

WELCOME TO



2024-25



W.E. Garnett Christian Academy

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W.E. Garnett Christian Academy is a ministry of the Pentecostal Lighthouse. This ministry was birthed through the vision of the late Rev. Earl Garnett who desired to see a place where children and young people receive a quality academic education supplemented with sound Biblical principles. Unfortunately, this ministry did not become reality until after his passing. Upon its opening in the fall of 1987, Garnett Christian Academy has been a successful, fully operating Kindergarten through 12th grade program serving Wilson & surrounding counties for the last 30 years.

1 | Why choose to attend GCA?

- Students learn phonetic, as well as sight reading, making it possible to read anything.
- Students set short and long-term goals, and learn to push toward completion of said goals
- A smaller school setting reduces peer pressure.
- From year to year, students and supervisors become more and more acquainted with one another, creating a positive bond between them
- Students, curious about the world around them, are offered scientific, yet Christian explanations.
- We offer all academic courses that traditional schools offer - with credit.
- We offer two levels of foreign language, chorus, computer classes, speech, art, Bible classes, physical education and team sports.
 - *Home economics and woodworking are among courses being considered for future classes.*
- High school students are encouraged to participate in the National Apostolic Christian School Competition each year. This event brings Christian high school students from across the nation together to compete in many events ranging from fine arts to music, as well as athletics. Participation in these events encourages students to explore new & creative ideas.

2 | Statement of Faith

- We believe that the bible is the infallible Word of God, and we should share the gospel with love, compassion, and mercy.
- We believe there is only one God (Deuteronomy 6:4). He is the creator of heaven and earth, and of all living beings. He has revealed Himself to humanity as the Father (Creator), as the Son (Savior), and as the Holy Ghost (indwelling Spirit in the church today).
- We believe in water baptism by immersion in the Name of the Lord Jesus Christ for the remission of sin. Through baptism we identify with the death, burial and resurrection of Jesus Christ (Romans 6:3-6, Colossians 2:11-14, Acts 2:38).
- We believe in the Baptism of the Holy Spirit with the initial sign of speaking in other tongues (Acts 2:4).
- We believe in the manifestation of the gifts of the Holy Spirit. He ministers to His people through tongues, interpretation of tongues, prophecy; words of knowledge and wisdom, discerning of spirits, faith, working of miracles, healing, helps and government (Mark 16:15-18, Acts 5:16, 2 Corinthians 12:1-11).



3 | **What is Individualized Learning?**

Individualized learning is the process of allowing a student to learn a selection of material at their very own pace. Sometimes a student needs to take longer on one subject or another, to understand it fully. As well, some students may not need as much time as others in an area, and because of this they should be allowed to advance to additional material, rather than wait for a class to grasp a concept.

At the present time, we utilize Accelerated Christian Education (A.C.E.).

4 | **What is ACE?**

Children's minds develop best in a God-centered environment of absolutes and love. They emerge with a sweet attitude and with a greater, richer concept of God and how He wants them to live.

Conventional educational programs take the student through a spiral of material while introducing him to new skills in sequence. As the student moves upward, level after level, and moves into new concepts, he is far better prepared to learn because he has mastered the skill on the previous level. He does not advance until he has mastered each concept. He is not lockstepped with his classmates but is learning individually and completely before advancing. A.C.E. implements a unique and effective system.

5 | **Concepts and Principles**

Our concepts are based on the following Five Basic Laws of Learning:

1. A child must be at a level where he can perform.
2. He must have reasonable goals.
3. His learning must be controlled, and he must be motivated.
4. His learning must be measurable.
5. His learning must be rewarded.

Based on these principles, the A.C.E. curriculum assures parents of:

1. A solid, mastery-based, back-to-basics education for their child.
2. A course of study diagnostically individualized to meet a student's specific learning needs and capabilities.
3. A program incorporating Scripture, Godly character building, and wisdom principles.
4. A curriculum using advanced computer technology to help ensure the finest education possible in today's high-tech climate.



6 | Our Purpose

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead them to a personal knowledge of Jesus Christ as Lord and Savior, and help them develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at GCA. A strong reading program is maintained. Careful attention is used in curriculum planning, using *Accelerated Christian Education*, so that our academic program satisfies the requirements of the North Carolina Board of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose.

Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Career Exploration, College Prep, Physical Education, Bible, and various Arts are included in their general studies.

7 | Education Objectives

1. Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.
2. Prepare children to successfully live in a democratic system - helping them to develop a sense of responsibility as a citizen and a Christian.
3. Offer an instructional program that meets the academic needs of children - one that encourages them to think clearly, logically, and independently - achieving mastery in the tools of learning and communication.
4. To develop moral, ethical, and spiritual senses.
5. Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
6. Provide opportunities to develop skills necessary for making a living.
7. Offer opportunities to participate in wholesome forms of recreation.
8. To intensively prepare all graduates for college entry through College and Career Preparatory Programs.



8 | Accreditation & Association

W.E. Garnett Christian Academy is sponsored by Pentecostal Lighthouse Church and is accredited by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government.

Because Garnett Christian Academy is an individualized program, we ensure that our students are lining up with the learning standards of the North Carolina Public School system using standardized testing. Each Spring, students will take the Academic Excellence Achievement Test. We use this test as a measuring instrument for your child's academic progress.

The A.E. Achievement test is given on site to students who are eligible to take it. This test prepares them for the SAT in which they will take their senior year.

The SAT is not given on campus; however, we join with area high schools for this exam. More information can be given upon request.

Garnett Christian Academy's grading periods are in nine week increments in which students will be issued a report card. Report cards are to be picked up at that quarter's parent/teacher meeting by a parent or guardian. This allows ample opportunity for you to meet and to speak with your child's supervisor regarding any education or discipline issues that may be of concern to you.

9 | Teacher Standards

The Administration of GCA approves all the teachers of GCA academically, morally, and spiritually before they join the faculty. All teachers are required to have a minimum associate degree from a recognized college/university or be willing to continue their education toward a minimum of a bachelor's degree. All teachers are certified by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. GCA staff currently maintain an "A" average rating. The foremost requirements for teachers of GCA are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ.



10 | Admission Procedure

Application forms are to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The enrollment fee must accompany each application form. *Parents must sign the statement of cooperation.*

An appointment for an interview by the principal with the student and parent *will be* requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents may be productive for the student and the school.

An entrance exam is required for all homeschooled students entering W.E. Garnett Christian Academy.

Final registration is only complete when we have: (1) the child's complete forms, (2) health records, (3) the registration/enrollment fee, (4) at least one month's investment, (5) school records, (6) and signed statement of cooperation. There is a two-business day processing period on all student applications submitted. Students will not be admitted to class until applications have been processed.

Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.

W.E. Garnett Christian Academy (GCA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. *The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.*

11 | The School Day

The school day at GCA begins at 8:10 AM and dismissal is 3:00 - 3:15 PM. Please have your child/children arrive no earlier than 7:30 AM or remain no later than 3:15 PM - unless previous arrangements are made with W.E. Garnett Christian Academy. Any student who is not picked up by 3:15 PM will be charged \$3 for every 15-minute period accordingly.

For security purposes, after 8:10AM, please ring the bell located to the left of our entrance to be admitted into the building.



12 | Enrollment Fees

Upon acceptance, the enrollment/re-enrollment fee guarantees a place in the classroom for each student and is non-refundable. It is payable with each application yearly.

13 | Investment

Investments are set up on a *ten-month payment plan* for your convenience, and the first payment is due August 10th. Payments *must be made monthly* and are due on the 10th of each month, and. There is a service charge for returned checks. Post-dated checks cannot be accepted.

Accounts must be current before anyone will be allowed to re-enroll. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent – not paid by the end of said month – at any time during the school year, the student will not be allowed to attend classes until the past due balance is paid. If a grading period should end and an account is not current, grade cards will be withheld until the past due amount is paid. Parents whose accounts are not current will be notified and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

14 | Lunch

Each student must bring their own lunch in a lunchbox. A snack and drink machine are available in our outreach center for student-use during certain breaks. Students may not call to have food delivered from any restaurants. A refrigerator with plenty of space stands next to our drink and snack machines, in which the student may place their meal until it is time for lunch.

No food or drink of any kind is allowed in the learning center or other classrooms.

Only *closed* drink containers should be brought for lunch.

Student drivers are *not* allowed to leave campus to go pick up lunch.

15 | Dismissal Procedure

All student drivers must provide the office with written information on the make, model, color, and license number of their vehicles, along with parental permission to drive to school. Students leaving school with another student must provide GCA written consent from the parents of both the passenger student and the driving student. *All students must park in front of the building.*

Parents must drive through our front entrance to the school doors. There, you will be met by a member of our staff who will notify faculty inside the facility of which student is ready to be picked up. Said student will then meet their teacher out front and be dismissed by the outside staff member. This is all done to ensure the safety of our students.



16 | **Transportation and Traffic Control**

The speed limit across the school parking lot is 5 miles per hour. The safety of the children is put at risk when a vehicle fails to follow the route. Vehicles may be cited for parking violations. Parking at the side of the building is not allowed. Dismissal traffic will become jammed if the parents ***park*** in the pick-up line. All parents must drive through the designated line. *Students will not be sent to a car parked in the parking lot or to a parent who walks up to the dismissal door.* If business needs to be conducted, please call ahead of time to schedule a meeting with the administration. No parent/guardian will be permitted in the classroom area or be allowed to enter through the school *side* door during drop-off and pickup.

17 | **Standards of Conduct**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, W.E. Garnett Christian Academy has adopted the following standards for students in attendance while they are at school *and at home*.

Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (*being sexually active*).

We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

Maintain high standards of courtesy, kindness, morality, and honesty.

Be dressed appropriately and modestly.

Be kind and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the GCA ideals of work and life may be requested to withdraw whenever the general welfare demands this.

Social Media & Apps - Posting negative comments regarding GCA, GCA staff, etc. on social media sites will not be tolerated as it is out of harmony with this academy's standard of conduct. Failure to comply with this policy may result in withdrawal of the student.



Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with the standard of conduct.

To best fulfill the goals of the discipline process, Garnett Christian Academy has established a *Code of Conduct* that defines expected student behavior and the procedure / process for addressing disciplinary matters. Please be aware that student conduct and behavior *outside* of Garnett Christian Academy affect a student's standing at GCA, as well as the reputation of GCA. Because of this, it is the expectation of the administration that students always adhere to the Code of Conduct. This includes what they post or share through social media or other sites and applications.

It is understood that violations of the *Code of Conduct* both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Garnett Christian Academy and its employees, including when attending a school function / activity.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
- Respect for self, GCA and its employees and students, and the property of others.
- Stewardship of the property, supplies, and equipment of Garnett Christian Academy, as well as wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Display a Christ-like attitude in all they do and speak.

Prohibited Activities

Prohibited in-school activities for which disciplinary penalties will be assessed are provided. While the actions described below represent a cross section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

Attendance Parameters

- Unexcused tardiness to school or class (3 unexcused tardies will result in one absence)
 - *Drivers may be subject to lose driving privileges*
- Leaving school campus without permission
- Being in locations where students are not allowed
- Excessive time out of class
- Failure to sign out when leaving early
- Unexcused absences
- Skipping class
- Skipping school



Dress Code

- Failure to conform to GCA's dress code

Academic Expectations

- Not being prepared for class
- Not bringing your laptop to school and/or having it fully charged
- Failure to meet classroom responsibilities
- Failure to employ good study habits after repeated warning (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)
- Failure to return documents by due date

Careless Behavior

- Running in the hall or in the classroom
- Purposely holding door to classroom closed or slamming doors
- Throwing or shooting objects in the building
- Reckless driving on school property or at any school event
- Careless behavior in bathrooms

Classroom/School Etiquette

- Disruptive behavior that impedes the educational process
- Insubordination to the teacher
- Dishonesty in all manner while quizzing and testing
- Disrespect to peers and teacher

Inappropriate Behavior

- Inappropriate public displays of romantic affection (holding hands, kissing, excessive hugging, etc.)
- Bullying in all manner is strictly prohibited and will be dealt with severely
- Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful will result in disciplinary action. The believer's talk should build up, not put them down.
- Students who use language referring to or insinuating homosexuality is strictly prohibited. Students who act/portray in a non-biblical manner is strictly prohibited. Whether it is in a joking manner or not, GCA has a zero-tolerance policy, and it will result in immediate administrative action, and be subject to expulsion from GCA.

Dishonesty

- Dishonesty in any form, including lying, theft, cheating, and plagiarism (please note: indication of cheating on any assignment will result in a zero. Parent contact (BY PHONE) will result for first offense and possible suspension thereafter.) This guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)
- Forging signatures or altering documents
- Altering grade reports



Disrespectful Behavior

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in chapel
- Defacing of any kind of school, student, or faculty property
- Non-compliance with regulations pertaining to driving to school
- Direct disobedience to any teacher or administrator
- Deliberate destruction or damage to school, church, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student
- Display of any advertisements of items in whatever form (posters/stickers on books, lockers or on any personal possessions brought into the school, laptop wallpapers or internet screens, etc.) that conflict with the values of the school as stated in our objectives

18 | Discipline

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. Several areas of infractions should be noted:

Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.

Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.

Students are not allowed to have access to cellular devices while in the Learning Center at any time.

Students will receive an automatic detention and:

- **1st Offense:** Student's device will be kept by the administrator. Parents may pick up the device from the supervisor after class hours.
- **2nd Offense:** Student's device will be kept by the administrator. Parents may pick up the device after class hours and must sign an agreement of understanding the 3rd offense.
- **3rd Offense:** Student's device will be taken and not allowed on campus for the rest of the year.



Punishable by Demerits:

Severe or repeat offenses may be subject to automatic detention or suspension.

- Disrespect to teachers or students.
- No drink or food in the learning center, other classrooms, or bathrooms.
- Students are not allowed in the Learning Center *without a supervisor*.
- No talking in the Learning Center *without permission*.
- Students must follow the “six-inch rule” (keep their hands to themselves at all times). *This rule may also be punishable by an automatic detention, suspension or expulsion.*
- Students must abide by school dress code **at all times**.
- No chewing gum on school or church property at any time.
- No writing or passing notes (physically or digitally).
- Unexcused tardy (2 demerits).
- Not completing assigned work.
- Incomplete homework-slip not signed by parent/guardian.
- Excessive bathroom breaks during class time (allowed one).
- Lack of proper school supplies.
- Leaning back in the chair / turned around in the seat.
- Messy area / star chart and name not displayed on backboard.
- Objects on the backboard moved without permission.
- Out of seat without permission.
- No e-mailing or other contact through media with other students or anyone else.
- Using headphones/earphones without permission.
- Being on any other screen, page, app, window – other than A.C.E. or anything authorized by your teacher **for that day**. *You are only allowed to be on A.C.E. at all times.*
- Volume must be *down* on your laptop *at all times*, unless using authorized audio devices (headphones, earphones – when given permission).

Punishable by Automatic Detention:

Severe or repeat offenses may be subject to suspension or expulsion.

- No lying to staff.
- No damaging or defacing school/church property in *any* way.
- No throwing objects.
- No asking permission *after refusal*.
- No unauthorized star chart changes (including removing stickers).
- No disrespect/defiance.
- No profanity/filthy language or unacceptable/inappropriate conversations (bullying).
- Detention slips must be signed & returned the following day.
- Leaving the school grounds without permission.
- Meddling in other student’s property or taking personal things without permission.

Fighting (or pretending to be fighting) will be punished with an automatic 3-day suspension or expulsion for *all parties involved*. **No exceptions!**

Note: The above listings are non-inclusive



Detentions are served with write-offs on the next school day. If the student does not return on the following day, the detention ***must be served*** on the day the student does return.

Once a student receives 5 demerits in one day, they will be assigned an hour detention. If a student receives 6+ demerits, the staff will consider a suspension of 1 or more days.

19 | **Withdrawals**

Withdrawals from school must go through the administration office. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks investment will be charged. Report cards and other records will not be issued to a transferring student whose account is not current.

20 | **Suspension or Dismissal**

A student may be suspended or dismissed from school at any time they are found out of harmony with the rules and policies of GCA. In the case of suspension, the opportunity of make-up work will *not* be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

W.E. Garnett Christian Academy (GCA) expects full cooperation from both student and parents in the education of the student. If at any time GCA feels that this cooperation is lacking, the student may be requested to transfer.

21 | **Teacher Communication**

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of GCA to be of service to both parents and students. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. No parent is allowed *in the classroom* during the school day. GCA policy is that teachers do not communicate with parents concerning school issues by text message. Please do not text your child's teacher concerning school related matters at any time.



22 | Absences

In case of absence, the parent or guardian must call the school office by 9AM to explain the absence. When the student returns to school, he must bring a note from a parent or guardian informing us of the absence. This note is for our files.

Excessive absences may result in dismissal from school. No refunds on tuition is made because of absences. Any student that misses 15 or more days per semester, excused or unexcused, will be subject to automatically fail that semester.

GCA will accept 10 days absence per year on parent's note and 15 days absence per year on doctor's note. After 10 days on parent note, the student must have a written doctor's note to be admitted back to class.

The State of North Carolina recognizes the following as excusable absences:

- Sickness of the student whose attendance would endanger their health and the health of others.
- Serious illness of a member of the student's immediate family, which would necessitate absences.
- Death in the family may be excused for a reasonable period of time.
- Pre-approved absence by the principal.

Absences will be assessed by the student's class and 3 tardies = 1 absence.

When absences are excusable, the teacher will permit the student to make up missed assignments. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments not be made during school hours.

After 15 absences in a semester, parents may be required to meet with GCA Administration.

For an additional fee, GCA may offer a Summer Recovery Course for failed subjects. If you choose not to participate in the Summer Recovery Course, your child will need to make up the subject that was failed.

23 | Tardies

A student arriving after 8:10AM shall be considered *tardy*. A student leaving early after 11AM may be treated as tardy. Three tardies within any grading period will be assessed as one unexcused absence. Students may not exceed 10 tardies per semester. After 8 tardies in a semester, parents will be required to meet with GCA Administration.

If a student rides to school with someone other than their parents and is tardy, the student will be required to contact their parent by phone in the office.

Excessive tardies may result in dismissal from school.



24 | Make-Up Work

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school. Tests and quizzes are *not* allowed to be taken from home for any reason.

25 | Senior Policy

Our graduation ceremony is generally held the first Sunday in June at 6:00PM Each graduate will need to prepare for the following their last month of school:

- Students will need to submit 25 pictures from childhood through the current school year to the school office. All pictures must be in harmony with GCA's standard of dress and conduct. Also, all pictures must be on a flash drive or disk before being submitted. Printed photos are not accepted.
- Graduation fee, which covers the diploma, cap and gown, and reception cost).

26 | Report Cards and Grading Scale

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child's ability, attitude, and application are taken into account in grading. The teacher will be using a number grade when issuing the report card.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, they are pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student. Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

Additional elective courses can be dropped until the third day of class. Dropping an elective course after 3 days of class will be considered a failed class.

Grading Scale		
90-100	A	Excellent Progress
80-89.99	B	Commendable Progress
70-79.99	C	Acceptable Progress
60-69.99	D	Below Average
0-59.99	F	Failure
	I	Incomplete – Student Does Not Promote to the Next Grade Level



27 | Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments.

Homework is given for the following express purpose:

- For practice. It is given so that the material will be mastered.
- For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in a less than acceptable grade.

28 | Cell Phone Policy

All cell phones must be left in the student's vehicle or in a holding bin in the foyer during the school day (7:30AM-3:15PM). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension. Apple watches or any other smart watch devices are not permitted during the school day. Students should keep them in their vehicle or in a holding in the foyer. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up. GCA will not be held responsible for lost, damaged or stolen property.

29 | Tablet and Device Policy

All tablet devices must be left in the student's vehicle or in a holding bin provided by the teachers during the school day (7:30-3:15 PM). Students may not video or take pictures during the school day (7:30am-3:15PM) with their phone, laptop, or tablet device. GCA will not be held responsible for lost, damaged or stolen property.



30 | **Lost and Found**

Lost and found will be located in the main office. Lost and Found will be cleaned out each Friday by 3:15PM. All students may need to label their uniforms. Lost and Found will be tagged and disposed of in 7 days.

31 | **Search and Seizure**

W.E. Garnett Christian Academy reserves the right to search lockers, desks, vehicles or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

32 | **Dress Code Policy**

French Toast School Code: 900158064

Lands' End School Code: QS443GU

Embroidery by Earl Boykin Sports: (252) 291-5411

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc., are not permitted. Long pants, shirts, and shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear dresses or skirts that cover the knee. No pants, pant dresses, shorts or sundresses are allowed. No fur or lace. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry (with the exception of one ring of purpose and a brooch on Chapel Days only) and makeup, including colored nail polish on fingernails or toenails, is not permitted.

- Please remember that a *collar* must be worn at all times (*refer to the chapel day section*). The only exception is dresses bought from, provided by, and approved by the school. If the dress, outfit hasn't been approved by the staff, a collar must be worn. If this rule is disobeyed by one or more students, it could jeopardize this privilege for all other students, resulting in everyone wearing a collar regardless of where the dress was purchased, who it was provided by, and whether it was approved or not.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, and programs. GCA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code, he/she will be sent home or parents will be required to bring appropriate clothing.



Dress Code Guidelines:

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.
- Students must wear clothing that fits appropriately: no oversized clothing or skin tight clothing.
- Clothing marked with an asterisk (*) must be purchased from French Toast or Land's End.
- These items include GCA plaid.
- Any emblems on clothing must be in school colors (gray, black, white, royal blue).
- All visible undershirts, tank tops, and camisoles worn under shirts and blouses must be solid white, black, or gray.
- All males must wear a belt. Belts for males and females must be made of leather or cloth. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver metal on belt buckles is permitted (gold buckles are not permitted).
- If a skirt has belt loops, the female student must wear a belt.
- All skirts and jumpers must cover the knees completely (even when the female is seated). YOU must make sure that approved items from French Toast or Land's End will fit your child appropriately (length, tightness, etc.).
- Outerwear worn in the classroom, such as jackets, must be solid school colors (no hoodies or coats in the classroom).
- All shoes must be closed toe and closed back. Athletic shoes are only to be worn during Physical Education, unless they are the permitted tennis shoes. Athletic shoes must be in the school color scheme (black/white, black or white, black/gray, royal/black/white).
- School codes are assigned for online retailers (codes can be found on the final page of this welcome packet).

Girls

Jumpers:

- Colors: Solid black, gray, royal, *GCA plaid, khaki (no navy).
- Material: Cotton, cotton twill, polyester, cotton poly, chino, etc. (no denim or corduroy).
- Length: Must be long enough to cover the knees completely (even when the student is sitting down).
- No painter or cargo style skirts.
- No lace.
- Hems must be sewn and intact.
- Splits may not extend past the bottom of the knee.

Traditional Uniform Skirts:

- Colors: Solid black, gray, royal, *GCA plaid, khaki (no navy).
- Material: Cotton, cotton twill, polyester, cotton poly, chino, etc. (no denim or corduroy).
- Length: Must be long enough to cover the knees completely (even when the student is sitting down).
- No painter or cargo style skirts.
- No lace.
- Hems must be sewn and intact.
- Splits may not extend past the bottom of the knee.



Classic Polo-Style Shirts (must have the crest):

- Colors: Solid black, gray, white, royal (no navy).
- Sleeves: Short or long-sleeved / no cap sleeves and underarms must be covered.
- Standard 2-3 buttons.
- Collar: Turn-down collar.

Collared Blouses (must have the crest):

- Colors: Solid black, gray, white, royal (no navy).
- Sleeves: Short or long-sleeved / no cap sleeves and underarms must be covered.
- If a dress has a button-down collar, it must be buttoned.

Turtlenecks:

- Colors: Solid black, gray, white, *royal (no navy).
- Must be worn under another uniform garment only (jumper, polo, oxford, sweater, vest, or fleece, with the school crest).
- The wearing of turtlenecks alone is not permitted.

Sweaters / Sweater Vests (must have the crest):

- Colors: Solid black, gray, royal, *GCA plaid (no navy).
- Must be worn with a collared shirt or turtleneck (with the school crest).
- No fur or lace.
- Cardigan, v-neck, or crewneck pullover.

Fleeces Worn Inside the Building:

- Colors: Solid black, gray, royal (no navy).
- School logos are mandatory.
- No hood or hoodies.
- No fur or lace.
- Must be worn with a collared shirt or turtleneck.

Casual Shoes:

- All shoes must be closed-toe and closed-heel.
- Colors: Solid black, gray, or silver (no navy).
- Tennis shoes must be either black or gray (with either black/gray/white accents only).
- Plain boots are permitted (western, combat, or fur on boots are not permitted).

Leggings / Socks / Tights / Hose:

- Colors: Black, white, gray (no navy).
- Royal printed socks, tights, leggings can be purchased at French Toast or Land's End.
- Leggings must be solid color (black, white, gray).

Belts:

- Colors: Black, gray or brown (with khaki) (no navy).
- Must be made of leather or cloth.
- Belt buckles must be plain and standard size (no oversized buckles with emblems, signs, logos, or any other embellishments).
- Silver buckles are permitted (gold buckles are not permitted).



Outerwear (must be purchased / approved through the school store):

- No coats are allowed inside of the classroom (no exceptions).

Gym Uniform (K-3rd Grade):

- Athletic shoes must be school colors (black/white, solid black or white, black/gray, royal/gray/white).

Gym Uniform (4th-12th Grade):

- Must wear a school gym shirt (order from the school online store).
- Must wear black split skirts, approved by the school office.
- Athletic shoes must be school colors (black/white, solid black or white, black/gray, etc.).
- Socks must be white, gray or black.
- Tank tops under gym shirts must be white (if worn).

Hair Accessories:

- Must be black, white, gray, royal or silver (no navy).

Boys

Traditional Uniform Pants:

- Colors: Solid black, gray, or khaki (no navy).
- Material: Cotton, cotton twill, polyester, cotton poly, chino, etc. (no denim or corduroy).
- No painter or cargo style pants.
- Hems must be sewn, intact, and may not touch the ground.

Classic Polo-Style Shirts (must have the crest):

- Must be tucked in at all times.
- Colors: Solid black, white, gray, or royal (no navy).
- Sleeves: Short or long-sleeved.
- Standard 2-3 buttons.
- Collar: Turn-down collar.

Dress Shirts:

- Must be tucked in at all times.
- Colors: Solid black, white, gray, royal blue, or *GCA plaid (no navy).
- Sleeves: Short or long-sleeved.
- If a dress shirt has a button-down collar, it must be buttoned.

Turtlenecks:

- Must be tucked in at all times.
- Colors: Solid black, white, gray, royal (no navy).
- Must be worn under another uniform garment only (polo, oxford, sweater, vest, or fleece, with crest).
- Wearing turtlenecks alone is not permitted.

Sweaters / Sweater Vests (must have the crest):

- Colors: Solid black, gray, royal, *GCA plaid (no navy).
- Must be worn with a collared shirt or turtleneck.
- Cardigan, v-neck, or crewneck pullover.



Fleeces Worn Inside the Building:

- Colors: Solid black, gray, royal (no navy).
- School logo is suggested.
- No hood or hoodies.
- Must be worn with a collared shirt or turtleneck.

Dress or Casual Shoes:

- All shoes must be closed-toe and closed-heel.
- Colors: Solid black, gray, or silver (no navy).
- Tennis shoes must be either black or gray (with either black/gray/white accents only).
- Plain boots are permitted (western or combat boots are not permitted).

Athletic Shoes:

- All shoes must be worn in the gym only.
- Must be in school colors (black/white, solid black or white, black/gray, royal/gray/white, etc.).

Socks:

- All male students must wear socks.
- Colors: Solid black, gray, white (no navy).
- Must cover the ankles (no ankle socks).

Belts:

- Colors: Black, gray or brown (with khaki) (no navy).
- Must be made of leather or cloth.
- Belt buckles must be plain and standard size (no oversized buckles with emblems, signs, logos, or any other embellishments).
- Silver buckles are permitted (gold buckles are not permitted).

Outerwear (must be purchased / approved through the school store):

- No coats are allowed inside of the classroom (no exceptions).

Gym Uniform:

- Must wear a school gym shirt (order from the school online store).
- Must wear solid black gym pants.
- Athletic shoes must be worn in the gym only. Athletic shoes must be school colors (black/white, solid black or white, black/gray, royal/gray/white, etc.).
- Socks must be white, gray or black.

Chapel Attire

Boys:

- Dress Slacks (no cargo pants)
- Button-Down Shirt with a Tie
- Dress Shoes
- Belt
- ***No Denim, Khakis or Tennis Shoes***

** Dress attire must be within school colors (black, white, gray, and/or royal blue).
Royal from outside sources, and patterned clothing, are acceptable on Chapel Days only.*



Girls:

- Dress / Jumper
- Button Down Shirt & Skirt
- **No Denim, Khakis or Tennis Shoes**

** Dress attire must be within school colors (black, white, gray, and/or royal blue). Embellished clothing, royal from outside sources, patterned clothing, scarves, and pins are acceptable on Chapel Days only.*

33 | Visitors

All persons entering the school campus must report to the front office to obtain a visitor's pass. Visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note of permission for a person to visit their child. Arrangements must be made one week prior to the visit. No visitor is allowed without authorization.

34 | Electives

W.E. Garnett Christian Academy (along with A.C.E.) offers many elective options for students. These options are found at www.plhc.org and in your welcome packet. All students will take physical education during their high school career to receive their required credit. Physical education is a prerequisite for all athletic programs.

Regarding the Little Lions (Pre-K and Kindergarten)

35 | Child's Clothing Policy

When a child is enrolled in GCA, their parents should bring a backpack with a complete change of clothing in case of accidents. Please check this clothing periodically as little bodies have a way of outgrowing pants and dresses very quickly. If your child has an "accident" and his change of clothing does not fit or there is not an extra change of clothing, we must call you to bring a change for your child.

36 | Toy Policy

Each year, GCA gets various toys and playground equipment for our children to enjoy. We also have a variety of children to share these toys with. It is impossible for our teachers to keep each child's personal toys from being lost, broken or misplaced. **We ask that no toys be brought from home unless it is a small stuffed animal that your child likes to have at nap time.**



37 | **Behavior Management Techniques / Discipline**

Discipline is often confused with punishment. Discipline is teaching through example, while punishment is negative reinforcement for breaking rules. We prefer to use the positive approach in dealing with children's behavior problems. Initially, teachers are encouraged to redirect. However, when children continue to break rules, and deliberately hurt another child, we use "Sit & Watch" or "Time-out" as discipline.

Behavior problems will be discussed with parents by the Director. If the behavior problem still continues, the Center reserves the right to dismiss any child if he/she seems unable to follow rules with their classroom experience. We will ask for a parent/teacher conference if behavior is consistent.