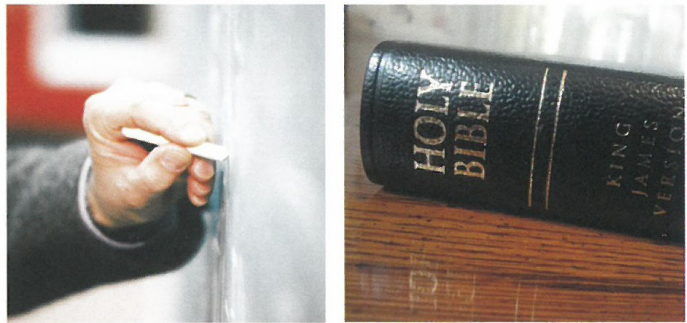


# Greater Portland Christian Academy



*Education with an Eternal Purpose*



Handbook and School Policies



## GREATER PORTLAND CHRISTIAN ACADEMY

*A Bible-based education with a biblical worldview!*

✉ 17800 SE Main Street Portland, OR 97233  
☎ 503.761.1136 | 📞 503.761.6971  
🌐 [www.greaterportlandchristianacademy.org](http://www.greaterportlandchristianacademy.org)



Active member of NACS

**Notes**

## Non-Discrimination Policy

It is the policy of Greater Portland Christian Academy to enroll students who, along with their parents, subscribe without reservation to GPCA's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions. GPCA does not discriminate in enrollment on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law. GPCA admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

### It is understood by your signature below that you:

1. Have a desire to attend GPCA.
2. Have read the Handbook and agree to abide by its policies with a cheerful spirit.
3. Pledge to uphold a high standard of Christian character while at school or away from school and will not participate in, gambling, swearing, partying, or any other activity that reflects a poor testimony for Christ.
4. Will live in a self-disciplined way and accept responsibility for your actions.
5. Believe the Bible to be the authority with which you strive to live your life.
6. Will show by your attitude and actions a respect to your parents, the staff at GPCA, and fellow students.
7. Understand that it is a privilege not a right to attend GPCA.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent / Guardians \_\_\_\_\_ Date \_\_\_\_\_

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**Middle School Agreement 2019-20**

*A student's attitudes, conversation, and behavior reflect the character of the institution from which they derive their training. This Student Agreement is your commitment to abide by the standards of conduct that best reflects on your school, parents, and the Lord Jesus Christ. Please answer all questions honestly.*

**Student Information:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Last Name First Name Birth date Grade

Student Cell Phone: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Do you attend church regularly? \_\_\_\_ Where? \_\_\_\_\_

Are you a Christian? \_\_\_\_  
 If the answer is yes, what age did you receive Christ as your Savior? \_\_\_\_ \*\*\*Please attach your personal testimony to this Agreement.

Do you accept the Bible as God's Holy Word, believing that all of it is true? \_\_\_\_\_

Can you sincerely pledge allegiance to the Bible, Christian and American Flag? \_\_\_\_\_

Do you agree to adhere to the cell phone policy? \_\_\_\_\_

Will you honestly and in good spirit maintain the school dress code? \_\_\_\_\_

Will you honestly agree to keep all the school's rules and respect authority without being critical or finding fault? \_\_\_\_\_

Do you want to attend Greater Portland Christian Academy? \_\_\_\_\_

Why? \_\_\_\_\_

Do you have **any** internet presence (examples: Facebook, Snapchat, Instagram, a personal blog, you tube) ? \_\_\_\_\_

If the answer is yes, will you give the school administration access? \_\_\_\_\_

Please list all places you have an internet presence. \_\_\_\_\_

Have you read all of the GPCA Handbook? \_\_\_\_\_

Do you agree to abide by the rules and policies listed in the school handbook? \_\_\_\_\_

Do you understand that you must have a 2.0 or greater grade point average or you will be placed on Academic Probation? \_\_\_\_\_

## Dress Code

A person's outward appearance is a reflection of the condition of his heart and mind. Clothing, makeup, and hair styles draw attention *to* the Lord or *away* from Him. The following four principles of dress will be taught and consistently enforced at GPCA:

1. **Modesty** of both boys and girls (I Tim. 2:9; I Pet. 3:2-4)
2. **Distinction** between boys and girls (Deut. 22:5; I Cor. 11:14-15).
3. **Identification** with the Lord and not with the world (I Timothy 4:12; Romans 12:1-2; John 15:16).
4. **Appropriateness** for the time/activity.

GPCA has established and will enforce these dress code guidelines for all students:

**A school uniform must be worn at all times.** GPCA uniforms must be purchased online or by phone through Lands End. Our Preferred School Number for Greater Portland Christian Academy is: **9001-0229-4**. The contact information is: 1-800-469-2222 or online at: [www.landsend.com/school](http://www.landsend.com/school). Please allow two weeks for delivery of orders.

### Girls:

1. Girls' dresses are to be feminine, appropriate, and modest in length, style, fit, and neckline. The hemline of dresses, skirts or skorts must be at or below the bottom of the knee. Slits in longer skirts must not be above the knee.
2. Slacks or jeans may not be worn unless it is preauthorized.
3. Dress shoes or athletic shoes may be worn.
4. Only conservative hairstyles (no unnatural hair color), and jewelry may be worn during school hours. Girls may wear only one earring per ear, attached at the lobe. No other piercings are acceptable.

### Boys:

1. Boys are required to wear dress shirts or polo shirts with collars. Sweaters worn over shirts with collars are acceptable. Shirts must always be tucked in and all buttons (except the collar button) must be buttoned.
2. Boys are required to wear dress slacks; jeans are not allowed.
3. Dress shoes or athletic shoes may be worn.
4. Hair styles must be in good taste. Long hair styles are not permitted. Boys are required to keep their hair styled in a normal, regular hair cut (no sculptured, Mohawk, fauxhawk, spike-type, skater, new wave cuts or any unnatural color). Hair should be properly thinned and trimmed around the ears. Hair is to be neatly combed at all times.
5. Boys may not wear necklaces, earrings, or any body piercing.

**\*\*All students are required to have non-marking athletic shoes for P.E. or gym play.**

Parents are expected to cooperate in helping their children meet the standards listed above. Students who do not meet dress code standards will be sent to the school office to call a parent to bring a change of clothing. Final decisions on questionable clothing will be made by the administration. Repeated infractions of the dress code may result in permanent dismissal from school (expulsion) if the staff perceives a student's chronic negative attitude toward correction.



## Greater Portland Christian Academy

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Portland, Oregon 97233

Phone: (503)761-1136 Fax: (503)761-6971

Dear Parents,

Thank you for considering Greater Portland Christian Academy for the future education of your children. We consider it a privilege and an honor to be a part of helping your child prepare for the future.

We only desire to be a compliment to you as a parent and mentor. The following material will help explain and clarify both our position and purpose in making this a reality.

Rest assured that my staff and I are here to provide your child a Bible based education with a biblical worldview.

If you have any questions, please do not hesitate to contact me or my staff.

Your Friend,

Dr. Rick Adams,  
Pastor / Principal

## General Information

### Mission Statement

Greater Portland Christian Academy was established for the purpose of assisting parents in raising their children to prepare them for adult challenges and responsibilities in ministry as well as the secular realm. The primary aspects of the GPCA mission include a Bible-based education, spiritual edification, and student evangelism in a godly environment. A fundamental tenet of the GPCA mission is helping students to internalize biblical principles in an academic setting that stresses high standards in the areas of personal discipline, accountability, Christian servant hood, biblical separation, and a biblical worldview.

### School History

GPCA began its first year in the fall of 2005 as a ministry of Greater Portland Baptist Church - a fundamental, independent, Bible believing church striving to build families according to the principles of God's Word. For fifteen years we have partnered with parents to help them meet their God-given mandate to train their children in the light of Scripture. Our mission is to continue providing the following for each student entrusted to us:

- A spiritual foundation for all learning - education based upon the absolutes of God's Word
- Emphasis on the "basics" - Comprehensive literary emphasis beginning with foundational phonics instruction and continuing with advanced literacy programs.
- Character training designed to shape right, moral and godly values - teaching obedience, respect for authority, and patriotism
- A faculty committed to instilling respect for self and others and modeling separated, self-disciplined Christian living
- A well-rounded program to meet student needs in the spiritual, intellectual, social, and physical areas of life

### Non-discrimination Policy

It is the policy of Greater Portland Christian Academy to enroll students who, along with their parents, subscribe without reservation to GPCA's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions. GPCA does not discriminate in enrollment on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law. GPCA admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

### Statement of Faith on Human Sexuality & Marriage

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 God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. The church reserves the right to only recognize a person to be the gender that the person had at birth. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1;6:9; 1 Thess. 4:1-8; Heb. 13:4). We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

### Discipline

Discipline is designed to help shape a child's character. Teachers use a system with negative and positive reinforcements. Good behavior awards are given out periodically through the year.

Most minor discipline problems in the classroom are handled by the teachers. Some problems may be referred to the administrator for discipline or counseling.

All students are required to follow direction by teachers and school administration quickly and with a good spirit. While attending GPCA students should respect the leadership and rules of the academy, as well as peers and themselves.

Name calling and abusive or vulgar language will not be tolerated. Students need to solve problems in an acceptable Christ-like manner. Fighting and physical force are not an acceptable means of problem solving and will result in a visit to the school office.

In the event of plagiarism or cheating, the student will automatically receive a zero on the assignment and will be referred to the administrator.

The administration reserves the right to expel a student or ask them to withdraw any time a student's behavior is having a detrimental effect upon the spiritual and social atmosphere of the school.

#### Classroom Behavior continued.

5. No Running is permitted in the halls at GPCA.
6. Student areas should be kept clean, and orderly.

#### C. Cheating

No lying or cheating is permitted. Cheating on homework assignments is considered as serious as cheating in the classroom

#### D. Stealing

No stealing is allowed at the school, nor is borrowing any item without permission.

#### E. Vandalism

The school has been blessed by God in respect to buildings and facilities. Each student is expected to do his/her part to keep the facilities neat, clean, and in good repair. Students shall refrain from damaging any property. Marked on, defaced, or broken property is to be replaced at the offending student's expense. As part of student responsibility at the school, any damages, whether caused by the student or someone else, should be reported to staff promptly.

#### F. Language

The Christian's words should be positive, encouraging, and pleasing to God. No filthy language, cursing (including derivations of "God" or "Jesus" and expressions of damnations), vulgar expressions, or derogatory words will be tolerated. Students should not tease others or call them names.

#### G. Physical Contact

Pushing, shoving, hitting, kicking, and scratching are considered a lack of respect for the other person. These and other forms of inappropriate physical contact are not allowed in our school. The inappropriate showing of affection between male and female students will not be tolerated. Students of the opposite sex are expected to stay within a larger group and refrain from any physical contact.

#### H. Cell Phones

The use of cell phones is not permitted on campus. School phones are available for use by any student in the school office if needed. If a cell phone is brought to school and used, it will be confiscated and the parent will need to come and retrieve the phone from the school office.

#### I. Off-Campus

The Christian life is not a game with one set of rules for church and school and another for everyday life. Therefore, conduct prohibited at school is equally prohibited away from school. Whether the activity takes place at or away from school, the student is equally subject to discipline for those actions.

### Admissions

After reading the Greater Portland Christian Academy Handbook and becoming familiar with the school's philosophy and requirements, all parents desiring the enrollment of their child/children should return all completed registration forms with the Registration Fee and Testing Fee if it applies, to the school administrator. Once the forms and payment is returned, a meeting with the principal will be scheduled for final approval and admittance.

Children must meet the following age requirements on or before October 1st to be eligible for the corresponding classes: 4 years old for K4; five years old for K5; and six years old for first grade.

Proper health and immunization records need to be on file for all students. Students ages 5-14 entering Oregon schools for the first time must have a medical history record and immunization form properly completed by the first day of school. Records from previous schools attended should be forwarded for proper credit evaluation.

Pre-registration will begin March 1st for currently enrolled GPCA students and members of GPBC. New student enrollment will begin April 1st. After this date, reservations are available on a first-come basis.

All necessary forms must be completed and a registration fee paid before final admission.

Greater Portland Christian Academy is distinctive; therefore, all applicants must agree to uphold school standards and policies, including dress code and discipline. GPCA admits students of any race, nationality, or ethnicity to all the rights, privileges, responsibilities, programs, and activities generally accorded to or made available to GPCA students. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admission policies, athletic programs, or other school-directed programs.

### Communication

Good communication is essential for the parent and GPCA's partnership. It is **required** that the parent utilize our school software - RenWeb. Through the system you can see up to the minute grades, homework and any behavior notes from your child's teacher. The instructions for logging into the system are below:

1. [www.greaterportlandchristianacademy.org](http://www.greaterportlandchristianacademy.org)
2. Parents
3. (useful links) Ren-web portal
4. District Code: gpca-or
5. User Name: email that you put on your application
6. Password of your choosing \*\*

\*\*Special note - The first time you sign in to the Ren-web portal, you will need to Create New ParentsWeb Account . This will send you a link via email so that you can choose your password.

## Financial Information

Greater Portland Christian Academy neither solicits nor accepts government funds of any type. (Funding often precipitates unacceptable government control.) Therefore, to meet school financial obligations, it is essential that fees and tuition be paid promptly. Tuition is assessed on a yearly basis. For the convenience of our school family, tuition may be paid by the year (5% discount), or on a monthly schedule. **Full annual tuition must be paid by August 1 to receive the 5% discount.**

**Ten-month Tuition Payment Plan:** The first tuition payment on the ten-month schedule is due August 1 (and is non-refundable), with each succeeding payment due on the first of the month from September 1 through May 1. Students enrolling after August 30 pay tuition in advance on a nine-month tuition schedule applicable to months remaining in the school year at the time of enrollment.

**Family discount:** When calculating the family discount, the oldest child is considered the first child.

**Late fees:** A late fee of \$10.00 will be added to accounts not paid in full by the 10th of the month. Partial payment does not exempt an account from late fees; however, there will be no late fee for balances of \$10.00 or less. Any student whose account is not current on or before the last day of the month will not be allowed to attend Greater Portland Christian Academy until the account is paid in full or financial arrangements are made in writing and approved by the administration. Records will not be released until all accounts are settled. A \$25.00 service charge will be made for each returned check. **After two returned checks in one school year, the school will not accept personal checks for payment until the following school year.**

**Payments:** The only forms of payment GPCA accepts are checks or online payments. Online payments are accepted through a secure link found on our website or, by downloading our school app. Online payments accepted are Debit, Credit Cards or Electronic checks.

**Please note:** GPCA will not accept post-dated checks.

Students attending one day or more of any payment period will be responsible for the full period's tuition. Final report cards will not be issued until all financial obligations are met.

**Registration Fee:** The registration fee of \$100.00 is due when all forms are submitted for consideration of enrollment. It is nonrefundable, nontransferable, and may only be used for the originally intended school year.

Re-enrollment applications of families with arrearages will not be accepted unless a proposed payment schedule is submitted to and accepted by our school finance committee.

## Student Conduct

Christians are commanded to treat others with respect and to show deference to those in authority. We feel that Christian standards dictate a loving and forgiving atmosphere for study and that moral standards and behavior are of the utmost importance. Therefore, we expect students to demonstrate respect for authority and total compliance with the rules and regulations of the school, as stated in this handbook. We further expect the parent/guardian to encourage the student to comply with all school regulations.

The Bible is the basis for all standards of Christian conduct, and the goal of Greater Portland Christian Academy is to maintain standards and principles that will be pleasing to God. Students at GPCA are expected to conduct themselves according to the highest standards of honesty, integrity, responsibility, and love toward their brothers and sisters in Christ. In harmony with the principles of Romans 1.

GPCA is intended for students who are sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines of conduct to the students. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

Students are expected not only to adhere to school policy, but also to encourage their peers in following it. Students who know of serious violations of Biblical or school standards have a moral obligation to help their fellow classmates by informing the administration of the violation. While the school does not encourage a constant "tattling" of minor offenses, students are expected to assist the staff in maintaining a Christian environment and in upholding Biblical principles.

The following are some specific policies and guidelines regarding standards of student conduct on and off campus during enrollment at GPCA. This list is not meant to be all inclusive, but is intended as a guideline of expected student behavior.

### A. Courtesy

1. The Bible is explicit in teaching that Christians are to love one another. Each student is therefore urged to treat others with common courtesy and mutual respect.
2. GPCA stands for and insists upon honesty, fair play, and sportsmanlike conduct under all conditions.
3. Whining and complaining are to be avoided. Students are expected to use positive words that glorify the Lord.

### B. Classroom Behavior

1. Students at GPCA are expected to conduct themselves in an orderly, courteous manner at all times with prompt, respectful obedience to all school personnel and assistants.
2. Students are required to have a 2.0 or higher grade point average, or will be placed on academic probation.
3. Students shall not write or pass notes.
4. No Students should be out of their seat without permission.



### Homework

Homework is an essential element of Greater Portland Christian Academy's academic structure. Homework is to be done neatly, accurately, and on time. Homework is not considered "busy work;" each assignment serves a specific purpose. Each student will be expected to complete their own homework. Students who frequently do not complete assigned homework will be given extra work, sentences, or detention. If this does not correct the behavior, Students will be placed on Academic Probation.

In the elementary grades, a weekly compilation of the student's tests will be sent to the parents (usually each Friday). The tests are to be signed and returned via the child **the following scheduled school day**. These tests will be made available to the parents for final take-home at the Parent-Teacher Meetings. Students will bring home daily class work. Class work papers are for students to keep and do not need to be returned to school.

### Make-up Work

Students must check with their teacher immediately upon returning to school after an absence to get all missed assignments. Students are usually allowed one day of grace for each school day missed to make up work. Teachers and administrators may exercise the option to adjust these guidelines at their discretion. Work not completed within the allotted time will receive the grade of zero. Students are encouraged to telephone classmates to secure assignments prior to returning to school. Some extended absences may necessitate that the teacher send necessary information home to facilitate the student's working on their schoolwork during an extended illness.

### Grading

All students receive report cards after each nine-week grading period. Report cards are distributed at parent/teacher meetings and conferences.

### Grading Scale

A. The following grading scale is used throughout the school.

A+	98-100	C	73-76
A	93-97	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	59 & below
C+	77-79		

B. "I" (Incomplete) is given when class work has not been completed. A student is given ample time to make up an incomplete course. If assigned work is not made up within the prescribed time (usually one day of grace for each day absent), the grade becomes an "F."

**Book Fees:** Textbook fees are due June 1. Charges vary according to class requirements. Books will not be ordered for any student until Book Fees are paid in full. If books are not on site by the first day of school due to a lateness of payment, parents will be charged for any copies made by the school.

**Orientation Day:** Orientation Day is scheduled in August. It is a get-acquainted time during which important final information is given, classroom forms may be completed, and beginning-of-the-year announcements are made. At least one parent (but preferably both parents) must attend. A fee of \$25 dollars will be levied if neither parent attends.

**Statements:** Account statements will be emailed monthly to the email provided on the Student Registration Form. Each family is asked to take responsibility in keeping their account up-to-date.

### Attendance

Regular attendance is essential to successful class work. In case of an absence the parent should write a dated note, or send an email to the teacher to receive an excused absence. An absence that is unaccounted for by an excuse from home will be considered unexcused. Unexcused absences result in a zero in all classes missed and if they become a consistent problem, will result in detentions.

If the administration feels absences become excessive or unnecessary, parents will be asked to correct the problem. Any student who misses more than 12 days per grading period may receive an incomplete and risk graduation to the next grade.

Parents are asked not to take students out of school for more than 5 days per school year. Arrangements for makeup class work should be made prior to the student's leaving.

**All children who arrive late must go to the school office to receive an admittance slip (either excused or unexcused).** After 8:30 a.m., students will not be allowed into the classroom without an admittance slip from the office.

The **third unexcused tardy** in a nine-week period **will result in an unexcused absence** and the student **will receive an automatic zero** on any tests or quizzes for that day. The sixth, ninth, etc., unexcused tardies will each result in a detention. If it is a consistent problem it could result in suspension or expulsion from school.

GPCA asks that students not leave school early unless there is an emergency, or for a medical or a dental appointment that cannot be scheduled at any other time. If a student must leave school early, a written note stating the reason is mandatory.

### **Withdrawals**

When students enroll at Greater Portland Christian Academy, they are expected to attend for the entire school year. If a student is withdrawn early a 25% penalty could be charged to your account. Students attending one day of any payment period will owe the full period's tuition. A semester must be completed to receive credit for that semester unless prior approval from the administration is received for an excused early withdrawal.

### **Medical Guidelines**

Sufficient rest and proper diet help children to learn efficiently and behave properly. A child's classroom experience will be more profitable if his teacher is informed about any special physical/emotional conditions affecting the child, or about regular medication needs. Children manifesting communicable disease symptoms (sneezing, coughing, runny nose, fever, sore throat, or lice) must be isolated and will not be allowed back in the classroom until symptoms are absent for 24 hours. This helps to ensure the health and safety of their classmates and the staff at GPCA. If a student comes down with symptoms during school hours it is essential that parents when notified pick the student up in a timely manner.

**Immunizations:** Oregon State Law requires all schools to have current up to date immunizations on file for each student. Therefore, in the registration packet is an immunization form that must be submitted with your application. If you choose to opt out of immunizations, a valid Vaccine Education Certificate must accompany a signed and dated Certificate of Immunization Status form.

**Prescription Medication:** In the event medication must be administered to any student the following procedures will be utilized:

- Medication must be brought to the school office by a parent and a medication administration form must be completely filled out and signed.
- Prescription medication must be in its original container with the child's name and dosage on the original label.
- The prescription label must match parents' written instructions on the medication form.

### **Child Abuse**

In Oregon, all school teachers and administrative staff are required to report suspected child abuse under the state's Child Abuse Prevention Act. If abuse is suspected, either the police or Services to Children and Families (SCF) will be contacted. The parent will then be made aware of the report. Except when immediate protection of the child is necessary, neither SCF nor the police are permitted to remove a child from school.

If an SCF caseworker comes to GPCA requesting a voluntary interview in the absence of a prior report of suspected child abuse by GPCA, no interview will be granted without (a) a warrant or other proper court order, or (b) a parent's permission. If a parent grants permission, GPCA will further require as conditions of the at-school interview, that (a) the principal or pastor be present, and (b) that the interview be recorded by the school and the recording retained by the school. If these conditions are not met, the principal will refuse permission for the interview to take place on school premises.

## **Academic Information**

### **Curriculum**

The textbooks and curriculum materials used at Greater Portland Christian Academy were specifically designed for students attending a Christian school. These materials honor God and His Word, and, while providing excellent academic material, they also relate academic truth to the supreme truth of the Scriptures. Every student is required to have a King James Version of the Bible.

### **Accreditation**

Greater Portland Christian Academy is a member in good standing with the American Association of Christian Schools. GPCA has chosen not to seek accreditation by the State of Oregon. This deliberate declination is due to differences in philosophy and matters of potential control. Academically, GPCA students perform well above the national average on their annual achievement tests which are administered each April.

### **Kindergarten Program**

The K4 and K5 programs are designed to prepare the children spiritually, socially and mentally for first grade level work. The curriculum stresses many of the basic learning skills which will benefit the child throughout the rest of his life. The students learn to read using an excellent and proven phonics program developed by A Beka Book Publishers. Students learn to write, work with numbers, memorize Scripture, and see God's hand in creation through the science curriculum. K5 students complete their year with a cap-and-gown ceremony, receiving a tassel and diploma to commemorate their graduation.

### **Elementary Program**

The elementary grades develop learning skills in all subject areas, including the study of the Bible. The basic subjects—English, spelling, reading, math, science, social studies, and Bible—are taught throughout the elementary program with review each year to provide continuity. The reading program builds upon the strong phonics program taught in Kindergarten. Music is also part of the elementary program, and is designed to teach basic skills in reading music. Poetry, art, creative writing, and penmanship are also important subjects. Students learn in a structured and disciplined conventional classroom.

### **Middle School Program**

Our middle school program is designed to equip each young person with the academic and spiritual maturity needed to be successful in High School. Subjects include grammar, composition, literature, world history, American history, science, health, algebra, and Bible, where they memorize Scripture and see God's sovereignty as it applies to their life. Eighth graders complete their year with a graduation ceremony and diploma.

### **Chapel**

Chapel is held every week for all students. Students should bring their Bible to chapel and be prepared to listen to the preaching and teaching of God's Word.

### Policy of Student's Use and Access to the Internet

Accountability and a desire to please the Lord in all we do is key to preventing abuse and susceptibility to sinful behavior. The knowledge that someone is watching can be a powerful deterrent to misconduct. The Bible clearly states that the Lord watches and specifically takes note of the actions of all men.

*"For the ways of man are before the eyes of the LORD, and he pondereth all his goings." Proverbs 5:21*

*"The eyes of the LORD are in every place, beholding the evil and the good." Proverbs 15:3*

**Required Registration:** Because of the dangerous potential and the great harm that has fallen on the lives and reputations of many good children, GPCA has established a policy that no student is to have an internet presence on such blog and website providers such as Myspace.com. Because of the way these websites operate many young people post enough personal information to allow a predator to easily track them down. All students must register any internet blog or website they may choose to create, even if such creation or online presence is conducted apart from the Ministry. All screen names, web addresses and any access key's must be provided to the school administrator. This registration must be completed immediately upon its creation. Any student who creates a website or blog prior to attending GPCA must register the website/blog as soon as he/she is accepted as a student.

Parents and students are herein notified that all websites/blogs will be monitored for content on a regular basis. Any student found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of GPCA will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend GPCA.

### Communication Services and Equipment

Communication services and equipment include, but are not limited to the following: mail, electronic mail (email), courier services, facsimiles (faxes), telephone systems, personal computers, computer networks, computer files, computer software, online services, internet connections, intranets, telex systems, video equipment and video recordings, audio recorders and recordings, pagers, cellular telephones, voice mail systems, answering machines and bulletin boards. Students and volunteers granted access to computer networks or internet connections via non-ministry owned equipment (example: a personal laptop), do so with the understanding that they may only do so with explicit permission and for specifically defined purposes. Personal equipment that is used to access Ministry systems are subject to inspection and immediate surrender of any ministry related data upon request.

**Access:** Generally speaking, there will usually be no reason for a student to access the ministry communication equipment apart from direct supervision of a teacher. However, in those cases where access is granted to the student, it is only to be granted for specific, school-related access, and in no case shall the student be given access or permission to perform system maintenance, install or copy any files or programs, nor access or attempt to access network systems beyond the specific task for which they have been granted access. Staff members do not have the authority to grant permission to any student for these functions. All needs for these functions must be routed through the Technology Administrator (Ron Francis) or the Technology Liaison (Pastor Brad McFeters).

### No Tolerance Zone

It is unfortunate but true that nearly two thirds of all convicted sexual predators will re-offend within five years of their first conviction. Additionally, it is estimated that the average sexual predator has offended at least twenty times before he is caught for the first time. Sexual predators will often seek to infiltrate themselves into positions of trust where their targets come to them, which is why youth clubs, churches, athletic programs, childcare centers, and schools are targeted by sexual predators. Having read the above statistics, GPBC and GPCA have implemented the following policies:

- **Background Checks:** It is required for every pastor, staff member, teacher and volunteer to have a background check preformed prior to working with any child enrolled at GPCA. Anyone serving in any capacity at GPBC or GPCA must demonstrate personal integrity and be willing to be examined if need be.
- **Doors:** All doors will remain locked during the day. Any entrance to the school will be given through the office so that the school is aware of any adult on GPCA premises.
- **Restroom Policy:** The restrooms off the gymnasium and on the 2<sup>nd</sup> floor are clearly posted "children only." At no time will any adult be allowed into these restrooms with any student. The adult only restroom is the handicap restroom on the ground floor near the kitchen.

### Lunch and Snacks

Students provide their own lunches and snacks. Healthful foods are encouraged. Snacks are scheduled at mid-morning for K4 & K5 and mid-afternoon for elementary grades. Lunch is scheduled prior to recess.

### Transportation

Parents take responsibility for transporting their children to and from school. Carpools are often efficient and economically desirable. Parents interested in carpooling will have an opportunity to meet others who may also be interested at orientation. School personnel will assist in providing potential contacts for carpooling. For our students safety, we are asking that when picking up your children, you observe the one-way traffic flow in the parking lot. And follow all instructions given by the parking lot attendants. School dismissal is at 3:00 pm. **Children must be picked up by 3:10 pm or there will be a charge of \$25.00 levied to the families account.**

### School Closures

In the event of inclement weather, GPCA will post on all major networks of the closure. The GPCA website, facebook and our phone system will also list the closure. If other schools in the surrounding area are closed, but Greater Portland Christian Academy is not, and a child is unable to make it to school, a note of explanation will excuse your child's absence.

### Prohibited Articles

Cigarettes, matches, alcoholic beverages, narcotics, knives, guns, explosives of any kind, radios, MP-3 players, cell phones, video games, magazines and books inconsistent with standards of good Christian literature are not permitted on school property or at school activities. The Administration of GPCA will determine literature that may or may not be acceptable.

### **Toys/Personal Possessions**

Students often want to bring toys or other items to school to show their classmates. As important as this may be to the child, it often can serve as a distraction in school. Prior authorization from the students' teacher is required.

### **Identifying Personal Possessions**

Please mark outer clothing and property (such as backpacks, coats, sweaters, books, gloves, hats, etc.) with each child's full name and phone number. It is preferable to use a permanent marker.

### **Fire Drills**

Fire drills are scheduled on a regular basis and GPCA adheres to all regulations mandated by the Fire Marshal.

### **Field Trips**

Educational field trips are taken at various times during the school year. The Portland area abounds in places of special interest and academic benefit. 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 public settings.

### **School Administration Office**

The school administration office is open from 8:00 a.m. until 4:00 p.m. Monday through Friday (unless school is closed). We ask that any questions or concerns regarding the school be directed through the school office and not the church secretary.

Lunches, homework, books, and other items may be left in the office to be delivered to a child. A parent wanting his child to stay after school or needing to meet him at a different time or location should notify the office so that these changes can be properly made. Telephone arrangements of this type must be made before 2:00 p.m. Please use the services of office personnel sparingly in making personal plans.

Teachers and students are not available to take telephone calls during class time, however, important messages may be forwarded through the office. Teachers will return all calls at their earliest convenience.

### **Visitors**

All parents are welcome at the school; however, when a visit to the classroom is necessary, please check at the office first. Please do not go directly to the classroom. If a parent wishes to talk with their child's teacher, arrangements should be made for a private conference with that teacher. Teachers will arrange for such conferences at scheduled times; however, they should not be detained long either before or after school, unless a meeting has been scheduled for that time.

### **Student Arrival/Departures**

GPCA's doors will be open from 8:00 a.m. until 4:00 p.m. Monday through Friday (unless there is no school scheduled) Students may not enter school buildings prior to the opening of the doors each day. If someone other than a parent will be picking up a student, that person must be on the student's file as an approved adult for pick up and have the name placard or the student will be held. We ask that you observe the laws governing handicap parking and not park in them if you do not have a handicap parking permit.

### **Class Schedules**

**K4 – 8th** – 8:30 a.m. – 3:00 p.m.

**School Nickname:** The Lions

**Mascot:** Lions

**K4 & 5 Mascot:** Lion Cubs

**School Colors:** Navy Blue and Burgundy

### **Parent-Teacher Meetings and Conferences**

The school is a delegated extension of the home. Greater Portland Christian Academy recognizes the importance of the home and the school working together to achieve spiritual and academic growth in each child. Parent-Teacher Meetings and Parent-Teacher Conferences are designed to help meet these goals.

For the benefit of both parents and students, Parent-Teacher Meetings and Conferences are held regularly throughout the school year and are geared toward helping parents chart the progress and development of their child. Every parent is required to attend **each** meeting to obtain pertinent information concerning the school program. Report cards will not be released until a meeting between parent and teacher has taken place.

Scheduled times for Parent-Teacher Meetings are posted on the school calendar. Please do not use church services as opportunities to talk to the teachers about your children unless a teacher initiates such a discussion. Please schedule private conferences with your child's teacher. The teachers of Greater Portland Christian Academy need to know that when they attend church services they can relax and receive what they need spiritually without "business" being conducted through informal contacts before or after church services.

### **School Supplies**

School supply lists for each grade will be available after the registration process is complete and after June 1. Please limit purchases until receiving the supply list to avoid unnecessary expenditures. All supplies must be brought to GPCA and clearly marked with the student's name on orientation or by the first day of school. Each child will be responsible for their own supplies. Please keep in mind that some may need to be replenished throughout the school year. A note will be sent home with the student when additional supplies are needed.