, a student may be asked to surrender items located in lockers, book bags, pockets, etc. Field trips to certain public buildings may require special attention which may limit the contents of bags or packages.

Virginia Reportable Disease List

In accordance with Virginia Department of Social Services requirements and in compliance with the signed reportable diseases agreement, please report any of the following diseases to Greenwood Christian Academy within 24 hours or the next business day after your child or any member of your immediate household has been diagnosed.

acquired immunodeficiency syndrome (aids)	amebiasis	anthrax
arboviral infection (e.g., eee, lac, sle, wnv)	botulism	brucellosis
campylobacteriosis	chancroid	chickenpox (varicella)
chlamydia trachomatis infection	cholera	coronavirus infections
creutzfeldt-jakob disease if <55 years of age	cryptosporidiosis	cyclosporiasis
diphtheria	disease (caused by an agent that may have been used as a weapon)	
ehrlichiosis	escherichia coli infection (shiga toxin- producing)	
giardiasis	gonorrhea	granuloma inguinale
haemophilus influenza (infection, invasive)	hantavirus pulmonary syndrome	
hemolytic uremic syndrome (hus)	hepatitis a	hepatitis b (acute and chronic)
hepatitis c (acute and chronic)	hepatitis (other acute viral)	
human immunodeficiency virus (hiv)	influenza	kawasaki syndrome
lead elevated blood levels	legionellosis	leprosy (hansen's disease)
listeriosis	lyme disease	
lymphogranuloma venereum	malaria	measles (rubeola)
meningococcal disease	monkeypox	mumps
ophthalmia neonatorum		
outbreaks, all (including, but not limited to, foodborne, nosocomial, occupational, toxic substance-related, and waterborne)		
pertussis	plague	poliomyelitis
psittacosis		
Q fever	rabies, human and animal & rabies treatment,	
post-exposure	rocky mountain spotted fever	
rubella, including congenital rubella syndrome	salmonellosis	
severe acute respiratory syndrome (sars)	shigellosis	
smallpox (variola)	staphylococcus aureus, infection (invasive methicillin-resistant and any vancomycin-intermediate or vancomycin-resistant)	
streptococcal disease, group a, invasive		
streptococcus pneumoniae, infection (invasive in children <5 years of age)		
syphilis (report primary and secondary syphilis by rapid means)		
tetanus	toxic shock syndrome	
toxic substance-related illness	trichinosis (trichinellosis)	
tuberculosis, active disease - (mycobacteria ~)	tuberculosis infection in children age <4 years of age	
tularemia	typhoid fever	
unusual occurrence of disease of public health concern		
vaccinia, disease or adverse event	vibrio infection	viral hemorrhagic fever
yellow fever	yersiniosis	

Preschool Curriculum and Goals

Spiritual Growth: In our chapel programs children will be taught Bible stories of the Old and New Testaments. The children will be taught God's plan for the world as an expression of His love and care. They will be encouraged to follow God's teachings in the classroom through additional study of the Bible, and our hope is that they will live as the Bible instructs by: making good choices, speaking kind words, sharing, showing love to others, taking turns, and caring about others. They will be encouraged to allow Jesus to be their best friend and to have a personal relationship with Him as their Savior.

Motor Skill Development: Motor skills enable children to move, play, and perform everyday tasks. Children will participate in activities that build their gross and fine motor skills. During recess they will use their large muscles for climbing, running, and jumping. The children will develop their fine motor skills in the classroom as they write, draw, paint, and participate in centers.

Language & Literacy Development: The children will hear grammatically correct language used by teachers, and students will engage in numerous individual and group activities that develop their use of language. They will have access to many books in their own classroom and will enjoy an age appropriate print-rich environment. The children will act out stories and enjoy story time with their teachers. They will be encouraged to participate at circle time, express themselves freely as they play and join special times of sharing.

In addition, the Pre-K4 classes will be instructed in pre-reading and writing skills using the Abeka Book Pre-K4 curriculum.

Art: The children will be given great freedom to express themselves through process art. Art projects will be used to support the curriculum as well as to encourage creativity.

Science: The children will explore the world around them as they go on nature walks and field trips outside the classroom. They will explore the wonders of science inside the classroom and various activities throughout the year.

Music: The children will have opportunities to hear music, as well as to sing, move, relax, and respond. In addition to enjoying music for its own sake, musical activities will be used to teach concepts, reinforce learning, and develop skills of various levels and kinds.

Dramatic Play: The children will be encouraged to play, both informally in learning centers and outdoors, and more formally during story time and group activities. They will use a variety of puppets, dress-up clothes, and other props to identify with people, times and places in a make-believe world.

Math Skills: There will be child-centered discovery activities involving sorting, counting, measuring, building, classifying, patterning, and identifying numbers, as well as times of teacher directed activities, within small one-on-one activities and during circle time. They will learn how math is applied to everyday life.

Social Skills: On becoming a member in a preschool class, each child will become a member of a large social group. This means that they will learn to share, care, encourage, take turns, help, comfort, and speak kindly. They will work in small groups as they play with clay and do puzzles. They will work in larger groups as they play house, build with blocks, create a mural or play a game. Learning to play together is considered a major goal of the preschool experience.

Preschool Student Conduct & Expectations

Discipline: GCA's disciplinary policy is gentle firmness. There will be no rough handling of the children at any time. Talking about the incident with the child and getting the child involved in a constructive solution is usually all that is necessary. If a serious problem or safety concern should develop, the parents will be notified. If the situation continues, the administrator may recommend a withdrawal of the child. Behavior that would warrant a withdrawal includes, but is not limited to, persistent biting, hitting, spitting, or kicking.

Expectations: Following the admission of each child to the school, there will be a period of observation. During this time, if the teacher, parent, or administrator feels that the child is not adjusting to the class structure, a conference will be held to discuss possible solutions. The school and parents, as partners, will work on a plan of action that will benefit the child. However, if adequate progress is not made, Greenwood Christian Academy reserves the right to delay or suspend the child's continuation in the program. The reasons that a child might be removed include a situation where a child is not yet mature enough for school or requires special services that GCA is not qualified to provide, or for the safety of the other students in the classroom.

Upon entering the preschool program, each child must be completely toilet trained *with a high degree of independence in toileting*. The staff recognizes that there might be occasional accidents as the child adjusts to an unfamiliar environment but reserves the right to call the parent or childcare giver to come to school and change the child. Children experiencing frequent accidents at school may be asked to withdraw/suspend enrollment until greater control is maintained.

Preschool Volunteer Opportunities

Greenwood Christian Academy appreciates the willingness of families to volunteer both in and out of the classroom. We welcome your participation and encourage you to contact your child's teacher for opportunities to enhance the classroom experience as we partner together to make school a fun and meaningful place for the students. Specific volunteer opportunities will also be made known at the beginning of the school year through a volunteer sign-up sheet that will be sent home with your child.

Snacks: Parents will be asked to take turns providing a healthy snack for the class. Teachers will coordinate snack donations. Please check with your child's teacher regarding food allergies specific to your child's classmates.

Donations: Each child is asked to periodically donate consumable items such as tissues, anti-bacterial wipes, or materials needed for art projects. Teachers will notify parents of specific items when needed.

If you wish to make a charitable donation to Greenwood Christian Academy, please contact the front office. GCA is a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

Field Trips: Field trips will be planned for the Pre-K4 classes in order to complement the curriculum goals. Because state law demands that each child under the age of 8 must be in a child safety seat, we prefer that each parent drive his or her own child on each field trip. If a parent is unable to drive, they must sign a waiver giving another parent permission to transport their child with a car seat has been provided and installed. Drivers escorting children other than their own must provide a copy of a valid driver's license and proof of insurance. Each field trip will be preceded by a permission slip which must be completed and returned to the teacher before the child will be allowed to participate.

Effective July 1, 2018, the state of Virginia requires that all volunteers who might have exclusive access to a student, must pass a fingerprinted background check, to include transportation of a child, other than their own, during field trips or other school activities.

Elementary/Middle Curriculum & Goals

Spiritual Growth: During our Bible and chapel lessons, students will be taught Bible stories and practical application of Jesus' teachings. They will be presented information to allow Jesus to be their best friend and have a personal relationship with Him as their Savior. They will also be encouraged to follow Christ's directions in their home and at school by making good choices, speaking kind words, sharing, showing respect, taking turns, and growing in Christian character.

Furthermore, students will be taught about salvation, but will never be pressured to pray to receive Jesus or to be baptized. If a teacher senses that a student is curious about salvation, he/she will answer any questions and inform the parents. If a student asks to receive Jesus as their Savior, the teacher will lead him or her in prayer and share the good news with parents. We have additional resources for students in order to help them understand their decision and to grow in their relationship with Jesus. We are happy to share these resources with the parents.

Chapel: Schoolwide chapel programs are conducted throughout the year. Chapel may include guest speakers/performers or ministry representatives. Classes are invited to participate or lead chapel lessons. At all times, students are expected to act respectfully in chapel.

Bible: Scripture and a Biblical worldview are integrated within all subjects. Our curriculum also includes Bible as a separate (and graded) subject whereby students apply Biblical truths to modern day life, learn to navigate the Bible, learn Scripture verses, and view Jesus Christ and His character as a lifestyle model.

Reading: The curriculum is utilized for our reading program. This is a phonics based approach to reading instruction, and it incorporates additional strategies to promote comprehension and fluency. Students will use full color reading texts for class work. Our desire is for students to develop a lifelong love of reading. The ultimate goal is for the students to be able to read God's Word, the Bible, on their own.

Language Skill Development: Students will engage in numerous individual and group activities to develop their use of language. They will have access to books in the classroom and in our school library. Students will enjoy an age-appropriate, print-rich environment, and participate in oral reading and related literature activities with their teachers. They will be encouraged to participate in group activities, express themselves creatively through projects and reports, and to use technology. Grammar, creative writing, journaling, and poetry memorization are also included in our language program.

Mathematics: Mathematics is taught in grades K-8 with the A Beka and other selected curriculum, that builds, strengthens, and reinforces proficiency in mathematical concepts. Fact practice of grade appropriate operations is conducted daily. The curriculum offers a balanced, spiral curriculum with guided instruction, manipulative opportunities, and the use of the

classroom interactive white board/screen. Throughout the primary grades, students will move from concrete, to pictorial, to abstract thinking skills.

Science: The ABeka and other selected curriculum is used for science and health. We emphasize God's sovereign creation of the universe and His order and provision for man in His creation. In the upper grades, scientific theories are examined through a Biblical worldview lens. GCA is moving toward a strong emphasis on Science and STEM integration throughout all grade levels.

Technology: Each classroom has a state-of-the-art interactive Smartboard/screen. The interactive nature of the Smartboard allows a greater number of students to participate, making it beneficial to both teachers and students. The Smartboard, which combines a whiteboard/screen with computer technology, provides an excellent medium to catch and retain student attention. A variety of interactive tools (such as iPads) can help students visualize concepts, use manipulatives, and gain access to information from online sources. GCA recognizes the value of many forms of technology as aids that enhance instruction for students.

Penmanship: Students receive developmentally appropriate instruction and practice in handwriting.

Special Areas: It is the goal of Greenwood Christian Academy to provide experiences for students in the areas of art, music, and physical education. Students will be given the opportunity to relate how their God given talents in these areas can be used to bring glory to God.

- **Art:** Students will receive weekly instruction in artistic concepts, elements, styles, and a wide variety of mediums. GCA is pleased to participate in local exhibits and community wide activities.
- **Music:** Informally, students have opportunities to hear music, as well as to sing and respond to it during the school day and in chapel. In addition to enjoying music for its own sake, musical activities will be used to teach concepts, reinforce learning, and develop skills of various kinds. Students will attend weekly music classes. This program includes the use of rhythm, percussion, woodwinds, and string instruments with age appropriate instruction, as well as singing and studying a range of composers and musical genres.
- **Physical Education:** Students will have daily opportunities to play actively with other children and build gross motor skills on the outdoor playground or in the gymnasium. Students will participate in a variety of physical activities in P.E. classes which will also promote positive health choices and good sportsmanship.
- **Spanish:** Students will engage in age-appropriate lessons to include conversational Spanish, counting, and an exposure to Spanish customs and cultures. Spanish classes are conducted for all K-8 students. During the school year, a variety of activities will be utilized including songs, games, and participation in various school programs.
- **Technology:** We aim to develop each child's ability to use technology as an educational tool, and we integrate computer classes into the curriculum to support this goal. The educational software we use allows students to explore concepts, to create, to publish their own stories, to

conduct supervised research on the internet, to engage in problem solving, and to practice Bible, math, and language skills.

Additional Information for Elementary:

Standardized Testing: Our scope and sequence introduces and teaches the academic concepts at earlier grade levels than specified by the Virginia Department of Education's Standards of Learning for core subject areas. Our membership in the Association of Christian Schools International (ACSI) entitles us to participate in the administration and scoring of nationally recognized standardized test. These tests provides a baseline for monitoring students' progress from year to year, and for comparing our performance results on a national level. This is one way to measure the quality and effectiveness of our school on an annual basis. Historically, GCA students consistently score well above the national averages.

Each year a high percentage of the 5th & 8th grade students at GCA qualify for the Presidential Academic Excellence Award (sent from the White House) because they scored at the 85th national percentile or higher on the standardized tests.

Homework: Teachers will give daily homework assignments to reinforce material covered in class and to offer additional practice or application of that material. Please assist your child's best efforts by providing a consistently quiet and organized workspace, and an unhurried time frame.

Grading Scale:

A= 92-100	S- Satisfactory
B= 83-91	N- Needs Improvement
C= 74-82	U- Unsatisfactory
D= 65-73	
F= 64 and Below	

Elementary/Middle Student Conduct

Expectations: Students of every age are expected to behave in a responsible, respectful manner at all times. It is the goal of the GCA staff to model and encourage students to exercise appropriate self-control and therefore, self-discipline. Every attempt will be made to intervene and resolve a problem through age appropriate measures. The goal of such correction is to result in a student's understanding of the offense, reason for correction, acceptance of the consequence, a heartfelt desire to turn from the inappropriate behavior, seeking forgiveness from any offended party, and restoring relationships when applicable.

Discipline: Greenwood Christian Academy is dedicated to developing young people of Christian character and integrity. Our goal is to help students always conduct themselves in a Christ-like manner. We will focus on a positive character trait each month. These positive character traits will incorporate scripture, music, visuals, and much discussion during chapel programs and in the classroom environment.

The teacher is the first line of discipline in any classroom setting. Teachers and administrators will use a variety of discipline intervention methods to maintain a positive, safe school environment. Teachers will focus on the positive behaviors, words, and actions of the students as we study the monthly **"Character First"** traits. The teachers and support staff will practice positive encouragement, appropriate to grade level.

Discipline Philosophy: Our discipline program at GCA is based upon the Biblical model and goals of "Discipline for Discipleship." Outward actions and hidden motives behind moral choices and decisions are carefully examined in light of the Scriptures. As each human stands accountable before God, we look to our Savior for strength to walk through the steps of confession, repentance, forgiveness, and restoration. As we respond to the call of discipleship, we must ask, "Where will it lead us?" Only Jesus Christ, who bids us to follow Him, knows the journey's end. But we know that it will be a road of boundless mercy and love. Discipleship means JOY! Discipleship means choosing to do the right thing because it brings honor to the name of the Lord. Discipleship means choosing to do the right thing in response to the Savior's sacrificial love toward us. Discipleship means that as adults, our walk in obedience to our Lord and to our earthly authorities is related to how our children will respond to us. As we follow the policies and procedures of our school with a cheerful willingness to comply, our children will take their cue from us. Discipline for discipleship also means helping our students to understand how the consequences of their actions have positive and negative impact upon others.

Parents may not always agree with every disciplinary decision or policy. However, we seek the prayers, cooperation, and loyalty of each family in upholding the specific standards contained within this handbook. May the Lord lead each of us to reflect the mind of Christ in our words, actions, and motives (I Corinthians 2:16).

Discipline (con't): The following list, though not exhaustive, includes offenses which will not be tolerated and will result in disciplinary action: bullying, cheating, disobedience, disrespect, fighting, general class disruption, harassment, lying, misuse of fire alarms, plagiarism, and stealing. Please note students may not chew gum at school.

Behavioral consequences may include any of the following techniques or a combination of several approaches: verbal warning, phone call or note to parent, limited recess, removal of a privilege (including participation in field trips, clubs, or special events), removal from class, before or after school detention, service work, silent lunch, parent/teacher/student conference, Scripture memorization or written work, behavioral contract, mentorship, dismissal from school, or possible referral to an outside agency or the police. Rough handling of students is not tolerated nor is corporal punishment (spanking) utilized at any time. Students may be placed in time-out but are never isolated outside the supervision of an adult staff member.

GCA follows a schoolwide discipline plan as outlined in "The Green Zone" and "Shepherding the Heart of a Child."

Building & Ground Rules: Students should move quietly and orderly through the hallways in a single file line. If a student is in the hallway during class time, he or she should have a pass. Due to safety concerns, students should not run in the hallways.

Recess: Students will walk in a line going to and from the playground or gym. Throwing objects (other than appropriate playground equipment), scaling fences, scaling walls, and playing tackle football will not be permitted. Fighting or using profanity will also not be tolerated. Students will remain in designated areas throughout recess. All equipment is to be used correctly. No horse play will be permitted in the gym or on the playground.

Cafeteria Rules: Students should enter and exit the cafeteria in a quiet line. Food must not be thrown or shared. Students are expected to talk and behave in an orderly manner. The first ten minutes of each lunch period is "quiet time" to encourage the eating of healthy lunch items as prepared by the parents. Students placed in "Silent Lunch" may not socialize for the entire lunch period, as a consequence for inappropriate conduct.

Toys & Electronic Devices: Students are discouraged from bringing toys to school except for specified show and tell activities. Students may not bring electronic devices to school. Toy guns, swords, knives, and other weapons (real or pretend) are not allowed in schools per Virginia code.

Violation of this rule will result in:

- 1st Offense: Item will be taken away and returned to the parent at the end of the day.
- 2nd Offense: Item will be taken away and returned after 5 school days. GCA is not responsible for any damage to the item while in the possession of the administrator. Personal items will be clearly labeled with the student's name to ensure proper return of same. Subsequent offenses will result in loss of the item for the duration of the semester.

Field Trip & Activity Participation: Field trips are planned to complement our curriculum goals. State law requires that each child under the age of 8 must be in a child safety seat. At times parents may volunteer to drive and/or chaperone. If a parent is unable to drive, he or she will sign a waiver giving another parent or the teacher permission to transport the student (stating that the car seat, if required by law, has been provided). Field trip drivers transporting children other than their own must provide a copy of a valid driver's license and proof of current insurance.

Effective July 1, 2018, the state of Virginia requires that all volunteers who might have exclusive access to a student must pass a fingerprinted background check, to include transportation of a child, other than their own, during a field trip.

Each field trip will be preceded by a permission slip that must be completed and returned to the teacher before the student will be allowed to participate. When students are involved in events, they are to be mindful that they are representing Greenwood Christian Academy in the community. All regular school rules apply off campus. Misconduct during an activity may result in disciplinary measures.

Backpacks: Beginning in kindergarten, students may use a backpack and are encouraged to do so. Parents should check bags and backpacks nightly for homework assignments, notes from the teacher, and other pertinent information. Backpacks should be clearly labeled with the student's name.

Lunch & Snacks: Students must bring their lunch and a healthy snack each day. Please do not send items that require refrigeration or microwave preparation. Sodas and coffee drinks are not allowed. **Please label all water bottles and lunchboxes.**

Change of Clothes: Parents of kindergarten students may want to send in a change of clothes in a Ziploc bag clearly marked with the student's name.

Dress Code/Uniform Policy: Please see the uniform policy handout.

Exceptions to the dress code may be approved by the Administrator for special events such as class programs, field trips, Picture Day, etc. If you are uncertain if an article of clothing adheres to our dress code policy, please request additional information from a member of our staff. Please label all sweaters, jackets, blazers, hoodies, and ties with the student's name.

P.E. & Athletic Dress Code: For PE days, all students are required to wear a pair of non-marking sole sneakers with lace up or velcro closures. We are mindful of being good stewards of our gym floor while being careful not to damage its surface. Each time GCA resurfaces the gym floor it requires thousands of dollars.

Elementary Volunteer Opportunities

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