

# Grace Temple Christian Academy Parent / Student Handbook



2019 - 2020

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[www.gtcacademy.com](http://www.gtcacademy.com)

11222 Leopard St. Corpus Christi, TX 78410

Telephone: (361) 289-7777

## **NON-DISCRIMINATORY POLICY**

Grace Temple Christian Academy does not discriminate against members, applicants, staff, students, and others on the basis of national or ethnic origin, race, or color.

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## **WELCOME**

### **Thank You**

...for choosing Grace Temple Christian Academy (GTCA). Your child is important to us and we are committed to providing the best possible care. We look forward to serving the needs of your child. If you ever have any questions or concerns, please feel free to contact our office at (361) 289-7770.

### **Purpose**

The purpose of Grace Temple Christian Academy (GTCA) is to uplift the name of Christ by teaching values, morals, and principles found in the Word of God.

### **Objective**

It is our objective to help your child reach his/her academic, spiritual, emotional, physical, social, and creative growth.

### **Mission**

It is our Mission to teach:

- Every child salvation through the Blood of Jesus Christ.
- Character, ethics, and solid moral judgment through the teaching of the Bible.
  - Each child the benefits and the necessity of prayer.
  - Social behavior in relation to other children.
  - Each child to reach his/her academic potential.

## **NON-DISCRIMINATORY POLICY**

Grace Temple Christian Academy does not discriminate against members, applicants, staff, students, and others on the basis of national or ethnic origin, race, or color.

## STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## PHILOSOPHY

### Philosophy of Christian Education

We believe the first and great commandment is found in Matthew 22:37-38. Jesus responded to the lawyer that asked which is the most important commandment by saying, "...*Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment.*" How are we to do this? Ephesians 2:8,9 states, "*For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast.*" We cannot earn it, or be good enough. It is by the grace of God, that we can be saved through faith. As we accept Jesus Christ into our life, He begins to do a new work in our lives. 2 Corinthians 5:17 states, "*Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new.*" In Titus 2:11,12, we see that by God's grace we are to let go of ungodliness and to live a godly life.

That brings us back to the great commandment. When Jesus gave this great commandment he was quoting directly from the book of Deuteronomy 6. Parents are instructed to teach their children diligently in His word. This is where the Christian School is a ministry to the family. As the Parents instruct Godly principles at home, and the Church teaches and preaches God's Word, the Christian school comes alongside

and continues to train the child God's Word and Character. Titus 2:13,14 states, *"Looking for that blessed hope, and the glorious appearing to the great God and our Savior Jesus Christ; Who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works."* Until He comes, we are to teach His Word and live godly lives.

Our Christian teachers come alongside the parent to prepare students for adulthood and utilize three educational issues.

**1. Biblical Values.** Students are taught godly principles daily. They begin the day in prayer, a monthly scripture is taught and memorized, the curriculum also teaches 90-character traits of Jesus that promotes Christ-like character. Weekly Chapel Services are conducted to strengthen the students understanding of Biblical Principles.

**2. Student Accountability.** An individualized approach is utilized. Students set daily goals that are reviewed the following day. The students are held responsible for their academic progress. We have a mastery based approach. The student does not advance until he/she passes the objectives being taught.

**3. Structured Curriculum.** The Accelerated Christian Education curriculum is taught from Kinder through Twelfth grade. Students are placed at their ability level. Immediate one on one help is provided if a student has a question. There are checks and balances to guide students as they learn to take ownership of their learning. They do not have to wait for the other students or get left behind. When a student passes a "PACE" Packet of Individualized Learning, with an 80% or above, they can proceed to the next "PACE". Scripture memory and Character traits of Christ are presented throughout the curriculum. This, along with the practice and procedures, goal setting and routines require students to develop Godly character. Students in Kinder 4 utilize the ABEKA curriculum.

It is our desire to provide a strong academic program that is rooted and founded on the Word of God and His principles. GTCA utilizes mastery based learning, built-in reinforced learning, individualized learning and development of critical thinking skills. Our graduates have earned college degrees and entered into the professional workforce. Others have received ministerial degrees/diplomas and are now serving in ministry. Grace Temple Christian academy seeks to come alongside families that agree with our statement of faith and our philosophy of education.

# **GOVERNANCE OF THE SCHOOL**

## **GRACE TEMPLE ASSEMBLY OF GOD & GRACE TEMPLE CHRISTIAN ACADEMY**

### **GOVERNING BODY**

The Governing Board is the church board of Grace Temple Assembly of God. The Chief Administrative Officer is the Pastor of Grace Temple Assembly of God.

### **STAFF TRAINING**

All staff needs to attend A.C.E. Educator's Training for inservice training each year. Two administrative staff will attend at least one ACTS approved national/regional conference each year.

\*All New Learning Center Staff need to attend ACE Supervisor or Administrator Training once every five years.\*

## **ADMISSIONS**

### **NON-DISCRIMINATORY POLICY**

Grace Temple Christian Academy does not discriminate against members, applicants, staff, students, and others on the basis of national or ethnic origin, race, or color.

### **HOMOSEXUAL/ALTERNATIVE LIFESTYLE STATEMENT**

GTCA strongly believes that God, according to Biblical scripture, is displeased with the alternative lifestyle (homosexuality.) We also believe that it is HIS desire to forgive and reconcile all those that will come to him and repent. It is not the desire of GTCA to appear to show hate or dislike for the individual(s) who choose to live an alternative lifestyle. However, We, as a religious institution, do however, have a biblical standard that disallows any individual exhibiting the alternative lifestyle behavior whether a student, paid staff, or volunteer.

GTCA is dedicated to the training of children in a program of study, activity, and living that is Bible centered. We believe that "all things should be done decently and in order" and that our students must be taught to accept the responsibility to "walk honorably" before all men.

### **Admissions Process**

The enrollment process at Grace Temple Christian Academy is designed to give you all the information you need to make a decision about enrollment in our school, and to give us all the information we need to determine how we can be of help to your child and your family.

### **Steps to Enrollment**

1. Go through the website and/forms or information about GTCA and our tuition/fee schedule for this year.
2. Request an interview and tour of GTCA. We feel this is a vital part of the process for you to learn more about our school and for us to learn more about you so we can make an informed decision regarding the very best for your child's educational needs.

3. Fill out the application forms below and pay the registration fee in order to reserve your child's spot in the classroom.

All required documents listed below are pertinent to your child's/children's complete enrollment.

**A.** The completed enrollment application must be accompanied by the following:

- Registration fee
- Enrollment Application
- Emergency Information & Procedure Form
- Current Immunization Record
- Copy of Social Security Card
- Copy of Birth Certificate
- Copies of School records including all Report Cards & Transcripts

**B.** Home Schooled Students

- The above documents

It is a privilege to attend GTCA. All students are initially enrolled in a probationary status for 90 days. GTCA will exercise the right to suspend or dismiss a student who is a continual discipline or behavior problem. If the administration has reason to believe that there is a disharmony of agreement between the school policy, procedures, or statement of faith with a family, students will be dismissed.

### **MEALS**

Students are required to bring their own lunch to school. Microwaves are available for use in the lunch room.

## FINANCE POLICY FEES

All fee payments are due on the first (1st) of each month. Monthly fee payments are: tuition, aftercare, and bus. Fee payments are as follows.

### **Early Registration For Current Families If Paid March 15th.**

|               |         |
|---------------|---------|
| One (1) Child | \$50.00 |
| Family        | \$75.00 |

### **Late Re-Enrollment & New Students**

|               |         |
|---------------|---------|
| One (1) Child | \$60.00 |
| Family        | \$85.00 |

### **Tuition:**

|          |          |
|----------|----------|
| K - 12th | \$380.00 |
|----------|----------|

(This is a 10 month scheduled payment, beginning in August and ending in May)

### **Activity Fee:**

|             |                                      |
|-------------|--------------------------------------|
| Per Student | \$150.00 - One time payment per year |
|-------------|--------------------------------------|

### **Book Fee (Includes 72 PACES per Year):**

|            |          |
|------------|----------|
| Kinder     | \$180.00 |
| 1st - 12th | \$240.00 |

*(After completing 72 PACES an additional \$3.00 per PACE will be charged to your account.)*

\*If your child does not complete 72 PACES within the school year, No refunds/PACES will be given out at the end of the year.

### **IOWA Test:**

|            |  |
|------------|--|
| 1st - 12th | \$35.00 - (HS students may have extra fees for elective courses) |
|------------|--|

### **Bus Fee:**

|                  |                   |
|------------------|-------------------|
| 1st Child        | \$50.00           |
| Additional Child | \$20.00 per child |

### **After Care:**

|                  |                   |
|------------------|-------------------|
| 1st Child        | \$50.00           |
| Additional Child | \$20.00 per child |

|                        |         |
|------------------------|---------|
| <b>Graduation Fee:</b> | \$50.00 |
|------------------------|---------|

## HOMESCHOOL FEE SCHEDULE

Registration Fee: Individual- \$60.00 Family- \$85.00

Activity/Supply Fee: \$100.00 per child

Tuition: Daily Rate \$25.00 per child. All charges must be paid in advance or on day attending.

**REFUND POLICY:** Please be advised that the Registration and Activity/Supply Fee are due in full on or before the first day of attendance. The Activity/Supply Fee and Registration fee is for the whole school year regardless if you do not attend in Spring. These fees are non-refundable.

## LATE FEE PAYMENTS

### Bus

Bus fees are equal regardless of holidays, inclement weather, illness or length of month. Students registered for bus service must be dropped off no later than 7:45am. Students will be dropped off in the afternoon at 3:45.

| <b>Bus Late Fees:</b> | <b>Time:</b>               |
|-----------------------|----------------------------|
| \$10.00               | After the 5th of the month |
| \$5.00                | If not picked up by 3:55   |
| \$1.00 Per Minute     | If picked up after 4:00    |

### AFTER CARE

After Care is a fee program from 3:30 pm to 5:30 pm, for students whose parents due to employment or other valid reasons cannot pick them up at the end of the school day at 3:30pm. After Care fee must be a paid on the 1st of the month and no later than the 5th of the month. A late fee will be assessed if payment is made after the 5th of the month. All children must be picked up by 5:30pm. Additional fees will be assessed if children are not picked up by 5:35pm.

#### **After Care fees as follows:**

| <b><u>Fees</u></b> | <b><u>Reason</u></b>                                |
|--------------------|---|
| \$50.00            | 1 Child   |
| \$20.00            | Per each additional child                           |
| \$10.00            | Late Fee if paid after the 5th of the month         |
| \$5.00             | If children are not picked up by 5:35pm             |
| \$1.00             | Per minute if children are not picked up by 5:45 pm |

\*In order to have the \$50 monthly charge your child must be enrolled in After Care. Otherwise, it's \$5.00 per day, per child If the child is not picked up by 3:50 PM.

If Bus and /or After Care, including late fees are not paid in full by the 10th of the month, your student(s) will be suspended from the Bus and/or After Care until the balance is paid.

For you convenience, monthly payments may be made on-line at [www.gtcacademy.com](http://www.gtcacademy.com). All payment made on-line must include a *\$3.00 convenience fee. A \$35.00 charge will be added to your account for all on-line payments or checks returned due to N.S.F.* If a second NSF is received, only a money order or cash will be accepted for payment. If you have any questions concerning financial matters, please contact the School Business Office at (361)289-7770.

## **Family Discounts**

Grace Temple offers four (4) types of discounts:

Church Members in Good Standing - 10% off

Pastors from other churches - 10% off

Multiple Children - \$50 OFF second child, \$75 OFF third child, & \$100 OFF each additional child.

Staff- 15%

You may get additional information and pick up an application at GTCA business office.

## **ATTENDANCE POLICY**

All instruction begin at 8:30, and it is important that students arrive on time. It is the responsibility of the parent and the student to create the habit of being punctual and regular in attendance. Faithful attendance is crucial to a student's academic success. Parents, especially of PK - Elementary are required to escort their students to the front door and wait with them until the door is opened.

## **EXCESSIVE ABSENCES**

Students with nine (9) or more absences per quarter will be referred directly to the School Advisory Committee. A child's education is adversely affected by excessive absences student will be considered truant and a determination will be made as to the student's continued enrollment.

The following principals govern absences:

### **A. Excused Absences**

1. Personal illness, injury, hospitalization or doctor's appointment
2. Death in the family
3. Approved by Administration.

### **B. Un-Excused Absences** (listed, but not limited to those noted below)

1. Shopping
2. Haircuts
3. Babysitting
4. Needed at home
5. Sleeping in , etc

C. On the day a student is absent, a parent/guardian must call the school that day to advise the reason for the absence. An excuse is granted only when the absence is followed-up by a note from the parent/guardian or a physician/dentist.

These notes are filed in students official records. Please refrain from writing them on pieces of paper torn from wrapping paper, brown paper bags, ripped from note pads, etc.

Student records are reviewed when Grace Temple Christian Academy is considered for Model Status and we want them to look professional.

**D. Perfect Attendance**

A student is counted present for all school days. Absences, excused and/or unexcused interrupt perfect attendance.

**E. Truancy**

Defined as an absence without the knowledge or consent of parents/guardian and/or school staff. This includes leaving the school without permission. SUCH ACTION WILL NOT BE TOLERATED.

**TARDINESS**

All instructions begin at 8:30 a.m. A student is considered late (tardy), if not in school at **8:30am**. Students late two (2) days in one (1) week will be assigned detention equal to time of both days they are late. Detention for tardiness is assigned by the Registrar by direction of the School Administrator. Cleanliness of the school and grounds are maintained by the Schools Physical Education (PE) Coach. Students, PK through High School will be assigned detention duties as directed by the PE Coach. Detention will be assigned during break or PE.

**\*Students arriving 10:30 am are considered absent for that day, unless they have a doctor/dentist note.**

## Curriculum and Instruction

### Instructional Minutes

Regular school hours for all students are, 8:30 AM through 3:30 PM. AfterCare, 3:40 PM through 5:30 PM (see page 6 for additional information on After Care). The State of Texas requires a minimum of 75,600 operational minutes per year. GTCA is in session 176 days for grades K4-12. That is 75,680 operational minutes which exceeds minimum school operational minutes.

The Student Attendance Accounting Handbook (SAAH) defines operational minutes as the time from the first school bell to the last school bell (bell to bell).

### A.C.E. PROCEDURE

#### GRADES

Grades at Grace Temple Christian Academy are assigned to the Learning Centers. Learning Centers and grades are as follows:

| <u>Learning Center</u> | <u>Abbreviation</u> | <u>Grades</u> |
|------------------------|---------------------|---------------|
| K - First              | K - 1st             | K4- 1st       |
| Elementary             | ELM                 | 2nd - 5th     |
| Middle School          | MS                  | 6th - 8th     |
| High School            | HS                  | 9th -12th     |

#### CURRICULUM

Students in K4 through 1st utilize the Abeka Curriculum. Students in K-12 utilize the A.C.E. Curriculum.

### PACKET OF ACCELERATED CHRISTIAN EDUCATION (PACE)

Accelerated Christian Education has taken the conventional style textbook and divided it into bite sized achievable work texts called PACEs. Each PACE is similar to a unit in a textbook. PACEs are utilized by K5 through 12th grade. They are purchased by each student, and will not be shared. Students who are in Elementary through High School are required to complete sixteen (16) core subjects (Math, English, Social Studies, Science, Word Building/Etymology, and Bible) per quarter to meet minimum standards. To make Honor Roll, students must complete eighteen (18) core subjects. While working on the PACE, the student is allowed to take notes, write examples, etc. for study purposes. Upon completion of the PACE, the student will take a self-test to see how well they understood the material and determine if he/she is ready to take the final test. Upon completion of the self test, the student must score 90% or above. The student will turn in the PACE, and take the final test the next day. The notes and examples made while working on the PACE will help the student study for the test. To pass the final test, the student must score an 80% or above. If the score is below 80%, the student will have to repeat the PACE. All PACE work is done in pencil.

## **LEARNING CENTER**

Classrooms in Accelerated Christian Education Schools are classified as Learning Centers. Grace Temple Christian Academy has four (4) Learning Centers as follows:

| <b><u>Learning Center</u></b> | <b><u>Abbreviation</u></b> | <b><u>Grades</u></b> |
|-------------------------------|----------------------------|----------------------|
| K - First                     | K - 1st                    | K4 - 1st             |
| Elementary                    | ELM                        | 2nd - 5th            |
| Middle School                 | MS                         | 6th - 8th            |
| High School                   | HS                         | 9th -12th            |

Desk in Learning Centers are called Offices.

Offices:

- Are assigned and may only be changed by the Learning Center Supervisor (LCS)
- Must be cared for and kept neat by the student
- Must have all items placed on the Office approved by the LCS.

Students:

- May not communicate with others or be out of his/her office without the LCS's permission.
- May not be turned around or sitting sideways in the Offices.
- For safety concerns, students may not tilt their chairs backwards.

## **FLAGS**

Student moments in the ELM - HS Learning Centers are governed by the Christian Flag and the American Flag. Flag movement is as follows:

- The Christian Flag is raised when a student need the Supervisors guidance in academic difficulties.
- The American Flag is raised when the student must leave the Learning Center for any reason, need to score, sharpen their pencil, etc.

## **ACADEMIC EXPECTATIONS**

### **GOALS**

It is the goal of GTCA to help each student achieve academic success each school year. To maintain academic balance in a quarter, each student must complete the required core subjects. GTCA will attempt to train the students to check daily assignments as necessary. Students must set reasonable goals that can be achieved in a prescribed period of time.

Most students should set daily goals in two to three core subjects at a time. They should balance the workload between what they believe are the easier and hard subjects. (i. e., what are your easy subjects: Social Studies, Work Building/Etymology, and Bible. What are your hard subject: Math, English, and Science. If you are doing two (2) subjects per week, then your should work on one (1) easy and one (1) hard. To maintain adequate academic progress students should take no less than two (2) test per week.

### **GOAL CARD**

Students will use Goal Cards to set their daily goals. Goal Cards are issued by the LCS. Students feel accountable when they know the LCS is keeping records. (Goal Cards also serve as backup material for parent conferences.) Student Goal Cards are pinned in front of them so they can see at a glance where they stand. Students will draw a forward diagonal through the completed page number, and then enter the goal(s) for the next day. (STUDENTS MAY NOT SCRATCH OUT OR COVER THEIR COMPLETED GOALS)

### **CONGRATULATIONS SLIPS**

For immediate recognition of PACE success, Congratulation slips should be passed out by the LCS, during morning exercises.

### **PRIVILEGES**

Students who believe they have fulfilled the responsibility for privilege status should request the Application for Privileges from the Friday prior to the week of desired privileges.

## **RESPONSIBILITIES AND PRIVILEGES**

### **RESPONSIBILITIES**

#### **LEVEL A**

1. Complete 2 PACE's a week
2. Maintain academic balance
3. Receive no more than 45 mins. of detention the previous week.
4. Memorize the previous month's scripture

### **PRIVILEGES**

1. 5 extra minutes at break
2. May read or listen to approved literature or music
3. May engage in approved extracurricular activities in office, i.e. crafts, puzzles, games, computer.

### **RESPONSIBILITIES**

#### **LEVEL C**

1. Complete 2 PACE's a week
2. Maintain academic balance
3. Receive no more than 45 mins. of detention the previous week.
4. Memorize the previous month's scripture
5. Present a 5 minute oral report on an interested area or project.

### **PRIVILEGES**

1. 10 extra minutes at break
2. May read or listen to approved literature or music
3. May engage in approved extracurricular activities in office, or other assignments out of LC
4. May be out of seat w/out permission in learning center
5. May serve on approved projects i.e.: errands, student tutor.

### **RESPONSIBILITIES**

#### **LEVEL E**

1. Complete 2 PACE's a week
2. Maintain academic balance
3. Receive no more than 45 mins. of detention the previous week.
4. Memorize the previous month's scripture
5. Read and report on a literature book approved or approved library book. (May substitute 5 minute oral report.)
6. Be available for participation in activities i.e. chapel, assembly

### **PRIVILEGES**

1. 15 extra minutes at break
2. May read or listen to approved literature or music
3. May engage in approved extracurricular activities in office, i.e. crafts, puzzles, games, computer.
4. May be out of seat w/out permission in learning center
5. May serve on approved projects i.e.: errands, student tutor.
6. May leave office and learning center at will for approved projects when not committed to other responsibilities.

**REPORT CARDS (PROGRESS REPORTS)**

Quarterly progress reports will be sent home for each student at the end of each nine (9) week period.

**ACADEMIC DISMISSAL**

GTCA has the right to dismiss a student for not complying with academic standards and/or the Academic Prescription for success.

## **PARENT TEACHER RELATIONS**

### **PARENT / TEACHER RELATIONS**

It is very important that both parents and teachers have good communication. Parents should schedule a conference to discuss their child's progress. If the teacher requests a conference, you should coordinate a time when both parent and teacher can meet. If you, the parent/guardian request a conference, call the school and schedule a time and date with the teacher.

Again, new students are admitted on a probationary period for the first 90 days. All students must conduct themselves in a proper manner at all times. Having a complaining or argumentative attitude toward staff and other students will not be tolerated. GTCA is not a "reform school". Teachers cannot spend the majority of their time policing the classroom. Students who are consistently disobedient, refuse to do their school work, or sleep in their offices will be dismissed from the classroom and their parents will be called to pick them up. Re-admittance to class will occur, after a conference with the parents/guardians, student, teacher, and administrator.

## **PARENT TEACHER CONFERENCE**

Parents or teachers can schedule a time to meet to discuss student progress. Please make an appointment as not to disrupt Learning Center environment.

### **QUARTERLY AWARDS / PARENT - TEACHER FELLOWSHIP (P.T.F.)**

Quarterly Awards and P.T.F. 's are scheduled at the end of each quarter. Quarterly awards, fundraiser awards, student programs etc., are given to the students. Also, at this time, parents may get updated information for the next quarter. **It is very important that parents attend to show support for their children.**

## **MEDIA POLICY**

### **LIBRARY**

There are reference books and books for enjoyment for students to check out at the library. There are also computers that students can use while supervised for research.

### **INTERNET**

The internet is a useful tool, but with all tools of this caliber, it can also be dangerous to the spiritual growth of our students. The internet and methods used to access the internet will only be used by permission from a Supervisor that is monitoring their usage. **Access to inappropriate content will not be tolerated.** This includes sexual oriented material, gaming, video, or other inappropriate web related sites. Students are not allowed to download any material to computers or other storage devices without permission from a Supervisor.

### **SOCIAL MEDIA**

Social media includes, but is not limited to Facebook, Twitter, Instagram, SnapChat, etc. With the advent of social media, it is imperative that students understand that they are accountable and will be held responsible for content posted to their site. **This includes material posted by "Friends".** All posted information should reflect a relationship with Jesus Christ. School Administration may address inappropriate content on social media with parents and student.

### **LOCKERS**

School lockers are available for Middle School and High School students only. The lockers are the property of GTCA, and the Administration has the right to open and inspect lockers at their discretion. Students are required to keep their lockers clean and not use them to store dirty clothing. Lockers will be assigned upon receipt of the Locker Assignment card by GTCA Administration. The card must be signed by both the parent and the student.

Students must provide their own combination lock (keys have a habit of getting lost). The Locker Assignment card with the combination must be given to the Registrar.

## **ELECTRONICS**

### **CELL PHONES, iPADS, IPODS AND SMART WATCHES**

Cell phones, iPads, iPods, and Smart Watches are not permitted in possessions of students during school or After Care hours. All electronics will be turned in to the Registrar prior to reporting to class daily. If a student fails to turn in their electronics during school hours, or pick them up while they are in After Care, the following actions will be taken:

1st Time: It will be collected by the Registrar and a parent/guardian must pick it up

2nd Time: It will be collected by the Registrar and remain in the school office for two weeks.

3rd Time: It will be collected and remain in the school office for a month.

If the student continue to keep their electronics in their possession during class, the student will not be allowed to return to school until a meeting is held with his/her parent/guardian and with the administrator.

**Note:**

(1) At the end of the 2nd and 3rd time, a parent or guardian must pick up the electronic(s).

**(2) Individuals on the Emergency Information and Procedure Form are not authorized to pick up student electronics.**

## STUDENT RECORDS

### ACCREDITATION & MEMBERSHIP

#### Accreditation & Membership

Associations of Christian Teachers and School  
National Council for Private School Accreditation

#### FERPA

The FERPA laws apply to schools that accept federal money. Since Grace Temple Christian Academy does not receive federal funds, the FERPA laws do not apply to us. We allow a parent supervised access to his/her student's academic record regardless of the age of the student. Students over the age of 18 are allowed supervise access to his/her academic record.

[The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>]

#### GRADING SCALE

The grading scale is as follows: A= 100 - 90, 4.0; B=89-80, 3.0; C=79-70; F=69-0,0.0.

If a student earns a 79 or below will have to redo the PACE that was failed.

Behavioral grades are as follows: E= Exceptional, S= Satisfactory, U=Unsatisfactory,  
Honor Roll = 90-100; AB Honor Roll 80-100 average in all subjects.

#### GRADES

Grades at Grace Temple Christian Academy are assigned to the Learning Centers. Each Learning Center has a Certified teacher assigned. Learning Centers and grades are as follows:

| <u>Learning Center</u> | <u>Abbreviation</u> | <u>Grades</u> |
|------------------------|---------------------|---------------|
| K - First              | K - 1st             | K4- 1st       |
| Elementary             | ELM                 | 2nd - 5th     |
| Middle School          | MS                  | 6th - 8th     |
| High School            | HS                  | 9th -12th     |

### **High School:**

GTCA offers a comprehensive high school course of study. Before enrolling your child into our high school program, parents are advised that some public institutions may not accept credits earned at GTCA. Students preparing for college should carefully consider the entrance requirements of the type of college they plan to enter.

All high school students will be given an academic projection toward graduation at the beginning of the year. Parents, student, and administrator will sign the form. Graduation is determined by achievement, not chronology. Students remain in the curriculum until they have completed the entire prescribed course of study as agreed upon by parents and staff. Procrastination in PACE completion adds additional days to the projected graduation date.

### **Grades and Credits:**

Only scores of 80% or higher are used in figuring grade averages. Grades and credits are entered on the Academic Record only when a course is completed or the student transfers to another school. The student receives 1/2 credit for every 6 completed PACEs. One academic credit is earned for 12 paces completed.

### **Transfer Student:**

GTCA will review official transcripts and previous achievement tests. The student will be given a diagnostic test and be interviewed . Each student must demonstrate that he has a history of behavior that would be in accordance with the standards and expectations of GTCA. Based on these assessments, GTCA will determine if the student will be accepted into our High school program. All new students are admitted on probation for their first 90 school days. Transfer students will be required to complete a minimum of 72 PACEs including one Bible course in our Learning Center before receiving a diploma and graduating from GTCA .

**College entry exams:**

Many colleges require applicants to present results of an examination such as the SAT, ACT, or TSI. Before graduating, students need to take a college entrance test.

**STUDENT RECORDS**

All student records are kept in the registrars office in a fire proof file cabinet. The cabinet has locking capabilities. Only administrative staff have access to the keys. In the event of school closure, provision has been made with MBA/Mi Mundo at 1617 Paul Jones Ave. Corpus Christi, TX 78412. (361) 356-1072 to take the school records.

# GENERAL DIPLOMA

## Required Courses

|                                       |   |  |             |     |
|---------------------------------------|---|--|-------------|-----|
| <b>Core</b>                           | <b>Math</b>                               | Algebra I                                | 1.0         | 3.0 |
|                                       |   | Geometry                                 | 1.0         |     |
|                                       |   | Business Math or Courses Below PACE 1097 | 1.0         |     |
|                                       | <b>English</b>                            | English I                                | 1.0         | 4.0 |
|                                       |   | English II                               | 1.0         |     |
| English III                           |   | 1.0                                      |             |     |
| English IV                            |   | 1.0                                      |             |     |
| <b>Social Studies</b>                 | World Geography                           | 1.0                                      | 4.0         |     |
|                                       | World History                             | 1.0                                      |             |     |
|                                       | American or National History              | 1.0                                      |             |     |
|                                       | U.S. Civics and Economics                 | 1.0                                      |             |     |
| <b>Science (Labs Required)</b>        | Biology                                   | 1.0                                      | 2.0         |     |
|                                       | Physical Science                          | 1.0                                      |             |     |
| <b>Bible</b>                          | New Testament Survey                      | 1.0                                      | 4.0         |     |
|                                       | Old Testament Survey                      | 1.0                                      |             |     |
|                                       | Life of Christ                            | 1.0                                      |             |     |
|                                       | New Testament Church History              | 1.0                                      |             |     |
| <b>Noncore</b>                        | Etymology                                 | 1.0                                      | 8.5         |     |
|                                       | Computer Science                          | 1.0                                      |             |     |
|                                       | Speech                                    | 0.5                                      |             |     |
|                                       | Music                                     | 0.5                                      |             |     |
|                                       | Health                                    | 0.5                                      |             |     |
|                                       | Physical Education – Maximum of 2 Credits | 2.0                                      |             |     |
|                                       | Electives                                 | 3.0                                      |             |     |
| <b>Total Minimum Required Credits</b> |   |  | <b>25.5</b> |     |

# COLLEGE PREPARATORY DIPLOMA

## Required Courses

|                                |   |                          |      |     |
|--------------------------------|---|--------------------------|------|-----|
| Core                           | <b>Math</b>                               | Algebra I                | 1.0  | 4.0 |
|                                |   | Geometry                 | 1.0  |     |
|                                |   | Algebra II               | 1.0  |     |
|                                |   | Trigonometry             | 0.5  |     |
|                                |   | Pre-Calculus/Mathematics | 0.5  |     |
|                                | <b>English</b>                            | English I                | 1.0  | 4.0 |
| English II                     |   | 1.0                      |      |     |
| English III                    |   | 1.0                      |      |     |
| English IV                     |   | 1.0                      |      |     |
| <b>Social Studies</b>          | World Geography                           | 1.0                      | 4.0  |     |
|                                | World History                             | 1.0                      |      |     |
|                                | American or National History              | 1.0                      |      |     |
|                                | U.S. Civics and Economics                 | 1.0                      |      |     |
| <b>Science</b> (Labs Required) | Biology                                   | 1.0                      | 3.0  |     |
|                                | Physical Science                          | 1.0                      |      |     |
|                                | Chemistry or Physics                      | 1.0                      |      |     |
| <b>Bible</b>                   | New Testament Survey                      | 1.0                      | 4.0  |     |
|                                | Old Testament Survey                      | 1.0                      |      |     |
|                                | Life of Christ                            | 1.0                      |      |     |
|                                | New Testament Church History              | 1.0                      |      |     |
| Noncore                        | Etymology                                 | 1.0                      | 9.0  |     |
|                                | Computer Science                          | 1.0                      |      |     |
|                                | Speech                                    | 0.5                      |      |     |
|                                | Music                                     | 0.5                      |      |     |
|                                | Foreign Language                          | 2.0                      |      |     |
|                                | Health                                    | 0.5                      |      |     |
|                                | Physical Education – Maximum of 2 Credits | 2.0                      |      |     |
|                                | Electives                                 | 1.5                      |      |     |
| Total Minimum Required Credits |   |                          | 28.0 |     |

# HONORS DIPLOMA

## Required Courses

|                                       |   |                          |             |     |
|---------------------------------------|---|--------------------------|-------------|-----|
| Core                                  | <b>Math</b>                               | Algebra I                | 1.0         | 4.0 |
|                                       |   | Geometry                 | 1.0         |     |
|                                       |   | Algebra II               | 1.0         |     |
|                                       |   | Trigonometry             | 0.5         |     |
|                                       |   | Pre-Calculus/Mathematics | 0.5         |     |
|                                       | <b>English</b>                            | English I                | 1.0         | 5.0 |
| English II                            |   | 1.0                      |             |     |
| English III                           |   | 1.0                      |             |     |
| English IV                            |   | 1.0                      |             |     |
| English Composition II                |   | 1.0                      |             |     |
| <b>Social Studies</b>                 | World Geography                           | 1.0                      | 4.0         |     |
|                                       | World History                             | 1.0                      |             |     |
|                                       | American or National History              | 1.0                      |             |     |
|                                       | U.S. Civics and Economics                 | 1.0                      |             |     |
| <b>Science</b> (Labs Required)        | Biology                                   | 1.0                      | 4.0         |     |
|                                       | Physical Science                          | 1.0                      |             |     |
|                                       | Chemistry                                 | 1.0                      |             |     |
|                                       | Physics                                   | 1.0                      |             |     |
| <b>Bible</b>                          | New Testament Survey                      | 1.0                      | 4.0         |     |
|                                       | Old Testament Survey                      | 1.0                      |             |     |
|                                       | Life of Christ                            | 1.0                      |             |     |
|                                       | New Testament Church History              |                          |             |     |
| Noncore                               | Etymology                                 | 1.0                      | 7.5         |     |
|                                       | Computer Science                          | 1.0                      |             |     |
|                                       | Speech                                    | 0.5                      |             |     |
|                                       | Music                                     | 0.5                      |             |     |
|                                       | Foreign Language                          | 2.0                      |             |     |
|                                       | Health                                    | 0.5                      |             |     |
|                                       | Physical Education – Maximum of 2 Credits | 2.0                      |             |     |
| <b>Total Minimum Required Credits</b> |   |                          | <b>28.5</b> |     |

### NOTES:

If a student is unable to complete one of the above-mentioned Courses of Study, a Vocational Course of Study can be prescribed by speaking to your academic advisor.

## **DISCIPLINE**

Reinforcement of acceptable behavior, verbal correction redirection, denial of privileges and separation from the group are positive and negative consequence of behavior. Students are expected to obey their teacher, other staff members are treat others with courtesy and respect. Curse words, slang, talking back, tantrums, biting, spitting and physical force (hitting, kicking, scratching, etc.) used against staff or their students are unacceptable behaviors. All students are initially enrolled in a probationary status for the first 90 days. GTCA will exercise the right to suspend or dismiss a student who is a continual discipline or behavior problem.

### **In School Suspension, Suspension, & Expulsion**

After multiple grievances against me, I am aware that i may face suspension, or explosion for serious offenses.

## **DISCIPLINARY SYSTEM**

Grace Temple Christian Academy use the Merit and Demerit System.

### **MERITS**

Merits are given to students for displaying good behavior and good character, scripture memory, and completing assignments.

### **DEMERITS**

Demerits are an indication that a student needs direction in the development of principles of character in his/her life. Conferences with the Supervisor, Administrator, and parents are sometimes necessary to assure this growth. As a result of earning demerits, students will be assigned detention.

### **DETENTION**

Detentions is a method holding students accountable for their actions. Just like students "earn" merits, they may also "earn" demerits. Demerits are earned for but not limited to creating a disturbance, not following rules, etc. Three or more demerits in one day will result in detention as follows:

| <u><b>Demerits</b></u> | = | <u><b>Detention Minutes</b></u> |
|------------------------|---|---------------------------------|
| 3                      | = | 20                              |
| 4                      | = | 30                              |
| 5                      | = | 45                              |
| 6                      | = | 1HR                             |

Detention may be served during break time or after school. After school detention is between 3:40 and 4:30. When a student is given detention, a "Corrective Action Notice" will be sent home with the student for a parent's review and signature to be returned the next day. Additional detention may be assigned if student fail to return the signed notice the next day.

If students continue to have excessive detention after a parent/teacher conference, other action will be taken as determined by the School Advisory Committee.

**NOTE:** School policy will be carried out and discipline enforced for all infractions whether ON or OFF campus.

### **Corporal Punishment**

Grace Temple Christian Academy does not use corporal punishment. That will be left to do for parents in the home environment.

### **COMPLAINTS**

**IF YOUR CHILD COMES HOME COMPLAINING ABOUT THE POLICY OR DISCIPLINE, PLEASE FOLLOW THE PROCEDURES BELOW:**

1. Give the staff the benefit of the doubt,
2. Realize that your child's reporting may be emotionally, biased, and may not include all the information,
3. Realize that the school has reasons for all rules and that they are enforced without partiality,
4. Support the administration. When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and parent(s) will called for a conference. Call the school for all the facts or schedule an appointment for a conference.

## **SUGGESTIONS FOR GETTING THE MOST FOR YOUR CHILD/CHILDREN**

- Your school will never be any stronger than those who stand behind it in prayer. Pray for your teachers and the Administrator daily.
- Do you think of yourself as a partner with the school in the task of rearing your child?
- Have you examined your child about his/her progress at school? Parents are urged to check over their children's homework and see that it is completed and turned in the next school day.
- Do you consult with your child's teacher if you know of some special problem he/she has that the teacher should know about?
- Do you display a genuine interest in your child's school life?
- Do you encourage your child to seek success or do you force him/her?
- Is there a good wholesome attitude in your home toward the value of education?
- Does your child have privacy when needed for study in your home?
- Does your child's after-school friends support our Christian philosophy?
- Are you aware that criticism of a teacher or Administrator in the presence of your student(s) will produce in him/her an undesirable attitude toward school?
- Are you sure you have the whole story before you judge some aspect of the educational program?
- Do you make sure your child has sufficient rest and an adequate diet so that he/she is prepared for school every day?
- Do you encourage your child to maintain a good balance between work and play?
- Are the entertainment choices your student(s) engage in support our Christian philosophy or does it tear it down?

## **DRESS CODE**

Students, K through 12th grade will wear the Grace Temple Christian Academy uniform. School uniform guidelines will be followed for all school related activities whether on or off campus. Uniforms are purchased through Academic Outfitters of Corpus Christi, located at 1334 Airline Rd.

Students are required to wear the complete uniform daily. For boys, the shirt will be tucked in and belt will be worn. The PE uniform will be worn during PE only unless otherwise authorized by the school Administrator. The uniform will be worn as follows:

### **Monday, Tuesday, and Thursday**

#### **Boys:**

- Dress Pants
- Light Blue Shirt with School Logo
- Solid Navy Blue, Black or Brown Belt
- Dress Shoes or K - 5th approved tennis shoes
- Black, Navy Blue or White Socks **ONLY**

### **Wednesday**

- Dress Pants
- White Shirt with School Logo
- Plaid Tie (May wear Navy Blue or Black if plaid not available)
- Solid Navy Blue, Black or Brown Belt
- Dress Shoes or K - 5th approved tennis shoes
- Black, Navy Blue or White Socks **ONLY**

### **Friday**

- Dress Pants
- School T-Shirt with Logo
- Solid Navy Blue, Black or Brown Belt
- Dress Shoes
- Black, Navy Blue or White Socks **ONLY**

### **PE Uniform Middle/High School Boys**

- School T-Shirt
  - Navy Blue wind pants
- Tennis shoes - Black, Navy Blue, White, or a combination of those colors.

**Girls**  
**K - Elementary (Monday - Thursday)**

- Plaid Skirt and white middie blouse with plaid tie
- White/Black/Navy Blue Tennis Shoes or Dress Shoes
- White or Navy Blue Socks (Ankle or Knee length)
- White or Navy Blue Tights (During Winter)

**Friday**

- Skort from Academic Outfitters
- School T-Shirt (with logo)
- White/Black/Navy Blue Tennis Shoes

**Girls**  
**Middle- High School (Monday - Thursday)**

- Skirt, Navy Blue
- White 3/4 Sleeve Blouse
- Plaid Tie
- Sock, Navy Blue or White Knee length
- Hose, Skin Toned, Blue, Ivory, or White
- Tights, White or Navy Blue (During Winter)
- Dress Shoes (flats, no heels)

**Friday**

- Blue Skirt
- School T-Shirt (with logo)
- Shoes, Flats

Note: Skirt must be at least two inches below the knees. (See school Office for sample and seamstress information.)

**PE UNIFORM FOR MIDDLE/HIGH SCHOOL GIRLS**

School t-shirt.

BLACK PE SKIRT (SKIRLOT) - can be made by authored seamstress (see school office for more information), or ordered through Mod Sportswear at [mods.com](http://mods.com) (See school office for further details.)

Tennis shoes - White, Black, Navy Blue or a combination of those colors.

**CLOTHING IDENTIFICATION**

Because we wear uniforms and many of the student wear the same size, it is important that the student's name be on the labels or patches sewn on the uniform. Please do not use initials. Many of the students have the same initials. All non-uniform outer wear, such as sweaters, jackets, etc., should be labeled with your student's name also. As a reminder, clothing with cartoon or other characters are not authorized.

## **ALL STUDENTS**

### **Dress/Tennis Shoes**

- Dress Shoes: Brown, Navy Blue, or black closed toe (No heels).
- Tennis Shoes: White, Black or Navy Blue (**ONLY**)

Note: Middle School and High School may wear tennis shoes during **PE ONLY**.

## **HOODED SWEATSHIRTS**

Grace Temple Christian Academy (GTCA) hooded sweatshirts may be worn. Solid Navy Blue hooded sweatshirts (**NO LOGOS, CARTOON OR OTHER CHARACTERS**) may be worn if GTCA sweatshirt is not available. **NO OTHER SWEATSHIRTS WILL BE WORN.**

## **ACCESSORIES**

**NO CARTOON OR OTHER CHARACTERS ARE ALLOWED** on backpacks, notebooks, coats, lunch boxes or other personal items.

## **JEWELRY**

Jewelry other than watches, is not authorized. No smart watches. Earrings will not be worn: if earrings are worn:

-The first time, they will be taken by the Registrar and returned to the student at the end of the school day.

-The second time, they will be taken by the Registrar and kept in the student's file until picked up by a parent or guardian.

-The third time, the student will be given an in school suspension until after a meeting with the Administrative Staff and the parent/guardian.

## **MAKE-UP**

Students are not allowed to wear make-up to school or school activities. If needed, they may wear sun screen, moisturizer and chap stick. Colored nail polish is not allowed.

## **LUNCH BOXES**

Please put your student's name on their lunch boxes. Lunch boxes are placed in the refrigerator and it will make it easier for the individual preparing lunches to identify the student it belongs to. As a reminder, lunch boxes with cartoon or other characters are not authorized.

## **HEALTH AND SAFETY**

### **AUTOMATED ELECTRONIC DEFIBRILLATOR**

GTCA has an AED lofted outside the gymnasium hallway. All staff have or will be trained in the use of an AED.

### **BLOOD BORNE PATHOGENS**

All employees receive annual training on the protocol for blood born pathogens.

### **CHILD ABUSE & REPORTING OF CHILD ABUSE**

Staff are obligated under penalty of fines and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. GTCA staff has been trained in the Abuse Prevention Program and will follow procedure.

### **CRISIS MANAGEMENT PLAN**

GTCA crisis management plan follows the guidelines set by our accrediting association. The plan is available for viewing in the school office.

### **INCLEMENT WEATHER**

In case of inclement weather, please monitor the local news, GTCA FaceBook and the GTCA Website ([gtcacademy.com](http://gtcacademy.com)) for delays and closures.

### **CRIMINAL BACKGROUND CHECK**

All staff whether paid or volunteer undergo a background check prior to employment or access to the students. All visitors must check in at the library which is in front of the school. Visitors and parents must wear visitor badges while in the school. Visitor's without a background check are accompanied by a school staff member. Volunteers are required to have a background check. The school office can assist them in attaining them.

### **SPINAL SCREENING**

In compliance with health and safety code, chapter 37, all children shall undergo screening for abnormal spinal curvature in accordance with the following schedule:

- Girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7).
- Boys will be screened one time at age 13 or 14 (or fall semester of grade 8).

### **FIRST AID AND CPR**

All staff will receive training on First Aid and CPR.

### **IMMUNIZATION, VISION & HEARING**

State law requires that all students attending school must be immunized prior to attendance. All required forms must be in the office within 30 days of enrollment. "Children may not be admitted to any elementary or secondary school unless they have been immunized as required by the Texas Board of Health, present an affidavit signed by a physician stating the immunization would be injurious to the health of the student or his family, or present an affidavit that the immunization conflicts with the tenets of his/her church or religious denomination. A religious exemption does not apply in times of emergency or epidemic."

Texas Health Code 36.004 requires private schools to test vision and hearing.

### **LIABILITY DISCLAIMER**

Neither the teachers, staff, employees, nor governing board of GTCA will be liable or responsible for the personal injury that occurs as the result of any student attending the school. Parents or guardians are responsible for obtaining the adequate insurance to cover their personal loss or injury to a student.

Additionally, neither the teachers, staff, employees, nor governing board of GTCA shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending school. The student, parent, or guardian shall purchase and maintain in force sufficient insurance to guard against loss of personal property.

### **MEDICATION**

**No Medication**, including over the counter medications (i.e., Tylenol, cough medicine, cough drops, etc) will be dispensed to students **EXCEPT** by written permission of a doctor, dentist, or parents. An Authorized to Dispense Medication Form will be completed for each student that must take medication. The form and all medication will be maintained in the Registrar's Office and will be dispensed by the Registrar and/or another staff member **only**.

### **ILLNESS**

Please do not send your child/children to school if he/she is ill. If a child has symptoms of illness, and elevated temperature of 99.0 or higher, rash, throwing-up, diarrhea, runny nose with any color, loose or congestive cough, please keep him/her at home. The student must be fever free for at least 24 hours before he/she is no longer considered contagious. After contagious or extended illness (chicken pox, measles, flu, etc.), you must have a written note from a doctor before the student may return to school.

## **TRANSPORTATION POLICY**

All drivers must follow all applicable department of transportation laws. The school bus will drop off at Lord Is Peace church (4739 Kostoryz Rd.) parking lot. Students must be at dropped off at site by 7:45 AM. Afternoon pick-up off site is 3:45 PM. If a child is not picked up by 3:50 PM an additional \$5.00 will be charged. After 4:00 PM the late charge will be a dollar a minute according to handbook rules. If a student arrives after 7:50 AM the parent is responsible to find an alternative means of transportation for the student.

## **STUDENT DRIVERS**

Student drivers must abide by state driving laws and GTCA Policy.

## **GTCA POLICY**

Once the student parks his/her car, they cannot return to it until the end of the school day. Please remind your student to remove all their belongings and school equipment from their vehicle. GTCA is not responsible for lost, stolen, or damaged items.

GTCA request that student drivers only allow siblings to ride as passengers in their vehicles. Other students riding with student drivers must provide GTCA Administration with written permission authorizing their student to ride with a student driver.

## **Bus Policy for Athletic Events**

Students that ride the school bus to athletic events can stay after school under staff supervision. Parents may take the students with them after the event, after they notify the staff person in charge of students riding the bus. After the event, students that did not go with the parents will ride back on the school bus. Parents may pick up students at the school.

## **DUE PROCESS AND GRIEVANCE PROCEDURES**

A grievance is a complaint based on any alleged violation, inequitable application of policy, or dispute over the meaning or interpretation of policy. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of adversarial nature. No participant is entitled to legal representation in these proceedings.

### **PROCESSING GRIEVANCES**

Before allowing differences to become formalized into grievances, every effort should be made to resolve disputes by way of a free open discussion between the grieving and the immediate authority in charge of students at the time. Without exception, an informal settlement between the grievance and the immediate authoritative person shall be attempted prior to formal grievance proceedings. If this is not effective, then:

- Any individual having a grievance shall first discuss the same with the immediate authoritative person.
- If the immediate authoritative person is not the Learning Center Supervisor (LCS), all parties must meet with the LCS before going to the next level.
- If a satisfactory decision is not reached, or the Learning Center Supervisor (LCS) fails to or refuses to discuss the grievance promptly then the grievance may present the grievance to the next level, the School Administrator.

### **MEDIATION**

If a dispute cannot be settled through direct discussions with teachers and administration, matter shall be submitted for mediation. Grace Temple Christian Academy believe that parents and students enrolling are Christian and they will make every effort to live in peace and and resolve disputes in conformity with the biblical junctions of Matthew 18:15-20. the parties should agree that any dispute arising shall be settled by biblically based mediation.

If not resolved through mediation, the matter shall be submitted to a panel of three arbitrators for binding arbitration. The three arbitrators shall be selected from the Board. The mediation and arbitration process shall be conducted in accordance with the Rules of Procedures for Christian Conciliation contained in the Peacemaker Ministries booklet, Guidelines for Christian Conciliation. The parties agree that these methods shall be the sole remedy for any controversy arising out of the educational relationship and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The parties agree that parents and/or guardians shall have authority to act on behalf of their minors and that a minor is bound by an agreement made by the parent and/or guardian. This includes entering into a contract for the benefit of the minor, waiving

the rights of the minor to sue the school, or agreeing to contract's term on behalf of the minor.

### **VISITORS**

All visitors must sign in the front office. Visitors will be given a visitors pass. When visitors leave please sign out in the front office and return pass.

### **VOLUNTEER**

Parent volunteering is not required but is appreciated. All volunteers check in at the front office and pick up a volunteer pass. Every volunteer is required to have a background check before assisting. Check in with Administrator for duties.

### **RELEASE OF CHILDREN**

Children will be released:

- **ONLY** to those listed on the Emergency Information and Procedure Form
- Temporary permission for a student to be released must be in writing
- NO TELEPHONE CALLS will be accepted for temporary permission
- Students may not be picked up by minors unless a minor release form is on file
- All individuals must be prepared to show identification.

## **STUDENT ACTIVITIES**

### **CHOIR**

The Grace Temple Christian Academy Choir consist of students from Pre-Kindergarten through High School. Students perform for Parent Teacher Fellowship, special church services, and musical dramas.

### **CHAPEL**

Chapel Services are held every Wednesday during the school year. Students sing, have an opportunity to testify, and participate in the message through skits. Each service ends with an alter call.

### **MUSIC LESSONS**

Private Piano lessons are offered during the school day. For an extra fee paid to the music instructor, individual lessons are offered once a week. Students participate in Fall and Spring Music Recitals.

### **OFF CAMPUS FIELD TRIPS**

Students, Pre-K through High School participate in off campus field trips once or twice a school year. At the end of the school year, GTCA offer an out of town field trip.

### **A.C.E. REGIONAL STUDENT CONVENTION (RSC)**

Students attend and compete against their peer from other A.C.E. schools in the areas of Music, Athletics, Academics, Arts & Crafts, and Platform events. Students that rank in the top 6 are eligible to participate in the International Student Convention.

### **INTERNATIONAL STUDENT CONVENTION**

Students qualifying in the top 6 are eligible for the International Student Convention. They participate in the same areas as the RSC, however, they participate with and against students from A.C.E. Schools all over the world. The convention is held in a different state each year.

### **SPORTS BANQUET**

This is an end of the year banquet for Middle and High School Learning Centers to recognize student achievement in the area of sports.

### **FINE ARTS BANQUET**

This is an annual fundraiser designed to benefit the Student who participate in the International Convention. Middle and high school students, take this opportunity to showcase their talents. During this event, a Silent Auction helps raise funds for ISC.

### **SPIRIT WEEK**

Students are encouraged to participate in a fun filled week during the fall. Each day, a different theme is chosen. We have had western day, 50's day, school colors day etc. During Sprit week, each Learning Center has the opportunity to win a contest purchasing Spirit links for a Spirit chain. The Learning Center with the most chain wins an ice-cream party or a similar class prize.

## **CONCLUSION**

Stand behind the total school program. You may not always agree with a decision that the school makes, but it is important that the school has your love, loyalty and support. It would be better to withdraw your child than cause strife and contention. Do not let others criticize the Administrator or the Learning Center Supervisor. Let others know that your school has your backing, loyalty, and support.

## **REMEMBER**

Christian Education does not cost, it pays! Be thankful that you have a Christian School to send your children to. Pray for it. Support it in every way possible. God will bless you and your school because of it.

**\*\*Important\*\*Important\*\*Important\*\***

This book contains our basic school policy. You and your children are responsible for knowing it and abiding by it. Read it often and familiarize yourself with it. This will only help in the betterment of our school by providing an avenue of cooperation between the staff, administration and parents. This book is not intended to be all inclusive and the administration of G.T.C.A. reserves the right to create, add, or delete any policy or procedure as it is deemed necessary.





Grace Temple  
Christian Academy

11222 Leopard St.  
Corpus Christi, TX  
78410  
361-289-7770  
www.gtcacademy.com  
www.mygtag.org

Raymundo Perez, Pastor 45  
Cynthia Perez, Administrator & HS Supervisor  
Benjamin Perez, Middle School Supervisor  
Alice Rabagos, Elementary Supervisor  
Gabrielle Pries, K - 1st Supervisor

**The Purpose of Grace Temple Christian Academy (GTCA) is to uplift the name of Christ by teaching values, morals, and principles found in the Word of God.**

**School:**

Grace Temple Christian Academy is a ministry of Grace Temple Assembly of God church in Corpus Christi, TX. Founded in 2002, GTCA offers a biblical worldview education across all disciplines to K-12th grade students. GTCA has been recognized as a, "Model Status" school from A.C.E. Ministries for six consecutive years.

**Accreditation:**

Associations of Christian Teachers and Schools (A.C.T.S.)  
National Council for Private School Accreditation (NCPA)  
Texas Private Schools Association

**Memberships:**

Association of Christians Teachers and Schools

**Faculty:**

All employees have a personal testimony of saving faith in Jesus Christ.

**Admissions:**

GTCA seeks to enroll students from all socio-economic and ethnic backgrounds and does not discriminate on the basis of race, color, or nationality in the administration of any program. All of God's children are encouraged to seek admission.

**High School Graduates 2019:**

Nadia Rodriguez (Valedictorian), Duane Ryals (Salutatorian), and Isiah Rivera. Nadia is attending Del Mar College this fall. Duane is attending Free Gospel Bible Institute. Isiah is attending Texas EMS Academy.

**Extra-Curricular Activities:**

|        |               |
|--------|---------------|
| Chapel | Kinder - 12th |
| Art    | Kinder - 12th |
| Music  | Kinder - 12th |
| Choir  | Kinder - 12th |

A.C.T.S. Christian Honors Society

**A.C.E.**

|                                  |            |
|----------------------------------|------------|
| JR Convention                    | 2nd - 6th  |
| Regional Convention              | 8th - 12th |
| International Student Convention |            |

**A.C.E. Events**

Academics  
Creative Composition  
Computer Programs  
Christian Service  
Arts  
Photography  
Athletics  
Music - Vocal  
Music - Instrumental  
Platform Speech/Drama

**Standardized Test Performance  
IOWA Spring 2020**

Due to COVID-19 there was no standardized testing in the Spring Semester of 2020.

**Student Campus Life Involvement:  
Fine Arts:**

|                     |       |            |
|---------------------|-------|------------|
| Piano -             | 21.7% | K - 12th   |
| Choir -             | 100%  | K - 12th   |
| Art -               | 100%  | K - 12th   |
| JR Convention -     | 28.5% | 3rd - 7th  |
| Regional Convention | 52%   | 8th - 12th |
| Internationals      | 52%   | 8th - 12th |

**Athletics:**

TAIAO Varsity Boys Basketball  
Volleyball - Varsity Girls  
Basketball - MS Boys  
JV Girls

**Athletics:**

**Athletics:**

Volleyball (Girls JR Varsity) - 80% Middle & High School Students  
Basketball (Boys Varsity) - 82% High School Students  
Basketball (MS Team) - 80% Middle School Students  
Basketball (JV Girls) - 80% Middle & High School Students



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*The Purpose of Grace Temple Christian Academy (GTCA) is to uplift the name of Christ by teaching values, morals, and principles found in the Word of God.*

### Students:

GTCA has students enroll through out the year.

### Student Ethnicity:

Hispanic 80.43%  
White 17.39%  
Black 2.17%

### Student Gender:

Male 67.39%  
Female 32.60%

### Student Retention:

Current Student Body - 48  
Non Returning Students - 12.5%  
Returning Students -87.5%

### Student Follow Up (5 Years):

|                           |      |
|---------------------------|------|
| College                   | 83%  |
| Del Mar College           |      |
| A&M Corpus Christi        |      |
| School of EMS             |      |
| Bible College             | 16%  |
| Free Gospel Bible College |      |
| Christ Mission College    |      |
| Military                  | 8.3% |
| Army                      |      |
| Workforce                 | 8.3% |

## OBJECTIVE

It is our Objective to help your child reach his/her academic, spiritual, emotional, physical, social, and creative growth.

## Spiritual Mission

### To Teach:

- Every child salvation through the Blood of Jesus Christ.
- Character, ethics, and solid moral judgement through the teaching of the Bible.
- Each child the benefits and the necessity of prayer.
- Social behavior in relation to other children.
- Each child to reach his/her academic potential.

### Community:

GTCA has a peaceful, 3.2 acre campus in Calallen. Calallen is a suburb in Corpus Christi, Nueces County, with a population of 28,065. Corpus Christi has a total population of 442,600.

### Economic Status:

White Collar: 70.69%  
Blue Collar: 29.31%

Self Employed:8.2  
Private Companies: 76.3%  
Governmental Workers: 11.44%  
Not for Profit Companies: 4.33%

### Income:

Average Household Income:  
\$90,911.40  
Median Household Income  
\$66,336.00

People below Poverty Level 3,059  
People above Poverty Level 23,540

### Race & Ethnicity in Calallen:

White 6,309  
Hispanic 6,808  
Black 102  
Asian 184  
Mixed 61  
Other 10

### Education:

Higher Degree 3,001  
High School Diploma 4, 954  
No High School Diploma 1,018

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**WWW.GTCACADEMY.COM**