

# GRACE CHRISTIAN ACADEMY

## Student Handbook

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## **I. History of Grace Christian Academy**

Grace Christian Academy was established in 1970 as the laboratory school of Accelerated Christian Education to assist parents in fulfilling their God-given responsibility of educating their children. In 1981, the Academy came under the authority of the church. In 1994, when the church expanded its ministries and facility, the Academy moved with the church to Flower Mound.

The Academy has faithfully served its families for over 50 years. It is noteworthy that the GCA family includes graduates who have returned to the church and community after college graduation and continue as productive citizens of our area. Grace Christian Academy is proudly represented by many graduates in full-time ministry (i.e., pastors, missionaries, and Christian educators) and in professional fields (i.e., lawyers, doctors, nurses, law enforcement officers, corporate businessmen, computer programmers, and entrepreneurs).

Grace Christian Academy is accredited by the National Association of Private Schools.

## **II. Administration**

### **A. Relationship of the Academy to the Church**

Grace Christian Academy is one of the educational ministries of Grace Baptist Church, and therefore falls under the leadership of the pastor. The Academy staff are members and employees of Grace Baptist Church.

### **B. Pastor**

While the pastor is not involved in the daily operation of the Academy, he is ultimately responsible for the entire church's education, including the Academy. The pastor shall have the authority to approve or disapprove any decision or recommendation of the school board of GCA on all matters relating to the ministry of education. The pastor may hire administrators, principals, teachers, and support staff to assist the pastor in carrying out the ministry of education.

### **C. School Board**

The deacons of Grace Baptist Church shall serve as the school board of Grace Christian Academy. The members of the board are elected by the church members of Grace Baptist Church. The school board is not a governing authority but an advisory committee. The board shall assist and advise the pastor on matters relating to the ministry of education, including the Academy. The board also shall hear matters and disputes which may arise out of the ministry of education and shall advise the pastor accordingly. All recommendations of the board shall be submitted to the pastor for final approval prior to becoming effective. The board may create and recommend to the pastor Academy policies for governing the ministry of education consistent with the provisions herein.

### **D. Principals**

The principals of Grace Christian Academy work closely and under the direction of the pastor. They oversee the daily operation of the Academy and have decision-making authority for the Academy. The elementary and secondary principals of Grace Christian Academy work with all the elementary and secondary teachers and under the authority of the pastor.

### **E. Teachers**

At GCA, teachers are Christian educators who are qualified through education, experience, Bible training, and ongoing professional development. The teachers must be active in a local, Bible-believing church. The teachers have the responsibility to oversee the academic progress of students. They prescribe the students' academics and assist the students in their academic issues. The teachers are responsible to inspire achievement in the students. They encourage and motivate students to maximize their potential in their daily academic work. Since GCA is committed to training young people in a Christian environment, with the emphasis on matters of eternal value, the teacher will work closely with the parents in the training and development of the whole child.

## **F. Teacher's Aides**

Their primary responsibility is to assist the teacher in classroom activities. They provide assistance, such as grading papers, leading learning drills, monitoring reading groups, etc. They have at least a high school education and are active in a local, Bible-believing church.

## **III. Purpose**

Grace Christian Academy is an extension of the Christian home and the local church to train young people in a Christian environment. The purpose of the Academy is to educate and train the whole student--physically, socially, intellectually, and spiritually. The principle of self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person needs to be growing in Biblical knowledge, understanding, and wisdom, to serve the Lord Jesus Christ effectively. Therefore, the Bible is not substituted for any academic subject, but is integrated into the total educational program. The desire of GCA is to see each student become a sincere, responsible servant of the Lord in a Bible-believing, soul-winning local church.

## **IV. Admissions Policies**

Attendance at Grace Christian Academy should be considered a privilege and not merely a right. The goal of the Academy is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. The church, as does the Academy, stands without apology for the old-time Gospel and the highest standards of morality, honesty, and genuine Christian character.

### **A. Pre-K / Kindergarten Learning Center**

Grace Christian Academy has a selected open enrollment policy for our Pre-K/Kindergarten program. GCA will accept children who are four years old on or before September 1 of the school year in which they enroll. Students must also be fully potty trained.

### **B. Elementary Learning Centers**

GCA also has a selected open enrollment policy for students who are of elementary age.

### **C. Secondary Learning Centers**

Even though GCA may have an open enrollment, it reserves the right to be more selective in accepting secondary students. GCA is not a correctional institution. The Academy will welcome any student whose parents enroll their child in the Academy to obtain a Christian education.

GCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. GCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive a GCA diploma. GCA does not offer high school credit by examination.

### **D. Racial Nondiscrimination**

Grace Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the Academy. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

### **E. Selection of Students**

Since Grace Christian Academy is an educational ministry of Grace Baptist Church, the children of the church members will be given priority over other applicants. Returning students will be the next in line of priority. New applicants transferring from Christian schools will have priority over transferring applicants from public schools. GCA will not accept married or divorced students, homosexual students, or students who reside with a homosexual parent(s), or students who are over 20 years of age by the time of graduation.

## **F. Admissions Committee**

The admissions committee of GCA consists of the pastor and the Secondary and Elementary Principals who will review enrollment forms and determine which students are admitted to the school and which are denied.

## **G. Enrollment Procedure for New Students**

1. Parents should complete the enrollment forms and submit them along with the non-refundable enrollment fee to the Academy office.
2. The following documents must be submitted to the Academy office before the student will be considered enrolled:
  - Enrollment Form and Enrollment Fee
  - Student History
  - Student Record Release
  - Required Signatures and Consent Form
  - Copy of birth certificate
  - Vaccination Records or Affidavit Request for Exemption from Immunizations for Reasons of Conscience form.
3. Parents and students should read the handbook thoroughly (found at [gcapatriots.org](http://gcapatriots.org))
4. Parent Orientation should be attended by both parents.
5. Grade placement evaluations will take place upon enrollment.

## **H. Re-Enrollment**

Grace Christian Academy encourages parents to re-enroll their students earlier than general enrollment to ensure they have a place reserved in their class. The re-enrollment form will be sent home to be filled out and returned in the spring prior to the fall semester. No student has a right to re-enroll, and re-enrollment will be approved at the sole discretion of the school.

# **V. Withdrawal Policies**

## **A. Notice**

Parents have the right to withdraw their student from GCA at any time. Likewise, the Academy reserves the right to require the withdrawal of a student when deemed necessary. Parents wishing to officially withdraw their student must submit a completed withdrawal form to the Academy office. The enrollment fee is nonrefundable. The date used for determining any applicable refunds will be the date the withdrawal form is received by GCA. Upon withdrawal, Grace Christian Academy is no longer responsible for the education of the student.

## **B. Tuition Refund**

If a student is withdrawn or asked to withdraw, the current month's charges will continue through the end of the month. If a student is withdrawn, the remaining balance of the cost of their books must be paid. Books cost \$400 per student. Remaining balance is calculated by \$40 times months remaining in the school year.

# **VI. Financial Policies**

The parent or guardian is responsible for all fees incurred by enrolling in GCA (enrollment fee, first month's tuition fee, and any other fees that may apply). These fees must be paid prior to the student beginning school.

- A student is not considered enrolled until all fees are paid and registration paperwork is turned in to the office.
- Enrollment fees are non-refundable for any reason.
- The full enrollment fee is due upon acceptance into Grace Christian Academy, regardless of what time in the school year the student enters Grace Christian Academy.
- Payments are due on the 1<sup>st</sup> of each month and a late fee of \$25 will be applied to any account that is not paid by the 10<sup>th</sup> of the month. Students who have unpaid tuition and fees on the 20<sup>th</sup> of the month will be withdrawn from the active roll, will not be allowed to attend the Academy, and will be required to reapply and pay a new registration fee of \$100.

- Tuition payments may be made in one of three ways:
  - (1) Delivered to the Academy personnel
  - (2) Mailed to the Academy office
  - (3) Online at [gcapatriots.org](http://gcapatriots.org) (use categories provided in the drop-down list)
- All checks should be made payable to Grace Christian Academy.
- Returned checks will be charged a \$25 fee.
- Any family with one returned check may be placed on a "cash only" basis to ensure the student's continuation in Grace Christian Academy.
- Any lost or damaged books will be replaced by the student at the cost of the new book.
- For early withdrawal or expulsion, you will be responsible to pay tuition for the remainder of the month.
- For early withdrawal or expulsion, you will be responsible to pay the remainder of the \$400 cost of books.
- If distance learning is necessary, tuition and book fees remain unchanged.
- Any account delinquent after 90 days will be turned over to a collection agency.
- The Academy reserves the right to change these guidelines as needed.



## A. Tuition

### 2026–2027 TUITION & FEES (PRE-K – 12TH GRADE)

| Number of Students | Total Tuition | 10-Month Plan (AUG 1–MAY 1) | 12-Month Plan (JUN 1–MAY 1) | Pay in Full (5% Discount) |
|--------------------|---------------|-----------------------------|-----------------------------|---------------------------|
| 1                  | \$6,000       | \$600                       | \$500                       | \$5,700                   |
| 2                  | \$9,000       | \$900                       | \$750                       | \$8,550                   |
| 3                  | \$10,500      | \$1,050                     | \$875                       | \$9,975                   |
| 4                  | \$10,900      | \$1,090                     | \$905                       | \$10,355                  |
| 5                  | \$11,300      | \$1,130                     | \$940                       | \$10,735                  |

**\*Tuition includes books and materials**

#### Enrollment & Payment Details

- **Enrollment Fee:** \$100 per student (family cap: \$400)
- **Payment Plans:**
  - 10-month plan begins **August 1**
  - 12-month plan begins **June 1**
- **Full Payment Discount:** 5% off if paid by August 1
- **Discount Policy:** The 5% full-payment discount is contingent upon enrollment for the entire school year. If a student withdraws, the discount will be removed and any refund will be recalculated accordingly.
- **Monthly Due Date:** 1st of each month
- **Late Policy:**
  - After the 10th: \$25 late fee
  - After the 20th: student withdrawn and must reapply (\$100 fee)
- **Delinquent Accounts:** Sent to a collection agency after 90 days

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#### Withdrawal Policy

- If a student withdraws:
  - The remainder of the current month's tuition must be paid
  - Remaining book fees will be charged at \$40/month per student through the end of the school year

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#### Additional Fees

- **Graduation Fees:**
  - High School: \$100 (due April 15)
  - K5: \$25 (due April 15)
- **Academic & Activity Fees:**
  - Back-to-School Retreat: \$100 (*if scheduled, all secondary students are required to attend*)
- **Athletics:**
  - Secondary Team Sports: \$100 per sport per child
  - Elementary Intramurals: \$40 per sport per child (*family cap: \$100 for elementary sports fees only*)
- **Policy:**
  - 6th grade students participating in secondary-level sports will be charged only the secondary athletic fee and will not be required to pay both fees.
- **Other:**
  - Lost/Damaged Books: Replacement cost
  - Distance Learning: Tuition remains unchanged

## 2026-27 TUITION & FEES FOR ACTIVE GBC MEMBERS (PRE-K - 12TH GRADES)

| Number of Students | Total Tuition | 10-Month Plan (AUG 1–MAY 1) | 12-Month Plan (JUN 1–MAY 1) | Pay in Full (5% Discount) |
|--------------------|---------------|-----------------------------|-----------------------------|---------------------------|
| 1                  | \$5,000       | \$500                       | \$415                       | \$4,750                   |
| 2                  | \$7,500       | \$750                       | \$625                       | \$7,125                   |
| 3                  | \$9,000       | \$900                       | \$750                       | \$8,550                   |
| 4                  | \$9,400       | \$940                       | \$785                       | \$8,930                   |
| 5                  | \$9,800       | \$980                       | \$820                       | \$9,310                   |

**\*Tuition includes books and materials**

### **Enrollment & Payment Details**

- **Enrollment Fee:** \$100 per student (family cap: \$400)
- **Payment Plans:**
  - 10-month plan begins **August 1**
  - 12-month plan begins **June 1**
- **Full Payment Discount:** 5% off if paid by August 1
- **Discount Policy:** The 5% full-payment discount is contingent upon enrollment for the entire school year. If a student withdraws, the discount will be removed and any refund will be recalculated accordingly.
- **Monthly Due Date:** 1st of each month
- **Late Policy:**
  - After the 10th: \$25 late fee
  - After the 20th: student withdrawn and must reapply (\$100 fee)
- **Delinquent Accounts:** Sent to a collection agency after 90 days

### **Withdrawal Policy**

- If a student withdraws:
  - The remainder of the current month's tuition must be paid
  - Remaining book fees will be charged at \$40/month per student through the end of the school year

### **Additional Fees**

- **Graduation Fees:**
  - High School: \$100 (due April 15)
  - K5: \$25 (due April 15)
- **Academic & Activity Fees:**
  - Back-to-School Retreat: \$100 (*if scheduled, all secondary students are required to attend*)
- **Athletics:**
  - Secondary Team Sports: \$100 per sport per child
  - Elementary Intramurals: \$40 per sport per child (*family cap: \$100 for elementary sports fees only*)
- **Policy:**
  - 6th grade students participating in secondary-level sports will be charged only the secondary athletic fee and will not be required to pay both fees.
- **Other:**
  - Lost/Damaged Books: Replacement cost
  - Distance Learning: Tuition remains unchanged

## What Does It Mean To Be An Active Member of Grace Baptist Church?

Church membership means that you are entering into a relationship with this local body for the purpose of mutual benefit. As an active member, you are expected to:

1. Attend Sunday School and all of the regularly scheduled weekly services, unless providentially hindered. (*Hebrews 10:25 "Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching."*)
2. Support the church with your weekly tithes and offerings. (*1 Corinthians 16:1-2 "Now concerning the collection for the saints, as I have given order to the churches of Galatia, even so do ye. Upon the first day of the week let every one of you lay by him in store, as God hath prospered him, that there be no gatherings when I come."*)

## VII. General Policies

### A. Church Attendance

It is the desire of the staff, faculty, and administration of Grace Baptist Church to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for the Lord Jesus Christ. The first way is to challenge them through personal contact with other believers who are serving God (*Heb.10:25*). Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's Word during weekly services (*Rom.10:17*). It is encouraged that all students attend every service of Grace Baptist Church, or another church that has been acknowledged by the administration as being churches of like faith. Additionally, we strongly recommend that our students become actively involved in various youth ministries of their church such as teen soul-winning, bus ministry, Jr. Church.

Students and parents are strongly encouraged to belong to, and attend regularly, Grace Baptist Church of Flower Mound; or another Bible-believing, Bible-practicing church.

### B. Arrival and Dismissal

The Academy office hours are 7:45 AM – 3:30 PM. During these hours, a parent may drop off the tuition payment or schedule an appointment to meet with school officials.

The Academy doors officially open at 7:30 AM. Upon arrival, students should enter through the gym doors to put away PE bags, lunches, etc. Students are to stay in the gym until the Learning Centers open at 7:50 AM at which time they will go to their Learning Center and be ready for class to begin at 8:00 AM. Any student not in their seat at 8:00 AM will be considered tardy. Students arriving after 8:00 AM will need to be signed in by their parents in the office. Parents will need to park in a parking space (not under the awning) and walk their children to the office and sign them in. The student then will receive a pass to go to class. The Academy day starts at 8:00 AM and ends at 3:00 PM. At 3:15, those students still on the campus are sent to after school care and the parents are responsible to pay the after school care fee.

At dismissal, vehicles approach in a single file one-way line. Academy staff will carefully move students as rapidly as possible so that drivers will not have to wait any longer than necessary. **Students will be dismissed from the gym.**

Students are not allowed to be dropped off before 7:30 AM and must be picked up by 3:15 PM, unless the students are involved in a school-sponsored activity.

If a student is going home with another student, a notification from each set of parents giving permission must be sent to the Academy office or the student's teacher.

### C. Before- and After-School Care

Grace Christian Academy does not provide any before-school care. Students are **not** under the responsible care of staff before 7:30 AM. Students should not arrive more than 30 minutes before an activity. Playground equipment is for supervised activity only.

*Billed monthly for the previous month.*

| Time      | Per Family |
|-----------|------------|
| 3:00–4:00 | \$10/day   |
| 3:00–5:00 | \$20/day   |
| 3:00–6:00 | \$30/day   |

- **Payment Due Date:** 10th of each month
- **Late Fee:** \$25 applied to accounts not paid by the 10th
- **Attendance Policy:** Students may not attend After-School Care after the 10th if payment has not been received in full. Attendance will resume once the balance is paid.
- **Late Pickup (after 6:00):** \$10 per day

### D. Attendance

School attendance is a crucial element in a student's education. Excessive absences will inhibit the student's academic progress. Every effort should be made by each student to be in the Academy every day they are able to attend. Music, hair, and other appointments are to be scheduled after school hours. Excused absences include sickness, doctor's appointments, and funerals. Emergencies should be communicated with the child's teacher and school secretary. To miss school to go to work is unacceptable unless a student is in their senior year of high school and has received approval from school administration.

A text, phone call, or email must be sent to the child's teacher and the school secretary the day a student is absent.

- If a student accumulates more than ten (10) unexcused absences in one semester they may be ineligible to receive academic awards at the end of the year, and may also be asked to withdraw from the Academy.
- If a high school student accumulates more than ten (10) unexcused absences in one semester they may not be eligible to earn credits for that semester.
- College Days will not count against perfect attendance.

**TARDY TO SCHOOL:** It is of the utmost importance that each child arrives at school on time daily. Punctuality, a character trait emphasizing the value put on others' time, is an important part of our life's educational process. Any student not in their seat at 8:00 AM will be considered tardy. Students arriving after 8:00 AM will need to be signed in by their parents in the office. Parents will need to park in a parking space (not under the awning) and walk their children to the office and sign them in. The student then will receive a pass to go to class. **Excused tardies:** doctor's appointments with a note, medical emergencies with a doctor's note and court appearances.

**PENALTY FOR TARDINESS:** Punctuality is a character trait which Grace Christian Academy endeavors to teach students both in policy and practice. For this reason, tardiness is discouraged in the following ways:

#### **Secondary Students:**

- Two unexcused tardies in the same week results in a 40 minute detention in which they have to do punish work by handwriting a copy of a standard article (provided by the Academy) about the importance of punctuality. If they do not complete the assignment at detention then they have to finish it that night as homework.
- Students with more than nine (9) tardies or more than five (5) absences are not eligible for quarterly honor roll or distinguished honor roll.

**Elementary Students:**

- Students with more than nine (9) tardies or more than five (5) absences are not eligible for quarterly honor roll or distinguished honor roll. Exceptions may be made at the discretion of the administration.

**LATE TO CLASS:** Students are expected to be in their seats and ready to begin each class when the bell rings. Five minutes are allowed between classes. If a student foresees that he will be late, a note from the previous class' teacher stating the reason, time of departure, and date must be taken to the next class to gain admittance and avoid being penalized.

**MAKE-UP WORK/TESTS:** Students are allowed one (1) day to make up work from a one-day excused absence. Time allowed for make-up work for multiple absences will be determined on the basis of need. For example: If a student was in class for the review of a quiz/test, he should take the quiz/test upon his return to class. If a student misses the quiz/test review, he will have one day for each day he was absent to make up his work. If the student fails to make up their work in the designated time frame then the student will receive a zero.

**E. Contacting Students in the Learning Center**

Because of the importance of the learning process, and to keep distractions to a minimum, contact with students during school hours must be done through the school office. The school phone is reserved for official Academy business and emergencies. Students desiring to place emergency calls (to parents or guardians only) will be taken to the school secretary, who will place the call. Elementary students who bring phones must check them in to their teacher upon arrival to class. Secondary students who bring phones to school must check them in to the secondary principal upon arrival.

**F. Early Dismissal from Class**

When early dismissal is deemed to be necessary, parents will be notified by the school office with a text.

**G. Health Service and First Aid**

**COMMUNICABLE DISEASES:** The Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises because of a specific infectious agent that may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons. A teacher, nurse, or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. The Academy recognizes exemptions to immunization as permitted by Texas law. Students and employees are not excluded from attendance solely because they are unvaccinated. Individuals are excluded under this policy because they are ill or are within a recognized period of communicability. If the nature of the disease and circumstances warrant, the Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school in accordance with Texas Administrative Code, Rule 97.7. For a list of Communicable Diseases, please see the [Communicable Disease Chart for Schools from the Texas Department of State Health.](#)

**HEALTH GUIDELINES FOR SCHOOL ATTENDANCE:** Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Please be aware of the following guidelines for school attendance.

A student with any of the following symptoms should not attend school:

- Temperature of 100 degrees or higher
- Nausea, Vomiting, or Diarrhea
- Eye redness and/or drainage
- Undetermined rash and/or scaly patches over any part of the body or scalp
- Intense itching with signs and symptoms of secondary infection
- Open, draining lesions

**A child with any of these symptoms must stay home until they are symptom-free for 24 hours and without the use of medication before returning to school.**

If a parent suspects that his or her child has a contagious disease, the parent should contact the Academy office or nurse so that other students who might have been exposed to the disease can be alerted.

**When you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodations required upon his/her return.**

Students who become ill while at school will be sent to the Academy office or nurse, if available. Parents will be called to come and pick up a sick student. If you are contacted to pick up your child due to illness, we ask that you do so as soon as possible or within 30 minutes.

**HEALTH-RELATED SERVICES:** Any staff member may provide care for minor complaints and injuries, and an attempt to notify the parent will be made. If a student suffers a serious injury at school, the Academy will call for immediate medical assistance and then attempt to notify the parents.

In addition to the services listed above, the registered nurse on staff will assist in maximizing the educational opportunities of each student by identifying, assessing, preventing, managing, minimizing, or removing barriers to education. The nurse will monitor immunization compliance, perform mandated health screenings, track communicable diseases, and provide direct nursing care to the students, whether their needs be acute or chronic in nature. Communication with families is important, so parents are asked to keep the Student Health & Emergency Information up to date with the Academy office as changes arise.

**MEDICATION ADMINISTRATION:** All medications are required to be kept in the designated location and administered by the nurse or a designated staff member, with the exception of Emergency Medications (see below). The child's condition must necessitate that the medication be given during school hours. The school nurse has the responsibility and authority under the Texas Nurse Practice Act, Rule 217.11, to clarify any order and/or refuse to administer medication that is unsafe or not in the best interest of the student.

All medications must be supplied by the parent/guardian. A written authorization and request from a parent are needed for all medications, both over-the-counter and prescription (*Parent Request for Administration of Medication by School Personnel*). Prescribed medication must be in the pharmacy container with a current prescription label. Over-the-counter medications must be in the original unopened container.

A physician's signature is required on the *Parent Request for Administration of Medication by School Personnel* form for the following circumstances:

- Over-the-counter medications given at school that are not on the Academy-approved list.
- Over-the-counter medications that are on the Academy-approved list that are given more than 10 school days.
- Prescription medications where the label does not match the parent request or is missing required information.
- Medication samples or off-label prescription requests.

For medications to be given by the nurse or other designated Academy staff at school, the above minimum requirements must be met. All medications to be administered at school must be FDA-approved. Supplements, herbals, vitamins, homeopathic, and other non-regulated substances will not be given.

**APPROVED OVER-THE-COUNTER MEDICATIONS:** Parents may supply OTC medication from the following list. A medication authorization form must be completed and on file for each medication provided. Over-the-counter medications may only be given within the limits and according to the instructions printed on the container or the package insert and for no more than 10 school days, unless otherwise approved by a licensed physician. For any medications not listed below, prior approval must be given.

|                         |                            |                          |
|-------------------------|----------------------------|--------------------------|
| Tylenol (acetaminophen) | Tums or Rolaids            | Hydrocortisone (topical) |
| Ibuprofen               | Benadryl (diphenhydramine) |                          |

**EMERGENCY MEDICATIONS:** In accordance with HB 1688 from the 2001 Texas Legislative Session, students may carry and self-administer emergency rescue medication (i.e., Epinephrine delivery systems, insulin and diabetic supplies, asthma inhalers) while at school or at school functions with permission from parents, physicians, and the school nurse. An “Emergency Medication Self-Carry Agreement” must be completed by all parties and on file with the Academy. A new form is required for each school year.

#### H. Student Vehicles

1. Only licensed drivers are permitted to drive automobiles to the Academy. All students must stay out of and off of vehicles from arrival time until departure. Upon arrival, students must immediately enter the building to wait for class. Students may not wait in their vehicles or in the parking lot for any reason. Student vehicles should be parked in the northern parking lot. Parked vehicles and the parking lot are off limits. Vehicles should be locked.
2. In order to ensure complete safety for all, drivers are asked to observe the **10 mph speed limit** while driving on school grounds, and follow the flow of traffic.
3. Student drivers may not leave the Academy grounds during school hours without permission. Students must have written permission from their parents to go home with another student driver. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let staff know. Student drivers may not leave the campus to get a forgotten lunch. A **parent** will be notified and may make arrangements for lunch.
4. Student carpooling must be approved, in writing, by both sets of parents and the administration.
5. If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.

#### I. School Facility

The playground equipment, gymnasium, field, and parking lot are for supervised activities only. Students should not arrive more than 30 minutes before an activity and should not be left on school property without the supervision of a parent or teacher.

#### J. Visitors

Grace Christian Academy is a closed campus. Only parents and guardians are welcome to visit their students. To help students maximize their Learning Center time, all visitors should visit during lunch time and are required to check in at the school office and present identification, state the purpose and intended length of their visit, and are required to sign out when leaving campus.

## K. Academy Closing

In the event of inclement weather such as snow, ice, tornadoes, etc., parents may find Academy closing information in the newsletter, on the Academy website, and on the GCA Facebook page. A text from the Academy will also be sent.

GCA will be closed on the following holidays and other days (see calendar for list of non-holiday days):

- Labor Day
- Staff In-service Days
- Columbus Day
- Thanksgiving Break
- Christmas Break
- MLK
- President's Day
- Monday Following GBC Missions Conference
- Good Friday
- Spring Break

## L. Lunch

GCA does not offer a daily lunch program. A lunch can be purchased in advance for most Fridays. Information will be sent home in the parent envelope.

- Lunch boxes, sacks, and lunch containers must be labeled with the student's **first and last** name.
- Insulated lunch boxes or ice packs are recommended.
- There is to be no sharing of food at lunch among the elementary students.
- Special meals for groups are welcome. Please notify the school in advance. Parents must serve and clean up.
- Microwaves are **not** available for general student use.
- **All visitors must sign in at the Academy office and receive a visitor's pass to be able to visit at lunch time.**
- Students must bring any dishes and utensils needed for their lunch. Church dishes and utensils are not available for student use.
- **No lunch deliveries will be accepted for students. This includes DoorDash, Uber Eats, or any other food delivery service. Students must bring their lunch or order hot lunch from the school on days that it is offered. If a student forgets their lunch parents may bring it to the school for them.**

## M. Articles Prohibited in Academy

- NO GUM at school, on field trips, or any school activities.
- **Smart watches, smart glasses,** laser beam lights, magazines, guns, knives, matches, lighters, headphones, electronic devices are not permitted on campus, or on any school activity. Student may keep a cell phone in their vehicle or check it in with their teacher or principal upon arrival. **The school is not responsible for any damaged, lost, or stolen items.**

## N. Parental Involvement

The Bible clearly teaches that parents are ultimately responsible for the training of their children (*Deut. 6:7, Prov. 22:6, Eph. 6:1-4, and Heb. 12:9*). The staff of GCA will never replace a parent or intentionally imply that a parent's word or judgment is inferior; however, GCA staff will only maintain students at the Academy whose parents willingly agree and support the Academy's policies. Unless parents and educators cooperate, the student cannot progress to their fullest potential. In short, GCA staff will work with a child to the best of their ability as long as parents work in good faith with them.

Good discipline originates in the home. The parent is the first teacher of their child and should develop in the child good behavior habits and proper attitudes toward school. Motivation is the positive element initiated to inspire achievement. Consistency, love, and interest build the student's self-image and confidence and inspire the student to further success. A child who is told the parent has confidence in them will tend to act accordingly. Praise, compliment, and encourage your child in order to build character. In order to foster good parent/school involvement, a parent should:



1. Recognize that the teacher represents the parent while the child is in school.
2. Teach the child respect for the law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the Academy in carrying out recommendations made in the best interest of the child.
5. Talk with the child about school activities; show an active interest in his report cards and progress:
  - Do you encourage your child to be enthusiastic about their school work?
  - Does your child schedule sufficient time for home study/review?
  - Is there a suitable, quiet place to study at home at a regularly scheduled time?
  - Are pencils, pens, paper, books, dictionary, ruler, etc., readily available?
  - Do you have family agreements that are kept regarding the use of telephone and TV during homework and study times?
  - What time is your child in bed each night?
  - What do you suggest as a substitute when you are told there is no homework?

Consider:

- Reading - a continuous assignment for everyone, including the Bible, appropriate magazines, newspapers, and books chosen for enjoyment.
- Reviewing - class notes, arithmetic processes, grammar usage, and spelling.
- Research - Science or other long term projects that have been assigned.

Parents' interest and support at home are important to the student and greatly appreciated by their teacher. **Parents should assist their student in reviewing for any tests to be taken the following day. Study preparation for a test should be done at home.**

#### **O. Complaint Procedures**

There are legitimate ways to handle any problem that may arise during the school year. Grace Christian Academy encourages each parent to respect the teacher as a professional; and, likewise, the teacher to respect the parent as parents. The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between home and the school.

Therefore, special mention is made of the best method of dealing with problems and/or complaints. Please notice the following guidelines:

1. When a problem situation occurs between parent and teacher, the parent must first take the problem to the teacher. A phone call or a note can normally handle the problem.
2. If a conference is needed with the teacher, contact the school office.
3. Should the problem still not be resolved, a conference with the parent and principal may be necessary.
4. The parent may contact the principal through the school office.
5. The GBC Deacon Fellowship may be notified if the complaint has not been resolved through the above procedures.
6. Some do's and don'ts:
  - a. Do not try to talk to the teacher during school hours, whether by phone or in person.
  - b. Do not pour out your problems to the secretary. She cannot solve your problems with a teacher.

#### **P. Fire and Tornado Drills**

For the safety of students, practice fire drills and practice tornado drills will be held during the school year. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with their group.

#### **Emergency Evacuation of Building**

In the event that Grace Christian Academy must be evacuated, the students will be taken to the YMCA building located at 2021 Cross Timbers Road, Flower Mound, Texas (972) 539-9622.

#### **Q. Search for Suspicion of Illegal or Unauthorized Materials**

GCA staff reserve the right to check a student's personal belongings in the event the Academy suspects the student possesses an unapproved item. A search may be conducted without the student's or the parents' permission. Enrollment of the student in the Academy constitutes parental consent to such search. This includes the following areas:

1. Automobiles on the school property
2. Cell phones, backpacks, purses, pockets, duffle bags, notebooks, binders, etc.
3. Lockers, desks, cubicles, etc.
4. Individuals (male staff will check male student with a male witness, female staff will check female student with a female witness)

#### **R. Lost and Found**

The Academy is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The Academy office will have a lost and found area. Please check with the Academy office for any missing items. All clothing and personal items not claimed at the end of each semester will be discarded.

#### **S. Communication Envelopes**

The communication envelope is used for effective parent-staff relations. On the front of the envelope a parent signature is required, indicating that contents have been received and read. Parents may include any notes to the staff or office and school payments when returning the envelope to the Academy. Parties are not school-sponsored unless parents receive **written** notification from the Academy office.

#### **T. Off Limits**

1. Students are not to be in any off-limits areas without staff.
2. The church pianos and equipment are off limits unless permission has been given by the staff.
3. No running or roughhousing in the building or on the property is allowed at any time.
4. Other students' desks/cubicles are off limits.
5. Other students' PE lockers are off limits.
6. Sanctuary platform furniture, including the grand piano.
7. TV monitors in classrooms.
8. White dry erase boards in the classrooms are off limits unless under the teacher's supervision.
9. The intercom system.
10. Printers in the office.
11. Playground after school hours. Students waiting for younger siblings after school should wait in the lunch room and not outside on the playground.

#### **U. Binding Arbitration**

##### **Section 1 - Submission to Arbitration**

All students, parents of students, and guardians of students of Grace Christian Academy agree to submit to binding arbitration on any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

##### **Section 2 - Notice of Arbitration**

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3, below.

##### **Section 3 - Arbitration Procedures**

The Procedures for Arbitration shall be as adopted by the Principal and the leadership of Grace Baptist Church (i.e., pastor and deacon board).

**V. Engaged students are not allowed to attend Grace Christian Academy.**

**VIII. Dress Code Policies**

**A. General Appearance**

**1. Boys**

- Boys must maintain a neat, conservative haircut that is tapered or graduated and blends evenly throughout, with no extreme differences in length between the sides and top. Hair should be kept off the collar, ears, and eyebrows and must not obstruct the eyes. Hairstyles with excessively long, poofy, or voluminous hair on top, disconnected cuts, shaved designs, mohawks, mullets, or other faddish styles are not permitted. Sideburns may extend no lower than the top of the ear opening. Hair must remain its natural color, with no highlights or other artificial coloring. Acceptability of a haircut will be determined by the school administration.
- Boys must be clean shaven: no stubble, mustaches, or fad shaving.
- Shirt tails and undershirts are to be tucked in at non-PE times.
- Shirts must be buttoned except for the top button and tucked in at all times. Only plain white, gray, or navy undershirts are acceptable (no writing, graphics, or printed material). Undershirts must be of the appropriate size to fit under the uniform without showing.
- Pants should not be torn – no pajama/flannel pants.
- Pants should touch the top of the shoes. If pants become too short due to growth then the student will be required to let the hem down or get new pants.
- One ring on each hand is allowed.
- No pins, badges, bracelets, necklaces, earrings, other body piercings, or tattoos are allowed. Watches are acceptable.

**2. Girls**

- Hair should be feminine looking and neatly styled. Passing fad cuts are unacceptable. Hair should be kept out of the eyes. Hair accessories should not be extremely large. Hair is to be kept a natural color.
- Makeup may be worn by Secondary girls only, should be limited and not extreme.
- Small earrings (no hoops) may be worn on the ear lobe only. No multiple earrings may be worn - only one in each ear. No other body piercings or tattoos are allowed.
- One ring on each hand is allowed.
- Bracelets – only 1 bracelet may be worn.
- No pins, badges, or anklets are to be worn.
- The required length for all skirts, dresses, and shorts is below the knee. When in an upright kneeling position the hem of the garment should touch the floor. If the hemline becomes too short due to growth then the student will be required to let the hem out to the required length or get a new garment. This is the dress code for all school-related activities.
- All uniform shirts must be long enough that when arms are raised, the shirt does not rise above the top of the skirt. Shirts must be buttoned except for the top button. All shirts must be loose-fitting (as deemed appropriate by staff and/or administration).
- Necklines may be no lower than three finger-widths below the clavicle; button- or zip-front tops must be closed to within the three finger-width rule. Neckline at the back of blouses or dresses should not be lower than the nape of the neck (no low-cut, cut-outs, or backless).

**B. Uniforms**

- Jackets worn in the learning centers must be unzipped.
- All clothing should be clean, pressed, and in good repair. If any uniform pieces become stained or torn, they should be replaced within two weeks.
- All clothing is to be marked with the student's name.
- Dress code for student spectators at all Grace Christian Academy games: school or PE uniform. For tournaments a student may wear their school uniform, PE uniform, or casual clothes that meet the GCA guidelines.

- Students should **arrive at school** in complete uniform (includes boy's shirt tails tucked in).
- Regular school uniforms are required to be worn for chapel.

### C. GIRLS REQUIRED UNIFORM

#### GIRLS Pre-K through 2<sup>nd</sup> GRADE

- **Jumper (French Toast):** Plaid round neck jumper that comes **below** the knee with logo
- **Blouse (French Toast):** Short sleeve or long sleeve modern Peter Pan blouse (light blue or white) to be worn under the jumper (no logo required)
- **Shorts (French Toast):** Uniform kick shorts (navy or black) to be worn under the jumper
- **Shoes:** White, brown, gray, navy or black casual tennis shoes (no high tops), loafers or flats (Keds, Sperrys, Saddle Oxfords, etc.) No athletic shoes or boots.
- **Socks:** White, gray, or navy socks that are appropriate with the selected shoe

#### GIRLS 3<sup>rd</sup> through 12<sup>th</sup> GRADE

- **Skirt (French Toast OR Lands' End):** Navy skirt that comes **below** the knee
- **Polo 3<sup>rd</sup> – 6<sup>th</sup> Grade Girls (French Toast):** Short sleeve or long sleeve pique polo (light blue with logo)
- **Blouse 7<sup>th</sup> – 12<sup>th</sup> Grade Girls (French Toast):** Short sleeve or long sleeve oxford blouse with princess seams (light blue with logo)
- **Shorts (French Toast):** Uniform kick shorts (navy or black) to be worn under the jumper
- **Shoes:** White, brown, gray, navy or black casual tennis shoes (no high tops), loafers or flats (Keds, Sperrys, Saddle Oxfords, etc.) No athletic shoes or boots.
- **Socks:** White, gray, or navy socks that are appropriate with the selected shoe

#### GIRLS REQUIRED PE UNIFORM (Pre-K through 12<sup>th</sup> GRADE)

- **PE Shirt and Shorts:** purchase from Academy office
- **Socks:** Athletic socks (may have a logo or stripe but no extreme colors or patterns)
- **Shoes:** Athletic shoes

#### GIRLS OPTIONAL UNIFORM PIECES (Pre-K through 12<sup>th</sup> GRADE)

- **Undershirts:** White, gray, or navy (must be tucked in)
- **Jackets:** GCA Fleece Jacket purchased through French Toast
- **Cold Days:** White, gray, navy, or black tights or leggings

### D. BOYS REQUIRED UNIFORM (Pre-K through 12<sup>th</sup> GRADE)

Boys should not purchase anything from Lands' End.

- **Pants (French Toast):** Navy pants
- **Belt:** Black or brown with a conservative buckle (3<sup>rd</sup> – 12<sup>th</sup>)
- **Polo (French Toast):** Short sleeve or long sleeve pique polo (light blue with logo)
- **Shoes:** Gray, navy, black or brown loafers, boat shoes, dress shoes, tennis shoes, or boots (No high top tennis shoes and no work boots)
- **Socks:** White, gray, or navy socks that are appropriate with the selected shoe

#### BOYS REQUIRED PE UNIFORM (Pre-K through 12<sup>th</sup> GRADE)

- **PE Shirt and Shorts:** purchase from Academy office
- **Socks:** Athletic socks (may have a logo or stripe but no extreme colors or patterns)
- **Shoes:** Athletic shoes

#### BOYS OPTIONAL UNIFORM PIECES (Pre-K through 12<sup>th</sup> GRADE)

- **Undershirts:** White, gray, navy, or black (must be tucked in)
- **Jackets:** GCA Fleece Jacket purchased through French Toast

To shop at **French Toast** go to frenchtoast.com and use school code **QS61ZNK**  
To shop at **Lands' End** go to landsend.com and use school number **900187311** (Girls skirt only)  
Follow the sizing charts on the websites.  
If you have any questions, please call the school office at 972-539-7284.  
You may also call, text, or email Mrs. Sheri Crouch (Elementary Principal) with any questions:  
870-945-1798  
[sheri.crouch@gcapatriots.org](mailto:sheri.crouch@gcapatriots.org)

## **IX. Standard of Conduct**

Each Secondary should strive toward unquestionable character in the areas of conduct, speech and attitude. Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with the administration. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." *"... to him that knoweth to do good and doeth it not, to him it is sin."* (James 4:17)

### **A. Courtesy**

Students of the Academy are expected to treat everyone with the proper respect, and show proper deference to those in authority. GCA students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy and kindness. Talking back, sarcasm addressed to those in authority, complaining, gossiping, etc., are subject to immediate disciplinary action.

### **B. Learning Center Guidelines**

- A student is not permitted to communicate or be out of their seat without permission. They should not turn sideways, around in desk, or tip chair back.
- There is to be no eating in any of the Learning Centers.
- Restrooms and water are available only on breaks. No gathering in restrooms.
- Sharpening pencils should be done before class begins.
- Students may wear a watch; therefore, students are not to ask staff for the time.
- No student should lie on the floor, desks, or tables. Students should sit on chairs unless otherwise instructed by staff. No sitting on desks or tables.
- Students are to move quickly from place to place when arriving at the Academy and changing classes.
- Students are not to decorate their cubicle in any manner
- Students are to raise their hand and wait for the acknowledgement of the teacher to gain permission to speak or to leave their seat.

### **C. Cleanliness of Clothes and Person**

Students represent not only the Academy, but also the Lord Jesus; therefore:

- All clothing should be clean, pressed, and in good repair.
- Students should tend to personal hygiene and grooming on a daily basis.
- PE clothes should be taken home and washed after each PE class.

### **D. Cheating**

Students are expected to uphold the standard of honesty and genuine Christian character. This would forbid any form of plagiarism or Artificial Intelligence turned in as your own work.

### **E. Stealing**

At GCA, students are taught the proper respect for one another's property. Taking any item that belongs to another student or borrowing without permission or as a practical joke will constitute stealing. Stealing will not be tolerated.

### **F. Vandalism**

The facilities of Grace Baptist Church and Grace Christian Academy belong to God; therefore, any damage or defacing of items on the property will result in immediate disciplinary action. This includes writing on desks or chairs. Any repair or replacement will be the responsibility of the offending student.

## **G. Language**

GCA students are expected to be careful to maintain good Christian standards of clean language. Students are to refrain from swearing, cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Any student who participates in or talks about such activities is subject to immediate disciplinary action.

## **H. Physical Contact**

Students of the Academy are to keep hands off other students. Students must refrain from touching members of the opposite sex. Hugging to say hello or good-bye to members of the opposite sex is prohibited. When posing for pictures, members of the opposite sex are not allowed to put their arms around one another or place their hands on shoulders. Horseplay, such as pushing, shoving, hitting, kicking, scratching, etc., is not allowed. As a general rule, GCA students should not intentionally engage in physical contact with other students except when appropriate as determined by the Academy. The six-inch rule is the standard.

## **I. Off-Campus Behavior**

Students are expected to abide by GCA standards of conduct throughout their enrollment whether at home, church, school, or elsewhere. Students found to be out of harmony with the Academy's ideals of work and life may be asked to withdraw whenever the administration determines necessary.

Students of GCA are expected to refrain from talking about or engaging in:

- Cheating
- Swearing
- Using tobacco and/or vaping products and/or electronic cigarettes
- Gambling
- Dancing
- Drinking alcoholic beverages
- Listening to ungodly music
- Using narcotics and/or illegal drugs
- Using indecent language
- Reading and/or watching pornography
- Homosexuality
- Fornication
- Transgenderism

Students of the Academy agree to abide by the standards of conduct and other regulations expected of each student enrolled in Grace Christian Academy while they are a student of the Academy, and will not give the impression to students, parents, or faculty that they are not in harmony with the goals, aims, and standards of Grace Christian Academy.

## **J. Fighting**

Fighting will result in the discipline of both parties, not just the initiator. If a student is pushed or hit by another student, then the appropriate response is not to retaliate but to immediately come to an authority figure.

## **K. Racist Behavior**

Recognizing that God creates all humans of every race, color, and nationality equal, GCA demands that all students be treated with dignity, kindness, grace, and respect. No racist jokes, comments, slang terms, or name calling will be tolerated.

## **X. Disciplinary Policies**

Grace Christian Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

Teachers are given the primary responsibility for the handling of all discipline problems that arise in the classroom. When necessary, disciplinary measures may include counseling, notes to parents, parent

conferences, extra assignments or work, denial of privileges, demerits, administrative conferences, suspension, probation, or expulsion.

#### **A. Principal or Pastor Office Visit**

A letter will be issued to the parents and must be signed by both parents unless a single parent home and returned for each discipline visit. This will apply to all students in grades Pre-K – 12.

#### **B. Home and Academy Cooperation**

Grace Christian Academy expects full cooperation from both student and parent in the educational process. If at any time the Academy feels that this cooperation is lacking, the student may be asked to withdraw. Attendance at Grace Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect them to abide by the spirit of the law as well as to abide by the letter of the law.

**Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline - please follow this procedure:**

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all of the information.
3. Understand that the Academy has reasons for every rule; that the rules are enforced without partiality or favor; and that when there is no longer need for a certain rule, that rule will cease to exist.
4. Fully support the administration, and **PLEASE** call the Academy office for all the facts.

#### **C. Demerit System**

GCA's strategy for discipline in grades 4 – 12 is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

##### **Minor Offenses**

**Most common infractions include but are not limited to:**

##### **1 Demerit**

- Parent envelope or note sent home not signed and/or returned
- No note for absence
- Talking without permission
- Out of seat without permission
- Disturbance: at lunch or breaks, in learning center, restroom, hallways, and stairs
- Shirts not properly buttoned
- Throwing objects including, but not limited to, paper, pens, pencils
- Sleeping in class
- Littering
- Eating without permission
- Failure to follow written or oral instructions
- Running or roughhousing in building (includes learning centers)
- Using office equipment without permission
- 6-inch-rule violation
- Messy cubicle or locker
- **Unexcused tardy to class**

##### **2 Demerits**

- Failed test notification not signed
- Book or notebook left at home; unprepared for class
- No Bible at school
- Sitting on tables or desk tops

- Violation of Off Limits Policy: white boards, TV monitors, teacher materials, instruments, equipment, platform furniture, student's PE lockers, etc.
- Gripping
- Speaking unkindly to others
- Name calling
- Talking during a test or quiz
- Detention Slip not returned or not signed
- Inappropriate practical joke (staff discretion)
- Incomplete cleaning assignment
- Not taking chapel notes
- Using cellphone without permission

### **3 Demerits**

- Using the intercom system without permission
- Defacing school property, school materials/textbooks, or other student's property (3 – 6 demerits; administration discretion)
- Working on unrelated material during class time or not working on prescribed work
- Inappropriate language - staff discretion
- Using telephone without permission
- Speeding in parking lot
- Giving another student academic answers
- Incomplete academic assignments
- Cheating (3 demerits to suspension) and a zero on the assignment (this includes all forms of Artificial Intelligence)
- Note writing, passing and/or receiving
- Out of uniform without a note – including haircut and shaving
- Inappropriate or incomplete Chapel Days attire (3 demerits first offense, 6 demerits every offense thereafter)
- Physical contact with the opposite gender
- Hitting or slapping another student

### **Major Offenses**

#### **4 Demerits**

- Failure to turn cell phone in to school office
- Back talking to a staff member
- Any act or gesture of disrespect to a staff member
- Lying to a student
- Gum Chewing

#### **5 Demerits**

- Lying to staff
- Direct disobedience to staff member
- Possession of contraband on person or in belongings
- Racist speech or behavior (staff discretion) – parental notification
- Hurtful speech
- The taking of cell phone photographs is not permitted in the restrooms or locker room areas at any time

#### **6 Demerits**

- Disrespecting the flag
- Fighting or provoking another to fight (or suspension at administration's discretion). If fighting occurs both individuals will be punished regardless of who started the fight. Students should walk away from provocation and go immediately to an authority.
- Bad language (2nd offense – suspension at Principals discretion)
- Stealing (6 demerits to suspension)
- Cheating on test or quiz (fail test or quiz with a zero and receive 6 demerits to suspension)
- Using AI or copying a website



**All repeated offenses are worthy of double demerits.**

- Next day notes do not excuse the demerits.
- All school rules apply at all school functions: field trips, sporting events, PE, Student Conventions, etc.
- Repeated offenses continue to increase demerits.

**D. Detention**

The paramount rule is Do Right! Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in detention after academic hours (starting at 3:00 PM) the following day. Students serving a detention will be given an assignment by their teacher. For behavioral detention, students will receive a written assignment from staff. If written assignment is insufficiently completed due to not being busy, students will repeat detention.

If student athletes miss conditioning exercises due to being at detention during practice, then they may be required to stay after practice to make up these missed drills.

Detentions are earned as follows:

- 3 demerits = 30 minutes detention
- 4 demerits = 40 minutes detention
- 5 demerits = 50 minutes detention
- 6 demerits = 60 minutes detention

Demerits earned after students last class period are recorded **for the next day.**

When a student earns a detention, a Detention Notice is sent home with the student. It is to be signed by the parent and returned the following morning. **If the Detention Notice is not signed and returned, it is an automatic 2 demerits the next day.** If a student forgets to serve their detention at 3:30, the detention will be doubled for the next day.

**E. Corporal Discipline**

Due to the nature of the legal system of the present day, Grace Christian Academy will refrain from administering any form of corporal discipline.

**F. Disciplinary Probation**

The detention limit for one week is two hours. If this limit is reached, the matter will be brought to the attention of the administration, resulting in a conference with the student and parents. The student is placed on probation. If the administration believes that the situation has not changed within two weeks, the parents may be asked to withdraw the child from Grace Christian Academy.

**G. Suspension**

**Students in grades 4–6 who accumulate 10 demerits in a week will serve an in-school suspension, as determined by the teacher.**

Any student who receives a suspension will also receive a minimum of 10 demerits (staff discretion). If a student accumulates 25 demerits or 5 detentions in one quarter, then they will receive a one day suspension and a mandatory parent meeting.

Parents of students who have been suspended from school are urged to cooperate with the school in making this correction period beneficial to the student and the school. It is not to be a vacation.

A suspended student may not be in class, on school grounds, or at any school activity during the suspension. A grade of zero will be received on any missed quizzes or tests due to the suspension. A suspension is a drastic measure to let the student and his parents know that he is on the verge of dismissal unless positive and consistent change in behavior is seen.

The following behavior will result in an automatic review possibly leading to an out-of-school suspension of one to five days.

1. Breaking into, vandalizing, or damaging the campus or property on campus (students are required to pay for repairs).
2. Bringing or threatening to bring weapons to school - such as knives, martial arts paraphernalia, or fireworks.
3. Possessing pornographic, lewd, immodest, or inappropriate material on campus.
4. Possessing or using any alcoholic beverages on campus or off campus.
5. Possessing or using tobacco products, vaping products, or electronic cigarettes.
6. Any physical contact that the administration deems inappropriate.
7. Second offense in using bad language.
8. Continual disrespect and/or disobedience to any staff member.
9. Forging parent or staff signature or initials.
10. Stealing
11. Cheating
12. Fighting or bullying
13. Skipping school (will receive a grade of zero on any missed quizzes or tests on the day skipped)

## **H. Expulsion**

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the Academy or displays a spirit contrary to the purpose and principles for which the Academy stands, they are subject to expulsion.

When all the methods of correction (counseling, notes to parents, conferences, suspension, etc.) have been exhausted, the administration may take the last step in helping an individual. When the administration feels that there is no significant progress in the behavior of a suspended individual, the last resort will be expulsion. Expulsion carries with it a penalty of not being able to return for one school year from the date of expulsion unless specified by the administration. All high school credits in that semester will be lost.

The following behavior will result in the student coming under review by the administration and school board for possible expulsion and will also result in the loss of credit for the semester:

1. Bringing a weapon of any kind to school.
2. Acts of immorality on or off campus.
3. Possession or use of illegal drugs or alcoholic beverages, any vaping device or electronic cigarettes on or off campus.
4. Striking a teacher or staff member.
5. Arrest or involvement in crimes other than minor traffic tickets.
6. Viewing pornography on or off campus.

## **XI. Academic Policies**

### **A. Purpose of Grades/Grading Guidelines**

The primary purpose of grades is to measure and communicate what a student knows, understands, and can do as a result of the student's learning; a secondary purpose for grades is to provide teachers with information for instructional planning.

### **B. Grades Reflect Student Work**

Grades must reflect a student's relative mastery of a concept/learning goal. There must be a sufficient number of grades taken to support the grade average assigned. Grades entered for academic work must reflect student achievement and communicate progress to parent.

At GCA, no "minimum grade" will be assigned regardless of the quality of student work, product, or demonstrated mastery. Teacher shall record the actual grade a student earns; there is no minimum grade.

Grades will not be reduced for disciplinary reasons other than zeros received during suspension. Grade penalties are specifically covered in the “Grade Penalties” section below.

Because student learning is our non-negotiable goal, we encourage teachers to examine the ability of the student to recover from failing work before assigning a numerical grade. Teachers know their students and are aware of the impact of a non-recoverable grade can have on student learning, engagement, and participation in the class.

### C. Student Expectations

Each student is expected to:

1. Attend all classes: regularly and on time.
2. Prepare for each class. Take appropriate materials and assignments to class.
3. Maintain honesty and integrity in all issues regarding school work and interaction with teachers and administrators.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Handbook. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during a test, quiz, or other assignments. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the teacher, taking into consideration written materials, observation, or information from students.

### D. Grade Penalties

#### Late Work

- Teachers may assign a late penalty to a project turned in after the due date.

#### Academic Dishonesty

- Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Handbook.

### E. Grading Scale for Grades 1 through 12

| Letter Grade | Percentage |
|--------------|------------|
| A+           | 98%-100%   |
| A            | 93%-97.99% |
| A-           | 90%-92.99% |
| B+           | 88%-89.99% |
| B            | 83%-87.99% |
| B-           | 80%-82.99% |

| Letter Grade | Percentage |
|--------------|------------|
| C+           | 78%-79.99% |
| C            | 73%-77.99% |
| C-           | 70%-72.99% |
| D+           | 68%-69.99% |
| D            | 63%-67.99% |
| D-           | 60%-62.99% |
| F            | 0%-59.99%  |

### F. Averaging Grades for Secondary

Grades are averaged at the end of each nine-week period.

The semester grade is the average of the first and second nine-week periods.

The year-end grade is the average of the first and second semester.

For high school students earning high school credits, GCA uses a 4.0 GPA scale.

## **G. Determining Grade Point Average (GPA)**

Students' Grade Point Average (GPA) will be calculated using the website <https://gpacalculator.net/high-school-gpa-calculator/>. The site directs us to complete the following steps:

1. Select grade format (we will use percentages; below 60% is a failure).
2. Enter current GPA.
3. Enter semester name (Fall or Spring).
4. Add courses, entering the appropriate grades.
  - a. College preparatory and general courses of study will follow the standard scale
  - b. Honors course of study (Physics or Pre-calculus) grades will be increased by half of a point on the scale
  - c. College courses will be increased by one whole point on the scale
5. Add a semester as needed.

**GPA only includes Math, History, Science, and Grammar.**

Note that pass/no pass courses, incomplete courses, or withdrawals will NOT be included in the calculation of the GPA.

## **H. Determining Grades Earned for Full-Term Courses**

A student may receive full credit for a 1.0 credit course if ONE of the standards below is met:

- The student passes both semesters of the course with a 60 or above
- The student fails the first semester of the course but has a sufficient score on the second semester resulting in a grade of 60 or higher when averaged with the first semester.
- The student passes the first semester and scores a 59 or below on the second semester then the two semesters averaged together must result in a 60 or above in order to receive the full credit for the course. If not, then the course must be repeated.

## **I. Standardized Achievement Tests**

Grace Christian Academy uses a nationally recognized standardized achievement test to evaluate student progress. This assessment is administered annually, typically in April, at the administration's discretion and in a controlled testing environment.

Standardized testing is required for all GCA students in grades 1–12, including seniors who have completed their coursework before the testing date. Students who do not participate in the required standardized testing are not eligible for academic awards.

The standardized achievement test provides valuable data to evaluate and guide each student's academic progress toward meeting educational standards. It also serves as a means of measuring academic growth from year to year.

## **J. Homework**

No homework will be assigned on Wednesdays so that students and their families are free to attend church services.

## **K. Semester and Final Exams (Secondary)**

If a student has an average of 93% or higher in any class and no more than ten (10) absences, they are exempt from taking that exam and attendance is not required for that testing time. (Grades are not rounded up to the nearest percentage for exemptions.) The student, however, must be in class for any exam from which they are not exempt.

## **L. Graduation Requirements**

Graduation from GCA is determined by achievement, not chronology. Some students may complete the requirements earlier than others. Time is not the deciding factor; learning is; therefore, students will not receive a diploma until they have met all requirements and all necessary fees. All tests must be taken and processed under supervision of GCA staff. Texas State History is a requirement for graduation. Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

High School credits are awarded by a successful completion of course requirements and a passing score on the comprehensive final exam, when applicable.

The academic advisor will produce the Academic Projection after the course of study is agreed upon, listing all courses required for completion before a diploma may be issued. The parent will receive two copies of the Academic Projection. One copy must be signed by the parent and returned to GCA. Each year after re-enrollment, the academic advisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy concerning all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection. The Academic Projection will contain all credits accepted by GCA that were previously earned, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible course of study even if it may take an additional year.

#### **M. Valedictorian and Salutatorian Awards**

In order for a graduate to be eligible for valedictorian or salutatorian awards, the student must have: 1) attended GCA their junior and senior years, 2) have earned a minimum of 12 total credits at GCA, or 3) complete a college prep or honors course of study. GPA is determined by core subjects (Math, English, Science, History).

#### **N. Transfer Grades**

High school students who transfer to GCA from other schools with letter grades will receive the following numerical-grade equivalencies, if there is no numerical equivalency on the transcript. If there is a range, the midpoint will be used.

|         |         |         |         |
|---------|---------|---------|---------|
| A+ = 98 | B+ = 88 | C+ = 78 | D+ = 68 |
| A = 95  | B = 85  | C = 75  | D = 65  |
| A- = 91 | B- = 81 | C- = 71 | D- = 61 |
| F = 59  |         |         |         |

#### **O. Promotion**

1<sup>st</sup> – 8<sup>th</sup> Grade:

If a student has an F or two Ds in math and phonics/language/grammar, the teacher and principal will review their overall academic progress and meet with the parents to discuss summer school or retention.

9<sup>th</sup> – 12<sup>th</sup> Grade:

To be promoted at Grace Christian Academy in grades 9-12, a student must have completed:

1. Six credits to be a sophomore.
2. Twelve credits to be a junior.
3. Eighteen credits to be a senior.

#### **P. Report Cards**

Report cards are available on My SchoolWorx at the end of each quarter. It is the parent's responsibility to review and sign each child's report card.

## Honors Course of Study

Equivalent to State of Texas Distinguished Achievement Program (DAP)

Required = (R) Optional = (O) Honors = (H) REVISED 2020-21

| Subject                                                          | Credits | Minimum Credits Required |
|------------------------------------------------------------------|---------|--------------------------|
| <b>Bible</b>                                                     |         | <b>*1-4</b>              |
| 9 <sup>th</sup> – Kings of Israel (Abeka) (O)                    | 1       |                          |
| 10 <sup>th</sup> – Bible Doctrines (Abeka) (O)                   | 1       |                          |
| 10 <sup>th</sup> – The Christian Adventure (Positive Action) (O) | 1       |                          |
| 11 <sup>th</sup> – Life of Christ (Positive Action) (O)          | 1       |                          |
| 11 <sup>th</sup> – Behold Your God (Positive Action) (O)         | 1       |                          |
| 12 <sup>th</sup> – The Inner Man (Positive Action) (O)           | 1       |                          |
| 12 <sup>th</sup> – Proverbs (Positive Action) (O)                | 1       |                          |
| 11 <sup>th</sup> – College OT Survey (O/H)**                     | 1       |                          |
| 12 <sup>th</sup> – College NT Survey (O/H)**                     | 1       |                          |
| <b>English</b>                                                   |         | <b>4</b>                 |
| 9 <sup>th</sup> – Grammar & Composition 9 (R)                    | 1       |                          |
| 10 <sup>th</sup> – Grammar & Composition 10 (R)                  | 1       |                          |
| 11 <sup>th</sup> – Grammar & Composition 11 (R)                  | 1       |                          |
| 12 <sup>th</sup> – Grammar & Composition 12 (R)                  | 1       |                          |
| 11 <sup>th</sup> – English Composition I (O/H)**                 | 1       |                          |
| 12 <sup>th</sup> – English Composition II (O/H)**                | 1       |                          |
| <b>Math</b>                                                      |         | <b>4</b>                 |
| 9 <sup>th</sup> – Algebra I (R)                                  | 1       |                          |
| 10 <sup>th</sup> – Algebra II (R)                                | 1       |                          |
| 11 <sup>th</sup> – Geometry (R)                                  | 1       |                          |
| 12 <sup>th</sup> – Pre Calculus w/ Trigonometry (R)              | 1       |                          |
| Consumer Math (O)                                                | 1       |                          |
| Business Math (O)                                                | 1       |                          |
| College Math (O/H)**                                             | 1       |                          |
| Calculus I (O/H)**                                               | 1       |                          |
| College Algebra (O/H)**                                          | 1       |                          |
| <b>Social Studies</b>                                            |         | <b>4</b>                 |
| 9 <sup>th</sup> – World Geography (1 semester) (R)               | .5      |                          |
| 10 <sup>th</sup> – World History (R)                             | 1       |                          |
| 11 <sup>th</sup> – American History (R)                          | 1       |                          |
| 12 <sup>th</sup> – Government & Economics (R)                    | 1       |                          |
| Texas State History (1 semester) (R)*                            | .5      |                          |
| U.S. History I (O/H)**                                           | 1       |                          |
| U.S. History II (O/H)**                                          | 1       |                          |
| National Government (O/H)**                                      | 1       |                          |
| <b>Science</b>                                                   |         | <b>4</b>                 |
| 9 <sup>th</sup> – Science: Matter & Energy (R)                   | 1       |                          |
| 10 <sup>th</sup> – Biology (R)                                   | 1       |                          |
| 11 <sup>th</sup> – Chemistry (medical future) (R)                | 1       |                          |
| 12 <sup>th</sup> – Physics (engineer future) (R)                 | 1       |                          |
| 12 <sup>th</sup> – Logic (O)                                     | 1       |                          |
| 11 <sup>th</sup> – Concepts in Chemistry (O)**                   | 1       |                          |
| 12 <sup>th</sup> – Concepts in Physics (O)**                     | 1       |                          |
| Human Biology (O)**                                              | 1       |                          |

**REQUIRED:**

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| <b>Foreign Languages (same language) (R):</b>                                 | <b>3</b>  |
| Spanish I, II & III (1 credit per course)                                     |           |
| Sign Language I, II & III (1 credit per course)                               |           |
| <b>9<sup>th</sup> Health (R) (1 semester)</b>                                 | <b>.5</b> |
| <b>Office Application I &amp; II (R) (1/2 credit per course)</b>              | <b>1</b>  |
| <b>Physical Education (R) (1/2 credit per year) (or 4 years of HS sports)</b> | <b>1</b>  |
| <b>11<sup>th</sup> or 12<sup>th</sup> Speech (R)</b>                          | <b>.5</b> |

**ELECTIVES (REQUIRED – 2):**

|                                                                                                           |               |
|-----------------------------------------------------------------------------------------------------------|---------------|
| <b>Fine Arts: Choir/Drama (O) (1/2 credit per year)</b>                                                   | <b>.5 - 2</b> |
| <b>11<sup>th</sup> or 12<sup>th</sup> Dave Ramsey's Foundation for Personal Finances (O) (1 semester)</b> | <b>.5</b>     |
| <b>Art (1/2 credit per year)</b>                                                                          | <b>.5</b>     |

**Minimum Total Credits – 28**

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

\*Students are required to take one credit of Bible for every year they are enrolled in high school at Grace Christian Academy. Texas State History is a requirement for graduation.

\*\*College level courses that can be taken for dual credit at an additional cost through Maranatha Baptist University or other approved colleges.

\*\*\*Juniors and seniors can take dual-credit courses. Courses and colleges must be pre-approved by the administration. Requests must be made in print prior to the start of the school year. College class work must be done during regular school hours and under the supervision of a staff member.

Students must participate in the Christmas program and Spring Fine Arts to receive .5 credit.

## College Preparatory Course of Study

Equivalent to State of Texas Recommended High School Program (RHSP)

Required = (R) Optional = (O) Honors – (H) REVISED 2020-21

| Subject                                                          | Credits | Minimum Credits Required |
|------------------------------------------------------------------|---------|--------------------------|
| <b>Bible</b>                                                     |         | <b>*1-4</b>              |
| 9 <sup>th</sup> – Kings of Israel (Abeka) (O)                    | 1       |                          |
| 10 <sup>th</sup> – Bible Doctrines (Abeka) (O)                   | 1       |                          |
| 10 <sup>th</sup> – The Christian Adventure (Positive Action) (O) | 1       |                          |
| 11 <sup>th</sup> – Life of Christ (Positive Action) (O)          | 1       |                          |
| 11 <sup>th</sup> – Behold Your God (Positive Action) (O)         | 1       |                          |
| 12 <sup>th</sup> – The Inner Man (Positive Action) (O)           | 1       |                          |
| 12 <sup>th</sup> – Proverbs (Positive Action) (O)                | 1       |                          |
| 11 <sup>th</sup> – College OT Survey (O/H)**                     | 1       |                          |
| 12 <sup>th</sup> – College NT Survey (O/H)**                     | 1       |                          |
| <b>English</b>                                                   |         | <b>4</b>                 |
| 9 <sup>th</sup> – Grammar & Composition 9 (R)                    | 1       |                          |
| 10 <sup>th</sup> – Grammar & Composition 10 (R)                  | 1       |                          |
| 11 <sup>th</sup> – Grammar & Composition 11 (R)                  | 1       |                          |
| 12 <sup>th</sup> – Grammar & Composition 12 (R)                  | 1       |                          |
| 11 <sup>th</sup> – English Composition I (O/H)**                 | 1       |                          |
| 12 <sup>th</sup> – English Composition II (O/H)**                | 1       |                          |
| <b>Math</b>                                                      |         | <b>4</b>                 |
| 9 <sup>th</sup> – Algebra I (R)                                  | 1       |                          |
| 10 <sup>th</sup> – Algebra II (R)                                | 1       |                          |
| 11 <sup>th</sup> – Geometry (R)                                  | 1       |                          |
| 12 <sup>th</sup> – Pre Calculus w/ Trigonometry (O)              | 1       |                          |
| Consumer Math (O)                                                | 1       |                          |
| Business Math (O)                                                | 1       |                          |
| College Math (O/H)**                                             | 1       |                          |
| Calculus I (O/H)**                                               | 1       |                          |
| College Algebra (O/H)**                                          | 1       |                          |
| <b>Social Studies</b>                                            |         | <b>4</b>                 |
| 9 <sup>th</sup> – World Geography (1 semester) (R)               | .5      |                          |
| 10 <sup>th</sup> – World History (R)                             | 1       |                          |
| 11 <sup>th</sup> – American History (R)                          | 1       |                          |
| 12 <sup>th</sup> – Government & Economics (R)                    | 1       |                          |
| Texas State History (1 semester) (R)*                            | .5      |                          |
| U.S. History I (O/H)**                                           | 1       |                          |
| U.S. History II (O/H)**                                          | 1       |                          |
| National Government (O/H)**                                      | 1       |                          |
| <b>Science</b>                                                   |         | <b>4</b>                 |
| 9 <sup>th</sup> – Science: Matter & Energy (R)                   | 1       |                          |
| 10 <sup>th</sup> – Biology (R)                                   | 1       |                          |
| 11 <sup>th</sup> – Chemistry (medical future) (R)                | 1       |                          |
| 12 <sup>th</sup> – Physics (engineer future) (O)                 | 1       |                          |
| 12 <sup>th</sup> – Logic (O)                                     | 1       |                          |
| 11 <sup>th</sup> – Concepts in Chemistry (O)**                   | 1       |                          |
| 12 <sup>th</sup> – Concepts in Physics (O)**                     | 1       |                          |
| Human Biology (O)**                                              | 1       |                          |



**REQUIRED:**

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| <b>Foreign Languages (same language) (R):</b>                                 | <b>2</b>  |
| Spanish I, II & III (1 credit per course)                                     |           |
| Sign Language I, II & III (1 credit per course)                               |           |
| <b>9<sup>th</sup> Health (R)</b> (1 semester)                                 | <b>.5</b> |
| <b>Office Application I &amp; II (R)</b> (1/2 credit per course)              | <b>1</b>  |
| <b>Physical Education (R)</b> (1/2 credit per year) (or 4 years of HS sports) | <b>1</b>  |
| <b>11<sup>th</sup> or 12<sup>th</sup> Speech (R)</b>                          | <b>.5</b> |

**ELECTIVES (REQUIRED – 2):**

|                                                                                                           |               |
|-----------------------------------------------------------------------------------------------------------|---------------|
| <b>Fine Arts: Choir/Drama (O)</b> (1/2 credit per year)                                                   | <b>.5 - 2</b> |
| <b>11<sup>th</sup> or 12<sup>th</sup> Dave Ramsey's Foundation for Personal Finances (O)</b> (1 semester) | <b>.5</b>     |
| <b>Art</b> (1/2 credit per year)                                                                          | <b>.5</b>     |

**Minimum Total Credits – 26**

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

\*Students are required to take one credit of Bible for every year they are enrolled in high school at Grace Christian Academy. Texas State History is a requirement for graduation.

\*\*College level courses that can be taken for dual credit at an additional cost through Maranatha Baptist University or other approved colleges.

\*\*\*Juniors and seniors can take dual-credit courses. Courses and colleges must be pre-approved by the administration. Requests must be made in print prior to the start of the school year. College class work must be done during regular school hours and under the supervision of a staff member.

## General Course of Study

Equivalent to State of Texas Minimum High School Program (MHSP)

Required = (R) Optional = (O) REVISED 2020-21

| Subject                                                                                                   | Credits | Minimum Credits Required |
|-----------------------------------------------------------------------------------------------------------|---------|--------------------------|
| <b>Bible</b>                                                                                              |         | <b>*1-4</b>              |
| 9 <sup>th</sup> – Kings of Israel (Abeka) (O)                                                             | 1       |                          |
| 10 <sup>th</sup> – Bible Doctrines (Abeka) (O)                                                            | 1       |                          |
| 10 <sup>th</sup> – The Christian Adventure (Positive Action) (O)                                          | 1       |                          |
| 11 <sup>th</sup> – Life of Christ (Positive Action) (O)                                                   | 1       |                          |
| 11 <sup>th</sup> – Behold Your God (Positive Action) (O)                                                  | 1       |                          |
| 12 <sup>th</sup> – The Inner Man (Positive Action) (O)                                                    | 1       |                          |
| 12 <sup>th</sup> – Proverbs (Positive Action) (O)                                                         | 1       |                          |
| <b>English</b>                                                                                            |         | <b>4</b>                 |
| 9 <sup>th</sup> – Grammar & Composition 9 (R)                                                             | 1       |                          |
| 10 <sup>th</sup> – Grammar & Composition 10 (R)                                                           | 1       |                          |
| 11 <sup>th</sup> – Grammar & Composition 11 (R)                                                           | 1       |                          |
| 12 <sup>th</sup> – Grammar & Composition 12 (R)                                                           | 1       |                          |
| <b>Math</b>                                                                                               |         | <b>3</b>                 |
| Pre-Algebra (O)                                                                                           | 1       |                          |
| Algebra I (R)                                                                                             | 1       |                          |
| Geometry (R)                                                                                              | 1       |                          |
| Consumer Math (O)                                                                                         | 1       |                          |
| Algebra II (O)                                                                                            | 1       |                          |
| Business Math (O)                                                                                         | 1       |                          |
| <b>Social Studies</b>                                                                                     |         | <b>4</b>                 |
| 9 <sup>th</sup> – World Geography (1 semester) (R)                                                        | .5      |                          |
| 10 <sup>th</sup> – World History (R)                                                                      | 1       |                          |
| 11 <sup>th</sup> – American History (R)                                                                   | 1       |                          |
| 12 <sup>th</sup> – Government & Economics (R)                                                             | 1       |                          |
| Texas State History (1 semester) (R)*                                                                     | .5      |                          |
| <b>Science</b>                                                                                            |         | <b>2</b>                 |
| 9 <sup>th</sup> – Science: Matter & Energy (R)                                                            | 1       |                          |
| 10 <sup>th</sup> – Biology (R)                                                                            | 1       |                          |
| 11 <sup>th</sup> – Logic (O)                                                                              | 1       |                          |
| <b>REQUIRED:</b>                                                                                          |         |                          |
| <b>Fine Arts: Choir/Drama (R)</b> (1/2 credit per year)                                                   |         | <b>.5 - 2</b>            |
| <b>Foreign Languages (same language) (R):</b>                                                             |         | <b>2</b>                 |
| Spanish I, II & III (1 credit per course)                                                                 |         |                          |
| Sign Language I, II & III (1 credit per course)                                                           |         |                          |
| <b>9<sup>th</sup> Health (R)</b> (1 semester)                                                             |         | <b>.5</b>                |
| <b>Office Application I &amp; II (R)</b> (1/2 credit per course)                                          |         | <b>1</b>                 |
| <b>Physical Education (R)</b> (1/2 credit per year) (or 4 years of HS sports)                             |         | <b>1</b>                 |
| <b>11<sup>th</sup> or 12<sup>th</sup> Speech (R)</b>                                                      |         | <b>.5</b>                |
| <b>ELECTIVES (REQUIRED – 2):</b>                                                                          |         |                          |
| <b>Fine Arts: Choir/Drama (O)</b> (1/2 credit per year)                                                   |         | <b>.5 - 2</b>            |
| <b>11<sup>th</sup> or 12<sup>th</sup> Dave Ramsey's Foundation for Personal Finances (O)</b> (1 semester) |         | <b>.5</b>                |
| <b>Art</b> (1/2 credit per year)                                                                          |         | <b>.5</b>                |

### **Minimum Total Credits – 24**

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

\*Students are required to take one credit of Bible for every year they are enrolled in high school at Grace Christian Academy. Texas State History is a requirement for graduation.

\*\*College level courses that can be taken for dual credit at an additional cost through Maranatha Baptist University or other approved colleges.

\*\*\*Juniors and seniors can take dual-credit courses. Courses and colleges must be pre-approved by the administration. Requests must be made in print prior to the start of the school year. College class work must be done during regular school hours and under the supervision of a staff member.

**Vocational Course of Study**  
**Equivalent to State of Texas Foundation High School Program (FHSP)**  
**REVISED 2020-21**

| Subject                                                                                                   | Minimum<br>Credits Required |
|-----------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Bible</b>                                                                                              | <b>1-4</b>                  |
| 9 <sup>th</sup> – Kings of Israel (Abeka) (O)                                                             | 1 Credit                    |
| 10 <sup>th</sup> – Bible Doctrines (Abeka) (O)                                                            | 1 Credit                    |
| 10 <sup>th</sup> – The Christian Adventure (Positive Action) (O)                                          | 1 Credit                    |
| 11 <sup>th</sup> – Life of Christ (Positive Action) (O)                                                   | 1 Credit                    |
| 11 <sup>th</sup> – Behold Your God (Positive Action) (O)                                                  | 1 Credit                    |
| 12 <sup>th</sup> – The Inner Man (Positive Action) (O)                                                    | 1 Credit                    |
| 12 <sup>th</sup> – Proverbs (Positive Action) (O)                                                         | 1 Credit                    |
| <b>Grammar &amp; Composition</b>                                                                          | <b>4</b>                    |
| <b>Math</b>                                                                                               | <b>3</b>                    |
| <b>Science</b>                                                                                            | <b>2</b>                    |
| <b>Social Studies</b>                                                                                     | <b>4</b>                    |
| Texas State History (R) (.5 credit)                                                                       |                             |
| <b>REQUIRED:</b>                                                                                          |                             |
| <b>9<sup>th</sup> Health (R)</b> (1 semester)                                                             | <b>.5</b>                   |
| <b>Physical Education (R)</b> (1/2 credit per year) (or 4 years of HS sports)                             | <b>1</b>                    |
| <b>ELECTIVES (REQUIRED – 2):</b>                                                                          |                             |
| <b>Fine Arts: Choir/Drama (O)</b> (1/2 credit per year)                                                   | <b>.5 - 2</b>               |
| <b>11<sup>th</sup> or 12<sup>th</sup> Dave Ramsey’s Foundation for Personal Finances (O)</b> (1 semester) | <b>.5</b>                   |
| <b>Foreign Languages (same language) (O):</b>                                                             | <b>2</b>                    |
| Spanish I, II & III (1 credit per course)                                                                 |                             |
| Sign Language I, II & III (1 credit per course)                                                           |                             |
| <b>Office Application I &amp; II (O)</b> (1/2 credit per course)                                          | <b>1</b>                    |
| <b>11<sup>th</sup> or 12<sup>th</sup> Speech (O)</b>                                                      | <b>.5</b>                   |
| <b>Art</b> (1/2 credit per year)                                                                          | <b>.5</b>                   |

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

**Minimum Total Credits – 22**

Very few students should be placed on the Vocational Course of Study. Most vocational students will be transfer students whose academic deficiencies in relation to their age make a general course impossible.

Every student should strive to complete a course of study which prepares the student for college or good employment after graduation from high school. Every student should be classified on the College Preparatory Course of Study until cumulative evidence (mental aptitude, diagnosis/prescription, home circumstances, and age) substantiates the impracticability of pursuing a college-bound course of study. Even then, students should be encouraged to attain the highest possible course of study even if it may take more time. There is nothing wrong with a student attending high school five or six years if need be to complete necessary requirements. The GCA name should be synonymous with academic excellence. A diploma from GCA should be earned. It should require effort, even if graduates remain in school beyond age eighteen.

## **7<sup>th</sup> – 8<sup>th</sup> GRADE JUNIOR HIGH SCHOOL COURSE OF STUDY**

**7<sup>th</sup> Grade** (each course is one semester so two courses will be taught a year)

Bible (R)

Grammar Comp 7: Grammar, Vocabulary, Spelling, Poetry, Literature (R)

Intermediate Math (R)

Science 7: Order and Design (R)

History of the World (R)

Texas State History (R)

Fine Arts: Music/Drama

Physical Education

### **8<sup>th</sup> Grade**

Bible (R)

Grammar Comp 8: Grammar, Vocabulary, Spelling, Poetry, Literature (R)

Pre-Algebra (R)

Science 8: Earth and Space (R)

American History (R)

Keyboarding (R)

Fine Arts: Music/Drama

Physical Education

If a student plans on pursuing the Honors Course of Study, they should begin earning high school credits in the 8<sup>th</sup> grade.

## **Academy Graduates**

**GCA graduates are eligible for NCAA scholarships.** Several of the colleges and Universities our graduates have attended are listed below. This list is not all-inclusive.

### **ARKANSAS**

Champion Christian College  
National Park College

### **CALIFORNIA**

West Coast Baptist Bible College

### **FLORIDA**

Pensacola Christian College

### **INDIANA**

Hyles-Anderson College

### **KENTUCKY**

Commonwealth Baptist College

### **MISSOURI**

Baptist Bible College  
College of the Ozarks

### **NORTH DAKOTA**

Master's Bible College

### **OHIO**

Cedarville University

### **OKLAHOMA**

Heartland Baptist College  
Oklahoma Baptist College

### **TENNESSEE**

Tennessee Temple University  
Crown College of the Bible

### **TEXAS**

Baylor University  
Dallas Baptist University  
Hardin-Simmons University  
LeTourneau University  
North Central Texas College  
Northlake College  
Southwestern Assembly of God University  
Texas A & M  
Texas Women's University  
The Art Institute of Dallas  
University of North Texas

### **WEST VIRGINIA**

Appalachian Bible College

### **WISCONSIN**

Maranatha Baptist University

### **WYOMING**

Frontier School of the Bible

## **R. Bible**

For consistency in preaching and teaching, GCA has determined that the King James Version of the Bible shall be the official and only translation used by the students. The Bible must be in book form and not an electronic device. The New King James Bible is not acceptable.

## **S. Chapel**

In order to provide every student the opportunity to know Jesus Christ as their Lord and Savior, and encourage every student to dedicate their life to Christ in Christian service, GCA holds a weekly chapel for the students. Secondary students should bring a Bible, a chapel-designated notebook, and a pen to every chapel service.

## **T. Study Helps for Students**

God's will for each student at this period in their life is the mastery of the basic academic subjects. Studies form the most important part of school training. Good studying begins with the proper attitude of heart in receiving studies as from God and in doing those studies "as unto the Lord."

**Here are some practical helps:**

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself into your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
5. Concentrate on the work and refuse to entertain irrelevant thoughts.
6. Schedule your time to cover all of your subjects.
7. Study examples, maps, charts, and footnotes.
8. Use your dictionary.
9. Do your own work. Don't ask for help unless you are absolutely certain that you are unable to do the work yourself.
10. Be dissatisfied with any effort which falls short of your God-given ability.

## **U. Awards Program**

Ribbons, certificates, plaques, letters, and trophies are presented at the annual Awards Program held at the close of each regular Academy year. Students strive during the year to attain awards in the following categories: Academics, Athletics, Music, Speech, and Character. **Any student caught cheating on a test will not be eligible for the academic award in that subject.**

**The following is a list of awards commonly presented:**

### **1. Academic Awards (Must have completed the Standardized Achievement Test)**

- Highest Subject Average\*\* (must have completed entire course) (high school highest overall average must take five core subjects)
- Honor Roll
- Distinguished Honor Roll
- Teacher's Awards (Elementary)
- Teacher's Awards (Secondary)

### **2. Character Awards**

- The O'Leary Heart Award
- Christian Leadership Award
- Miss GCA (optional)
- Mr. GCA (optional)
- School Spirit Award

### **3. General Awards**

- Perfect Attendance (must be enrolled in GCA for the entire school year)
- Excellent Attendance - Not absent more than five days or ten tardies; (must be enrolled in GCA for the entire school year)

- Penmanship Award
  - Speech/Drama
  - Music
  - Athletics (given on the basis of physical ability **and** moral character)
    - Basketball** (boys) – MVP, Best Offensive Player, Best Defensive Player, Most Improved Player, Patriot Award, Christian Leadership Award
    - Volleyball** (girls) – MVP, Best Offensive Player, Best Defensive Player, Most Improved Player, Patriot Award, Christian Leadership Award
- \*\* Students must have been enrolled entire year.**

## V. Honor Roll (Grades K – 12 quarterly)

### Honor Roll Requirements

- A's and B's
- No more than 18 demerits per quarter (4 – 12 only)
- No more than 9 tardies (secondary only)
- No more than 5 absences (secondary only)
- All tests quizzes and projects must be completed by the last day of the quarter (secondary only)

### Honor Roll Privileges

- One “regular homework” pass (does not include special academic assignments)
- One Uniform Pass

### Distinguished Honor Roll Requirements

- Straight A's
- No more than 12 demerits per quarter (4 – 12 only)
- No more than 9 tardies (secondary only)
- No more than 5 absences (secondary only)
- All tests quizzes and projects must be completed by the last day of the quarter (secondary only)

### Distinguished Honor Roll Privileges

- Two “regular homework” pass (does not include special academic assignments)
- Three Uniform Passes
- A special treat at lunch
- Microwave use for the next 9 weeks (5<sup>th</sup> – 12<sup>th</sup> only)

## W. Field Trips

Periodic field trips will be taken to enrich learning. They are a fun way to provide students with interactive learning experience and to spark their love for learning. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

## X. SAT/ACT

Many colleges require applicants to present results of a college entrance examination. The most popular examinations are the SAT and the ACT. Colleges and universities use these test results along with other criteria to determine admission eligibility. These scores often determine the student's qualification for scholarships as well. It is recommended that students take the college entrance exam towards the end of their junior year or during the first semester of their senior year. By this time, students typically have completed most of the course work covered by either test. Both tests may be taken more than once, with the highest score forwarded to colleges. Before the student chooses a test date, the application deadline for the college of choice should be considered. Keep in mind that it will take several weeks for score reports to be processed and mailed to chosen colleges.

College-bound students usually score higher on the SAT or ACT when Algebra I and Geometry are completed back to back within two years and immediately prior to taking the college entrance exams.

The teachers are aware of this need and prescribe these courses accordingly. Students who do not complete the required high school courses of Algebra I, Geometry, Biology, Physical Science, and Chemistry or Physics may not do as well on college entrance exams. In preparing for these exams, consider using a test preparation software program or book available at a local bookstore.



The GCA school code, **442725**, should be noted on the test registration form. This will enable the testing organizations to forward the student's scores directly to GCA to be recorded on the permanent record. Requests for SAT or ACT registration packets may be directed to the Academy's office at 972-539-7284. See the SAT website at collegeboard.org or the ACT website at act.org to receive more specific information regarding these examinations.

## **Y. Transfer Credits**

GCA desires that each student start and finish their education at Grace Christian Academy. However, in some cases this may not happen. The Lewisville Independent School District has the right to decide credit transfers. Transfer students from non-state accredited public, private, or parochial schools shall validate high school credit for courses by testing or evidence that courses meet State Board requirements and standards. Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

### **Lewisville ISD Board Policy (FD LOCAL) for Non-Accredited Schools**

Students entering LISD from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the campus Principal, pending observation by classroom teachers, guidance personnel, and administration. Criteria for official grade placement and credit validation include:

1. Credit Validation via Testing: For high school graduation credits, students must demonstrate mastery by taking a state-approved Credit by Exam (CBE) and scoring a 70% or higher.
2. Prior Academic Records: Review of the sending school's transcripts, course syllabi, textbooks used, and samples of student work.
3. Recommendation: Formal recommendations from the administrators or teachers of the sending school.
4. Developmental Placement: Chronological age, as well as the social and emotional development of the student.
5. Administrative Discretion: Other criteria deemed appropriate by the receiving school's Principal and counseling team.

## **XII. Fine Arts and Performing Arts**

### **Speech and Drama**

The Speech and Drama program is designed to train students in the art of communication. GCA believes that Christians have a responsibility to fulfill the Great Commission. GCA's goal, therefore, is to equip students to communicate the Gospel and the principles of God's Word effectively.

The speech and drama program not only deals with the practical aspects of communication, but with the message being communicated. Its philosophy is that every Christian has the potential to be an effective communicator, and every speaker can improve their speaking abilities by consciously putting forth diligent effort. The speech and drama department of Grace Christian Academy has a rich history of excellence in the communicative arts. The students are taught the value of hard work and diligence. While the classes are fun, they are also demanding and challenging. Rehearsal, production, and performance are all part of the GCA speech and drama package.

Secondary students must participate in both the Christmas Program and Spring Fine Arts for receive .5 credit per year.

### **Student Performing Arts**

1. Secondary Fine Arts (Grades 7 – 12)

Because we strongly believe that performance arts (music, speech, drama, etc.) are a vital part of the educational process, participation of all eligible students is required. Students will be required to enter the following: large ensemble, 1 non-ensemble music event, and 1 platform event. Juniors and seniors must do an individual speech event.

### **XIII. Travel Policy for All Activities and Events**

1. All student participants are to travel to and from the activity or event on either school-provided transportation or school-approved carpools. Students will be allowed to return home with their parents after an activity or event – provided they inform the staff in charge. Any other transportation to or from an activity or event must have prior approval. Do not assume permission will be granted.
2. The following items are prohibited when traveling to any GCA event: headphones, earphones, guns, knives, lighters, matches, and chewing gum.
3. Any movies to be viewed by the group in a vehicle while traveling must be approved beforehand by the administration. No movies that contain cursing or scenes of a sexual nature will be allowed. All reading material needs to be approved beforehand by a staff member.
4. No secular music.
5. All adults who serve as designated drivers for GCA activities are asked to uphold all the rules of our travel policy and report any infractions to the administration.
6. Everyone is required to wear their seat belts and the number of passengers should never exceed the number of available seat belts.

### **XIV. Miscellaneous**

#### **A. School Pictures**

School pictures are taken once in the fall semester and once in the spring semester. Parents may purchase school pictures for an additional fee determined by the photographer.

#### **B. Graduation**

Grace Christian Academy offers a college/university preparatory education. This will require a considerable effort and commitment on the part of the families. GCA staff nonetheless strongly recommends that, regardless of the intended major in college, the students submit themselves to this rigorous discipline. The administration recommends that parents be prepared for an increasing amount of study time as the student approaches their senior year.

1. In order to be considered a senior, the student may have no more than 6 credits left to complete at the beginning of the fall semester of school.
2. Senior students must complete all prescribed requirements for graduation prior to Graduation Day.
3. Only senior-year students with a College Preparatory Course of Study or higher, will be considered for the Valedictorian and the Salutatorian for the Academy's graduating class.
4. Seniors who finish their requirements for graduation are still required to complete any non-academic classes to earn credits for those courses. (hardship – see administration)
5. Seniors will continue to pay for full tuition up to and including the end of the school year even though academic work may have been completed for graduation requirements.
6. Seniors are required to take the Standardized test.
7. Work Policy - Depending on academic load, seniors may work part of the school day. Arrangements must be made in advance with the school administration, teacher, and parents.

A formal ceremony is held each year for all GCA graduating seniors. Graduation announcements may be designed and printed individually by the senior; however, GCA has arranged for Jostens to provide caps and gowns (navy blue for both male and female) for the students to purchase through the Academy office in the spring semester. GCA encourages all graduating seniors to attend, as it will deeply impact their lives and the lives of their families. Information will be sent to all seniors in the fall of their senior year.

#### **C. Transcripts**

GCA is pleased to offer accredited transcripts for enrolled students. A parent may obtain an unofficial copy at any time by calling the Academy office. To protect the academic integrity of the transcript, GCA prefers to send official transcripts directly to colleges and universities. However, if a parent needs an official transcript sent to the home, it will be sent in a sealed envelope, which should not be opened. GCA will provide up to

five official transcripts per student at no charge. After this, there will be a \$5 charge per official transcript. This charge must be paid before the transcript is sent.

Transcript requests may be made by emailing [school.gca@verizon.net](mailto:school.gca@verizon.net), or faxing 972-355-1369. To expedite the request, please provide the name of the student at the time of registration, the student's birth date, type of transcript needed (official or unofficial), the institute's address, and a contact number should there be any questions.

#### **D. National Anthem and Pledges**

All church and school administration, staff, students, participants, and spectators are required to stand respectfully at attention (if physically able) during the reciting of the Pledge of Allegiance and the singing of the National Anthem, whether it be in the Learning Center or at an athletic event.

**GCA is a private school and will not tolerate protest against the American flag.**

#### **E. Pledges to the U.S. Flag, Christian Flag, and the Bible**

1. Pledge to the U. S. Flag

"I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

2. Pledge to the Christian Flag

"I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe."

3. Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God."

### **XV. Philosophy and Objectives**

Students receive superior education from qualified, spiritually minded Christian teacher and administrators at GCA. A distinctively Christian philosophy of knowledge and learning combines with serious academics and home reinforcement to produce characterized, responsible young people.

- A. Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a student who enrolls in GCA will be educated as a whole child and that education will be based upon a Biblical worldview.
- B. GCA holds to the principle that education should be available to all children. The Academy will therefore endeavor to expand its educational opportunities to parents and children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the Academy's standards.
- C. Every child develops at a unique, individual Unit based upon their developmental level, learning patterns, motivation, and academic potential. The GCA curriculum is designed and to assist each student achieve a personal relationship with God through Jesus Christ, develop a Christ-like character, lay a strong academic foundation, and to realize his optimum potential for maturation physically, spiritually, and mentally.

### **XVI. STATEMENT OF FAITH**

#### **(A) The Bible**

We believe in the plenary, verbal, Divine inspiration of the sixty-six canonical books of the Old and the New Testaments (from Genesis to Revelation) in the original languages, and in their consequent infallibility and inerrancy of all matters of which they speak (2 Timothy 3:16-17; 2 Peter 1:21; 1 Thessalonians 2:13). The sixty-six books of the Old and New Testaments are the complete and divine revelation of God to man. The books known as the Apocrypha, however, are not the inspired Word of God in any sense whatsoever. As the Bible uses it, the term "inspiration" refers to the writings, not the writers (2 Timothy 3:16-17); the writers are spoken of as being "holy men of God" who were "moved," "carried," or "borne" along by the Holy Spirit (2 Peter 1:21) in such a definite way that their writings were supernaturally, plenary, and verbally inspired, free from any error, infallible, and inerrant, as no other writings have ever been or ever will be inspired.

We believe that the Texts which are the closest to the original autographs of the Bible are the Traditional Masoretic Hebrew Text for the Old Testament, and the Traditional Received Greek Text for the New Testament underlying the King James Version (as found in "The Greek Text Underlying The English Authorized Version of 1611" as published by THE TRINITARIAN BIBLE SOCIETY in 1976). The King James Version of the Bible shall be the official and only translation used by the church for preaching and teaching.

We believe that the King James Version (or Authorized Version) of the English Bible is a true, faithful, and accurate translation of these two providentially preserved Texts, which in our time has no equal among all of the other English Translations. The translators did such a fine job in their translation task that we can without apology hold up the Authorized Version of 1611 and say "This is the WORD OF GOD!" while at the same time realizing that, in some verses, we must go back to the underlying original language Texts for complete clarity, and also compare Scripture with Scripture.

We believe that all the verses in the King James Version belong in the Old and the New Testaments because they represent words we believe were in the original Texts, although there might be other renderings from the original languages which could also be acceptable to us today. For an exhaustive study of any of the words or verses in the Bible, we urge the student to return directly to the Traditional Masoretic Hebrew Text and the Traditional Received Greek Text rather than to any other translation for help.

The following is an explanation of our statement of faith regarding the Bible.

- (1) **The Importance of Both Inspiration and Preservation.** Bible inspiration and Bible preservation are supremely important. The undermining or destroying of either doctrine renders the other meaningless. If the Bible is not verbally, plenary, and inerrantly inspired, and if inspiration does not extend to all matters of which the Bible speaks, it does not matter if the Bible has been preserved or how it has been preserved. It also follows that, if the Bible has not been preserved, it does not matter how it was inspired.
- (2) **The Original Process of Inspiration.** Inspiration deals with God's revelation of truth which man did not know and which man could not know apart from divine revelation. God used men whom He chose and prepared in order to write these words upon the original manuscripts. Since God made no mistakes in inspiration, these original manuscripts were inerrant. The very words were written down exactly as God intended. These manuscripts were ultimately collected and formed into a canon and then preserved for the benefit of later generations. This entire process from the writing of the manuscripts to their ultimate preservation was not accidental, nor did it happen by chance; rather, the entire process was superintended by God the Holy Spirit.
- (3) **The Results of Inspiration Extended to Exact Copies of the Originals.** The results of inspiration, however, cannot be limited to the original manuscripts, but must be extended to include exact copies which were made of the originals. This is evident because it was the words which were inspired rather than the ink, the writing materials, the handwriting, or even the writers. It was these words which were infallibly "breathed out" by God the Holy Spirit through His human writers. These words were in Hebrew/Aramaic in the Old Testament, and in Greek in the New Testament. This process of inspiration will never again be repeated because the canon has been closed. However, the product of inspiration, which is the exact words which God the Holy Spirit breathed out in the original languages, remains, even though the original manuscripts are no longer in existence. Any exact copy of the words of the original manuscripts is as much the inspired and inerrant Word of God as were the original manuscripts.
- (4) **God Promised to Preserve His Word.** This should not be surprising because God has promised to preserve His Word. The Bible says, "Concerning thy testimonies, I have known of old that thou has founded them forever" (Psalm 119:152). It also says, "The words of the Lord are pure words: as silver

tried in a furnace of earth, purified seven times. Thou shalt keep them, O Lord, thou shalt preserve them from this generation forever (Psalm 12:6-7). It also says, "For ever, O Lord, thy word is settled in heaven: (Psalm 119:89), and the Word of God is described as that which "liveth and abideth for ever" (1 Peter 1:23). Peter also wrote, ". . . The word of the Lord endureth forever" (1 Peter 1:25). Christ also said, "Heaven and earth shall pass away, but my words shall not pass away" (Matthew 24:35).

- (5) **God's Word is Preserved in Accurate Translations of the Original Language Texts.** God has preserved these Scriptures not only in the original languages, but also in accurate translations made of them. Must one learn Greek and Hebrew/Aramaic to be able to read God's truth? Did God intend that the whole world be taught Greek and Hebrew/Aramaic before the gospel could be preached to them? Must pastors be Greek and Hebrew/Aramaic scholars in order that they may teach people the holy Word of God? Certainly not. On the day of Pentecost, as recorded in Acts 2:5-11, "there were dwelling at Jerusalem Jews, devout men, out of every nation under heaven" (verse 5). As the Apostles spoke, they were all amazed and asked, "How hear we every man in our own tongue, wherein we were born?" This supernatural witness of the church at Jerusalem showed the Word of God going out to all the nations of the world in their own individual languages. God's Word went out with equal authority in all those languages to all those nations on the day of Pentecost.
- (6) **God Intended That His Word be Translated Accurately in All Languages.** Without question, God intended that His Word be translated accurately into all languages to fulfill the Great Commission to preach the gospel to every creature (Mark 16:15). This is further substantiated by Paul's version of the Great Commission to the Gentiles which is found in Romans 16:25-26, "But now is made manifest, and by the Scriptures of the prophets, according to the commandment of the everlasting God, made known to all nations for the obedience of faith." First comes the preaching of the gospel to the peoples of all the nations in verse 25, and then comes the circulation of the Scriptures in their own languages in verse 26. God is commanding that the Scriptures must be made known to all nations for their obedience to the faith.
- (7) **An Accurate Translation of the Proper Original Language Texts Can Be Called the "Word of God."** Can an accurate translation of the Bible be called the true "WORD OF GOD"? Yes it can. God's truth is in no way confined to the original language texts of Greek and Hebrew/Aramaic and available only to those who understand these original languages. We believe God made it clear in His Word that He intended that all the nations of the world hear His true Word in their own languages.
- (8) **Accurate Translation Aims for a Complete Equivalence from the Original Language into the Second Language.** The English word, "water," is known to the chemist as "H2O." In Latin it is "aqua." In Hebrew it is "mayim." In Greek it is "hudor." Now when Jesus spoke to the woman at the well in John 4 and called Himself the Living "water," does this English word have less truth than "hudor" in the original Greek? Of course not. However, not every word in one language has an exact or complete equivalent in another language. Sometimes a single word in one language must be translated by several words in another language. Also, in order to clarify the meaning of the translation, translators must frequently add words which are implied but not actually present in the original text. The Authorized Version placed many of these added words in italics in order to distinguish them from the words which are actually found in the original text. In addition, the order of the words in each sentence in one language may differ from the order of the words in the same sentence in another language. However, to the extent that a translation provides the actual or complete equivalence in another language of the word counterparts of the original Greek and Hebrew/Aramaic, it is an accurate translation of the true, inerrant, infallible Word of God, and therefore is the true Word of God in that language.
- (9) **The Biblical Use of the Word "Inspiration."** Notwithstanding the many extraneous and non-Biblical definitions of the word "inspiration," this word is found only once in the New Testament. Much insight is given to this term by studying the context where it was used:
  - And that from a child thou hast known the Holy Scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. All Scripture is given by inspiration of God, and is

profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works. (2 Timothy 3:15-17).

The Scriptures spoken of here were the Old Testament Scriptures studied as a child. These Scriptures had been copied many times from the original Hebrew. After centuries of providential preservation, they were still called the “Holy Scriptures.” They were originally inspired to have a lasting effect in doctrine, reproof, correction, and instruction in righteousness. They were also originally inspired in order that every man of God “may be perfect, thoroughly furnished unto all good works.”

- (10) **The Providential Preservation of the Original Language Texts Has Been Held Throughout Church History.** The following doctrinal statement testifying to various historical churches’ belief in the providential preservation of the original language texts of Hebrew/Aramaic and Greek is found virtually word for word in the following Historic Confessions: (1) The London Baptist Confession of 1677 and 1689; (2) the Philadelphia Baptist Confession of about 1743; (3) the Westminster Confession of 1646; (4) and the Savoy Confession of 1652. The wording from the LONDON BAPTIST CONFESSION of 1689 is:

▪ *The Old Testament in Hebrew (which was the native language of the people of God of old), and the New Testament in Greek, (which at the time of the writing of it was most generally known to the nations), being immediately inspired by God, AND BY HIS SINGULAR CARE AND PROVIDENCE KEPT PURE IN ALL AGES, are therefore authentic; so as in all controversies of religion, the church is finally to appeal to them. But because these original tongues are not known to all the people of God, who have a right unto, and interest in the Scriptures, and are commanded in the fear of God to read and search them, therefore, they are to be translated into the vulgar language of every nation unto which they come, that the Word of God dwelling plentifully in all, they may worship Him in an acceptable manner, and through patience and comfort of the Scriptures may have hope.*

(Chapter I, “OF THE HOLY SCRIPTURES” “8,” pp. 9-10 of “Things Most Surely Believed Among Us – The BAPTIST CONFESSION OF FAITH OF 1689;” Evangelical Press, 136 Rosendale Road, London, S.E. 21.)

- (11) **The Superiority of the Authorized Version Even Today.** The Authorized Version has been, and continues to be, the God-honored, most accurate, and best translation from the proper original language texts of the inspired, inerrant, infallible, and authoritative Word of God for the English-speaking nations. Spurgeon said of it, “We are all fully assured that our own English version (meaning the A.V. of 1611) of the Scriptures is sufficient for plain men for all purposes of life, salvation, and godliness.” Because of changes in spelling and meaning of English words over the centuries, the Authorized Version has had a number of word alterations since 1611 to keep accurate in English communication. These changes were not the fault of the translators of the Authorized Version, but the result of changes in the English language.

**(B) The Godhead**

We believe in one Triune God, perfect in holiness, infinite in wisdom, and measureless in power, eternally co-existing in three persons—Father, Son, and Holy Spirit. We also believe that each is co-eternal in being, co-identical in nature, co-equal in power and glory, and has the same attributes and perfection, each executing distinct but harmonious offices in the work of redemption (*Deuteronomy 6:4; Matthew 3:16, 17; 28:19; John 14:10, 26; II Corinthians 13:14; I John 5:7*).

**(1) God the Father**

We believe that God the Father is the eternal first person of the Godhead. He demonstrates His Fatherhood in the infinite and eternal relationship He sustains to Jesus Christ, His eternal Son. He also demonstrates such relationship to the repentant, believing sinner through the merit of the atoning death of Christ. This Fatherhood of God cannot be known except as revealed in the Sonship of Christ. The Fatherhood cannot be possessed or experienced by man, except through the mediation of Jesus Christ. As God the Father, He maintains a continuous, personal relation with His children. As He is the

Author, He is also the Sustainer, the Sustenance of all living creatures (*I Kings 19:5-7; Psalm 104:27-30; Matthew 6:26; Matthew 10:29, 30; Matthew 11:27; Galatians 3:26; Hebrews 12:5-11; John 1:11-13*).

## **(2) God the Son**

- (a) We believe that the Lord Jesus Christ is the Son of God and second eternal person of the Godhead. We also believe that He became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (*Isaiah 7:14; 9:6; Luke 1:35; John 1:1, 2, 14; II Corinthians 5:19-21; Galatians 4:4, 5; Philippians 2:5-8*).
- (b) We believe that the Lord Jesus Christ, Who lived a sinless life, accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice. We also believe that our justification is made sure by His literal bodily resurrection from the dead (*Acts 2:18-36; Romans 3:24, 25; Ephesians 1:7; I Peter 1:3-5; I Peter 2:24*).
- (c) We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Intercessor and Advocate (*Acts 1:9, 10; Romans 8:34; Hebrews 9:24; 7:25; I John 2:1, 2*).
- (d) We believe in the imminent, bodily, personal return of Jesus Christ. We believe in the rapture of the Church, in which He shall come for His saints, both living and dead, appearing in the air only at that time, before the seven-year tribulation period. We believe in His personal, visible, return to the earth with His saints to judge the existing nations and to establish His earthly kingdom for 1000 years (*Matthew 25:31; Acts 1:11; I Corinthians 15:51, 52; I Thessalonians 4:13-18; Titus 2:13, 16; Revelation 19:15*).

## **(3) God the Holy Spirit**

- (a) We believe that the Holy Spirit is the eternal third person of the Godhead Who convicts the world of sin, of righteousness, and of judgment. We also believe that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (*John 16:8-11; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13, 14*).
- (b) We believe that the Holy Spirit, as the Chief Agent of inspiration, illumination, and revelation, is the Divine Teacher. As such, He assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of the saved to be filled with the Spirit (*Ephesians 1:17, 18; 5:18; I John 2:20, 27*).
- (c) We believe that God the Holy Spirit is sovereign in the bestowal of spiritual ministry gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly, in order that they can do the work of the ministry (*Romans 12:3-8; I Corinthians 12:4-11, 28; Ephesians 4:7-12*).
- (d) We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. Ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing (*I Corinthians 1:22; 13:8-10; 14:21-22*).

## **(C) Man**

We believe that man was created a free moral agent in the image and likeness of God, by a direct act of God, but that in Adam's sin, the human race fell, inherited a sinful nature, and became alienated from God. We also believe that man is totally depraved, and, of himself, utterly unable to remedy his lost condition or please God in any way apart from faith in Jesus Christ on the basis of His shed blood (*Genesis 1:26, 27; Romans 3:22, 23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19; Hebrews 11:6*).

**(D) Dispensationalism**

We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations in which God defined man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered stewardships by which God directs man according to His purpose. Key among these dispensations, three—the age of law, the age of the Church, and the age of the kingdom—are the subjects of detailed revelation in Scripture (*Genesis 1:28; I Corinthians 9: 17; II Corinthians 3:9-18; Galatians 3:13-25; Ephesians 1:10; 3:2-10; Colossians 1:24, 25, 27; Revelation 20:2-6*).

**(E) Salvation and Eternal Security of Believers**

We believe that salvation is the gift of God brought to man by grace and received by personal faith, without works, in the Lord Jesus Christ. His precious blood was shed on the cross as the only payment for our sins (*John 1:12; Acts 16:31; Romans 10:9-13; Ephesians 1:7; 2:8-10; Titus 3:5-7; I Peter 1:18, 19*).

- (1) We believe that once saved all the redeemed are kept by God's power and are thus secure in Christ forever (*John 6:37-40; 10:27-30; Romans 8:1, 38, 39; I Corinthians 1:4-8; I Peter 1:4-5*).
- (2) We believe that it is the privilege and responsibility of believers to rejoice in the assurance of their salvation through the testimony of God's Word (*Romans 13:13, 14; Titus 2:11-15*).

**(F) Baptism**

- (1) We believe the Scriptures teach that it is God's will and command for every believer to follow Christ in baptism as soon as is reasonable after being saved (*Acts 16:30; Acts 2:41*). Believing (salvation) is the only scriptural requirement for baptism. We believe there are four scriptural requirements that constitute a valid baptism:
  - (a) **Scriptural baptism requires the proper candidate.** According to Scripture, baptism is always only for believers. By this we mean those who have placed their faith and trust in Christ alone for salvation, recognizing their sinful condition before a holy and just God, and through repentance and faith have received Christ Jesus as their one and only Savior. The clearest example of an individual's baptism in the Bible is the Ethiopian eunuch in Acts 8:36-39. In verse 36, the eunuch asked, "...what doth hinder me to be baptized?" Philip answered with the condition of baptism in vs. 37, "... if thou believest with all thine heart, thou mayest." The eunuch's response demonstrated his understanding of salvation as prerequisite to baptism, "... I believe that Jesus Christ is the Son of God." *Never in the pages of the Word of God is anyone baptized prior to salvation, never is an infant baptized, never is anyone coerced into being baptized, nor is anyone born-again by their baptism.*
  - (b) **Scriptural baptism requires the proper mode.** When we speak of the mode of baptism, we refer to the method of baptism. We believe the scriptures only authorize, by precept and pattern, baptism by immersion. "Sprinkling" and "pouring" are not scriptural modes of baptism and therefore we reject them. In the New Testament we have two examples of people going down into the water to be baptized. First, in Acts 8:38-39, both Philip and the Ethiopian eunuch went down into the water and came up out of the water. Second, in Matthew 3:16, Jesus Christ Himself was baptized in the same manner. Baptism is a *demonstration* of the death, burial, and resurrection of Jesus Christ. When a person dies, their burial is the complete immersion of their body in the ground. Dirt is not sprinkled on the body and called buried. The Biblical mode or method of baptism is complete immersion in water. No one in the Bible was ever sprinkled. Sprinkling has nothing to do with and cannot in any way represent or picture the death, burial, and resurrection of Jesus Christ.
  - (c) **Scriptural baptism requires the proper purpose.** We believe the Bible teaches that baptism is a symbol not a sacrament. Baptism is an outward expression of an inward decision. Baptism plays no part in our salvation. It is only a picture of our salvation. It is a public profession of our faith in Christ alone as our Savior. Any baptism administered with the idea that it is a part of the salvation process is known as "baptismal regeneration" and we reject it as being invalid according to the Scriptures.



(d) **Scriptural baptism requires the proper administration.**

1. The responsibility of administering baptism was given to the local church by our Lord Jesus Christ.
2. It is an ordinance. An ordinance is something that was ordered by the Lord to be commemorated in the local church.
3. There are two scriptural ordinances: baptism and the Lord's Supper.
4. Ordinances are pictures or object lessons that teach doctrine. Our administration of these ordinances teaches either right doctrine or false doctrine.
5. The ordinances are local church ordinances; that is, they are given to the local church, not an individual person, and as such are to be administered by the pastor of the local church as overseer of the church or by one under his direction.
6. Paul had the authority to baptize because he was an Apostle (we are not apostles). Paul also had authority to baptize because he had been sent out from the church at Antioch (Acts 13:1-3) and baptized under the church's authority. This is the way we do missions still today. A missionary is sent out of a local church and baptizes by the sending church's authority when the new church is ready to be self-sustaining, a pastor is ordained, and he then administers the ordinances in that church.
7. *We believe, therefore, that only a legitimate local church of the Lord Jesus Christ is authorized by Him to administer the ordinance of baptism. A church that teaches false doctrine about salvation and eternal security cannot be a true church of Jesus Christ and therefore we reject baptisms from such churches to be unscriptural in both purpose and administration.*

(e) **Furthermore, in baptism we identify with Jesus Christ, a body of doctrine, and a local church.**

Acts 2:41-42 "Then they that gladly received his word were baptized: and the same day there were added unto them about three thousand souls. And they continued stedfastly in the apostle's doctrine and fellowship, and in breaking of bread, and in prayers."

1. The door to salvation is Jesus Christ and the door to church membership is baptism. Doors have a two-fold purpose. They let some people in and they keep some people out. Following the scriptural requirements of baptism protects the purity of the church.
2. If a person is saved and then baptized in a church that does not believe in the eternal security of the believer, that person has identified through their baptism with "conditional salvation." To become a member of a Baptist church that person must identify, through scriptural baptism, with the proper biblical teaching of eternal security. Likewise, if a person has been genuinely born-again and is then baptized in a church that teaches "baptismal regeneration" (the teaching that one must be baptized in order to be saved), that person has identified through their baptism with a false gospel and would need to identify, through baptism, with the biblical doctrine of salvation by grace through faith alone.
3. *Baptists have been called "re-baptizers" for centuries because of their faithfulness in this area of biblical doctrine. However, Baptists are not "re-baptizing" because the so-called former "baptism" was really not a baptism in the biblical sense either not the proper mode (sprinkling or pouring), not the proper candidate (baby or non-believer), not the proper purpose (sacrament not symbol; baptismal regeneration) or not administered by an authorized church of Jesus Christ (espoused false doctrine).*

(2) Immediate baptism versus probation baptism.

- (a) Bible words associated with baptism are "immediately" "straightway" and "same day"
- (b) Baptism is the first step of obedience and obedience should never be "delayed obedience"
- (c) There should be a thorough explanation of baptism to the new convert but that does not require a six week class
- (d) Baptism is more about "identification" than "declaration"

**(G) The Church**

- (1) We believe that the Church, which is the body and the espoused bride of Christ, is solely made up of born-again and baptized persons (*Ephesians 1:22, 23; 5:25-27*).

- (2) We believe that the establishment and continuance of local Churches is clearly taught and defined in the New Testament Scriptures (*Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11*).
- (3) We believe in the autonomy of the local Church being free of any external authority or control (*Acts 13:1-4; 15:19-31; 20:28; Romans 16:4; I Corinthians 3:9; 16:5:4-7, 13; I Peter 5:1-4*).
- (4) We believe that water baptism (immersion) and the Lord's Supper are the only Scriptural ordinances of obedience for the Church in this dispensation (*Matthew 28:19, 20; Acts 2:41, 42; 18:8; I Corinthians 11:23-26*).
- (5) We believe the scriptural order of things is salvation, then baptism, then church membership, then participation in the Lord's Supper.
- (6) All those who are in attendance at a worship service where the Lord's Supper is being observed are welcomed to participate if, and only if, they are professing born again believers who have been baptized according to the Scriptures and are walking in fellowship with Christ and a member in good standing of a church of like faith and practice. This practice is known as "close" communion.

#### **(H) Separation**

We believe that all the saved should live in such a manner as not to bring reproach upon their Lord and Savior, and that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God. Christians are not to be unequally yoked together with unbelievers. We also believe that Scripture clearly forbids the use of Christian liberty as an occasion to the flesh (*Romans 12:1, 2; 14:13; II Corinthians 6:14-7:1; Galatians 5:13; II Timothy 3:1-5; I John 2:15-17; II John 9-11*).

#### **(I) The Second Advent of Christ**

We believe in that "blessed hope," which is the personal, imminent return of Christ Who will rapture His Church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return, with His saints, to establish His earthly Messianic Kingdom which was promised to the Nation of Israel (*Psalms 89:34; Daniel 2:31-45; Zechariah 14:4-11; I Thessalonians 1:10; 4:13-18; Titus 2:13; Revelation 3:10; 19:11-16; 20:1-6*).

#### **(J) The Future State of Mankind**

- (1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (*Matthew 25:46; John 5:28, 29; 11:25, 26; I Thessalonians 4:16; Revelation 20:5, 6, 12-16*).
- (2) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord. In conscious blessedness they await the rapture, when spirit, soul, and body are reunited to be glorified forever with the Lord (*Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16, 17; Revelation 20:4-6*).
- (3) We believe that the souls of unbelievers remain, after death, in hell under conscious punishment and torment until, with soul and resurrected body reunited, they shall appear at the Great White Throne Judgment. They shall be cast into the Lake of Fire to suffer everlasting conscious punishment and torment (*Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15*).

#### **(K) Angels**

- (1) We believe that the existence of angels is clearly taught in both the Old and New Testaments. We also believe that God created an innumerable host of spirit, glorious, personal beings with various ranks and orders (*II Samuel 14:20; Nehemiah 9:6; Psalm 148:2, 5; Colossians 1:6, 16; Ephesians 1:21; 6:12; I Timothy 2:26; Hebrews 1:13, 14; Revelation 12:12; 22:8, 9*).
- (2) We believe, according to the Scriptures, that the angel Lucifer was created perfect, a person of great beauty and brightness, and exalted in positional honor. As a result of pride in his own superiority, he sought to direct to himself worship due to God alone. We also believe that in consequence of his sin, he

was degraded in person, position, and power, becoming Satan, or the Devil, the opponent of God and the enemy of man. He is the author of sin, the great tempter of man, and the accuser of the brethren. In God's final judgment, Satan shall suffer final defeat at the hands of God's own Son and be eternally punished in the Lake of Fire (*Job 1:6, 7; Isaiah 14:12-17; Matthew 4:2-11; 25:41; Revelation 20:10*).

**(L) Creation**

We accept and believe the Genesis account that God created the universe in six literal 24-hour periods. We also believe that man was created instantaneously and directly by God and not by any means of evolution. (*Genesis 1, 2; Exodus 20:11; Colossians 1:16, 17*).

**(M) Sanctification**

We believe that sanctification is both an act and a process by which believers are set apart unto God and made partakers of His holiness. We also believe that it is positional, practical, and instantaneous in that it is begun in regeneration. It is progressive in that it is carried on in believers by the presence and power of the Holy Spirit, as the believer uses the appointed means of self-examination, self-denial, watchfulness, prayer, and especially the Word of God (*Proverbs 4:18; I Corinthians 1:2, 3:1-3; I Corinthians 1:30; II Corinthians 7:1; Philippians 1:6; I Thessalonians 4:3; 5:23; I Peter 1:15, 16*).

**(N) Authority**

We believe that our eternal God is Sovereign over all of His Creation. We believe that God has established, for the welfare of mankind, three governing institutions: the family, human government, and the local New Testament Church. We believe that God has ordained each institution with delegated authority to perform specific responsibilities as set forth in the Holy Bible, the written Word of God. These institutions are to complement each other so that no institution has the power to infringe upon the responsibilities of the other. We believe that all individuals serving as agents of these institutions are ultimately accountable to God as His ministers for good. We believe that every soul is to be subject unto these governing powers, recognizing the divine origin of their authority. Each soul should be obedient to every ordinance of man for conscience sake, except in such cases where abuse of these delegated powers violates or seeks to make void the Word of God (*Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-17*).

**(O) Missions**

We believe that God has given the local New Testament Church a Great Commission to proclaim the Gospel to all nations. As ambassadors of Christ we must use all available Scriptural means to evangelize the lost, both in Jerusalem (home), Judea (state), Samaria (nation), and the uttermost part of the earth (world) (*Matthew 28:19, 20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Corinthians 5:20*).

**(P) Giving**

- (1) Recognizing that everything belongs to God, we believe that every Christian is a steward of God's wealth entrusted to him, and is obligated to support his local Church financially. Whereas the tithe belongs to God, we believe that the tithe is to be administered exclusively by the Church (*Genesis 14:20; Proverbs 3:9, 10; Malachi 3:7-12; John 3:17; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6, 7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17, 18*).
- (2) Although we believe that God has established the tithe as the basis for giving, we further believe that Scripture encourages every Christian to 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 his tithe or offering once the gift has been made. (*Genesis 14:20; Proverbs 3:9, 10; Malachi 3:7-12; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6, 7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17, 18; John 3:17*).

### **(Q) Marriage and Human Sexuality**

- (1) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, transsexuality, transvestism, pedophilia, polygamy, bigamy, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (*Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4*).
- (2) We believe that the term "marriage" has only one legitimate meaning, and that is marriage, sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their gender was determined at birth. Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern (*Genesis 1:27; Genesis 2:24; Proverbs 18:22 and 19:14; Malachi 2:14; Mark 10:6-9; Romans 7:2; I Corinthians 7:1a; Ephesians 5:22-23*).

### **(R) Family Relationships**

- (1) We believe that men and women are spiritually equal in positions before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church (*Galatians 3:28; Colossians 3:18; I Timothy 2:8-15; 4:4-5, 12*).
- (2) We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction (*Genesis. 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalms 127:3-5; Proverbs 19:18, 22:15; 23:13-14; Mark 10:6-12; I Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; Hebrews 13:4; I Peter 3:1-7*).

### **(S) 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 abortion of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or 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*).

### **(T) Love**

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions (*Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; 13:8-10; 17-21; Philippians 2:2-4; II Timothy 2:24-26; Titus 3:2; I John 3:17-18*).

**(U) Lawsuits Between Believers**

We believe that Christians are prohibited from bringing civil law suits 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*).

**(V) Divorce and Remarriage**

We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is 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 or deacon (*Malachi 2:14-17; Matthew 5:31-32; Matthew 19:3-12; Mark 10:1-12; Luke 16:18; Romans 7:1-3; I Corinthians 7:10-11, 39; I Timothy 3:2;12; Titus 1:6*).

**(W) Euthanasia**

We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift from God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment (*Exodus 20:13, 23:7; Matthew 5:21; Acts 17:28*).

**(X) Protection of Children**

We believe that children are a heritage from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child (*Psalms 127:3-5; Matthew 18:6; Matthew 19:14; Mark 10:14*).

**(Y) Priesthood of the Believer**

We believe that every believer is a priest of God and may enter into His presence in prayer directly through our Great High Priest, Jesus Christ. No other mediator is needed between God and His people (*I Timothy 2:5; I Peter 2:9; Hebrews 4:14-16*).

**(Z) Individual Soul Liberty**

We believe that every person, whether saved or unsaved, has the liberty to choose what he believes about God. Baptists have always been opposed to religious persecution. This liberty, however, does not exempt one from responsibility to the Word of God or from accountability to God Himself. (*Romans 14:5, 12; II Corinthians 4:2; Titus 1:9*).

**SECTION 2 – EXTENT OF THIS STATEMENT OF FAITH**

This **Statement 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 foregoing **Statement of Faith** accurately represents the teaching of the Bible, and therefore, is binding upon all members.