



Preparing young people for time and eternity



SCHOOL HANDBOOK

2010 - 2011

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I. INTRODUCTION

Dear students and parents,

Welcome to GGA! This handbook is designed to help you understand the basic philosophy behind Guangzhou Grace Academy's individualized learning system, as well as outline our policies and procedures. Please read it carefully and note any questions or concerns you may have which can be discussed with the administration.

Vision Statement: “Preparing Young People for Time and Eternity”

Guangzhou Grace Academy was established to assist Christian families in the exciting and awesome task of preparing children for life – both this life and the life to come. With Christ’s ideal of selfless love as our guide, we seek to inspire each child to strive toward his/her unique and God-given calling. GGA is looking for Christian families to join together - to work & pray together - to provide an excellent educational experience for their children.

Education System

GGA uses the Accelerated Christian Education learning system (also known as ‘School of Tomorrow’) which provides personalized and individual attention in a non-graded English language system. Each student works at his own ability level according to the results of the diagnostic tests taken before enrollment, which indicate the child’s achievement level. In this system, the responsibility for learning is placed on the child, and is supported jointly by the parents and the school. This makes it important for each of those parties to know and follow the policies and rules indicated herein.

Model School Status

GGA holds *Model School* status from ACE School of Tomorrow, and therefore is required to maintain the highest standards possible as a Christian school. This also involves receiving visitors and guests who are interested in this unique learning system, as well as occasional trainees in the program. We will always inform you of any major events that may come up in the year, especially the Student and Educators’ Conventions which we host. We encourage all members of the GGA family (staff, students & parents) to fulfill their part as role models – giving an example of Christ likeness in all they do.

Philosophy of Education

“Education is *life!* It is the communication of life from the living to the living, moving from one generation to the next.” So states Dr. Donald Howard, well-known American educator and founder of an international Christian education ministry.

What is life? Jesus said, “I have come that you might have *life* and have it abundantly.” As Christians we believe that by following His example we can truly possess this abundant life and impart the same to our children, the next generation.

The Bible is *the* book of life. Deuteronomy 6:5-7 says, “Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.”

Parents have a God-given responsibility to train their children to live as Jesus lived, in obedience to God. Other than our personal accountability to God and commitment to our spouse, we, as parents, have no greater responsibility on earth.

The Christian school is an extension of the Christian home. It exists to work with parents and aid them in the awesome responsibility of providing the best Christian environment possible for their children. The school staff works closely with parents to train the children to be followers of Christ.

The Uniqueness of the Individual

Every child is a unique creation of God, created by God for a specific purpose. Thus the whole program is individualized to meet each child’s special needs, seeking to enrich him physically, mentally, emotionally and spiritually. Throughout the academic program each child is encouraged to take responsibility for his learning and to learn *how to learn*.

Big is Better?

The industrial revolution of the 1800’s brought dramatic changes in the way people live throughout the world. Some of these changes were good, some not so good. The social impact has often been negative: colossal, over-crowded cities, big assembly line factories, large impersonal corporations, immense governmental bureaucracies, and HUGE schools.

In the race to become the biggest and most powerful, something precious has been lost: TLC. Tender loving care is God’s prescription for the heartache and loneliness of this world. It is essential that children receive this kind of personal touch in order to develop godly character. “...but we were gentle among you, like a mother caring for her little children. We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well.” I Thessalonians 2:7-8

*For the Lord gives wisdom,
And from his mouth come Knowledge and understanding.
He holds victory in store for the upright, He is a shield to those whose walk is blameless,
For he guards the course of the just and protects the way of his faithful ones.
Proverbs 2:6-8*

II. GENERAL GUIDELINES AND POLICIES

GUIDING PRINCIPLES

We are a Christian school. By that we mean we are all followers of Jesus Christ, the only begotten Son of God. We believe the Bible to be the God-inspired, authoritative revelation for all areas of faith and practice in life. Throughout the Gospels Jesus exhorted people to be His followers and believe in the good news of the Kingdom of God. We see Christian schools as integral parts of the Kingdom of God. We partner with Christian families to bring glory to God and to do His will on earth, as revealed in the Scriptures, in Creation and led by the Holy Spirit.

CHURCH AFFILIATION

Students and parents are encouraged to regularly attend and participate in a Bible-believing church. "... Let us not give up meeting together, as some are in the habit of doing..." Hebrews 10:24-25.

STANDARDS OF CONDUCT

Students of this school should refrain from engaging in un-Christlike behavior such as cheating, smoking, swearing, gambling, listening to offensive music, sexual misconduct, illegal activities, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to discipline such as suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining high standards of courtesy, cheerfulness, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character and to sign the Standard of Conduct Form. These standards are not just for school days and school-sponsored activities, but for every day of the year, both in and out of school.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this school should immediately discuss the matter with a supervisor. **THIS IS NOT TATTILING.** It has been said, "All it takes for evil to triumph is for good men to do nothing." "Anyone, then, who knows the good he ought to do and doesn't do it, sins." James 4:17

SEARCH POLICY

For the protection of all students and the integrity of the school GGA reserves the right to search any student's personal locker, bag, or office without notice.

BULLYING

Name calling and teasing will not be permitted and will be dealt with according to the guidelines in this handbook. Furthermore, bullying (physical or emotional abuse) will be dealt with as a serious offense. Parents will be called and appropriate action will be taken according to the severity of the offense, including possible detention, suspension, or expulsion.

CLOSED CAMPUS POLICY

Students may NOT leave the school grounds during school hours for any reason without permission.

ADMISSIONS POLICY

Attendance at this school is a privilege and not a right. The school's goal is not to REFORM wayward children, but to instill in the students the highest principles of leadership, integrity, self discipline, responsibility and good citizenship. The school upholds high moral values and works together with parents to train the child and young person in all areas of life.

GGA admits students who hold foreign passports or foreign residence permits. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs. In accordance with Chinese law, we are not allowed to enroll citizens of the P.R. China.

GGA is a *Christian school*. All our staff has professed faith in Christ and endeavors to be faithful followers of our LORD, Jesus Christ. It is our desire to see our students make similar commitments. GGA seeks Christian families who share these values, who support the individualized learning system, and who are prepared to be team players in the education for their children and provide a godly home environment congruent with the school. Parents are encouraged to have a daily family devotions time and to be active in the supervision of their child's work. Non-Christian families are welcome to attend provided they understand and accept the school philosophy and system. If you have concerns about this issue please talk with the principal.

ENROLLMENT POLICY

Grace Academy admits students into its Prekindergarten program who are 4 years old or above by September 1. Following Kindergarten, children who pass the Reading Readiness Test and are 5½ years old or older by September 1 may enroll in first grade. Children who are 6 years old and above are diagnosed individually and prescribed course work according to their true performance level rather than age/grade level.

GGA will only admit new students between the ages of 4 and 11(*). Children 9 years old and up whose mother tongue is not English must be able to pass an English proficiency test before being allowed to enroll. If they diagnose more than 2 years behind their chronological grade level they will not be admitted, unless a special non graduation (ESL) program is desired. Parents will be required to sign an enrollment acceptance letter in this case.

At least one parent must be a permanent resident in Guangzhou.

(Exceptions to this policy may be made if students are transferring from another Christian school with similar values and curriculum, and/or who demonstrate outstanding Christian character and mastery of English.*

TRANSFER STUDENTS

Students who transfer to GGA from a country whose school year begins in February or March or using a different system will be enrolled in the same chronological grade that they were in previously. This means that students from Korea, Australia, and other southern hemisphere countries may have to repeat a semester or more. This will only affect their chronological grade, however, and their PACE level will still be determined by the diagnostic test. Students in this case can be moved up to the next grade if their PACE work reaches the next level.

ADMISSIONS PROCEDURE

- 1) **Both** parents visit school and receive tour/presentation.
- 2) Parents and student read this school handbook.
- 3) Application is submitted accompanied by previous report card and RMB 500.00* registration fee.
- 4) Student takes diagnostic test; parents and student are interviewed by the principal.
- 5) Parents will be notified of acceptance and an invoice will be issued.
- 6) Both parents complete the Parent Orientation course.

* This fee covers student evaluation and enrollment. If a student withdraws from the school and then re-enrolls more than 6 months later, the registration fee will be charged if additional testing or evaluation is deemed necessary by the staff.

TUITION PAYMENTS

School fees are calculated as an annual amount in RMB. Parents pay in 1, 2, or 4 installments which are payable in advance before the start of each payment period. (A 10-installment plan may be made available in cases of special need). If parents fall behind in payments, they should call the school to explain the reasons, otherwise a late fee of RMB200 will be charged. A student may not be permitted to attend school if parents have not met their financial obligations on time.

If payments are made by bank transfer, all transfer charges must be paid by the parents.

The minimum billing period is half of a quarter. A student enrolling during the first 4 weeks of the school year will be billed for the full quarter. Students enrolling in week 5 and onwards will be charged for only the second half of the quarter. Invoices will be issued with a payment plan in such cases to indicate dates and amounts of payments.

Fees are payable for the entire time a student is enrolled, whether or not the child attends school. Families planning a prolonged absence may want to formally withdraw their child and then re-enroll him/her upon return, although we cannot reserve a vacancy in this case.

Children who have special needs may be required to pay an additional monthly fee. Students requiring ESL support will also have to pay an additional fee each semester.

FINANCIAL AID

Parents may apply for financial aid each year, and the child's status (if awarded) will be reviewed on a quarterly basis. The application will consider family income and characteristics, as well as the academic and behavioral characteristics of the child. The general requirements to qualify for financial aid are as follows:

| FOR STUDENT | FOR PARENTS |
|---|---|
| Good conduct and academic progress | Punctuality in the payment of fees |
| Obtain Honor Roll status at least 3 terms in the year | Attendance at parent orientation and all events for parents |

PARENT INVOLVEMENT

- Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the school. **EVERY PARENT IS REQUIRED TO PARTICIPATE** in these informative and helpful programs as a requirement of the continuing enrollment of their child.
- Parents should spend time listening to their child read, as well as reading to their children each day. Parents can enhance the knowledge a child is gaining in school through questions, simple projects, stories & family outings. "Education is *life!*"
- Family life and projects are also a valuable way to support your child's learning by providing a stable, loving home environment, and by providing entertainment alternatives and guidance (such as sports, music, hobbies etc instead of TV and computer games).
- Please ensure that your children are eating healthy foods and getting sufficient rest. If they come to school tired and hungry they will not be able to put much effort into their learning.
- Please pray for the school ministry that it would bring glory to our LORD by faithfully teaching children to live for Him.
- Visit Prime Time from time to time or come to share in the Learning Center something about your life and work.
- Parents can also support the merit store by donating quality items like: games, toys, pencils or markers, office supplies, key chains, calendars, origami paper, books and bookmarks, hair clips, CDs (Christian music), small gift items, etc. (No Digimons, Pokemons, super heroes, guns or other weapons, secular music/books.)
- **Parent Support Team (PST)** The main purpose of the PST is to promote better quality education through parent involvement in the school by assisting, uniting, communicating between members and the school, and by providing a place for parents to express their views on issues that concern the school. All parents and staff are welcome to join the school's PST, which will meet whenever necessary.

ATTENDANCE

Children should attend school punctually every day. School activities begin punctually at 8:30 a.m. and the day ends at 3:00pm. Students should be dropped off and picked up on time.

A written excuse signed by a parent or guardian **must be presented** to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Also, parents should notify the school with an emergency contact number if they will be absent for a time and the child will be with someone else.

Excessive absences will inhibit the student's progress. Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant, and appropriate action will be taken.

A student is considered tardy if he is not in the Learning Center at 8:30 a.m. Demerits will be given if a student is late for school or class. Bus riders must arrive on time at the bus stop or **they will be left behind.**

"Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these." Mark 10:14

MEDICAL GUIDELINES

- ❖ All students must have the following immunizations: diphtheria, polio, measles, rubella (German measles) and hepatitis B.
- ❖ No staff member may administer any prescription medicines without parent authorization in writing.
- ❖ If a student experiences a minor injury at school the supervisor or the secretary will endeavor to contact a parent to inform them of the injury and decide if post first aid treatment is needed. An accident report form will be filled out and sent home.
- ❖ In instances where a student needs emergency medical attention, the staff will call a parent first. If parents are not available, medical assistance will be sought for the child according to the *Emergency Contact* instructions given on the Application Form. If no hospital is specified on this form we will take the child to Zhongshan Medical University First Affiliated Hospital on Zhongshan Road, 2.

EMERGENCY CLOSING POLICY

If a decision is made to close the school **during** normal school hours, parents will be notified by phone or by a note sent home with the children. If the decision is made **after** school hours (4:30 pm) a message will be left on the answering machine about whether or not school will be in session the next day. This procedure will be followed in the event there is severe weather, disease outbreak, or political/social unrest.

FIRE DRILLS

At least twice each year, fire drills are conducted and children are trained in basic fire safety procedures.

DAMAGE TO PROPERTY & OFF LIMITS AREAS

Marked on, defaced or broken property is to be replaced at the offending student's expense. This includes flags & goal cards, etc, as well as PE equipment.

Other student's offices, supervisor's desk and files, PE cupboards, and the Learning Center when staff is not in attendance are off limits. Demerits may be given

PERSONAL ITEMS

Only privilege students may bring personal items to school such as **music, books or magazines**, but all materials must be approved by a supervisor first. It is forbidden to bring items that go against the school's principles. Only Christian music – that which glorifies the Lord – is permitted.

Certain **toys** like tops, puzzles, and cars are permissible at school as long as they are played with during breaks or privilege times. Pokeman, and Digiman toys, certain super hero figures and Gameboys are **not** permissible. Other toys will be considered on a case-by-case basis. If the overall effect on the kids is negative it will not be permitted.

Anything that could be conceivably used as a **weapon** (knives, arrows, box cutters, sharp scissors, etc.) is prohibited. Fireworks and firecrackers are also prohibited. Students are not allowed to have any of these items on their person or in their lockers or student offices.

LOST AND FOUND

A fee of 100 merits will be charged for each article recovered through lost and found. At the end of a reasonable time, all items that have not been picked up will become the property of the school and may be disposed of through a student auction or otherwise.

TELEPHONE

The telephone is reserved for emergencies only. Calls cannot be passed to students in class, and students may not call home except in real emergencies. Cellular phones are to be kept switched off, and may not be used in school. Staff will confiscate phones of offenders.

WATER BOTTLES

Each child must bring **their own** water bottle to school (pop-top preferred for younger students). He may keep the bottle at his office and drink from it during PACE time and for PE classes in the park. **ONLY WATER** should be put in these bottles. The bottles should be taken home regularly for washing and sanitizing. Demerits will be earned for not bringing the bottle to school. Paper cups will cost 100 merits should a student need them in this case.

STANDARDIZED TESTING

GGA presently uses the Stanford 10 standardized achievement tests from the USA. These tests measure the student's achievement in academic areas and compare this to students of the same age in the USA. It is a useful tool for measuring your child's performance over time and is most valuable when the child has taken the test at least twice so that a relative measure can be made. All students from 3rd grade onwards are eligible for testing if they are working at their chronological grade level in PACEs. However, some ESL students will be tested one grade level below their current grade level as an internal measurement tool for the school. Results will not be sent to parents of ESL and younger students. However, parents may request an interview to discuss the results if desired.

STUDENT CONVENTION

GGA hosts ACE School of Tomorrow's National Student Convention (NSC) and we consider this an exciting, priority event which requires preparation throughout the year. Participants compete in some 60 events against students from other schools using the ACE learning system around China, and may qualify to represent their school at the International Student Convention in the USA. All students 9 years old and up will participate, and school may close for students under 9 to allow all staff to support this event. Younger children are welcome to attend as spectators, but must be accompanied by a parent and should register in advance.

EDUCATOR’S CONVENTION Each year GGA also hosts the Christian Educators’ Convention in November. School closes on Thursday and Friday of that week as it is a required part of our ongoing staff training.

AWARDS CEREMONY

Each school year ends with the awards ceremony. Every child has the opportunity to earn various types of awards throughout the year. The following is a list of some awards which students can receive at the banquet:

| LEARNING CENTER AWARDS | | Other Awards |
|--|---|--|
| <ul style="list-style-type: none"> • Perfect Attendance • Personal Neatness - uniform and good hygiene • Best Office - Consistently neat, clean and in order • Penmanship & Coloring • Superior Scoring - Honesty, consistency and accuracy in scoring • Goal Setting - Neat goal card, completes goals, able to plan beyond today’s goals • 5,000 Club, 6,000, 7,000 Club | <p>Readmaster - Read 36 stories at prescribed reading level with 90% or higher average</p> <p>Progress in English - ESL award for outstanding improvement & effort in English.</p> <p>Highest Average (for 4th level and up only)</p> <p>Most PACEs. (with an average of 94% or above)</p> <p>Scripture Memory - Recite all 10 scripture passages in one sitting with no more than 3 prompts per passage</p> <p>Honor Roll all 4 quarters and 12 or more stars in every subject with an overall average of 94% +.</p> <p>Most Organized - Consistent work habits, turns in slips and communication envelope on time</p> | <p>SPECIAL APTITUDE AWARDS Math, English, Literature, SS, Science, Word Building, Electives</p> <p>EXTRA-CURRICULAR AWARDS Art, Creative Writing, Music, Sportsmanship, Chinese, Discovery</p> |

| GENERAL AWARDS |
|--|
| <ul style="list-style-type: none"> • School Spirit – Attitude, cooperation, participation • Bible Reading Award - NT and whole Bible • Golden Apple Award Segmented memorization of Proverbs • Golden Harp Award - Segmented memorization of Psalms • Golden Lamb Award - Segmented memorization of John • Supervisor’s Award – for a student who has demonstrated a balance of academic progress and Christ like character. • Christian Character Award - Highest award for students working at 7th level or above who have consistently demonstrated excellent character and wisdom throughout the school year. Chosen by the principal in consultation with staff. |

REQUIREMENTS FOR GRADUATION

The total credits required for graduation will vary according to the certificate chosen, however, *students graduate based on their achievements not on their age*. Thus a student may not necessarily graduate at age 18. The principal factor is learning, not time. In a parent conference, High School students will be assigned one of 4 courses of studies appropriate to their ability. These courses (from GGA or LCA) are as follows:

- | | |
|-----------------------------|---|
| Honors - 28 Credits | College Preparatory - 25 Credits |
| General - 24 Credits | Vocational – 22 Credits |

A student who requires a diploma from the United States may follow the dual enrollment system from Lighthouse Christian Academy (LCA) in the USA. On graduation they will receive an accredited diploma issued in the USA. Fees for this service are set by LCA and must be paid by the parents.

CREDITS

Credit is given for every 12 PACEs completed from PACE number 1097 onwards. In some cases credit may be given for lower PACEs, and this will be clarified to parents at the time of making a graduation projection. In addition, credit may be earned for afternoon classes as follows:

- PE** – 1 credit per year earned in 9th and 10th grade, or 10th & 11th grade.
- Discovery** – ½ credit per year in 10th and 11th grade if student enters a convention event in this category. (Maximum of 1 credit)
- Communication skills** – ½ credit per year in 10th and 11th grade if student enters a convention event in this category. (Max 1 credit)
- Music** – ½ credit in 9th or 10th grade if student enters a convention event in this category and also takes Music PACEs. (Max 1 credit)
- Social Studies** – The state history requirement for graduation (US) will be assigned according to the home state of parents, (or a different state at parents’ request). The default course is Texas State History (PACEs 1079-84).
- Chinese:** High School credit may be earned by taking a test of Chinese [reading, writing (characters & pin yin) and conversation]. This test will be offered up to a maximum of once per quarter.

SUMMER VACATION PACE WORK is not permitted unless a parent has successfully completed the supervisor’s training.

WITHDRAWAL OF STUDENTS

Parents should give 1 quarter notice (by the first day of the quarter in which the student will leave) if they need to withdraw their child from the school. If a student leaves before the end of a quarter we will refund tuition for any complete quarters paid. The fees for the incomplete quarter are not refundable.

If notice is not given, all fees will be payable until the end of the quarter in progress, even if the child does not attend. Fees must always be paid to the end of the quarter in which the student withdraws, regardless of when they withdraw. No refunds can be made on advance payments. **No documents or reports will be issued until all payments have been made.**

III. DAILY ROUTINE GUIDELINES

OPENING EXERCISES

Each school day will begin with the recitation of pledges of allegiance to the Christian Flag and to the Bible, followed by review of the memorized monthly scripture, singing, a brief devotion and prayer. Students are also recognized for academic accomplishments and other awards at this time.

LUNCH

The school usually offers a lunch-ordering service. This is for parents' convenience only and the school can accept no responsibility for the quality of the food. A selection of menus from local restaurants may be offered, but parents are advised to take all necessary measures to ensure that the child's lunch is of an acceptable standard according to their individual needs and preferences. The school cannot take responsibility for placing individual orders each day. If the child does not order lunch in advance of the month, they should bring a suitable packed lunch. They may purchase instant noodles from the office as a last resort, but this should not be considered a normal event. They will not be able to call to order lunch from a delivery service, nor add to the monthly order after the deadline.

Students eat only in the lunch room. After eating they must put their trash in wastebaskets, and clean off the table before receiving permission to be dismissed.

PACE TIME

The bulk of each day is taken up with the individualized PACE time. Students work in 6 core subjects: Math, English, Literature and Creative Writing, Social Studies, Science and Word Building (spelling). Elective courses are also available. Each level of curriculum contains 12 PACEs in each subject. Because of the individualized nature of this curriculum, students may be working in different levels in the various subjects.

AFTERNOON CLASSES Grace Academy also offers a variety of teacher-led classes each afternoon. Parents may request a copy of the Curriculum Project if desired for more details. The following subjects are offered regularly:

| COURSE | GENERAL SKILL AREAS | GENERAL CONTENT |
|--------------------------------------|--|---|
| Communication skills | Speaking & Listening Reading & Writing Drama & convention items. | News/ Show & Tell, Oral Reports, Book Reports, Story time, NSC |
| Discovery (Practical Math & Science) | Practical skills, group work, problem solving, Scientific method | Physics, Biology & Life Science, Chemistry, Earth Science, Social Science |
| Physical Education | Gross motor skills, general physical development, basic sport & game skills, team working. | Games, Basic sports instruction, NSC |
| Music | Vocal & instrumental basic music skills (reading, writing, listening, performing) | Basic theory & music reading, Basic performance & music appreciation, |
| Art | Fine motor skills, Hand eye coordination, aesthetics, basic art skills | Brush art, pen/pencil, craft, etc Photography (13+), NSC (9+). |
| Christian Living/PDP | Biblical worldview and thinking skills Personal Development & Life plan | Biblical themes related to daily life Strengths, weaknesses & goals |
| Convention Preparation | Skill development & integration Personal Development /Leadership | Student Convention events |

Other Curriculum Activities



Math mini class. Extra help in math is offered, as needed, by our staff.

Privilege & "Family" Time. Students who have earned privilege have fun and games on certain Fridays, while on other Fridays we have family group activities.

Computer. Woven into the daily schedule, computer time enhances the children's learning experience by improving math, reading and spelling skills as well as teaching typing.

ESL. Many of our English-as-a-second-language students receive extra help in pronunciation, syntax and vocabulary drills and coaching in reading comprehension.

Prime Time. The whole school gathers together for praise and worship of God the Father and Jesus, the Son. Students often present performances as a type of offering to God.

Character First! ®. From time to time this excellent course in character building is offered, incorporating songs, memory work, games & stories to build character in our kids.

Library. Children may check out books from the school library which offers children a wide range of titles and subjects for preschool to high school-age readers. (Resource books, such as dictionaries, may not be checked.)

Yearbook. High school students have the opportunity to work with staff on producing the school yearbook.

After School Programs. From time to time, short-term after school activities are offered such as sports, music, etc. Some are offered by school staff, parents or friends of the school.

CHINESE LESSONS

GGA recommends private lessons for parents who would like their children to learn Chinese. However, High School students are required to take either 1 or 2 credits in a foreign language. When a student elects to take Chinese language credits they will normally test out of these credits based on their prior learning from outside of school. Support may be provided on a case by case basis.

FIELD TRIPS

Throughout the school year, students who have earned privilege (see P9) or Honor Roll (see P15) participate in a fun, educational field trip to a park, museum, or factory. The school pays for field trips (except food and souvenirs) and will provide transportation for Honor Roll. In addition, Thousands Club students will be rewarded appropriately.

PRIVILEGES

Privileges are incentives designed to promote learning achievement. A student may earn more privileges as he assumes more responsibilities. Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for submitting an Application for Privileges form on the Friday preceding their desired week of privileges. On Monday, the privilege status emblem will be presented for the student to display during the week.

PRIVILEGE PROGRAM

Level **"A"** Responsibilities:

- 1) Complete 1½ PACEs (1st & 2nd Grade) or 2 PACEs (3rd-12th Grade) per week during current quarter.
- 2) Maintain academic balance.
- 3) Accumulate no more than 45 minutes detention the preceding week.
- 4) Memorize previous month's Bible selection.

Level **"A"** Privileges:

- 1) Fifteen-minute morning break
- 2) May read approved literature or listen to inspirational tapes in office *after* goals are completed.
- 3) May engage in approved extracurricular activities in office (*i.e.* crafts, puzzles, games, and computer).
- 4) May put 2 items on dividers to decorate student office (picture of family, praise note, encouraging Scripture, etc.).

Level **"C"** Responsibilities

- 1) Complete 2 PACE's per week during current quarter.
- 2) Maintain academic balance.
- 3) Accumulate no more than 30 minutes detention the preceding week.
- 4) Memorize previous month's Bible selection.
- 5) Present a special 5-minute monthly oral report on an interest area or project.

Level **"C"** Privileges:

- 1) Twenty-minute morning breaks.
- 2) Same as A privilege
- 3) Same as A privilege
- 4) May be out of seat without permission for Learning Center functions.
- 5) May freely decorate their office dividers (within reasonable limits).
- 6) May use designated privilege area.

Level **"E"** Responsibilities (For High School students only)

- 1) Complete 2 PACE's per week during current quarter.
- 2) Maintain academic balance.
- 3) Accumulate *no* detentions the preceding week.
- 4) Memorize previous month's Bible selection.
- 5) Read and complete a written book report on a literature book or a supervisor-approved book.
- 6) Be available for participation in school activities: (*i.e.*, Prime Time, student teacher, translation, guest tours, etc.)
- 7) Must be engaged on a *regular* basis in some form of approved church/community service: (*i.e.*, music, drama, visiting shut-ins, orphanage, outreach program, youth group leader, etc.)

Level **"E"** Privileges: (For High School students only)

- 1.5) Same as "C" privilege, plus 6 through 8 below.
- 6) May leave student office and Learning Center at will for approved activity or projects when not committed to other responsibilities or functions and freely converse with other "E" privilege students.
- 7) May read approved literature, listen to inspirational tapes, etc. in office at any time during the day except at required classes.
- 8) May attend approved off-campus functions of a spiritual or educational nature with supervision.

HOMEWORK

The responsibility for learning is placed on students. Kindergarten, ABC's and LLC students should not need to habitually take academic work home. The goals set by the student and reviewed by the staff are no more than the student is capable of completing during the school day. (ESL students are an exception to this rule.) ULC students will usually have some homework, with High School level students having the most. Should the student not meet his goals for that day, he will be required, to complete the work at home and a green homework slip is issued. The slip is to be *signed by the parent* and returned the following day. Signing the slip does *not* mean that the work was completed or done correctly but that the parent is aware of the child's homework responsibilities. The back of the homework slip may be used to communicate with the supervisor.

ACADEMIC LEVELS

The following table shows the normal expected progress and levels of a native speaker of English through the system. ESL students may be up to 2 levels behind when they enter the school, but they must complete all of the materials before graduation, even if they require extra years in school to complete this. Initially, however, they may not do all core subjects, and may follow a fast-track system of only English, Word Building, and Literature. Math may be assigned as needed. Parents should use this chart to check their child's progress.

| PACE Numbers | Equivalent Grade Level | PACE Numbers | Equivalent Grade Level | PACE Numbers | Equivalent Grade Level |
|--------------|------------------------|--------------|------------------------|--------------|------------------------|
| 1001-1012 | 1 | 1049-1060 | 5 | 1097-1108 | 9 |
| 1013-1024 | 2 | 1061-1072 | 6 | 1109-1121 | 10 |
| 1025-1036 | 3 | 1073-1084 | 7 | 1122-1133 | 11 |
| 1037-1048 | 4 | 1085-1096 | 8 | 1133-1144 | 12 |

LITERATURE & READING

LLC & ABC's students are challenged to read *daily* and may be given a reading chart to note down how many minutes they read each day. Advanced students are encouraged to strive for the A.C.E. Literature Certificate by reading and reporting on at least 20 character-building books at or above their English curriculum level during the year. For Upper Learning Center students these reports must be written and oral. For Lower Learning Center they may be oral. Books must be approved by the supervisor prior to reading and no more than 10 books may be associated with English or Literature & Creative Writing PACE's.

CONGRATULATIONS! SLIPS

Every time a student passes a PACE test he is given a Congratulations Slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time. (The minimum score to pass a PACE test is 88 %.) Students who earn **10** 100's, **20** 100's, **30** 100's, etc., receive a special **Thousand Club** certificate to recognize this significant accomplishment.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress. Progress Reports are given to students to present to their parents at the end of each nine-week period. The report is to be signed by the parents and returned to the school promptly. At the end of the year you will receive a computer printout of your child's grades for all 4 quarters, which you may keep for your records.

The elements of the Progress Report are as follows: Summary of PACE grades and numbers, grades for afternoon classes, attendance records, and a character development evaluation. This is produced to allow the parents to see specific strengths and weaknesses in their child and to reinforce these areas accordingly.

Progress Standards: The minimum number of PACE's a child should normally do per quarter is 18. ESL students will normally need to do more. Each child has an individual requirement, a copy of which may be requested by parents.

Character areas and afternoon classes use the scale of evaluation as follows: **E = excellent** (an area of outstanding progress or strength); **G = good** (an area of general strength); **S = satisfactory** (average performance); **N = needs improvement** (weakness that must be improved during the following quarter).

TRANSCRIPTS

A transcript will be issued free of charge, at parents' request, when a student transfers from the school or graduates. A fee will be charged for transcripts requested at any other time. Requests for official documents should be made in writing by the parents or guardian of a student with at least one week of anticipation. Students who are transferring to another school should request records BEFORE the end of the school year, as the office will be closed over the summer. Documents will not be issued until all outstanding accounts are settled.

LIMITATION OF LIABILITY

The school assigns a staff member to be on duty at break & lunch time as well as at the beginning and end of school. While due supervision is provided, the school cannot accept financial responsibility for genuine accidents that may happen. Parents may wish to take out accident insurance for their child if they feel this is necessary.

IV. GENERAL DISCIPLINE MATTERS

This is not a corrective institution and a child should not be enrolled with the idea that we will reform him. GGA is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. Discipline is maintained firmly, consistently, and fairly, but tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. Students are reminded that the Lord Jesus expects us to be submissive to authority in all areas of life (Colossians 3:20, Rom. 13:1, Heb. 13:17). All new students are admitted on probation for the first quarter.

GENERAL DISCIPLINE POLICY

GGA generally follows the discipline procedures indicated herein. However, there are circumstances in which the school administration may determine, at their sole discretion, that it is not appropriate to follow the progressive discipline steps. In cases where a student has engaged in immoral, illegal, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

PARENTAL SUPPORT FOR DISCIPLINE

The student must always conduct himself in a manner becoming a Christian. Gripping is not tolerated. If your child does come home complaining about a policy or discipline, please follow this procedure:

- ◆ Give the staff the benefit of the doubt - the school has reasons for all rules and tries to enforce them impartially.
- ◆ Realize that your child's reporting is emotionally biased and may not include all the information.
- ◆ Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

DETENTION

The basic rule is "do right." Demerits are given for rules broken. When a student receives a detention (3 or more demerits), a *Corrective Action Notice* is sent home with the student to be signed by parents and returned the next day. LLC & ULC children may be issued an assignment to be completed at home. Detention time is served as follows:

| | |
|-----------------------------------|-----------------------------------|
| 3 demerits = 20 minutes detention | 4 demerits = 30 minutes detention |
| 5 demerits = 45 minutes detention | 6 demerits = 1 hour detention |

Demerits are an indication that a student may need direction in the development of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to ensure this growth. The demerit system aims to encourage students to be careful, thorough and consistent. Character development is the goal, not guilt or shame.

A note will be sent home when a child has earned 3 detentions, and a parent conference will be scheduled after the 4th & 7th detention. A 7th detention will lead to further disciplinary action (may include internal suspension, home suspension, or other discipline).

SCORING VIOLATIONS AND CHEATING

This system places much responsibility on the student and it is thus very important that scoring of work be done correctly. The child's learning depends on correctly identifying and correcting all errors. However, many students have discovered ways to shortcut learning and find the answers without effort. Thus, no or excessive red marks, and dark lines will be checked closely. Any student found to be using the score key to obtain answers or to cheat, will have to do the PACE over and will have an automatic one day suspension.

SUSPENSION

In cases where a child has earned a suspension, either through accumulation of detentions or other reasons specified herein, they will be excluded from school for 1, 2, or 3 days at the school's discretion. A student who accumulates 3 suspensions will not normally be allowed to reenroll and parents may be asked to withdraw their child immediately if the situation so warrants.

MODERN TECHNOLOGY

Students are expected to strive for Christ-likeness at all times and in all their activities. Modern technology provides opportunities both for personal development and for wrongdoing. The school will take seriously any issues relating to the misuse or inappropriate use of any item (e.g. camera phones, mobile phones, student websites, blog sites etc) and appropriate discipline will be applied at the school's discretion.

RELATIONSHIPS

The school has a 6-inch rule that is designed to prevent intentional close physical contact between boys and girls. ALL students should keep hands off other students (especially members of the opposite sex).

The students are not permitted to have boyfriends or girlfriends in school and they are taught and encouraged to avoid dating relationships during their school years. Parents are requested to support the school on this issue by maintaining a similar standard at home.

Violations of the 6-inch rule will usually result in a demerit, but further disciplinary action may be taken if it is a more serious invasion of privacy or a repeated offense.

V. LEARNING CENTER GUIDELINES

STUDENT OFFICES

- Offices are assigned and changed by supervisors, and must be cared for by the student.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean or sit on office or divider.
- The Goal Chart is to be kept up to date; use a blue pen in setting goals. Place Goal Chart five inches from upper right-hand corner of bulletin board.
- The Progress Card is placed in the upper left-hand corner of bulletin board. No marks are to be made on it.
- A student is not permitted to communicate with other students or leave his office without permission. He should not turn around in his office or tip back in his chair.
- Only students with privilege may conduct activities other than Learning Center work in their offices.
- The Christian flag should be raised for supervisor guidance in academic difficulties. The GGA flag should be raised for monitor assistance in nonacademic activities (check out reference book, tape player, use rest room, sharpen pencil, etc.). Personal questions should be asked on break time.

GOAL SETTING

Students are trained to set their own goals, and normally 15 - 20 pages per day are sufficient for a student working at his level. Students working below their level will be required to do more. The student will have a list of academic requirements for the quarter, which will indicate how many PACE's must be completed during the quarter. This will guide the student as to which courses must receive priority. The following are some specific goal setting guidelines:

- Once goals have been set, they can only be changed by the supervisor (changes are made in green ink).
- Completed goals should be crossed off. The supervisor will check for accuracy and a green dot is awarded when all goals are complete.
- Goals not completed in school must be taken home for homework.
- The Goal Card must be posted on the student's bulletin board at all times.
- The exact page numbers of the work for that day should be set, not words like *Checkup*, *Score* or *Review*.

PACES

- Work in PACEs is to be done in pencil.
- Calculators are not permitted unless permission is gained from the supervisor.
- Tests are taken the day after a PACE is completed. The following day the results and a new PACE are issued.
- PACEs are private property and are not to be shared among students as they are ultimately the property of the school. They may be taken home to complete projects or homework, but the student must return the completed PACE before taking the test. It then remains in the school.
- From PACE 1025 (3rd grade), writing must be done in cursive ('joined up' writing) as the PACE requires. Any exercise that was not done in cursive must be erased and repeated.

SCORING PROCEDURES

1. When you come to a score strip or finish a goal, raise your flag and ask the monitor for permission to score.
2. Keep working another PACE until your flag is answered.
3. Take ONLY the PACE that needs to be scored (no pencils or other paper).
4. Find the correct score key (and handle it carefully)
5. Carefully check each answer, including your spelling and letter formation.
6. If in doubt, raise your hand and ask the supervisor.
7. Mark a red "X" **beside** each wrong answer.
8. Put a red "X" in the first box of the score strip. If all the answers on the page are correct, circle the page number. If there are incorrect answers on that page, mark a red "X" over the page number. **DO NOT MAKE ANY OTHER RED MARKS ON THE PACE.**
9. Replace pen in holder and return the score key to its correct place.
10. Return to your office and erase all wrong answers.
11. Find and underline the correct answer or instructions in the text, and complete the missed exercise. If correcting a 'checkup' or 'self-test', put the number of the page where you found the correct answer beside the missed exercise. All corrections are made in pencil.
12. If there is a score strip, put a pencil "X" in the second box. (*Correct Mistakes*)
13. Raise your GGA flag for permission to *rescore*.
14. Repeat steps 3 - 9. Circle each red "X" when answer is correct. When scoring is completed, put a red "X" in the third box of the score strip (*Rescore*) and circle the page number when all the answers on that page are correct.

HONOR ROLL

An Honor Roll Requirements slip will be issued to all students detailing specific PACEs and Bible memory required for Honor Roll. Other PACEs may be worked but these will not be counted for Honor Roll or Privilege. A certificate will be issued to students who meet these requirements and they will have an appropriate reward activity. If Honor Roll is earned in all 4 terms, a special award will be given at the Awards Ceremony (see page 16).

Students who have enrolled after the beginning of a quarter may attend the field trip even if they do not attain Honor Roll status in their first period of attendance. Conversely, if a student has poor conduct, or has an N in afternoon classes, or has been suspended, they may lose the right to go on the trip, even though they receive the academic Honor Roll certificate.

SCRIPTURE MEMORIZATION

Students will receive a monthly Bible passage to memorize. This may be memorized in smaller sections for the younger or ESL students, but all verses must be memorized during the month. At the Awards Ceremony, a prize will be given for Scripture memory.

SUPERVISOR INITIALS

The supervisor regularly checks the student’s progress to ensure quality learning. To facilitate this, the supervisor’s initials are required in certain places throughout the PACE. The student must request these initials before continuing. In the case of homework these initials are given the following day, or requested before going home.

MERIT/DEMERIT SYSTEM

The discipline system has 2 elements – demerits and merits. Merits are earned for responsible behavior and demerits are earned when behavior does not meet the required standard. Students are also able to earn *merits* by demonstrating exemplary behavior, memorizing scripture, exceeding their goals etc. Accumulated merits can be used to “buy” school supplies and other small gifts at the monthly merit store. Merits are to be kept at school at all times. Borrowing and lending of merits is prohibited.

| SUGGESTED MERIT LIST | | | |
|--|-----|----------------------|-----|
| Perfect checkups | | | 10 |
| Perfect self-tests | | | 25 |
| Perfect PACE tests | | | 100 |
| 90-99% on PACE tests | | | 50 |
| 0 scoring violations in completed PACE | | | 200 |
| Neatness throughout PACE | | | 25 |
| 100% on current WB, RM, MB, TM | | | 25 |
| Advance 100 wpm on RM | | | 100 |
| Obeying quickly | | | 10 |
| Christian character qualities | | | 10+ |
| Communication envelope returned on time, signed | | | 50 |
| Reciting all of Monthly Scripture Memory: | | | |
| 1 st Day | 300 | | |
| 1 st Week | 100 | 3 rd Week | 50 |
| 2 nd Week | 75 | 4 th Week | 25 |

DEMERITS are given for minor offenses. The following is a partial list.

| OFFENSES WORTH 1 DEMERIT | | |
|--------------------------------------|---|---|
| 1. Goals not set | 1. Turning around in office | 1. Late back after break/lunch |
| 2. Six inch rule (*) | 2. Gum chewing (Gum is not allowed on school property) | 2. Off limits (supervisor’s station, other students’ offices) |
| 3. Any disturbance | 3. Running in learning center | 3. Out of seat without permission |
| 4. Unsuitable personal property | 4. Homework slip not returned or signed | 4. Talking to other students during work time |
| 5. Goal Card not posted | 5. Any damage to property | 5. Eating in off-limits areas |
| 6. Failure to return water bottle | 6. Writing or passing notes during working time | 6. Teasing other students or calling names |
| 7. Incomplete uniform | 7. Messy office | 7. Score key left on the score station |
| 8. Failure to return parent envelope | 8. Minor scoring violations, unauthorized goal change | 8. Lack of participation in assembly |
| 9. Chair left out | 9. PACE’s left at home | 9. Incomplete office supplies |
| 10.. Griping | | |

| OTHER OFFENSES | Consequence |
|--|--|
| Incomplete homework | 2 demerits |
| Talking at testing table | 2 demerits |
| Asking another staff member permission after refusal already given | 2 demerits |
| Corrective Action Notice not returned or not signed | 2 demerits |
| Any repeated offenses after warning has been given | More demerits to parent conference |
| Throwing dangerous objects - 1 st offense | 3 demerits |
| 2 nd offense | Parent Conference |
| Major scoring violations (less than 20 in PACE) | Detention; warning |
| (more than 20 in PACE) | Detention, Repeat PACE |
| Repeat offense | Repeat PACE, Parent Conference, suspension |
| Cheating, lying, disrespect, defiance, filthy language, fighting | Detention to suspension (1-3 days) |

VI. ANNEXES

CLOTHING REGULATIONS AND PERSONAL APPEARANCE

These following Scripture passages form the basis for uniform rules. Our bodies and appearance **do** matter to God, but He is most concerned with our **hearts**. Also, men and women were created to be **different**. We are not uni-sex creatures. The dress code allows for these differences. "... *Man looks at the outward appearance, but the Lord looks at the heart.*" (1 Samuel 16:7b) "... *Your body is a temple of the Holy Spirit... Therefore honor God with your body.*" (1 Corinthians 6:19-20) "*So God created man in his own image ... male and female he created them.*" (Genesis 1:27)

The school will make the uniform (*items marked **) for **ALL STUDENTS**. The school-issued uniform must be worn throughout the school day (including transportation to and from school) and to all out-of-school functions unless otherwise indicated; failure to do so will result in disciplinary action. Students must use the uniform to be allowed to enter the school and may be sent home to change if they do not have the correct uniform on arrival. Tattoos (permanent and temporary) and body piercing are not permitted.

GIRLS

| | |
|--|--|
| * Shirt | Shoes: Must be all black. Formal, all black sandals with heel straps are permitted. No flip flops, crocs, or similar sandals. |
| * Sweater | Solid white socks: white or skin-colored hose (tights). ULC girls may use shoe liners instead of socks. Black tights are permitted only in winter. |
| * Skirts, Skorts and Jumpers (dresses): Must reach below the knee. (Must touch the floor in an upright, kneeling position) | |
| * PE kit: Shorts must reach below the knee. Bathing suits must be one piece and modest. | |
| Hair: Hair should be kept away from the face at all times. Bangs, if worn, must be regularly trimmed, or pulled away from the eyes. No lining, sculpting, shaved areas or other exotic hairstyles. Dyeing, tinting, frosting and streaking of hair are discouraged. " <i>Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight.</i> " 1 Peter 3:3-4. Each young lady is to be discreet and modest in appearance. Hair dyeing is only allowed for girls as long as they use a natural color. | |
| Permitted Jewelry: One small stud earring per ear (earring must not extend below earlobe), one simple chain with small pendant (must be worn inside shirt), modest hair decorations, one ring per hand, and a watch. The school reserves the right to confiscate any jewelry items it deems inappropriate or distracting and can accept no responsibility for losses. | |

BOYS

| | |
|---|---|
| * Shirt | Plain black belt |
| * Sweater | Solid black socks. (With shorts - solid white.) |
| * Trousers | All black Shoes. Sport-type shoes are acceptable only if they are all black with no other colored stripes or designs. Formal, all black sandals with heel straps are permitted. No flip flops, crocs, or similar sandals. |
| * PE Kit | |
| Hair: Standard, conservative tapered cut (no under-cuts); must be off the collar and ears, combed away from the eyebrows. Sideburns no longer than middle of ear. Young men must be clean-shaven. No stubble, beards or mustaches. Boys are not allowed to dye, tint or streak their hair. | |
| Jewelry: A watch may be worn as well as a modest ring (maximum one per hand). The school reserves the right to confiscate any jewelry items it deems inappropriate or distracting. Absolutely no other form of jewelry is allowed for the boys | |

UNITY FOR UNIFORMS

The purpose of the school uniform is **not** to restrict freedom of expression; it is just the opposite. Children are basically conformists. Peer pressure has an incredibly powerful influence and children tend to wear a "uniform" dictated by current fashions and their friends. The purpose of our uniform is to help **free** your child from the over-emphasis often put on outward appearance, and concentrate on their **inner** character qualities. Your help in this area will bolster school esprit de corps and your child's character.

1. Uniforms help improve a student's self-image.
2. Uniforms result in higher discipline and higher academics.
3. Uniforms eliminate competition in dress between potential social climbers.
4. Uniforms provide a distinct difference, providing classroom décor and give identification to build school *esprit de corps*.
5. A uniform prevents Christian youth from being a stumbling block through immodest or slovenly dress.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
7. Uniforms reduce yearly clothing costs & eliminate the daily decision of "what to wear."

*"Our Father in heaven, ..., your kingdom come, your will be done on earth as it is in heaven."
Matthew 6:9-10*

TARGET STUDENT PROFILE

CHARACTER PROFILE (Traits)

- i) Develop a personal relationship with God through faith in Jesus Christ
- ii) Respect the differences in Christian belief and practice.
- iii) Know and follow the school rules and principles.
- iv) Promote school spirit
- v) Know, defend & practice the *60 Christian Character Traits*:

| | | | | |
|---------------|------------|-----------|-------------|-----------------|
| Appreciative | Creative | Fearless | Merciful | Responsible |
| Attentive | Decisive | Flexible | Observant | Secure |
| Available | Deferent | Forgiving | Optimistic | Self-controlled |
| Committed | Dependable | Friendly | Patient | Sincere |
| Compassionate | Determined | Generous | Peaceful | Submissive |
| Concerned | Diligent | Gentle | Perseverant | Tactful |
| Confident | Discerning | Honest | Persuasive | Temperate |
| Considerate | Discreet | Humble | Prudent | Thorough |
| Consistent | Efficient | Joyful | Punctual | Thrifty |
| Content | Equitable | Kind | Purposeful | Tolerant |
| Cooperative | Fair | Loyal | Resourceful | Truthful |
| Courageous | Faithful | Meek | Respectful | Virtuous |

PERSONAL – SOCIAL PROFILE (Traits)

- i) Identify with gender, cultural group & with personal roles.
- ii) Be aware of personal strengths & weaknesses and maintain appropriate self esteem.
- iii) Show initiative, competence & responsibility in the fulfillment of obligations.
- iv) Have good personal presentation & hygiene, & care of physical and mental health.
- v) Able to communicate clearly and spontaneously in social situations.
- vi) Show leadership qualities and abilities to be able to influence others for good.

ACADEMIC PROFILE (Traits)

- i) Individualized mastery of the English language in its spoken and written forms.
 - ii) Certification of graduation in the international ACE curriculum.
 - iii) Good study habits and goal setting ability & success in reaching objectives
 - iv) Constant growth in independent learning strategies and ability
 - v) Develop abstract reasoning and mathematics logic.
 - vi) Verbal reasoning & oral and written communication skills
 - vii) Interest in the search for knowledge and scientific investigation.
 - viii) Take part in artistic, sports and recreational activities.
-

KINDERGARTEN & ABCs CURRICULUM

The GGA staff is committed to providing an education appropriate to the needs of each individual child. Our aim, with God's help, is to nurture each child's unique potential. The programs for students beginning school for the first time are organized as follows:

| | Prekindergarten & Kindergarten | ABC's (First Grade) |
|-----------------------------|---|---|
| Age range | 4-5 years on September 1 | 5½ -6 years on September 1 |
| Special requirements | Toilet trained with an appropriate maturity level | 80% score on Reading Readiness test |
| Curriculum | <ul style="list-style-type: none"> ➤ Speaking English with ACE & Christi ➤ 'Reading Readiness Program': Foundation of ACE phonics system (12 Word Building + 12 English PACEs) ➤ Foundation in Math (12 PACEs) ➤ Social Studies: Applying Bible truths to the child's everyday life (12 PACEs) ➤ Science: Creation, animals and the natural world, basic concepts (12 PACEs) | <ul style="list-style-type: none"> ➤ Intensive learning-to-read and write English program (12 Word Building PACEs) based on Kindergarten phonics system ➤ Foundation in Math continued (12 PACEs) ➤ Social Studies: Readers: Applying Bible truths to the child's everyday life (12 PACEs) ➤ Science: Creation, Readers: animals and the natural world, basic concepts (12 PACEs) |
| Course Duration | 1 or 2 years depending on age and English level <i>(Pre kindergarten student have a lower work expectation for that year and will reach full expectations in their kindergarten year)</i> | 1 year (course may be repeated depending on age and English level) |

It should be noted that success in the ABC's (first grade) reading program is crucial to the child's successful progress further on in the school. We therefore wish to ensure that every child in the ABC's group has the maturity, concentration and stamina to cope with daily intensive learning.

At all levels we try to look at the particular needs of each child, rather than just their calendar age. When numbers and staffing permit, we may tailor supplementary courses to meet these needs during the school year.

Kindergarten & ABCs PROMOTION

Kindergarten and ABCs are very important in your child's life as they are the time for developing foundational social and learning skills as well as the character they will need for life. For that reason it is very important that children are sufficiently mature before progressing to the next level, either ABCs or Lower Learning Center as the case may be. If your child does need more time to prepare for the next program, it is much better for them to remain where they are rather than progress without being ready, as this can lead to poor academic performance, low self esteem, and lack of motivation.

Here are the general requirements that we will check for kindergarten student to determine their move up to ABCs, alongside the academic test:

- *Five (and a half) or 6 years old*
- *Attention span of 20 minutes*
- *Responsible for personal items*
- *Sees likeness and difference in shapes, forms, and objects*
- *Can reproduce forms in a left to right direction*
- *Can master puzzles and pegboards*
- *Recognizes patterns of shapes*
- *Can draw a straight line*
- *Can hold a crayon or pencil correctly*
- *Can control the speed of a scribble*
- *Can connect a series of dots with a straight line*
- *Can tie his shoes, button buttons, etc*
- *Can repeat words of 3 and 4 syllables*
- *Able to repeat 5-word sentences*
- *Can hear differences in words: come or came etc*
- *Able to use complete sentences to express himself*
- *Can determine rhyming words; parrot, carrot, peacock*

For ABCs students to progress to Lower Learning Centre, they must pass the Post Test with 100% to show they have mastered the sounds and letters of the alphabet, and are able to write both capital and small letters. Additionally, their maturity must be in line with the demands of the increasingly individualized nature of the next learning center.

Your support for your child's learning throughout the year in both of these programs can ensure they are ready to move up, but a second year in those learning centers is often the greatest start a child can have in the early days of their school life. Please feel free to ask about this if you have any doubts.

DEFINITIONS OF SPECIAL TERMS

- **PACE** A self-instructional textbook. Each level (year) contains 12 PACEs for every subject.
- **ACE** Accelerated Christian Education - an American publishing company that provides most of our curriculum.
- **Learning Center** A 'classroom' in the ACE system, where the emphasis is on learning rather than teaching. (Abbreviated *LC*) LLC is the Lower Learning Center (approximately 2nd – 3rd grade); MLC & ULC are Middle & Upper LCs respectively.
- **ABC's** – The program that teaches first grade students how to read phonetically in English. Also the name given to the first grade learning center.
- **Supervisor** A 'teacher' in the ACE system. This also reflects our emphasis on learning rather than teaching. Supervisors *do* teach, but it is our belief that only by giving the student the responsibility to learn can maximum results be obtained.
- **Monitor** The teacher's aide (assistant).
- **Student office** The private workstation (desk) at which a student studies during PACE time. The office is designed to encourage children to focus on their work and also help minimize distractions.
- **Merit** A small piece of paper 'money' issued by the staff as motivation or reward for responsible behavior, memorizing scripture, exceeding their goals, etc. Merits can be exchanged for school supplies or other small gifts at the monthly merit store.
- **Demerits** Demerits are marks noted down each day on a student's record for minor misdemeanors. Three or more demerits in a day lead to detention. A student starts each day with a clean "slate".
- **Scoring Station** A table where students go to check their answers.
- **Score keys** The answer booklet used by students to check their work.
- **Scoring Violation** A scoring error whereby a student fails to detect a mistake in their work. If a staff member finds a scoring violation, they will issue a demerit.
- **Goal cards** A small 5-day calendar with space for filling in daily goals for every subject.
- **Goal** A target for the amount of PACE work a student will do in a day. Students set their own goals then have them checked by the monitor.
- **Privilege** A reward for certain levels of achievement. This may mean extra break times, more freedom in the learning center, field trips, or other rewards.
- **ESL** English as a Second Language. The course of study used for students whose native language is not English and who are not fluent in English. It is also used to designate a student on this course (e.g. ESL student).
- **PST** Parent Support Team – a group of parent volunteers who take a more active part in supporting school activities.
- **Corrective Action Notice** A yellow slip of paper ('detention' slip) received by a student when they have earned 3 or more demerits, which informs parents of the demerits earned by the child during that day. It must be signed by the parents.

BUS RULES

- 1) The school transport is subsidized by the school and parents will be billed quarterly for their contribution.
- 2) Riding the Grace Academy bus is a privilege that can be lost if children do not behave properly on the bus and if they do not follow the instructions of the bus monitor. All school rules apply on the bus.
- 3) Bus monitors have authority to give demerits. They will inform the principal of any behavior problems on the bus.
- 4) Bus riders must arrive on time at the bus stop or **they will be left behind**. Once the pick up and drop off schedule has been set, the monitor will be instructed to wait at most **1 minute** for a tardy student during the morning pick up. Waiting even 1 minute may not be possible at some bus stops. Please arrive earlier than the scheduled time.
- 5) If you have arranged for your child to visit the home of a friend rather than go home in the afternoon, a permission slip **must** be given to the bus monitor **in the morning** so she will know what to do.
- 6) No child under 10 years old will be dropped off unless a parent or another designated adult is present to meet him. If no one comes to pick up a child the monitor will take the child to her **own home** and the parent or home helper must come to pick him up. This will result in a call from the school office, and if it is repeated, the bus riding privilege will be suspended. The monitors cannot leave children unattended on the bus at any time.
- 7) In case of an emergency or if the bus breaks down, the bus monitor will call the school office and have the school arrange a new bus and/or call parents. It will be the bus monitor's job to keep the children calm.
- 8) Children must sit in their designated seats on the bus. They should sit facing forward. Talking should be kept at moderate levels.
- 9) It will be up to the bus monitor to confiscate any toys or food items that are being handled inappropriately.
- 10) Seatbelts should be worn if fitted.
- 11) Bus drivers and monitors have no authority to set or change routes, times, or stops without consent from the school office. Parents should call if there are any problems or questions. A new stop or route can only be considered if 5 or more students are involved. If parents would like to request a change to the bus route the school will consider the following issues before making a decision:
 - A. Will this change make the bus route shorter or longer?
 - B. Does it benefit all the bus riders or only one family?
 - C. Does it require passing through any busy or potentially congested area?
 - D. Is the proposed route safer?

And without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him." Hebrews 11:6

GGA reserves the right to add, remove, or amend policies as required during the school year. These changes will be published in the new school handbook of each year.

This handbook replaces all previous editions. August 2010