

**Grace Temple Assembly of God**

**Board Policy Manual**

**FOR GRACE TEMPLE ASSEMBLY OF GOD CHURCH**

**&**

**GRACE TEMPLE CHRISTIAN ACADEMY**



Grace Temple Christian Academy is a ministry of Grace Temple Assembly of God.

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CONSTITUTION & BYLAWS OF

GRACE TEMPLE ASSEMBLY OF GO CORPUS CHRISTI, TEXAS

Adopted 21st day of January 2013

(Amended the 26th day of January 2014)

PREAMBLE

For the purpose of establishing and maintaining a place for the worship of Almighty God, our Heavenly Father: to provide for Christian fellowship for those of like precious faith, where the Holy Spirit may be honored according to our distinctive testimony: to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands; we whose names appear upon the

Assembly roster under the above date, do hereby recognize ourselves as a part of the General Council of the Assemblies of God and of the South Texas District Council of the Assemblies of God; and declare that we hereby adopt the following articles of church order and submit ourselves to be governed by them.

# MISSIONS STATEMENT

Our primary reason for being is to do our part to follow the command of our Lord to take a critical part in seeing that the lost come to the saving knowledge of Jesus Christ and that they receive discipleship in the Word of God both here in our Jerusalem and in the regions beyond.



# VISION STATEMENT

As Spirit-filled believers we are involved in the divine call of God by Proclaiming Christ and Pentecost to the Coastal Bend. Here at Grace Temple Assembly of God, we provide ministry to every individual through the Outreach Ministry, Christian Education, Children's Ministry, Youth Ministry, Men's & Women's Ministries and Senior Adults Ministry. Coupled with compassion and caring, we also provide instruction and discipleship for those who have been saved in order for that person to grow and mature in the Lord. We prayerfully and financially support the efforts of those carrying the Gospel to the uttermost parts of the earth.

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**CONSTITUTION**

# ARTICLE I. NAME

The name of the Assembly shall be Grace Temple Assembly Of God in the city of Corpus Christi, County of Nueces, State of Texas.

# ARTICLE II. PREROGATIVES

**Section 1.**

This Assembly shall have the right to govern itself according to the standards of the New Testament Scriptures, "endeavoring to keep the unity of the Spirit in the bond of peace...till we all come in the unity of the faith and of the knowledge of the fullness of Christ". Ephesians 4:3, 13.

**Section 2.**

In connection therewith, or incidental thereto, it shall have the right to purchase or acquire by gift, bequest or otherwise either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes: all in accordance with its constitution and by-laws or as the same may be hereafter modified or amended.

# ARTICLE III: AFFILIATION

# While maintaining its inherent rights to sovereignty in the conduct of its own affairs this assembly shall voluntarily enter into full cooperative fellowship with assemblies of like precious faith in the South Texas District Council, and the General Council of the assemblies of God, with headquarters in Springfield, Missouri; and shall share in the privileges and assume the responsibilities enjoined by the affiliation. Grace Temple Assembly of God reserves the right to withdraw its certificate of membership if deemed necessary.

# ARTICLE IV. TENETS OF FAITH

This Assembly accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the Statement of Fundamental Truths approved by the General Council of the Assemblies of God, as well as, other tenets of faith so outlined below:

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**Section 1. Tenets of Faith outlined:**

1. **The Scriptures Inspired**

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, and infallible, authoritative rule of faith and conduct. (II Timothy 3:15-17, 1 Thessalonians 2:13; II Peter 1:2).

1. **The One True God**

The one true God has revealed Himself as the eternally self existent "I AM", the creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Spirit. (Deuteronomy 6:4; Isaiah 43: 10, 11; Matthew 28: 19, Luke 3:22).

1. **The Deity of the Lord Jesus Christ**

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

* 1. His virgin birth. (Matthew 1:23; Luke 1:31, 35).
  2. His sinless life. (Hebrews 7:26; I Peter 2:22).
  3. His miracles, (Acts 2:22; Acts 10:38).
  4. His substitutionary work on the cross. (I Corinthians 15:3; II Corinthians 5:21).
  5. His bodily resurrection from the dead. (Matthew 28:6; Luke 24:39; I Corinthians 15:4).
  6. His exaltation to the right hand of God. (Acts 1:9, 11; Acts 2:33; Philippians 2:9-11; Hebrews 1:3).

1. **The Fall of Man**

Man was created good and upright: for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death, but also spiritual death, which is separation from God. (Genesis 1:26; 3:6•, Romans 5:12-19).

1. **Salvation of Man**

Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.

1. Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God, according to the hope of eternal life. (John 3:3; Luke 24:47; Romans 10:1315; Ephesians 2:8; Titus 2:11; 3:5-7).

1. The Evidence of Salvation

The inward evidence of salvation is the direct witness of the Spirit. (Romans 8:16). The outward evidence of salvation to all men is a life of righteousness and true holiness. (Ephesians 4:24: Titus 2:12).

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1. **The Ordinances of the Church**
   1. Baptism in Water: The ordinances of baptism by immersion is commanded in the scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus, they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life. (Matthew 28: 19; Mark 16:16; Acts 10:47; Romans 6:4).
   2. Holy Communion: The Lord's Supper, consisting of the elements — bread and the fruit of the vine — is the symbol of expressing our sharing the divine nature of our Lord Jesus Christ (Il Peter 1 :4); a memorial to His suffering and death, and a prophecy of His second coming (I Corinthians 11 :26); and is enjoined on all believers "till He come!"
2. **The Baptism in the Holy Ghost**

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father — the baptism in the Holy Ghost and fire — according to the command of the Lord Jesus Christ. This was the normal experience of all the early Christian church. With it comes the inducement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry. (Luke 24:49; Acts 1:4, 8; I Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the New Birth. (Acts 8:12-17; 10:44-46•, 11:14-16;, 15:7-9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8); a deepened reverence of God (Acts 2:43; Hebrews 12:28); an intensified consecration to God and dedication to His work (Acts 2:42); and a more active love for Christ, for His Word and for the lost (Mark 16:20).

1. **The Evidence of the Baptism in the Holy Ghost**

The baptism of believers in the Holy Ghost witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (I Corinthians 12:4-10, 28), but different in purpose and use.

1. **Sanctification**

Sanctification is an act of separation from that which is evil and the dedication unto God (Romans 12:1-2; I Thessalonians 5:23; Hebrews 13:12). The scriptures teach a life of "holiness without which no man shall see the Lord". (Hebrews 12:14). By the power of the Holy Ghost we are able to obey the command: "Be ye holy for I am holy". (I Peter 1:15-16). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit. (Romans 6:1-11, 12; Romans 8: 1, 2, 13; Galatians 2:20; Philippians 2:12, 13; I Peter 1:5).

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1. **The Church**

The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the First-Born which are written in Heaven. (Ephesians 1:22, 2:22; Hebrews 12:23).

1. **The Ministry**

A divinely called and scripturally ordained ministry has been provided by our Lord for a two-fold purpose:

(1) The evangelization of the world and

(2) The edifying of the body of Christ. (Mark 16:15-20•, Ephesians 4:11-13).

1. **The Divine Healing**

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement and is the privilege of all believers. (Isaiah 53:4, 5; Matthew 8:16, 17; James 5:14-16).

1. **The Blessed Hope**

The Resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church. (I Thessalonians 4:16, 17; Romans 8:23; Titus 2:13; I Corinthians 15:51, 52).

1. **The Millennial Reign of Christ**

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ and His saints to reign on the earth for one thousand years. (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; 19:11- 14;20:1-6). This millennial reign will bring the salvation of national

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Israel (Ezekiel 37-21, 22; Zephaniah 3:19-20•, Romans 11:26, 27) and the establishment of universal peace. (Isaiah 11:6-9; Psalms 72:3-8; Micah 4:3, 4).

1. **The Final Judgment**

There will be final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burnet with fire and brimstone, which is the second death. (Matthew 25:46; Mark 9:43-48•, Revelation 19:20; 20:11-15; 21:8).

1. **The New Heavens and the New Earth**

"We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness." (II Peter 3:13; Revelation 21:22).

1. **Civil Government**

We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home (2) the church and (3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-24•, Hebrews 13:17; 1 Peter 2:13-14).

1. **Human Sexuality**

We believe that God has commanded that no intimate sexual activity should be engaged in outside of a heterosexual marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, pedophilia, adultery, and pornography are sinful perversions of God's design of sex. (Genesis 2:21-24; 19:5-13; 26:8-910; Leviticus 18:6-30; Leviticus 20:10, 13, 15-16.Matthew 19:5; Romans 1:23-32; I Corinthians 5:1-6, 9; I Corinthians 6:9-10; Galatians 5:19, 21; Ephesians 5:31;

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* + - 1. Thessalonians 4:1-8; Hebrews 13:4; Revelation 21:7-8.)

1. **Divorce and Remarriage**

We believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage are regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of pastor. (Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3•, 1 Timothy 3:2, 12; Titus 1:6).

1. **Abortion**

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable. (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24•, 49:1, 5; Jeremiah 1:5•, 20:15-18•, Luke 1:44).

1. **Lawsuits Between Believers**

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Corinthians 6:1-8; Ephesians 4:31-32).

1. **Giving**

We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe (ten percent of his or her gross income) as a basis for giving but that every Christian should also give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made. (Genesis 14:20; Proverbs 3:9-10; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6-7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17-18; I John 3:17).

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1. **Missions**

We believe that God has given the Church a Great Commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group and language group who believe on the Lord Jesus Christ. As ambassadors of Christ, we must use all available means to go to the foreign nations and not wait for them to come to us. (Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Corinthians 5:20).

**Section 2. Authority of Tenets of Faith**

The Tenets of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the fore-going Tenets of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members.

**Section 3. Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels and this Assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to give it a sacred preeminence over all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our department; to avoid all tattling, backbiting and excessive anger; to abstain from

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worldly amusements such as movie attendance, gambling, lottery, rock music and dancing; to be free from all oath-bound secret societies and partnerships with unbelievers; to abstain from the sale or use of tobacco in any form, narcotic drugs or intoxicating drink as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.



We further engage to watch over one another in brotherly love, to remember each other in prayer; to aid each other in sickness and distress, to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure reconciliation without delay.

We moreover engage, that when we remove from this place, we will as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

# ARTICLE V. ORDINANCES

**Section 1.**

The ordinances of Baptism by immersion in water (Matthew 28: 19) shall be administered to all those who have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation. (Romans 6:3-5; Colossians 2:12).

**Section 2.**

The ordinance of the Lord's Supper shall be observed regularly as enjoined in the Scriptures. (Luke 22:19, 20; I Corinthians 11:23-26).

# ARTICLE VI. MEMBERSHIP

**Section 1. Membership Eligibility.**

Membership in this Assembly shall be eligible to all those who give evidence of their faith in the Lord Jesus Christ and who voluntarily subscribe to its tenets of faith and successfully complete the prescribed membership course of Grace Temple Assembly of God Church.

**Section 2: Active Membership**

All those who meet the Scriptural standard for membership whose names appeared on the original membership roll of the assembly at the time the assembly was first organized, together with those names which shall be added from time to time shall constitute the legal membership of the assembly provided they are eighteen years of age or over, regularly attend the services, take part in the services, live consistent Christian lives, support the work of the Lord through tithe and offerings consistently, and are in agreement with our distinctive testimony.

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**Section 3. Voting Membership**

All those who meet the scriptural standards for membership, (as specified in Article Ill Membership, Section 1, as specified in the Bylaws) and whose names appear on the membership roll shall constitute the legal voting membership of the Assembly, provided they are eighteen years of age or over, that they regularly attend, support financially with tithe and offerings, take part in the service, that they are living consistent Christian lives (as specified in Article Ill Membership, Section 1, Item (c), of the Bylaws) and are in agreement with our distinctive testimony.

"Membership" shall be available for young people under 18 years of age who give evidence of the new birth, having received Christ as personal Savior, and who meet the usual qualifications for membership established by this Assembly. They shall have voting privileges at 18 years of age.

**Section 4. Inactive Membership**

Enrolled members who shall without good cause absent themselves from the services for a month or six (6) weeks during a two month period or who cease to contribute of their means to its support, or who may be out of harmony with its teachings, or who shall be under charges of misconduct, or who may have fallen under condemnation through sinful or worldly practices, shall be considered as inactive members and shall lose their voting privileges until they are restored to the fellowship and are in attendance for six weeks during a two month period their standing to be settled by the definite action of the Assembly through its elected Pastor and Board Members.

**Section 5. Honorary Members**

Honorary members shall consist of those members who have entered the ministry as District officers, pastors, evangelists, missionaries, religious educators, or those serving in the Armed Services, making it impossible to serve as active members. Honorary membership recognition shall continue as long as the member maintains a consistent Christian life (as specified in Article Ill Membership, Section 1, Item (c), of the Bylaws), remains sound in doctrine, and maintains a cooperative attitude toward the home assembly. (Voting privilege may be granted at the discretion of the Assembly.)

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# ARTICLE VII: OFFICERS

**Section 1. Officers**

There shall be a Pastor, Board of Trustees and or a Secretary-Treasurer. Other officers shall be added as they may be needed.

**Section 2. Trustees**

1. The Board of Trustees consisting of not less than three members shall function under the leadership of the Pastor.
2. The Trustees shall be men or women of mature Christian experience and knowledge, who shall be expected to meet the requirements as set forth in I Timothy 3 and Acts 6 with the exception of the marriage requirement.
3. Administrative affairs of the Church shall be carried on by the Pastor and the Board except in matters affecting the entire body. In such cases they shall present their recommendations to the Church for ratification. Members of the Board shall be at least 23 years old and shall have been members of the Assembly for no less than six months.
4. The Trustees terms of office shall be for an indefinite period of time. The Trustees and their successors shall be the custodians of all real property and are empowered to sign legal and binding commitments for the Assembly.

# ARTICLE VIII: MEETINGS

**Section I.**

Meetings for public worship shall be held on each Lord's Day and during the week as may be provided for under the direction of the Pastor and Board of Trustees.

**Section 2.**

There shall be an Annual Business Meeting of the Assembly, at which time the election of officers shall take place (if necessary) and a financial report shall be read. This meeting shall be held in the month of January, time and date to be set by the Pastor and Board of Trustees. Notice of the date, time, and place of each Annual Business Meeting shall be announced from the pulpit during morning worship services on each of the two Sundays preceding the date of the meeting.

**Section 3**.

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Special business meetings of the Assembly may be called by a majority of the Board of Trustees. Notice of the date, time, place, and purpose of each special business meeting shall be announced from the pulpit during morning worship services on each of the two Sundays immediately preceding the date of the meeting. No business other than that specified in the notice of meeting shall be transacted at special meeting of the Assembly. Emergency Business meetings may be called one week preceding the date of the meeting. No business other than that specified in the notice of the Emergency meeting shall be transacted at any special meeting of the assembly.

**Section 4. Quorum**

No record of any special or regular business meeting of the Assembly shall be made unless two-thirds or more active members shall be present to constitute a quorum.

**Section 5.**

The Board of Trustees, with the Pastor, shall meet monthly for the transaction of routine business for the Assembly, time and place to be announced by the Pastor.

**Section 6. Manner of Acting**

A majority of the votes entitled to be cast on a matter to be voted upon by members present at a meeting at which a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or by the charter or Constitution and Bylaws of the Assembly.

**Section 7. Manner of Voting**

Only voting members present at an annual or special meeting of the Assembly are eligible to vote. Proxy voting, or voting by mail, shall not be recognized. All votes shall be by voice vote, except for the elections of pastors, officers and trustees, which shall be by secret ballot. A majority of the voting members present at an annual or special meeting may require a secret ballot on any matter.

# ARTICLE IX:

# DEPARTMENTS AND COMMITTEES AND MINISTRIES

**Section 1. Departments, Committees and Ministries**

Departments, committees, and ministries may be formed under the direct supervision of the Pastor and the Board of trustees as it is deemed necessary. This will include, but not limited to, Sunday School, Men’s Ministries, Women’s Ministries, Youth, Young Adult, and Senior Ministries. Leadership for these department, committees and ministries will be appointed by the Pastor and shall be subordinate to and under the general supervision of the Senior and /or Executive pastor. The Senior Pastor shall be a member of all departments, committees and ministries.

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**Section 2. Grace Temple Christian Academy**

Grace Temple Christian Academy shall be established for the express purpose of providing a distinctly Christian formal education for children and to uplift the name of Christ by teaching values, morals, and principles found in the Word of God. The objective of Grace Temple Christian Academy is to help children reach their academic, spiritual, emotional, physical, social and creative potential. The Pastor and Board of Trustees shall have the responsibility of appointing the Administrator who shall occupy the position for an indefinite period of time. The Pastor, along with the Grace Temple Christian Academy Administrator shall hire, terminate, replace, layoff, move or remove staff and will provide the official board with reason(s) for such action. The official school year shall be for 10 months, from August to May.

# ARTICLE X: FINANCES

All funds for the maintenance of the Assembly shall be provided by the voluntary contributions or the tithes and offerings of the members and friends of the organization. Offerings shall be accepted by the Assembly at such time, and in such ways as agreed upon by the Pastor and Board of Trustees and shall be administered by the Treasurer under their direction. (Malachi 3:10; Luke 6:38; I Corinthians 16: 1, 2; II Corinthians 9:6-8).

# ARTICLE Xl: PROPERTY

**Section l.**

All property of the Assembly shall be deeded to the Assembly and held in its name by the Trustees and their successors in office. No property of the Assembly shall be sold, leased or mortgaged or otherwise disposed of without the same shall have first been recommended by a voice of at least two-thirds of the voting membership who are in attendance at a regular meeting or special meeting of the Assembly which has been called for the consideration of the proposal. The Pastor and the Secretary of the Assembly shall certify in such conveyance, lease or mortgage, that the same has been duly authorized and recommended by a vote of the Assembly. Such certification shall be held to be conclusive evidence thereof.

# ARTICLE Xll: AMENDMENTS

This Constitution may be amended or changed by a two-thirds vote of the official board of those who are in attendance at any regular meetings called for that purpose. Due notice shall be given. At all meetings those present shall constitute a quorum.

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**ARTICLE XIII: PLEDGE OF ASSETS**

All income and all principal of the assembly and/or corporation, real, personal, or mixed, shall be devoted exclusively to the general religious, charitable, or educational purposed set forth in this document. No Substantial part of the activities of the assembly and / or corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the assembly and/ or corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles, the assembly and/or corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation and/or assembly exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE XIV: DISSOLUTION**

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Description automatically generatedIn the event this assembly ceases to function as a church body then said property shall be vested to a religious organization that is qualified as a charitable organization under Section 501 © (3) of the Internal Revenue Code of 1954.

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GRACE TEMPLE ASSEMBLY OF GOD

BY - LAWS

## ARTICLE 1. DUTIES OF OFFICERS

**Section 1.** The Pastor shall be considered as the overseer of the Assembly and shall direct all of its activities. He or she shall be the President of the Corporation and shall act as chairman of all the business meetings of the Assembly, official board and any ministries within the assembly. He shall be an ex-officio member of all committees or departments and shall preside at all meetings of the Board of Directors. He may sign with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed. He shall provide for all the services of the assembly and shall arrange for all special meetings conventions, or revival campaigns. No person shall be invited to speak or preach in the assembly without the Senior/Executive pastor’s approval.

**Section 2**. The Board of Trustees is chosen to serve both the Pastor and Church. This Board shall act as a unified body in an advisory capacity to the Pastor in all matters pertaining to Grace Temple Assembly of God including, but not limited to the examination of applicants for membership, in the administration of discipline as outlined or as necessary as in the general discharge and management of affairs funds, and property of the Assembly. The Board of Trustees shall in no wise meet for the discussion, transacting or implementation of any church business without it's Pastor (Chairman) or without his prior knowledge except in an interim period when the Church shall be without a pastor. Violation is grounds for immediate removal from the Board of Trustees. A majority present at any meeting of the Board of Trustees shall constitute a quorum provided all the members have been notified to be present.

In the event this Assembly is temporarily without a pastor, or the Pastor is unable to be present, the Board of Trustees shall be empowered to provide for its own chairman from its membership in order to transact business for the Assembly. No major changes in procedures or policies shall be enacted in the absence of a pastor without the approval of the church membership. The Trustees shall be custodians of all real property. The Board of Trustees shall act as the Pulpit Committee for the Assembly in the selection of a new pastor. In the absence of a pastor, their duties shall be to conduct the affairs of the Assembly until a pastor is secured, supply ministers for all services of the Church, process all resumes, interview all candidates, research all candidates, contact the Presbyter of the Section to inform him of the absence of a pastor as soon as possible, inform the District Office, report weekly to the congregation as to the progress being made and promote in every way the unity and stability of the Church. Every effort shall be made by the Pulpit Committee to provide an eligible candidate as quickly as possible to be voted upon by the members of the Assembly.

Trustees shall be of exceptional Christian character, maintain a close relationship with Christ and support by attendance as many church activities as possible. If this standard is not strictly adhered to, the officer in question shall be dismissed.

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Trustees must be filled with the Holy Spirit according to the scriptural standard in the Fundamentals of the Faith.

One of the Trustees shall be signer on the Assembly's bank account to act in the event that either the Pastor or Secretary-Treasurer is unable to execute the disbursement of church funds.

**Section 3.** The Secretary-Treasurer shall know the minutes of the annual and special business meetings of the Assembly. He or she shall keep a record of the membership of the Assembly and perform any other clerical work necessary to be custodian of all legal documents and shall be entrusted with all the finances of the Assembly which may be committed to him or her. He or she or a representative chosen and approved by the Pastor and Board shall deposit all funds in a responsible bank in the name of the

Assembly. The Secretary-Treasurer shall disburse the same by a check, as authorized by the Pastor or the Assembly, or the Board of Trustees in the absence of a pastor. All checks shall be countersigned by the Pastor, or the designated representative from the Board of Trustees as stated in Section 2. Paragraph 5.

**Section 4.**  The board of Trustees along with the Pastor shall be the custodians of all property of the assembly, and shall be responsible for the maintenance of the same. They shall meet for the discharge of their duties as the need may demand upon the request by the Senior and/or Executive Pastor.

**Section 5.**  The treasurer shall be entrusted with all the finances of the assembly which may be committed to him or her. He or she shall deposit all funds in a responsible bank in the name of the assembly, and shall disburse the same by check as authorized by the Senior Pastor and/or Executive pastor. He or she shall make an itemized and summarized report for the official board meetings.

## ARTICLE II: ELECTIONS AND VACANCIES

**Section 1.**

1. The Pastor shall be elected for an indefinite period of time to be determined by the Board of Trustees.
2. At the discretion of the Senior Pastor, a new senior pastor may be hired and installed. The Senior and/or executive pastor will determine if the term will be indefinite.
3. The official church board will act as an advisory body.

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1. The Senior Pastor shall have the authority to hire, terminate, replace, layoff, or remove staff and will provide the official board with reason(s) for such action.

**Section 2.** The Secretary and the Treasurer shall be appointed by the Senior Pastor to a term to be determined at that time. He or she shall be chosen from the membership of the Assembly and shall be nominated by a nominating committee composed of the Pastor and Board of Trustees. The term of office shall be for a term to be determined by the Pastor and Board of Trustees. This shall be a combined office, unless it is deemed necessary by the Pastor and Board to separate the office of Secretary Treasurer.

**Section 3**. The Official Church Board shall be appointed by the Pastor. Their term shall be for an indefinite period of time.

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**Section 4.**

All officers, leaders, and volunteers shall be faithful in service, prayer, attendance and support for the ministry through tithe and offering. Failure to do either of the above mentions will constitute removal from office.

## ARTICLE III. MEMBERSHIP

**Section 1.** Standards of Membership

The standards of membership of this Assembly shall be:

* 1. Evidence of a genuine experience in regeneration (The New Birth). (John 1:12, 13; 3:3-8; 1 Peter 1:18-25).
  2. The Baptism of the Holy Spirit with the evidence of speaking in other tongues (Acts 2: 1-4) or an earnest seeking of said experience.

1. Evidence of a consistent Christian life (Romans 6:4; 8:1-14; 13:13-14; Ephesians 4:17-32; 5:1-2, 15; 1 John 1:6-7).
2. Not engaged in or sympathetic toward any alternative lifestyle that is contrary to the Biblical standards of a heterosexual marriage between one man and one woman as detailed in the Grace Temple Assembly Of God Constitution, Tenets of Faith, Article IV., Section 1, Item 18. (Genesis 2:21-24; 19:5-13; 26:8-10; Leviticus 18:6-30; 20:10, 13, 15-16; Matthew 19:5; Romans 1:23-32; I Corinthians 5:1-6, 9; I Corinthians 6:9-10; Galatians 5:19, 21; Ephesians 5:31; I Thessalonians 4:1-8; Hebrews 13:4; Revelation 21:7-8).
3. To fully subscribe to the Tenets of Faith, Article IV., as set forth in the constitutional rules of order adopted by the Assembly.
4. Willingness to contribute regularly to the support of the Assembly in tithes (ten percent or his or her gross income) and offerings according to his or her ability. In accordance with the Tenets of Faith, Article IV, Section 1, Item 22, entitled Giving.

**Section 2.**

Unscriptural conduct or doctrinal departure from the tenets of faith held by this assembly shall be considered sufficient grounds upon which any person may be disqualified as a member. (Matthew 18:15-18; Romans 16:17-18; I Corinthians 5:11; Galatians 1:8-9, Titus 3:1-15)

**Section 3**. **Reception of Members**

Persons desiring to become active members of the Assembly shall make the fact known to the Pastor and Board, who shall examine the applicant according to the standards for membership. New members after having been approved, will be received into the Assembly publicly at a regular Sunday service and their names added to the membership roster.

Membership will not be considered until the following has been met by the applicant:

1. All applicants must have filled out a membership application.
2. The applicant must have faithfully attended services and faithfully supported the Assembly with tithes and offerings for an adjustment period of at least four months.
3. The applicant (even if transferring membership from another Assembly) must have completed educational requirements as to what we believe (Tenets of Faith, Article IV) as well as an orientation concerning the expectations of this Assembly for its membership. Th above mentioned educational and orientation requirements will be determined by the Pastor and /or Board and may be waived at their discretion.

**Section 4.**

Members in good standing, who may wish to sever their relationship with the Assembly, or who may desire to be transferred to some other congregation, may apply to the church administrator for a letter which shall be granted. The Senior and/or Executive pastor shall inform the official church board of such action.

**Section 5**. **Discipline**

(a) Any member of the Assembly who shall willfully absent himself from the regular services for a month, or six weeks during a two month period, or who shall be under charges, shall be temporarily suspended from active voting membership pending investigation and final decision in his case.

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(b) Unscriptural conduct or doctrinal departure from the Tenets of Faith, Article IV., and Section 1, held by this Assembly shall be considered sufficient grounds upon which any person may be disqualified as a member. (Matthew 18:15-18; I Corinthians 5:11; Romans 16:17-18).

**Section 6**

The Pastor and Board of Trustees shall be authorized to revise the membership roll of the Assembly annually, and to remove from the list of active members all names of those who may have become deceased during the year, together with the names of those who may have withdrawn from the fellowship, or who may have fallen into sin and whose lives may have become inconsistent with the standards and teachings of the Assembly. The following rules and instructions shall be observed as occasion may require. (Matthew 18:15-17; Romans 16:17, 18; I Corinthians 5:1-5; Il Thessalonians 3:6-15).

If a name is removed for cause, the one whose name is removed shall be notified of the action of the Pastor and Board of Trustees.

**Section 7. Privileges of Membership**

This congregation functions, not as a pure democracy, but as a body under the Headship of the Lord Jesus Christ and the direction of the Pastor as the under shepherd with the counsel of the Board of Trustees. Membership in this Church does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determination of the internal affairs of this Church are ecclesiastical matters and shall be determined exclusively by the Church's own rules and procedures. The Pastor shall oversee and/or conduct all aspects of this Church. The Board of Trustees shall give counsel and assistance to the Pastor as requested by him. The membership of the Church has certain limited areas of exercising a vote. Members may not vote to initiate any church action, but rather the vote of a member is to confirm and ratify the direction of the Church as determined by the Pastor and Board of Trustees.

## ARTICLE IV. DEPARTMENTS

## Departments, committees and ministries may be formed under the direct supervision of the Pastor and the Board of trustees as it is deemed necessary, This will include, but not limited tom Sunday School, Men’s Ministries, Women’s Ministries, Youth, Young Adult and Senior Ministries. Leadership for these department, Committees and ministries will be appointed by the pastor and shall be subordinate to and under the general supervision of the Senior and/or executive pastor. The Senior pastor shall be a member of all departments, committees and ministries. Each department head must follow the guidelines listed below:

1. Be a member in good standing with this Assembly.

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1. Have attended and supported faithfully this Assembly for at least six months prior to election or appointment.
2. Have taken, shall be in the process of taking, or have immediate plans to take and complete the appropriate educational courses and programs related to their particular leadership role.

The six-month attendance requirement may be waived at the discretion of the Pastor and/ or Board.

## ARTICLE V: PROPERTY RIGHTS

**Section 1.**

All property, real or chattel, shall be taken, held, sold, transferred, or conveyed in the corporate name of the Assembly. All property, real or chattel, shall be taken, held, sold, transferred or conveyed by the Trustees and their successors in office.

**Section 2**.

No real or chattel property of the Assembly shall be sold, leased, mortgaged or otherwise alienated without the same shall have been authorized by at least a two-thirds majority vote of the voting membership in a regular or specially called business meeting.

## ARTICLE VI. ORDER OF BUSINESS

The regular order of business for the annual meeting of the Assembly shall be as follows:

1. Devotional
2. Reading of the previous minutes by the Secretary
3. Report of the Treasurer
4. Report of the Committees
5. Unfinished Business
6. Election of Officers
7. New Business
8. Adjournment

## ARTICLE VII: RACIAL NONDISCRIMINATION

The Church shall have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin. Grace Temple does reserve the right to refuse membership with those that are not in agreement with the Tenants of Faith as stated in the Constitution in Article IV, Section 18.

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## ARTICLE VIII: DESIGNATED CONTRIBUTIONS

From time to time the Church, in the exercise of its religious, educational and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Pastor and Board of Trustees. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes stated in the Constitution, Article II, Section 2.

***ARTICLE IX. AMENDMENTS***

The Bylaws may be amended at any regular or special business meeting of the Assembly by a two-thirds majority vote of the membership present.

## ARTICLE X: PARLIAMENTARY ORDER

In the conducting of its affairs, the Church shall be governed by parliamentary procedure as set forth in the current edition of Robert's Rules of Order Newly Revised, in keeping with the spirit of Christian love and fellowship.

## ARTICLE XI: FISCAL YEAR

The fiscal year shall be January 1 through December 31.

## ARTICLE XII. ADOPTION

This Constitution was adopted by a two-thirds majority vote of the members present and voting at a duly called meeting of the Church in which a quorum was present.

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Description automatically generatedThis Constitution and Bylaws supersedes any other Constitution and Bylaws of Grace Temple Assembly of God of Corpus Christi, Texas.

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2019 - 2020

*“Like” us on Facebook!*

[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.

Grace Temple Christian Academy Parent / Student Handbook



**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 had 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 Titus2:11,12, 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. 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 in-service 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.

1. 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 lunchroom.

**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 $150.00

1st - 12th $240.00

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

**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

**Graduation Fee:** $50.00

HOMESCHOOL FEE SCHEDULE

Registration Fee:       Individual- $60.00    Family- $85.00

Activity/Supply Fee:   Individual- $50.00     Family- $75.00

Tuition: Daily Rate $20.00 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.

**Bus Late Fees: Time:**

$10.00 After the 5th of the month

$5.00 If not picked up by 3:50

$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:**

**Fees** **Reason**

$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 3:45.

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 begins 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 Hours**

Regular school hours for all students are a full day, 8:30 AM through 3:30 PM. Regular Aftercare, 3:30 PM through 5:30 (see page 6 for additional information on After Care). The State of Texas requires a minimum of 180 actual days or a minimum of 170 actual days and the hourly equivalent of 180 actual school days: kindergarten - 540 net instructional hours; grades 1-3 - 720 net instructional hours; grades 4-12 - 900 net instructional hours. GTCA is in session 172 days for grades K4 -12 grades. That is 1,204 instructional hours which exceeds minimum school instructional hours.

**A.C.E. PROCEDURE**

**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:

**Learning Center** **Abbreviation** **Grades**

K - First K - 1st K4- 1st

Elementary ELM 2nd - 5th

Middle School MS 6th - 8th

High School HS 9th -12th

**CURRICULUM**

Students in K through 12 utilize 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 K4 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:

**Learning Center**  **Abbreviation** **Grades**

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 needs 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 subjects: Math, English, and Science. If you are doing two (2) subjects per week, then you 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 PRIVILEGES**

**LEVEL A**

1. Complete 2 PACE’s a week 1. 5 extra minutes at break

2. Maintain academic balance 2. May read or listen to approved

3. Receive no more than 45 mins. literature or music

of detention the previous week. 3. May engage in approved

4. Memorize the previous month’s extracurricular activities in office, i.e.

scripture crafts, puzzles, games, computer.

**RESPONSIBILITIES PRIVILEGES**

**LEVEL C**

1. Complete 2 PACE’s a week 1. 10 extra minutes at break

2. Maintain academic balance 2. May read or listen to approved

3. Receive no more than 45 mins. literature or music

of detention the previous week. 3. May engage in approved

4. Memorize the previous month’s extracurricular activities in office, or

scripture other assignments out of LC

5. Present a 5 minute oral report on 4. May be out of seat w/out permission

an interested area or project. in learning center

5. May serve on approved projects i.e.:

errands, student tutor.

**RESPONSIBILITIES PRIVILEGES**

**LEVEL E**

1. Complete 2 PACE’s a week 1. 15 extra minutes at break

2. Maintain academic balance 2. May read or listen to approved

3. Receive no more than 45 mins. literature or music

of detention the previous week. 3. May engage in approved

4. Memorize the previous month’s extracurricular activities in office, i.e.

scripture crafts, puzzles, games, computer.

5. Read and report on a literature 4. May be out of seat w/out permission

book approved or approved library in learning center

book. (May substitute 5 minute oral 5. May serve on approved projects i.e.:

report.) errands, student tutor.

6. Be available for participation in 6. May leave office and learning center

activities i.e. chapel, assembly 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 schoolwork, 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.

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.

**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 is 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 continues 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 (Provisional)**

Southern Plains Association of Christian Schools

**Memberships & Accreditation Candidacy Status**

Associations of Christian Teachers and Schools

All student records are kept in the registrar’s office in a fire proof file cabinet. The cabinet has locking capabilities. Only administrative staff have access to the keys.

**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 revere 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**

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High School HS 9th -12th

**High School Students**:

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. High School students have the option to dual enroll with Lighthouse Christian Academy, the distance-education provider of A.C.E. Ministries, for an additional fee. Lighthouse Christian Academy (LCA) is accredited through Accreditation International.

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**:

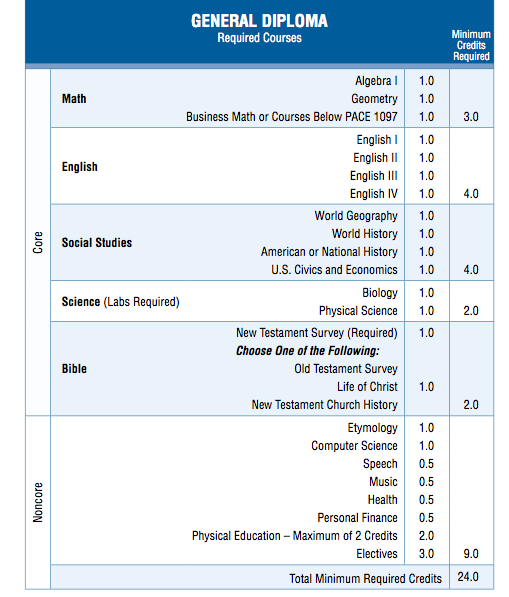
GTCA will review official transcripts and previous achievement tests. The student will be given a diagnostic test and be interviewed. Each student must demonstrate that he has a history of behavior that would be in accordance with the standards and expectations of GTCA. Based on these assessments, GTCA 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.

**College and Career Guidance**

The high school Supervisor and Pastor speak with each high school student, especially seniors to see where they feel God is leading them after graduation. Christian colleges periodically come and do presentations for our students. We, as a school, visit different college campuses.



**General Diploma**

**Required Courses**

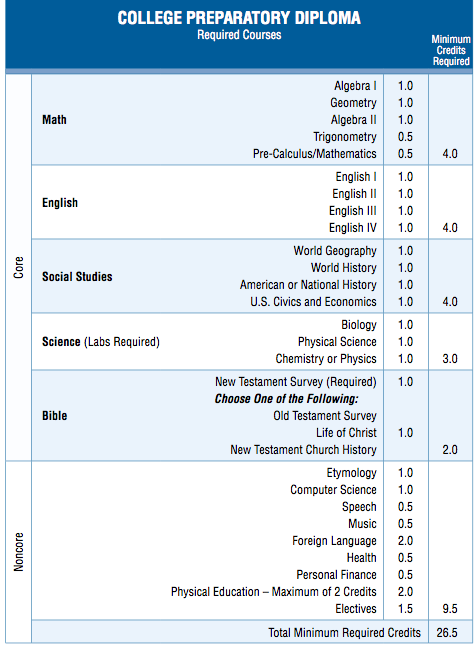
1.0

1.0

4.0

8.5

25.50



3.0

9.0

28.0

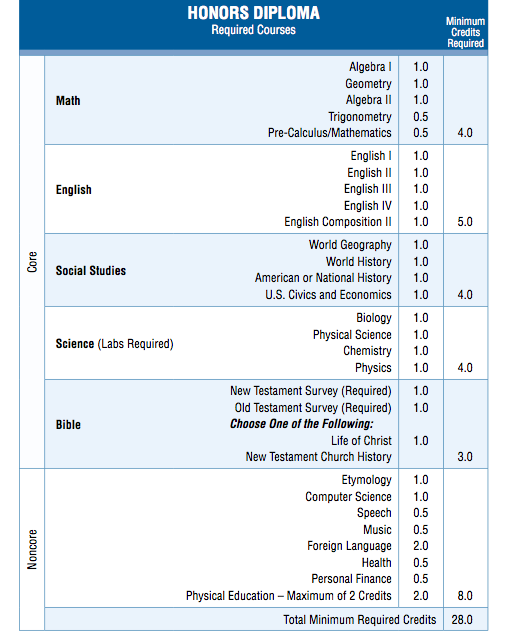
4.0

**COLLEGE Preparatory Diploma**

**Required Courses**

1.0

1.0



28.5

7.5

**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.

4.0

**Honors Diploma**

**Required Courses**

**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 and 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:

**Demerits** **Detention Minutes**

3 = 20

4 = 30

5 = 45

6 = 1HR

Detention may be served during break time, PE or after school. After school detention is between 3:30 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 be 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 and 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**

**Girls**

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

-Dress with Sailor Collar (This uniform may be worn until student outgrows it) White Tie

-White sailor middy blouse with plaid tie

-Plaid Skirt

-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.)

**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.

**JEWELERY**

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 sunscreen, 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 relieve annual training on the protocol for blood borne 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 but 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 conflict s 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, lose 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 not 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 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 binging 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 visitor’s 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 altar 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.



**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 (Provisional):**

Southern Plains Association of Christian Schools

**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:**

Robert Perez & Ciara Luna. Robert Perez is currently enrolled in the school of EMS pursuing a Paramedic Certification & will bridge to the RN program. Ciara has joined the workforce.

**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

**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 & Hight School Students

**Standardized Test Performance**

**IOWA Spring 2019**

grade 1 Composite: 159.0 [Nat’l 150]

grade 2 Composite: 182.5 [Nat’l 168]

grade 3 Composite: 177.7 [Nat’l 185]

grade 4 Composite: 212.3 [Nat’l 200]

grade 5 Composite: 203.0 [Nat’l 214]

grade 6 Composite: 214.3 [Nat’l 227]

grade 7 Composite: 237.3 [Nat’l 239]

grade 8 Composite: 232.7 [Nat’l 250]

grade 9 Composite: 247.3 [Nat’l 260]

grade 10 Composite: 272.0 [Nat’l 268]

grade 11 Composite: 288.8 [Nat’l 275]

Grace Temple

Christian Academy

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Corpus Christi, TX 78410

361-289-7770

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

[www.mygtag.org](http://www.mygtag.org)

Raymundo Perez, Pastor

Cynthia Perez, Administrator & HS Supervisor

Benjamin Perez, Middle School Supervisor

Alice Ravago’s, 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.*

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**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.

**OBJECTIVE**

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

**Students:**

GTCA has students enroll throughout 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%

**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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“Like" Us on FaceBook!



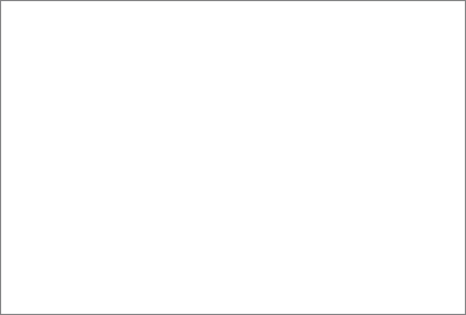
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**Grace Temple Christian Academy**

**Grace Temple Christian Academy**

# Staff Handbook

**Parent / Student Handbook**



**2019 - 2020**

**2018 - 2019**

*“Like” us on Facebook! *

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(361) 289-7777

Grace Temple Christian Academy has a racial nondiscriminatory policy and, therefore, does not discriminate against members, applicants, students, and others on the basis of national or ethnic origin, race or color

**The following forms are included in this handbook:**

Staff Dress Code

Volunteer Dress Code

Staff Code of Conduct

Child Abuse Safety Form

Volunteer/Employment Release Authorization

Rules and Regulations Checklist

Contract of Employment

Teacher Evaluation Form

Support Staff Evaluation Form

Administration Evaluation Form

Conditions of Employment

**Philosophy of Christian Education**

We believe the first and great commandment is found in Matthew 22:37-38. Jesus responded to the lawyer that had 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 Titus2:11, 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. Grace Temple Christian academy seeks to come alongside families that agree with our statement of faith and our philosophy of education.

**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.

**GRACE TEMPLE CHRISTIAN ACADEMY**

**Staﬀ Dress Code**

# Purpose

Grace Temple Christian Academy believes the its faculty and staﬀ are representatives of Grace Temple Christian Academy to the community. More importantly, teachers serve as role models for the students to whom they teach, work with, and mentor each day. Consequently, the conduct of students and the respect given faculty, staﬀ, and Grace Temple Christian Academy by the community with be a direct reflection of the manner in which faculty and staﬀ presents themselves. to this end all faculty and staﬀ shall dress in a professional manner and present an image of biblical appropriateness to the environment in which they work and corresponding to the duties of their job.

# Responsibility

It is the responsibility of all faculty and staﬀ members to project a professional image. Faculty and Staﬀ are an example to the students of how to be dressed and groomed appropriately. 1 Tim. 2:9 “In like manner also, that women adorn themselves in modest apparel with shamefacedness and sobriety; not with broiled hair, or gold, or pearls, or costly array.”

# The Dress Code

Staﬀ will wear a Navy blue or black skirt at least two (2) inches below the knee. If the skirt has a split, it is not to be higher that the knee. All staﬀ will wear the tan uniform blouse Monday - Thursday. On Friday, staﬀ can wear the school T-Shirt or a denim school blouse. The sleeves can be short, three quarter length, or long, the approved staﬀ shirt can be worn buttoned or unbuttoned. If worn unbuttoned, staﬀ will need to wear an oﬀ- white, white, tan, brown, black or navy blue shirt underneath no lower than two (2) inches below the collar bone. Staﬀ may wear blue, white, natural colored hose or trousers socks, or tights. Men that work in the learning centers should wear Navy blue button up shirts, khaki or tan slacks, and brown or black dress shoes/boots.

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# Shoes

Black, blue, or brown closed toed shoes. No sandals / flip flops during the school year.

# Jewelry

No jewelry will be worn except for graduations rings, wedding rings and watches.

# Polish/ Makeup

No colored polish on nails. No makeup except for light foundation and chap-stick when needed.

# Exceptions to the Dress Code

If your class is taking a field trip that will require a lot of walking outdoors and dress shoes will not be appropriate, teachers may wear comfortable footwear and a jean skirt that is two inches below the knee. No splits in the front. Button down skirts are allowed. When staﬀ is attending any school sponsored function like a Parent Teacher Fellowship, program, or sports events and uniform is not required, the staﬀ will still need to abide by the dress code standards. As a representative of the school, Staﬀ should dress professionally at the parent meeting and programs. Skirt or dress should be two (2) inches below the knee, no sleeveless or cap sleeves.

Dress or skirt / blouse should not be tight. Volunteers do not need to wear

the staﬀ uniform but should abide by dress guidelines.

The school Administrator has the final decision on questionable attire.

|  |
| --- |
| I have read, understand and agree to observe and follow the dress code standard for Grace Temple Christian Academy. |
| Printed Names: |
| Signature: Date: |

**Volunteer Dress Code**

**Thank you for choosing to volunteer at Grace Temple Christian Academy. At Grace Temple, we are teaching our students modesty. To show deference we ask all volunteers that help in the school during the school hours to abide by the GTCA dress guidelines.**

**Women - Blouses or T-shirts must have a sleeve and not be low-cut. - Skirts or dresses below the knee.**

**No shorts or pants.**

**Jewelry - No jewelry except wedding ring and or watch.**

**Polish/Make-up - No colored polish on nails. No makeup except for light foundation and chap-stick when needed.**

**Men - Wear pants and shirt. No shorts or sleeveless shirts. Jewelry - No jewelry except wedding ring and or watch.**

|  |
| --- |
| I have read, understand and agree to observe and follow the dress code standard for Grace Temple Christian Academy. |
| Printed Names: |
| Signature: Date: |



# 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 in service training each year. Two administrative staﬀ will attend at least one ACTS approved national/regional conference each year. Teaching need to follow ACTS Certification requirements by completing CEU hours or college courses.

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

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**GRACE TEMPLE CHRISTIAN ACADEMY**

**Staﬀ Code of Conduct Policy**

# Purpose

Grace Temple Christian Academy believes the its faculty and staﬀ are representatives of Grace Temple Christian Academy to the community. More importantly, teachers serve as role models for the students to whom they teach, work with, and mentor each day. Conduct reflects on the Administration, staﬀ, and Grace Temple Christian Academy by the community. It is important that the Faculty and staﬀ present themselves in a manner in which they are looked favorably upon. To this end all faculty and staﬀ shall adhere to the Code of Conduct both on and oﬀ campus, and in every function where you represent the school. It is important that you operate in a professional manner and present an image of biblical appropriateness to the environment in which you work.

**Responsibility**

It is the responsibility of all faculty and staﬀ members to professionally adhere to the Code of Conduct. Faculty and Staﬀ are an example to the students in every area of conduct and character. Phil. 1:27 “Only let your conversation be as it becometh the gospel of Christ: that whether I come and see you, or else be absent; I may hear of your aﬀairs, that ye stand fast in one spirit, with one mind striving together for the faith of the gospel;”

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# Code of Conduct

**Professionalism with Parents**

1. Always be courteous and friendly especially at student drop-oﬀ and pick- up.
2. Be brief in conversation if you are caring for children. If you or the parent feels a conference is needed, schedule one when students are at P.E. or before / after hours.
3. When you are sending notes home, make sure words are spelled correctly, and be careful how you phrase negative remarks. Use the “sandwich” method if something negative needs to be mentioned. Write a positive comment about the student, then what needs to be improved, then close with something positive.
4. Don’t confide in parents about your job situation, even if they are friends of yours. Every job has challenges, but it is your responsibility to portray a positive outlook of the school and church.
5. Be careful not to speak negatively about a co-worker to a parent. If a parent has a concern about a staﬀ member, direct them to speak with the Administrator.

# Professionalism with Students

1. Treat all students on campus with respect.
2. Do not yell at the children, Stay in control of your emotions at the workplace.
3. Do not use any corporal punishment on any child. This includes grabbing their arm, face, clothes, spanking, pinching, biting, or using any unnecessary force. If a child is unruly, call the Administrator.
4. Do stay on task and follow your daily schedule and lesson plan.
5. When all students are at centers, do interact with the students at the centers.
6. NEVER leave your class unattended. If you need to step out, ask another staﬀ member who does not have children in their care to come into your class while you are out. If a staﬀ member cannot come into your room, call the Administrator.
7. Be careful not to speak negatively about a co-worker to a student. If a student has a concern about a staﬀ member, direct them to speak with the Administrator.

# Professionalism with Co-Workers

1. Always be friendly and courteous toward your co-workers. Remember we are not just co-workers, but co-laborers for the Kingdom of God.
2. If you have a concern or question about your job or a co-worker, speak to the administrator. Do not cause conflict with your fellow co-worker in the workplace.
3. Be careful not to speak negatively or complain about a co-worker to a fellow staﬀ member.
4. Do not argue or complain with a fellow staﬀ member at the workplace. Parents, students, and other staﬀ members may witness the inappropriate confrontation.
5. Do help each other and be a blessing to each other.
6. If you are asked by the Administrator to perform a task, be respectful and courteous. If you have a concern, please speak privately to the Administrator. Do not complain or argue in front of parents, students, or other staﬀ members.

1 Corinthians 14:40 States: “Let all things be done decently and in order.” It is a goal of GTCA to provide all staﬀ and students with a positive and Godly environment.

|  |
| --- |
| I have read, understand and agree to observe and follow the Code of Conduct for Grace Temple Christian Academy. |
| Printed Names: |
| Signature: Date: |



**ABUSE PREVENTION PROGRAM**

# FOR GRACE TEMPLE ASSEMBLY OF GOD CHURCH

**&**

# GRACE TEMPLE CHRISTIAN ACADEMY

**AUGUST 5, 201****9**

Grace Temple Christian Academy is a ministry of Grace Temple Assembly of God.

11222 Leopard St. | Corpus Christi, TX 78410 | 361.289.7770 | [www.mygtag.org](http://www.mygtag.org/) | [www.gtcacademy.com](http://www.gtcacademy.com/)

# CHILD AND YOUTH ABUSE PREVENTION PROGRAM

**FOR GRACE TEMPLE ASSEMBLY OF GOD CHURCH AND GRACE TEMPLE CHRISTIAN ACADEMY. A.K.A. GTAG/GTCA**

## INTRODUCTION

To help protect children, **GTAG/GTCA** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **GTAG/GTCA** paid staﬀ and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and definitions for these guidelines, the outline of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

## PURPOSE

These procedures are designed to reduce the risk of child sexual abuse

in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staﬀ.
2. Assist **GTAG/GTCA** in evaluating a person’s suitability to supervise, oversee, and/ or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staﬀ members with a screening process for paid staﬀ and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staﬀ.

## DEFINITIONS

The following terms used herein and are defined as follows:

1. *Paid Staﬀ*: Any pastor, minister, preacher, cleric, or employee who is paid.
2. *Children/Youth/Minor:* Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult:* Any person who has reached his/her 18th birthday or as defined by Texas

State Law.

1. *Volunteer:* Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors and adults.
2. *Sexual Abuse:* The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. **This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person**.
3. *Child Emotional Abuse:* Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

## PROTECTION AND PREVENTION

**VOLUNTEER AND EMPLOYEE SCREENING PROCEDURES**

The following screening procedures are to be used with paid staﬀ and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Volunteer Application:* Any paid staﬀ and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the application must be signed by the individual completing application to apply for and qualify for service.

Our Employment Application includes questions regarding:

* + Current and previous residence addresses.
  + Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
  + Names and addresses of schools attended and degree(s) earned.
  + References from previous employers and organizations that serve children.
  + Pending criminal charges (where not prohibited by state law).
  + Criminal history information.

Our Volunteer Application includes questions regarding:

* + Current address.
  + Volunteer experience.
  + Criminal history information
  + Personal references.

Applications include a statement, which the applicant should acknowledge in writing, verifying that statements provided in the application are true and complete, and any misrepresentation or omission may be ground for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes **GTAG/GTCA** to contact any individual or organization listed in the application.

1. Review all statements made in the application, paying specific attention to any gaps in the time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
2. Conduct interviews with qualified applicants.

If detrimental information is unloved but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.

Whenever possible, **GTAG/GTCA** will have an associate participate in the interview.

1. Contact all listed references for volunteers. Contact each of the volunteer applicant’s references and ask for any information that might help determine the applicant’s suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
2. Contact all listed references and employers for paid staﬀ. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant’s suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
3. *Criminal Background Check:* **GTAG/GTCA** will conduct a criminal background check on all paid staﬀ and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or experts’ control or oversight over minors. All criminal background checks will be updated periodically.
4. *Six-Month Rule:* All volunteers will be required to have been a member of **GTAG/ GTCA** for six months and have reviewed and signed the Child and Youth abuse Prevention Program. All exemptions to this rule need to have Pastor and Board Member Approval.

## CONFIDENTIALITY

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

## SUPERVISION PROCEDURES

Unless an extenuating situation exist, **GTAG/GTCA**:

1. Will have adequate number of screened and trained paid staﬀ or volunteers present at tents involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent, guardian or a person approved by the parent with a form of ID.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use tow volunteers or staﬀ when transporting minors in vehicles.
6. Will require that young children be accompanied to the restroom and the paid staﬀ or volunteer what outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a “buddy system” whenever minors go on trips oﬀ of GTAG/GTCA property.
8. Will screen all paid staﬀ and volunteers and approved those individuals in advance for any overnight activities.
9. Will designate a “confidential counselor” to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

## BEHAVIORAL GUIDELINES FOR RELIGIOUS ORGANIZATION PAID OFF

All volunteers and paid staﬀ will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, GTAG/GTCA events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated paid staﬀ or volunteers will be in the room when minors are present. Door will be left fully open if one adult needs to leave theorem temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staﬀ or volunteers are in sight of other people.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staﬀ. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staﬀ shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to other individual with supervisory authority.
7. If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and oﬃcials of **GTAG/GTCA** for handling.

## DISQUALIFICATIONS

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the oﬀenses outlined below, or has presently pending any criminal charges for any oﬀense outlined below, or has presently pending any criminal charges for any oﬀense outlined below until a determination of guilt or innocence had been made, including any person who is presently on deferred adjudication. The following oﬀenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any oﬀense against minors as defined by state law.
2. A misdemeanor or felony oﬀense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drag-relate oﬀenses, or family violence.
3. A prior criminal history of an oﬀense against minors.

**SEXUAL OFFENDER AT GTAG/GTCA**

**—————————————————————————————**

**GTAG/GTCA** will not allow a person known to be a sexual oﬀender to remain or become a member of the congregation.

**RESPONSE TO SEXUAL ABUSE**

**GTAG/GTCA** will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feeling of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. **The Church Deacon Board** or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If a member of **The Church Deacon Board** is the individual accused of sexual abuse, then **The Church Pastor** will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to **GTAG/GTCA’s** insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. **GTAG/GTCA** may suspend (with pay for paid staﬀ) the alleged oﬀender while a confidential investigation is being conducted.
5. An oﬃcial of **GTAG/GTCA** (and legal counsel or other consultants) will then meet with the governing body of **GTAG/GTCA** and present a report on their investigation, which will include findings and recommendations of actions.
6. An oﬃcial of **GTAG/GTCA** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An oﬃcial of **GTAG/GTCA** will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an oﬃcial go **GTAG/GTCA** shall maintain contact with the alleged victim and his/her parents or legal guardian and inform them of the actions taken and assist them in their process of healing.
9. An oﬃcial of **GTAG/GTCA** (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of **GTAG/GTCA**.
11. Communicate with those aﬀected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of **GTAG/ GTCA’s** attorney.

## CHILD AND YOUTH PREVENTION PROGRAM ACKNOWLEDGEMENT

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. **GTAG/ GTCA** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The teams defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the **GTAG/GTCA** or any related or associated entity and instead are to be used with this document.

I have received a copy of the **GTAG/GTCA’s** Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the **GTAG/GTCA**.

Printed Name

Signature

Date

**GRACE TEMPLE ASSEMBLY**

**OF GOD**

**&**

**GRACE TEMPLE**

**CHRISTIAN ACADEMY**

**CHILD ABUSE SAFETY FORM**

As a volunteer at Grace Temple Assembly of God Church & Grace Temple Academy, I understand that child and youth sex abuse is a problem in our society. As a volunteer/employee I understand how critical it is that I remain vigilant and aware when children are present in our services.

I want to do my part to protect all children that are under our care.

I have viewed the video titled:

“Preventing Youth and Child Sex Abuse”

|  |
| --- |
| This video was provided by Church Mutual Insurance Company as part of the Grace Temple Assembly of God’s Risk and Due Diligence program. |
| Printed Name: |
| Signature: Date: |

Grace Temple Christian Academy is a ministry of Grace Temple Assembly of God.

11222 Leopard St. | Corpus Christi, TX 78410 | 361.289.7770 | [www.gtcacademy.com](http://www.gtcacademy.com/)

 **VOLUNTEER/EMPLOYMENT**

**RELEASE AUTHORIZATION**

**INTRODUCTION**

**GRACE TEMPLE ASSEMBLY OF GOD** is committed to providing a safe and secure environment for all who participate in the activities associated with our organization. We therefore require that all who volunteer with **GRACE TEMPLE ASSEMBLY OF GOD** undergo a criminal background check. We know this can seem a bit daunting and/or intimidating, but it is a necessity in the world in which we live. The information asked for **is confidential** and we want to assure you that it is kept secure. Thank you for your understanding and for taking the time to fill out this form.

**APPLICANT, complete the following:**

1. In connection with my volunteer application, I understand that a report or an investigative background check may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by Organizational policy and consistent with the volunteer position described, you may be requesting information from public and private sources about my: workers’ compensation injuries, driving record, court record, education, credentials, and references.
2. Medical and workers’ compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. Applicants are entitled to know if volunteering is denied because of information obtained by **GRACE TEMPLE ASSEMBLY OF GOD** from a reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.
3. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.
4. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contracted with **GRACE TEMPLE ASSEMBLY OF GOD** or its agent, to furnish the information described in Section 1.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above-mentioned information or reports.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print your full name LAST FIRST MIDDLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print other names you have used Date of Birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address

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|  |  |
| --- | --- |
| City State | Zip Code |
| The following states **require** sex and race to obtain information: OR, TX, WI  Sex: € Male € Female | AL, AR, FL, GA, IA, IL, IN, MI, |
| Race: € American Indian or Alaska Native € Asian € Black | € Hispanic or Latino |

€Native Hawaiian or Other Pacific Islander € White € Two or more races

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number State Issuing License

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on license

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Today’s Date

**Rules and Regulations Checklist**

The following may be used as a checklist for rules and regulations appropriate for faculty and personnel:

\_\_\_\_ Faculty and personnel shall read and support the student handbook.

\_\_\_\_ Faculty and personnel shall read and support the faculty handbook.

\_\_\_\_ Faculty and personnel shall read the legal posters in the back hallway by the copier.

\_\_\_\_ Faculty and personnel are not eligible to receive benefits from the Federal Unemployment Tax.

\_\_\_\_ Faculty and personnel shall be trained in First Aid, CPR, and the use of an AED.

\_\_\_\_ Faculty and personnel shall obtain the required continued education hours and maintain credentialing with the school’s accrediting agencies.

\_\_\_\_ Faculty and personnel shall inform the office and his/her supervisor of problems with school families.

\_\_\_\_ Faculty and personnel shall read and follow his/her job description.

\_\_\_\_ Faculty and personnel shall complete the form necessary for criminal background checks.

\_\_\_\_ Faculty and personnel shall complete the W-4 form.

\_\_\_\_ Faculty and personnel shall complete the I-9 form.

\_\_\_\_ Faculty and personnel shall read and sign the conditions of employment.

\_\_\_\_ Faculty and personnel shall complete the authorization to release reference information form.

\_\_\_\_ Faculty and personnel shall be trained annually in blood borne pathogens.

\_\_\_\_ Faculty and personnel shall read and follow the Crisis Management Plan.

\_\_\_\_ Faculty and personnel shall read and follow the laws pertaining to child abuse (Texas Family Code, Chapter 261) and read the church/school Abuse Prevention Program.

\_\_\_\_ Faculty and personnel shall read the corporate six-year plan and assist in reaching its goals.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discipline Procedures**

Staff are to follow the following procedures:

**DISCIPLINE**

**Classroom Management**

**Discipline Issues** -Learning Center Supervisors are to limit distractions in the Learning Center and create and environment conducive to learning. Regular review Learning Center rules with students and reinforce the school’s disciplinary system. If a supervisor needs the assistance of the Administrator to deal with a discipline issues, he/she is to notify the Administrator.

**Academic Issues** – Can be dealt with using the school’s disciplinary system. Schedule a parent/teacher conference. Ask the Administrator for assistance to help the student get back on track.

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

After multiple grievances against me, I am aware that I may face suspension, or explosion for serious offenses. Utilize the school merit system to reinforce acceptable behavior. Speak with the Administrator for stricter discipline protocol for multiple offenses or 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:

**Demerits** **Detention Minutes**

       3 = 20

       4 = 30

       5 = 45

       6 = 1HR

Detention may be served during break time, PE or after school. After school detention is between 3:30 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 administration.

**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.

**Personnel Records**

* 1. Personnel records are stored in a fireproof, locked file cabinet; the Pastor and Administrator have the keys to the cabinet.
  2. I-9 files are stored in the personnel files; the state law does not require them to be kept in a separate file.
  3. Safety records as well as grievance and investigation records (should there be any) are kept in the employee’s personnel file.
  4. Medical information (should there be any) is kept in a separate file that is stored in the school office. The Americans with Disabilities Act requires that any medical school pertaining to be employees be kept in separate confidential medical files.
  5. Grace Temple Christian Academy allows supervised access and copying of contents at the employee’s cost.

**Grading Policies**

**Grading Scale**

The grading scale is as follows: A = 100 – 90, 4.0; B = 89-80, 3.0; C= 79-70, 2.0; F=69-0, 0.0. If a student earns a 79 or below, the student 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.

The goal for each student is to have three PACEs in each core subject per quarter completed with an average of sixteen to eighteen PACEs per quarter.

**Grades**

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

**Learning Center Abbreviation Grades**

K- First K-1st K4-1st

Elementary ELM 2nd-5th

Middle School MS 6th-8th

High School HS 9th-12th

**Salary Scale**

Position, experience, and credentials determine salaries.

Teaching staff that have not earned a college degree or Bible College degree/diploma will be on an hourly pay scale. Hourly employees are paid biweekly on Fridays.

Teaching staff that have earned a college degree or Bible college degree/diploma will be on a salary pay scale. Salaried employees are paid on the 15th and 30th of each month or the Friday before the 15th or 30th.

Teaching staff with Provisional ACTS teacher certificate must comply with provisions of

certificate

**Grace Temple Assembly of God**

**and Christian Academy**

**Contract of Employment -Position of**

**Salary Teacher**

**Non-Salary Teacher**

**Non-Discrimination Policy: Grace Temple Assembly of God and Christian Academy does not discriminate in enrolling or hiring on the basis of race, color, nationality, or ethnic group.**

**WHEREAS, GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY,** is unique in that it is a bible believing religious organization and is committed to maintain in the framework of Godly biblical principles and high educational standards; and,

**WHEREAS**, it is the policy of **GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY** to employ highly qualified teachers who support the biblical program in pursuit of such high educational standards.

**GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY** (hereinafter called the **CHURCH/SCHOOL**)and **Teacher Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (hereinafter called the **TEACHER**) agree to the following conditions of employment.

1. The term of this agreement is for the Month of\_\_\_\_\_\_\_\_\_\_\_, This \_\_\_\_\_\_ Day, of the year 20\_\_\_\_ until the Month of \_\_\_\_\_\_\_\_\_\_\_, This \_\_\_\_\_\_ Day, of the year 20\_\_\_\_.
2. All staff members will affirm that he / she are, “Born Again” and exemplify that they have a personal relationship with the person of Jesus Christ, as a qualifying criteria for the position; he/she has applied for. This will be according to John 3:3 and 1 Peter 1:23.

3. The **TEACHER** agrees to serve the **CHURCH/SCHOOL** for the number of days in the official school calendar and to perform other duties assigned by the administrator; and to work

cooperatively, with morality and integrity with the staff, faculty and administration of the **CHURCH/SCHOOL**.

4. The **TEACHER** shall devote a reasonable amount of out-of-class to sponsoring student activities, and to other duties as assigned by the administrator.

5. It is further mutually agreed that the **CHURCH/SCHOOL** shall offer the **TEACHER** a new contract of employment for the ensuing year on or before May 1, 20\_\_\_\_\_\_, unless the **CHURCH/SCHOOL** gives the **TEACHER** written notice of its intention not to re-employ the **TEACHER** on or before March 15, 20\_\_\_\_\_.

6. The **TEACHER** may be suspended or discharged for good cause as shall be determined in the exclusive discretion of the Board of Trustees. It is specifically understood that good cause for

discharge shall include but not be limited to: inadequacy of teaching, misconduct, neglect of duty, physical or mental incapacity, actions involving moral or ethical turpitude, violation of the terms of this agreement or **CHURCH/SCHOOL** policy, or any conduct not in keeping with the **CHURCH/SCHOOL’s** Statement of Faith as described in Personnel handbook or conduct tending to reflect discredit upon the school or tending to impair the **TEACHER’S** usefulness in his capacity as a teacher.

7. The **CHURCH/SCHOOL** employs the **TEACHER** as an employee of the **CHURCH/SCHOOL** at a salary and benefits in accordance with addendum #1. Salary and hourly payments shall begin August 31, 20\_\_\_\_. They will continue to the end of the employment year.

**Salary employees:** will be paid on the Friday before the 15th of each month or the 15th of each month, whichever comes first, and on the Friday before the last day of the calendar month or the last day of the calendar month, whichever comes first,

**Hourly Employees:** will be paid Bi-weekly and on the Friday’s.

8. It is agreed that the conditions of this contract shall only be changed by mutual written agreement of the **TEACHER** and the **CHURCH/SCHOOL**. This is the sole agreement between the parties and no other representations, be they oral or written, are binding between the parties.

9. It is necessary that all Candidates’ read and review the employee handbook and shall sign the, “agreement” page at the end of the handbook.

10. Learning Center teachers (Supervisors), should have a Bachelor’s Degree or be seeking one. All candidates’ will provide a copy of a valid teaching License if one was earned, and a copy of their college transcripts.

All Learning Center teachers must obtain an ACTS Professional or Provisional Educators Certificate. If a teacher has a Provisional Certificate, they must continue their college education to maintain the certification.

11. All staff will submit themselves to a full background check and shall provide accurate information. This check will be provided by **CHURCH/SCHOOL.** Results will be made available for the candidate’s perusal upon request.

12. All candidates shall deem it necessary to adhere to a Christian Church whose doctrinal beliefs are not in opposition to the **CHURCH/SCHOOL**.

13. All candidates for employment shall accept, without reservation, the **CHURCH/SCHOOL’s** Doctrinal Statement and the **CHURCH/SCHOOL’s** Educational Philosophy according to the handbook(s).

**AGREED:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of **TEACHER**) (Date)

**AGREED:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of **ADMINISTRATOR**) (Date)

**Addendum #1 To Contract**

**For Teacher Name**

**Salary/Hourly & Benefits –**

**School Year 20\_\_\_\_-20\_\_\_\_**

**Salary:** The **CHURCH/SCHOOL** employs the **TEACHER** at an annual amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ payable over ten months at the rate of $\_\_\_\_\_\_\_\_\_\_\_\_\_ per month, including deductions.

Salary payments shall be made on the 15th and last day of the month beginning August 31,

20\_\_\_\_\_. The final payment shall be May 15, 20\_\_\_\_\_.

**Benefits:**

1. The **CHURCH/SCHOOL** has made available AFLAC Supplemental Insurance which the amount will be deducted from the employee’s payroll as he/she deems necessary for coverage.
2. The **CHURCH/SCHOOL** will pay for A.C.E. Training and ACTS conferences as well as daily wages while attending functions and training.
3. The **CHURCH/SCHOOL** will provide eligible employees with a fifteen percent, (15%), discounted tuition rate, registration fees and educational fees. Student trips, activities, meals and incidental expenses will not be covered. Students must meet the entrance requirements of the **CHURCH/SCHOOL** and are subject to the rules of the Tuition and Fee Schedule listed in the Student Handbook.
4. The **CHURCH/SCHOOL** will cover expenses for CPR Training, First-Aid, AED Training and Blood borne Pathogen Training.
5. Recognized School holiday’s will be paid for Salaried employees only. The **CHURCH/SCHOOL** will provide the list of recognized school holidays.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of **TEACHER**) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of **ADMINISTRATOR**) (Date)

Grace Temple Christian Academy Teacher Evaluation Form

Name of Teacher: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Date(s) of Observation Learning Center

1. **Personal & Professional Characteristics:**

Provides a role model of Christian virtue \_\_\_\_\_\_\_

Is faithful in participating in the prayer life of the school community \_\_\_\_\_\_\_

Shows enthusiasm and energy \_\_\_\_\_\_\_

Exhibits a genuine interest in students and the teaching profession \_\_\_\_\_\_\_

Speaks in a clear and pleasant voice \_\_\_\_\_\_\_

Exhibits a genuine interest in students and the teaching profession \_\_\_\_\_\_\_

Displays self-confidence \_\_\_\_\_\_\_

Written communication is clear, concise and grammatically correct \_\_\_\_\_\_\_

Oral communication is fluent and grammatically correct \_\_\_\_\_\_\_

Is dependable in the performance of classroom duties \_\_\_\_\_\_\_

Is resourceful in the use of instructional materials \_\_\_\_\_\_\_

Is tactful \_\_\_\_\_\_\_

Is dependable and cooperative in the performance of a fair share of the workload

in school activities and responsibilities \_\_\_\_\_\_\_

Is loyal to the vision and the mission of the Academy \_\_\_\_\_\_\_

1. **Classroom Instruction:**

Is prepared \_\_\_\_\_\_\_

Demonstrates a working knowledge of subject matter \_\_\_\_\_\_\_

Employs a variety of teaching techniques \_\_\_\_\_\_\_

Encourages student participation \_\_\_\_\_\_\_

Challenges thinking skills and engages every student in his/her pursuit of the truth \_\_\_\_\_\_\_

Gives directions clearly \_\_\_\_\_\_\_

Answers questions clearly \_\_\_\_\_\_\_

Adapts material to reach the level of all students \_\_\_\_\_\_\_

Provides positive reinforcements \_\_\_\_\_\_\_

Is prompt and accurate in preparing school and grading reports \_\_\_\_\_\_\_

1. **Classroom Management & Control:**

Begins and ends class on time \_\_\_\_\_\_\_

Has established classroom rules \_\_\_\_\_\_\_

Applies firm and charitable discipline, when necessary \_\_\_\_\_\_\_

Is consistent in discipline application \_\_\_\_\_\_\_

Requires and receives courteous attention and respect \_\_\_\_\_\_\_

Shows respect for each student \_\_\_\_\_\_\_

Handles classroom routines efficiently \_\_\_\_\_\_\_

Maintains an environment conducive to learning \_\_\_\_\_\_\_

Use class time effectively \_\_\_\_\_\_\_

Classroom is clean and orderly \_\_\_\_\_\_\_

1. **Interpersonal Relationships:**

Maintains a professional, charitable, and respectful relationship with parents,

colleagues, and administration \_\_\_\_\_\_\_

Is diligent in protecting confidentiality \_\_\_\_\_\_\_

Handles disagreements in a positive, constructive manner \_\_\_\_\_\_\_

Respects and observes the chain of command \_\_\_\_\_\_\_

Is diligent and prompt in communication with the administrator

in any serious issues that arise \_\_\_\_\_\_\_

**Key:**

1. Commendable; Exceedingly high level of performance
2. Meets expected performance
3. Improvement needed

* Observation not available

**Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher Signature/ Date Teacher Signature/ Date

**Support Staff Evaluation Form**

**EMPLOYEE INFORMATION** Please select one: \_\_\_\_ Initial Evaluation or \_\_\_ Annual Evaluation

|  |
| --- |
| Full Legal Name: |
| Date: |
| Review Period: |
| Job Title: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation:** | Exceeds  Expectations | Meets Expectations | Does not  meet Expectations |
| Attendance (*Daily Presence at Work)* |  |  |  |
| Punctuality (*Arrives on Time)* |  |  |  |
| Professional Appearance  (*Appropriate for the setting, job or task)* |  |  |  |

**PROFESSIONAL APPEARANCE** *(Positive and Effective Communication)*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Cooperation w/Co-workers |  |  |  |
| 1. Cooperation w/Administration |  |  |  |
| 1. Public Relations |  |  |  |

**PERFORMANCE** (*Tasks and Abilities)*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Accomplishes Assigned Responsibilities |  |  |  |
| 1. Initiative |  |  |  |
| 1. Confidentiality & Accountability |  |  |  |
| 1. Organizational Skills |  |  |  |
| 1. Meets Deadlines |  |  |  |
| 1. Performs with Minimal Supervision |  |  |  |

**SAFETY:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Observes Health & Safety Procedures |  |  |  |
| 1. Executes Appropriate Use of Equipment & Supplies |  |  |  |

**VERIFICATION OF REVIEW**

|  |  |
| --- | --- |
| Employee Signature | Date |
| Evaluator’s Signature | Date |

Grace Temple Christian Academy Administrator Evaluation Form

Name of Teacher: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Observation

1. **Personal & Professional Characteristics:**

Provides a role model of Christian virtue \_\_\_\_\_\_\_

Is faithful in participating in the prayer life of the school community \_\_\_\_\_\_\_

Shows enthusiasm and energy \_\_\_\_\_\_\_

Exhibits a genuine interest in students and parents \_\_\_\_\_\_\_

Speaks in a clear, concise, and pleasant voice when communicating \_\_\_\_\_\_\_

Exhibits a genuine interest in students and the teaching profession \_\_\_\_\_\_\_

Displays self-confidence \_\_\_\_\_\_\_

Written communication is clear, concise and grammatically correct \_\_\_\_\_\_\_

Oral communication is fluent and grammatically correct \_\_\_\_\_\_\_

Is dependable in the performance of Administrative Duties \_\_\_\_\_\_\_

Is resourceful in the use of school resources \_\_\_\_\_\_\_

Is tactful \_\_\_\_\_\_\_

Is dependable and cooperative in the performance of a fair share of the workload

in school activities and responsibilities \_\_\_\_\_\_\_

Is loyal to the vision and the mission of the Academy \_\_\_\_\_\_\_

1. **School Governance:**

Is prepared \_\_\_\_\_\_\_

Demonstrates a working knowledge of school administration \_\_\_\_\_\_\_

Encourages student participation \_\_\_\_\_\_\_

Challenges thinking skills and engages every student in his/her pursuit of the truth \_\_\_\_\_\_\_

Gives directions clearly \_\_\_\_\_\_\_

Answers questions clearly \_\_\_\_\_\_\_

Hire staff with integrity and hold meetings for direction, inspiration, and motivation \_\_\_\_\_\_\_

Establish dress standards for school staff and students \_\_\_\_\_\_\_

Promote the school \_\_\_\_\_\_\_

Schedule school activities \_\_\_\_\_\_\_

Plan purposeful parent-teacher fellowships and banquets \_\_\_\_\_\_\_

Conduct parent orientation \_\_\_\_\_\_\_

Screen and admit students \_\_\_\_\_\_\_

1. **School Management & Control:**

Is punctual \_\_\_\_\_\_\_

Applies firm and charitable discipline, when necessary \_\_\_\_\_\_\_

Is consistent in discipline application \_\_\_\_\_\_\_

Requires and receives courteous attention and respect \_\_\_\_\_\_\_

Shows respect for each student \_\_\_\_\_\_\_

Handles school routines efficiently \_\_\_\_\_\_\_

Maintains an environment conducive to learning \_\_\_\_\_\_\_

Be attentive to maintain general supervision over the school \_\_\_\_\_\_\_

Conduct weekly assemblies or chapel, daily student devotions, and special meetings \_\_\_\_\_\_\_

Conduct parent conferences \_\_\_\_\_\_\_

Supervise an efficient school office \_\_\_\_\_\_\_

Counsel staff, students, and parents \_\_\_\_\_\_\_

1. **Interpersonal Relationships:**

Maintains a professional, charitable, and respectful relationship with parents,

colleagues, and administration \_\_\_\_\_\_\_

Is diligent in protecting confidentiality \_\_\_\_\_\_\_

Handles disagreements in a positive, constructive manner \_\_\_\_\_\_\_

Respects and observes the chain of command \_\_\_\_\_\_\_

Is diligent and prompt in communication with the administrator

in any serious issues that arise \_\_\_\_\_\_\_

**Key:**

1. Commendable; Exceedingly high level of performance
2. Meets expected performance
3. Improvement needed

* Observation not available

**Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Administrator Signature/ Date Supervisor Signature/ Date

**Grace Temple Christian Academy**

**Conditions of Employment**

1. Employees will be born-again Christians who know the Lord Jesus Christ as their Savior (John 3:3, I Peter 1:23).
2. Employees will have a sense of God’s will in their life, feel that Christian education is their calling, and that they are directed by God to work in a Christian school.
3. Employees will accept the Statement of Faith and live in accordance with it.
4. Employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12), both in and out of school, to pupils (Luke 6:40), and as an example to parents and other employees in judgment, dignity, respect, and Christian living (Colossians 3:17, Titus 2:7-8, I Thessalonians 5:18, 22-23, and James 3:17-18). Employees shall abstain from illegal or improper use, possession, or distribution of alcohol or controlled substances. Employees agree that the unique roles of the male and female are clearly defined in Scripture, and further agree to abstain from any immoral sexual behavior. Romans 1:24- 32, 12:1-2, I Corinthians 5:9-20, Ephesians 4:1-11, 5:3-5, I Thessalonians 4:3-8, I Timothy 4:12, II Timothy 2:19-22, I Peter 1:15-16, 2:15-17, I John 3:1-3).
5. Employees will faithfully attend a local church, the fundamental beliefs of which are in agreement with the Grace Temple Christian Academy’s Statement of Faith (Hebrews 10:25).
6. Employees will strive at all times to understand, appreciate, love, and serve the students of Grace Temple Christian Academy.
7. Employees agree to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 whenever possible in resolving disputes. Employees should maintain appropriate confidentiality with regard to teacher, pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).
8. Employees will maintain knowledge and understanding of child abuse reporting requirements under State law (where applicable) and agree to abide by such requirements.
9. Employees will understand that the school staff is required to have a positive relationship with the Senior Pastor. Employees will strive to cultivate a positive relationship between school personnel and church personnel.
10. Employees agree to abide by the policies and procedures enacted by school authorities.

These Conditions of Employment are statements of general policy that reflect Grace Temple Christian Academy’s expectations of its employees. These Conditions of Employment shall not be construed to form an offer of employment, contract of employment, or any other express or implied contract or promise of specific treatment in any specific situation. All employees are employed “at will” and may be discharged at any time, with or without cause, unless otherwise provided by an express contract of employment signed by Grace Temple Christian Academy and the individual employee.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor (Teacher)**

The supervisor should strictly adhere to and routinely refer to the School Handbook and to the A.C.E. *Procedures Manuel,* both of which should be kept handy in the Learning Center for easy reference. Broad supervisor duties are outlined as follows:

1. Inspiring achievement in the students is the supervisor’s foremost responsibility and should demand most of his or her time. From the beginning until the end of daily activities, the supervisor is involved with students rather than with materials. Tests should be graded after school hours. It is ill-advised and unprofessional for the supervisor to sit at a desk while students work.
2. Carrying out discipline. Corporal discipline should never be used in school, even if parents approve.
3. Supervising student testing, prescribing curriculum, reporting, compiling, and filing student academic results.
4. Expediting daily Learning Center routine by answering questions, quizzing students on Self Tests, and scoring PACE Tests.
5. Answering academic questions, adding information, and enhancing understating.
6. Supervising extracurricular activities such as field trips, films, book reports, athletics, art, music, and whatever the supervisor can provide or arrange for the students.
7. Praising students and encouraging them to do their best.
8. Communicating with parents regarding academic and activities.
9. Ordering curriculum and maintaining curriculum inventory with the secretary.

The supervisor’s more detailed responsibilities also include examples such as the following:

1. Training students to set goals and reach objectives (projecting responsibilities with available time).
2. Determining a student’s readiness to take a PACE Test/
3. Praising, encouraging, motivating, and building student’s confidence daily.

The supervisor directs academics in the Learning Center through the following responsibilities:

1. Helping students discover answers to PACE questions.
2. Initialing supervisor score strips and Self Tests.
3. Quizzing students on Checkups and Self Tests to ascertain readiness for PACE Tests.
4. Discussing repeat PACEs.
5. Listening to oral reports.
6. Grading essays, papers, and poems, etc.

**Monitor**

The monitor, a Learning Center paraprofessional, is the general assistant to the supervisor with the following responsibilities:

1. Checking student goals daily and completing the Goal Check Report.
2. Assisting the supervisor in securing PACEs and Tests, taking attendance, supervising breaktime, updating the Goal Check Report at the end of the day (demerits, attendance, privileges, detentions, Homework Assignment slips, etc.), recording PACE Tests scores, and pulling new PACEs.
3. Answering nonacademic flags (permission for pencil sharpening, rest room passes, scoring, etc.).
4. Observing scoring stations and testing stations from a distance and notifying the supervisor of any corrective action needed.

**Registrar**

The registrar is responsible for assisting the administrator and/or the principal in the following areas:

1. Maintaining student cumulative records with the A.C.E management system.
2. Maintaining education office records with the A.C.E management system.
3. Operating the school’s A.C.E. management system software program.
4. Being an effective public relations person by phone, through correspondence, and in personal encounters.
5. Maintaining cumulative records of student performance after graduation in college, military, employment, etc.

**Finance** **Secretary**

The finance secretary is responsible for assisting the administrator and/or the principal in the following areas:

1. Maintain monthly accounts by collecting tuition and fees.
2. Handling general correspondence through parent letters, email, Facebook and the website.
3. Reconciles financials monthly
4. Makes deposits for the church and school

**Administrator**

1. Pray daily for staff, students, and parents of the school.
2. Be attentive to maintain general supervision over the school.
3. Hire staff with integrity and hold meetings for direction, inspiration, and motivation.
4. Conduct weekly assemblies or chapel, daily student devotions, and special meetings.
5. Establish dress standards for school staff and students.
6. Establish school-home relations.
7. Promote the school.
8. Schedule school activities.
9. Conduct parent conferences.
10. Plan purposeful parent-teacher fellowships and banquets.
11. Supervise an efficient school office.
12. Conduct parent orientation.
13. Screen and admit students.
14. Counsel staff, students, and parents.

**Custodian/Maintenance**

1. Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
2. Sweep and mop floors and vacuum carpets.
3. Wash and sanitize toilets, sinks, and showers and restock disposables (e.g. soap)
4. Wipe mirrors and windows
5. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, etc.)
6. Report major damages and oversee repairs

**Coach**

The goals of Grace Temple Christian Academy’s physical program include:

1. The development of Christian character
2. The development of motor skills
3. The allowance for daily physical exercise
4. The increased knowledge pf physical fitness
5. The creation of healthy competition
6. The development of a teachable spirit
7. The development of specific sport.

**Policy Statement of Due Process and Grievance Procedures**

If it should happen that one has a “school” complaint, please express it only to your direct supervisor.

If it should happen that one has a “person” complain, please follow the teaching given in Matthew 18 and go directly to the person involved.

If it should happen that teachers hear a complaint, school related or personal, take it to your direct supervisor.

All grievances, complaints, or questions concerning condition of employment or interpretation of policies should be presented through the proper line of authority. This line of authority is through the administrator and then to the school board. Please note that any grievance or complaint submitted must be in writing.

**Grievance Procedure**

Since the clashes between people over ideas, principles, and actions are an ever-present factor in the lives of man, it is essential that, to achieve a commendable degree of harmony, methods of finding a satisfactory solution be improvised. To this end, the following grievance procedure was developed.

**Purpose of Procedure**

This procedure is intended to establish effective means of communication by which to channel personnel problems.

**Non-Limiting of Rights**

This procedure is in no way intended to deny the right of any individual to seek a satisfactory solution by himself.

**Definition**

A grievance is based upon an event or situation which affects the conditions or circumstances under which an employee works allegedly caused by misinterpretation or inequitable application of established policies or regulations.

**Time Schedule of Grievance**

It is important that grievances be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement.

**Level One**

The employee with a grievance shall present the matter in writing to his immediate supervisor or principal, whoever has the authority to deal most effectively with the grievance, not later than ten (10) days following the happening which prompted the grievance. The employee and the supervisor or principal shall confer on the grievance within ten days with the view to arriving at a mutually satisfactory solution of the problem. In the event the grievance is first discussed with anyone other than the supervisor or principal, the supervisor or principal shall be apprised of the discussion. Following the conference, the supervisor or principal shall communicate in writing his decision to the aggrieved employee within five (5) days.

**Level Two**

When the grievance is not resolved on Level One, the aggrieved employee may appeal to the school board within ten (10) days after the decision has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and decision at Level One and reasons why the decisions at the previous level were unacceptable.

The pastor shall meet and confer with the employee on the grievance within ten (10) days after the appeal has been mailed with a view to arriving at a mutually satisfactory solution of the complaint. The aggrieved employee shall be given at least a two (2) day notice of the conference. The employee shall be present. Notice of the conference shall be given to the supervisor or principal who rendered decision on Level One. All parties to the grievance shall be present at the conference to state their views. Following the conference, and within ten (10) days, the pastor shall communicate his decision in writing, together with supporting reasons, to all parties in interest.

**Level Three**

If not resolved at Level Two an appeal may be made by the aggrieved employee to the board within ten (10) days after the decision of the pastor has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal and the decision at Level Two and include the reason rot not accepting the decisions at Level Two. It shall also state the name of the employee’s representative if any. The board or its committee shall schedule a conference no later than its second regularly scheduled meeting following receipt of the appeal. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall also be given parties in interest at Levels One and Two. All parties to the grievance shall be present at the regularly scheduled meeting, the board will communicate its decision in writing together with supporting reasons, to all parties in interest. The board’s decision shall represent the final step in the procedures.

**Grievance General Provisions**

* No reprisals of any kind shall be taken by any party to this procedure against any party in interest, ay witness, or any other participant in the grievance procedure by reasons of such participation.
* The procedure set forth above shall be the sole and exclusive course available to an aggrieved person hereunder.
* Failure at any level of this procedure to communicate the decision on a grievance with the specified time limit shall permit the aggrieved employee to proceed to the next level.
* Failure at any step of this procedure to appeal a grievance to the next level shall be deemed as acceptance of the decision rendered. Actions must be within the time limits.
* The time limit specified at any level of the proposed procedure may be extended in any specific instance by mutual agreement.
* All communications, notices, and papers required to be in writing shall be served personally, by email, or by United States mail.
* Both parties may solicit the advice of legal counsel.
* Both parties may be presented by the appropriate committee or by legal counsel.
* Any grievance should be treated as confidential by all parties concerned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grace Temple Six Year School Improvement Plan** | | | |
| **Goal** | **Measurement** | **Timeline** | **Stakeholder** |
| Curriculum and Instruction:  For Students to maintain academic balance.  Higher grade percentages on tests. | Number of students making honor roll quarterly and higher test grades throughout the year. | Quarterly through report cards | All staff, parents and student will see progress quarterly and annually at awards ceremonies. |
| School Staff:  Emphasize excellence, collaboration, and mentoring so that GTCA will become a school where every staff member is recognized as a valuable contributor with unique strengths and impressive potential to learn, grow, and improve. | Staff retention,  Continuing education through conferences, CEU’s, and in-service Training.  Staff recognition at Parent Teacher Fellowships, birthday’s and ends of the year awards nights. | Quarterly at parent teacher conferences and end of year ceremonies. | All teaching and non-teaching personnel. |
| Facilities:   1. Tile Showers room in Gym Bathrooms 2. Re-build playground area outside. 3. Repair curbs on Gym Skylights. 4. Replace roof around the perimeter of the school building. 5. Replace gym floor. | Work is completed. | Before August 1st   1. 2020 2. 2021 3. 2021 4. 2025 5. 2026 | School and church families presented accomplishments through email, newsletters and physical presence in and around the building. |
| Student Activities:  Student Conventions, Fall and Spring recitals, and Fine Arts Banquet. | Post pictures of events on social media (Facebook), and newsletters. | Annually | Parents are invited to join students at conventions, recitals, and Fine Arts Banquet. |
| Student Data Analysis:  Review the academic progress through standardized test and continually evaluate the curriculums effectiveness. | Record scores by class and compare with previous year. | Annually in June after scores have been received. | Data will be shared with staff at in-service training. Parents will receive a letter and copy of results. |
| Recommendations from Previous Accreditation:  Not Applicable, this is the school initial accreditation. |  |  |  |
| Self-Identified areas needed improvement:  Increase student enrollment | Percent of students enrolling, number of new student applications submitted. | Timeline is ongoing. | The staff and the ministry of Grace Temple Assembly of God and Christian Academy |

2019-2020 School Year

Cynthia Perez

Grace Temple Christian Academy Crisis Management Plan

**Crisis Management Plan**

In the event of an emergency, Grace Temple Christian Academy will uphold a crisis management plan in order to safeguard all students and staff. All crisis management plans will include measures on planning before a potential crisis, appropriate countermeasures during a crisis, and a plan of action for post-crisis. The crisis management plan will determine specific protocols for potential crisis situations.

**Emergency Contact Numbers**

**Law Enforcement Agencies**

Police Department 911

Non- Emergency CPD 361-886-2600

Texas Dept of Public Safety 512-424-2208

Nueces County Sheriff’s Dept 361-887-2222

Corpus Christi Animal Control 361-826-4630

Corpus Christi Emergency Mgt. 361-826-1100

**Medical and Fire**

Fire Department 911

Christus Spohn Shoreline Hospital 361-881-3000

Corpus Christi Health Department 361-826-7200

Texas Poison Hotline 1-800-222-1222

**Insurance and Media**

Church Mutual Insurance 1-800-554-2642

Media Relations, Pastor Ray Perez 361-960-4934

**General Considerations**

* Staff need to know and adhere to the evacuation route in case of a fire crisis.
* Staff need to know the closest safe places students must go in case of a tornado crisis.
* Staff must always have their cell phone, grade book and student information with them.
* Staff must be ready to call 911 if needed and appropriately answer dispatch’s questions.
* Staff must stay calm and not panic. You’re the example that is set for students to follow.
* “For God has not given us a spirit of fear; but of power, and of love, and of a sound mind.” 2 Timothy 1:7

**Fire Emergency**

In the case of a fire emergency,

* Once a fire is spotted, the fire alarm must be pulled.
* Follow designated evacuation routes posted in each classroom.
* If the designated exit is blocked, go to the secondary or nearest available exit.
* The last person out of the classroom or offices must verify the room is empty and close the door behind them.
* Go to the predetermined location outside of the building. Evacuation distance is a minimum of 100 feet from the building.
* Support staff will check the lunchroom, bathrooms, gym, etc., and then go to the predetermined location.
* Students and staff are not to reenter the building unless given approval by the administrator or fire safety official.

**Tornado**

In the case of a tornado,

* Staff will alert of an incoming tornado by ringing the school bell six times with a short pause between the third and fourth ring.
* Staff will lead all students to the designated safe space.
* Students and staff will crouch low with their head down, protecting the back of the head with their arms.
* Staff will ensure that students stay away from all windows, doors and large, open rooms.

**Lock-down Procedures**

**An External Threat**

If an emergency situation occurring in the vicinity of a school endangers student safety, the school may be placed under lockdown. The staff will notify the school through the phone system announcement, “Staff, please lock-down the school.”

* Staff nearest to front doors must ensure that the doors are locked.
* All students and staff are to go and remain in their classrooms or offices.
* Classrooms doors are to be locked and lights must be turned off.
* No one is permitted to leave and no one, including a parent, is allowed on campus.
* Staff need to keep students calm and quiet
* Staff that are permitted to carry a firearm may patrol the halls to ensure the safety of students and staff.
* The doors may not be opened until the administrator or police officer gives the announcement of, “All Clear”

**An Internal Threat**

An internal threat occurs when the security of the interior of the building has been breached and there is immediate danger to the students and staff inside. The nature of the threat determines the nature of the response. Remember to, “Run, or hide or fight”. **Armed and authorized personnel will assist in the “Run or hide or fight” process.**  Any combination of those verbs will be the wisest course of action.

In the case of an active shooter, staff will alert the school by signaling the fire alarm, the tornado alarm and an air horn blasting at the same time. IMMEDIATELY do the following:

* **RUN**- If at all possible, exit the building using the placard posted in the classrooms or offices. Try to use secondary or alternate exits if the primary exit is inaccessible.
* Do not return to the school until notified by the administrator or police department.
* **HIDE** – If it is not possible to exit the building, lock the classroom door and cover the window.
* Barricade the door as best you can. Make it impossible for the threat to enter the room.
* Students and staff must lie down randomly, not in a group and away from the trajectory of bullets fired from the window or door.
* **FIGHT**- If the shooter accesses the classroom or office, be ready to disrupt the shooter’s accuracy and keep him from firing shots.
* Arm yourself with what you can.
* Throw anything you have and move about the room.
* Be ready to subdue the shooter until the authorities arrive.

**Media Communications Policy**

Only the administrator or senior pastor may engage the media. Media must set up and remain at 4421 Church Street. In the event of an active shooter, Pastor Ray Perez will be called to address the media.

**Grief Counseling**

STCH Ministries Family Counseling in Corpus Christi, Texas provides faith based Christian counseling for students and staff in the event of a crisis. Contact information for STCH is available in the school office.

**Uninhabitable Building Plan**

The Uninhabitable Building Plan is covered under our liability insurance. The school would have adequate resources through insurance to rent a facility. Once facilities are secured, the school is no longer without income. With funds available, a secondary location may be secured.

**Bomb Threat**

In the event of a bomb threat,

* Try to get as much information as possible from the call or letter. Pay attention to details.
* Call 911 from a landline.
* **Do not use any pagers, cell phones or radios as they can trigger an explosive device**.
* Leave the school building by utilizing the fire evacuation route.
* Students and staff are not to reenter the building unless given approval by the administrator or fire safety official.

**External Chemical Attacks**

In the event of an external chemical attack,

* Make sure all students and staff are inside the school.
* Lock all doors and seal openings with plastic sheeting and duct tape. Improvise with what is on hand, if needed, to seal gaps and create a barrier from any contamination.
* Turn off all fans, air conditioning and forced air heating systems.
* Watch TV, listen to the radio or check the internet often for official news and instructions as it becomes available.
* Do not leave the school until notified by the administrator.

**Earthquake**

In the event of an earthquake, remember to “Drop, Cover and Hold On”.

* When shaking first starts, inform students to **drop** wherever they are on their hands and knees.
* Tell students to **cover** their neck with their hands and arms.
* If possible, crawl under a sturdy table, desk or inner wall.
* Stay away from windows.
* If under a desk or table, tell the students to **hold on** and be ready to move with the desk or table if it moves.
* Keep all students calm and quiet. Wait until the shaking stops.
* When the administrator says it is, “All clear”, check students and staff for any injuries or additional needs.
* In the event of an evacuation, the fire escape route will be followed.

Grace Temple Assembly of God and

Christian Academy

**Handbook for Student Athletes**



2019-2020

*“Like us” on Facebook!*

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

11222 Leopard Street Corpus Christi, Texas 78410

361-289-7770

GTCA has a Boys Varsity, Boys MS, Girls JV basketball and Girls Varsity Volleyball teams in an effort to build up and teach leadership, teamwork, and discipline.  
GTCA is a member of TAIAO, The Texas Association of Independent Athletics Organization.  
All of our necessary forms are listed below for student athletes.

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.

GRACE TEMPLE CHRISTIAN ACADEMY ATHLETIC REGISTRATION FORM

Students Name: Last First Middle

Home Phone:

Student Lives with: Both

Mom

Dad

Address: Street City State Zip

Date of Birth: Social Security Number: / /

School Year:

Father’s Name: Home Phone:

Address (If diﬀerent from above):

Street City State/Zip

Father’s Employment: Work Phone:

Email: Cell:

Mother’s Name: Home Phone:

Address (If diﬀerent from above):

Street City State/Zip

Mother’s Employment: Work Phone:

Email: Cell:

Family’s Church Aﬃliation:

Pastor:

Student is currently attending: (Please check one)

[ ] GTCA Full Time [ ] Home School Student wishes to participate in interscholastic athletics at GTCA

{Name of Home School Currently Attending}

# Academics

Transcripts or records of grades must be submitted to GTCA Administration. Transcript or records must include all grades for current school year. Grades must be calculated using the “alpha” system (A, B, C, D, and F), in determining the cumulative grade point average (GPA) for purposes of academic eligibility for interscholastic athletic competition.

Grade: grade “A” is 90 - 100 percent and has a GPA value of 4; grade “B” is 80 - 89 percent and has a GPA value of 3; grade “C” is 70 - 79 percent and has a GPA value of 2; grade “D” is 60 - 69 percent and has a GPA value of 1; and grade “F” is 0 -59 percent and has a GPA value of 0. For a student to remain eligible to compete using the A.C.E. Curriculum, academic balance with a minimum of 16 PACES per quarter must be maintained. For Homeschoolers not using A.C.E. Curriculum, academic balance with minimum of 75% must be maintained to remain eligible to compete. During the basketball/ volleyball season, grades must be turned in at each Eligibility date.

# Fees

Athletic fees are $100.0 per school year. The athletic department will have up to 2 fundraisers per year. Each participating athlete will need to see the minimum required, or pay the said amount. Athletic fees and fundraisers help our students have a successful program. Athletics pay for League membership, uniforms, gas (travel), tournaments fees, award etc. Your cooperation and help are greatly appreciated.

Parent signature: Date:

Parent printed name: Date:

Student’s Signature: Date:

Student’s printed name: Date:

GRACE TEMPLE CHRISTIAN ACADEMY ATHLETIC RE-ENROLLMENT FORM

Students Name: Last First Middle

Home Phone:

Student Lives with: Both

Mom

Dad

Address: Street City State Zip

Date of Birth: Social Security Number: / /

School Year:

Student is currently attending: (Please check one) [ ] GTCA Full Time

[ ] Home School Student wishes to participate in interscholastic athletics at GTCA

{Name of Home School Currently Attending}

# Academics

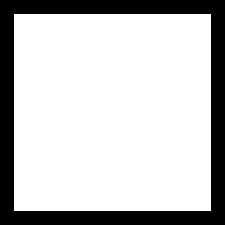
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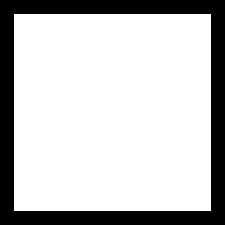
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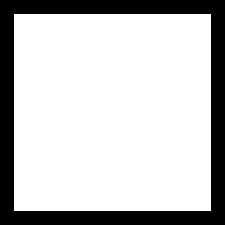
# Fees

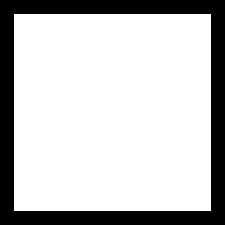
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CHECK LIST

 My Physical Examination has been **turned in and is current** (within 2 years).

 Athletic Eligibility/ Emergency Consent has been **updated, signed, and turned in**.

 $100.00 **Athletic Registration Fee** has been paid.

 **Fundraising** - I agree to sell the minimum required for each Fundraiser for Athletics.

Parent signature: Date:

Parent printed name: Date:

Student’s Signature: Date:

Student’s printed name: Date:



**Grace Temple Christian Academy Physical Form**

Student’s Name Gender: \_\_\_\_\_\_\_\_ M/F

School DOB Age

Parent/Legal Guardian

Primary Care Physician/Clinic

Conducting Physician/Clinic

Physician’s Contact:

Phone, E-Mail, or Web

(All spaces must be filled in)

Height Weight Pulse B.P /

Body Build Skin Body Fat %

\*If “Not Examined” please provide explanation or reason for non-examination in the abnormal findings section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Medical Item** | **Normal** | **Abnormalities or Unusual Findings** | **\*Not Examined** |
| Eyes/Ears/Nose/Throat |  |  |  |
| Teeth/ Lymph Nodes |  |  |  |
| Heart – Supine/Standing |  |  |  |
| Lungs |  |  |  |
| Abdomen |  |  |  |
| Chest |  |  |  |
| Genitalia (male only) |  |  |  |
| Other: |  |  |  |
| **Muscular or Skeletal** | **Normal** | **Abnormalities or Unusual Findings** | **\*Not Examined** |
| Neck |  |  |  |
| Shoulders |  |  |  |
| Back/Spine |  |  |  |
| Elbows |  |  |  |
| Wrists / Hands |  |  |  |
| Hips |  |  |  |
| Knees |  |  |  |
| Ankles / Feet |  |  |  |
| Other: |  |  |  |

Date of Examination

Conducting Physician’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician’s Signature

* Cleared for Participation
*  Not Cleared for Participation
* Cleared for Participation after completing the following, (i.e. rehabilitation etc.)

**Grace Temple Christian Academy Emergency Permission Statement Financial Responsibility Form**

(Forms are combined for your Convenience)

# Student Name: Grade: Date: Medical/Accident Insurance & Number: Physician Name & Number: Hospital Choice (if available): Allergies:

The coach or his/her representative may on occasion, if indicated, administer the following over the counter medications:

**Circle Choices:** Aspirin, Tylenol, Throat/Cough Drops, Advil, Antacids, NONE

I, the undersigned, do hereby authorize officials of Grace Temple Christian Academy to contact directly the persons named in this document, and do authorize the named physicians, clinics, and/or hospitals to render such treatment as may be deemed necessary in an emergency, for the health of said child.

In the event physicians, other persons named in this document, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child. (Section 35.01, Texas Family Code)

I certify that I am the parent with legal control of the child, the child's legal guardian, or have other court ordered control of the child. I understand that it is my responsibility to contact Grace Temple Christian Academy if I wish to change any information on this form or to revoke any consent given herein.

I will not hold the school or its personnel financially responsible for the emergency care and/or transportation for said child.

I certify that I will be personally responsible for all charges, covered or not covered by insurance, related to necessary treatment.

# Parent Signature Date

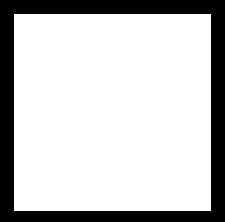


**Grace Temple Christian Academy Sports Participation Requirements**

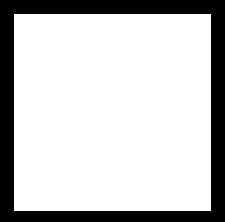
**THE FOLLOWING STEPS MUST BE TAKEN IN ORDER FOR A STUDENT TO BE ELIGIBLE, AS A GTCA ATHLETE, TO PARTICIPATE IN AN OFFICIAL PRACTICE OR COMPETITION.**

# PHYSICAL EXAMINATION by a certified physician.

Every athlete must complete a physical examination BEFORE they may begin to practice. Forms for this examination may be picked up from the school oﬃce or downloaded from the website and taken to your medical practitioner for your appointment.

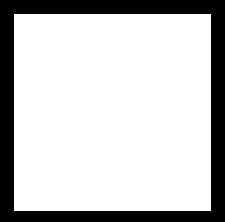
 **Bring the completed exam form to the school oﬃce.**

1. **ATHLETIC ELIGIBILITY/ EMERGENCY CONSENT completed and signed by parent and athlete.**

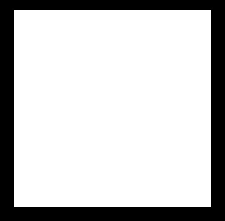
Participation forms contain general information regarding our athletic and academic requirements, and will contain emergency information provided by the parent that the coach will have in his/her possession at all times. This form may be picked up in the front oﬃce, or download it from the GTCA website. This form is to be completed each school year.

## Bring the completed eligibility form to the school oﬃce.

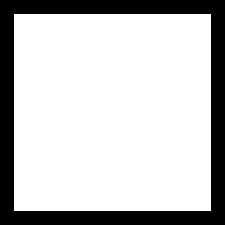
1. **$100.00 Athletic Registration Fee**

Sports fees are collected to help oﬀset the cost of the athletic program. Once a student-athlete participates in a game these fees will not be refunded.

## ACADEMIC ELIGIBILITY

Each student MUST be academically balanced to participate in a game with a minimum of 16 paces a quarter. Seniors with a limited number of classes will need to be in academic compliance and be on task for graduation. Home schools students must submit academic grades to the school oﬃce and if not using the Accelerated Christian Education program, maintain a passing score of 75% or above to continue to be eligible for athletic participation. The student-athlete’s grades will be checked on a three week basis. If a student fails to meet these requirements, they will be eligible upon the next eligibility check date.

## FUNDRAISING

The athletic department will have up to 2 fundraisers per year. Each participating athlete will need to see the minimum required, or pay the said amount. Athletic fees and fundraisers help our students have a successful program. Athletics pay for League membership, uniforms, gas (travel), tournaments fees, award etc.