

# Grace Baptist Academy

An Educational Ministry  
of

# G.B.C

*GRACE BAPTIST CHURCH*

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

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# **Grace Baptist Academy**

## **Student Handbook**

# THIS IS GRACE BAPTIST ACADEMY

We are excited about Grace Baptist Academy and the ministry God has given to us here at Grace Baptist Church. This year we are celebrating 18 years of Christian Education. We have seen the Lord do great things in the lives of the young people here at our Academy. The majority of all our graduates go on to College to further their education.

Our Church is situated on 4.3 acres and occupies four buildings. This year we will be using our new gym facility. We will also be raising money this year to put towards this new building to help us retire the financial loan as early as possible. Grace Baptist Academy is a “Christian School” with distinction -- set apart from all others.

## OPPORTUNITY

The objective of a private school is to teach children how to live and to equip them for success. The Bible verse in *Proverbs 22:6* admonishes adults to train up a child in THE way he SHOULD go. A private school is an extension of the home in training young people. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of morality and wisdom. It's our desire to please Jesus Christ and give Him the preeminence. Therefore, the Bible standards that we have cannot be bent or changed to accommodate anyone or any group.

## MONTHLY TUITION PAYMENT AND FEES

Tuition for the **K3-K5** program is \$240.00 for a full day and \$175.00 for the half day program. Children in the half day program must be picked up by 12 p.m. each day. If a parent is late there is a \$10.00 charge per late pickup for that month's tuition. When 3 late pickups occur after 12 p.m. in a given month the tuition rate will go up to the full day price for that given month.

Tuition for **1<sup>st</sup>-12<sup>th</sup>** grade is \$240.00 for one child and \$185.00 for the second child, \$105.00 for the third child, and a fourth child is tuition free. Tuition payments are due the first of each month (August through May) and are considered late if paid after the 10<sup>th</sup> of the month. A **\$25** late fee will be charged to the student's account for late payments. To avoid late fees, please notify the school when there is a problem. If and when accounts become 30 days late, students will not be allowed to return to school until the outstanding balance is reconciled. If a parent chooses to pay by the month, tuition is due for ten months regardless of the number of days a student may attend in each given month. There is a onetime curriculum fee required per student, \$150.00 for **K3-K5**, \$250.00 for **1<sup>st</sup>-8<sup>th</sup>**, and \$275.00 for **9<sup>th</sup>-12<sup>th</sup>**. *(Please note that students will receive zeroes for all work missed while out for nonpayment of tuition.)*

There is also a onetime registration fee of \$150.00 for the first child and \$50.00 for each additional child. There is an annual maintenance fee of \$100.00 due per family. All tuition and fees are nonrefundable, if a student is withdrawn at any point in the school year; their curriculum belongs to the Academy. If a payment check is returned for nonsufficient funds, there will be an additional **\$30.00** charge to that student's account per returned check. For the month of April, every family's tuition will increase by \$35.00 to cover one school year-book for each family. May tuition must be paid by May 1. All accounts must be current and paid in full by the first day of May. If not, students will not be allowed to return to school the following day. They may return when account is paid in full. The resulting incompletes/zeroes received may result in students not being promoted to the next grade level.

## WHEN YOU HAVE A PROBLEM

When an issue or problem arises, **contact us during regular school hours.** School problems will not be discussed during any time that we meet for Bible instruction or worship. Parents and students are requested not to contact their instructors or the pastor after school hours. **Our time at home is important to us.** Parents are not to text teachers about students, if an appointment is desired, you can contact the school office to make an appointment with the staff and principal.

## **DRESS CODE**

Students are required to wear the specified uniform. **Similarities will not be acceptable.** Uniforms eliminate pressure and competition. All uniform shirts must be purchased from Zoghby's. Earrings, necklaces and bracelets will be worn by the female gender only. All students must be in the proper uniform every day when they arrive on campus. Students are not allowed to alter their uniforms in any way.

Everyone is required to wear a plain white Tee shirt under his or her outer shirt except for girls who wear the tunic jumper. Students may only wear jackets during the winter months. If a student is cold natured they need to purchase long sleeve uniform shirts. All winter wear and other miscellaneous, personalized school items must be purchased from and embroidered by Zoghby's.

When standing and sitting, young ladies' skirt must fall at least 1 inch below the bottom of the knee. If a young ladies' skirt fails to meet this requirement she will be required to get a new uniform skirt to wear. During P.E., young ladies will wear navy culottes with a G.B.A. tee shirt and sneakers. Culottes may be purchased only from the Academy. Please make arrangements with the school to have your daughter's culottes purchased. Girls K3-2<sup>nd</sup> grade will wear the tunic jumper uniform with a peter pan blouse embroidered from Zoghby's.

Young men and women must wear shirttails tucked in while on campus at all times. During P.E., young men will wear loose-fitted nylon wind pants. They must be navy blue or black with a G.B.A. tee shirt and sneakers, breakaway pants are not permitted. Young men must keep their hair cut and neatly groomed at all times. Bowl cuts and dyed hair are unacceptable. If a young man arrives at school with his natural hair color altered in any way (this includes his eyebrows), he will be suspended until his natural hair color grows out. Mustaches and other facial hair is unacceptable. Parents will be contacted to come and pick up their child if he or she arrives at school out of uniform.

### **Young Men:**

Hair must be neat and clean. No hair on the ears; no shaggy hair down the back of the neck. No sideburns longer than the middle of the ear. Hair cannot be spiked, in braids, corn rows, mohawks, afros, partial shaved, or spiked down the middle. No mustaches, beards, facial hair, or bangs below the middle of the forehead allowed. Young men may not shave their heads, dye or color their hair for any reason. If a student arrives school needing a haircut or unshaven, he will be warned and the next offence will result in the student being sent home for that day. The staff reserves the right to not allow any particular hair style.

Shirttails are to be worn inside the pants at all times while on campus. No necklaces, bracelets, earrings, ball caps, hats, or toboggans are allowed.

The only shoes allowed to be worn are, brown dirty buck style shoes unless student is K3-1<sup>st</sup>, then they must wear a Velcro or slip on brown or black casual shoe. Only navy color or white crew socks may be worn with daily uniform. A plain, brown solid color, smooth leather belt must be worn at all times.

### **Young Ladies:**

Hair must be neat, clean and groomed no partial shaved hairstyles and no unnatural hair coloring or inappropriate/excessive (as deemed by the staff) hairclips, pins, scrunches, make-up, nail/hair color, jewelry, etc. Fingernails must be neat, clean and trimmed to a sanitary length. Girls may only wear one modest pair of earrings. They cannot have stretched holes in their ears or multiple holes being kept open with any type of material.

Girl's shoes must be a black and white classic saddle unless student is K3-5<sup>th</sup> grade, then they may purchase a navy, Mary Jane, buckle/velcro shoe or white velcro Ked shoe. White socks or nylons must be worn with shoes at all times. Ankle socks are permitted but girls may not wear no-show socks with daily uniform.

## STANDARD OF CONDUCT

Students of this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, rock/country/oldies/rap/christian contemporary (ccm) music, dancing, social networking sites, drinking alcoholic beverages or tobacco, sexual activity, and using narcotics. Students who participate in or discuss such activities at school are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. We strongly recommend our students abstain from having online social networking accounts and being involved in “dating relationships” due to the negative effects they will have on a student’s spirituality, behavior, and schoolwork.

A student may be dismissed from the Academy if the staff determines their character away from or at the school at any time does not represent Grace Baptist Church & Academy in a Godly way. Students must agree to strive toward unquestionable character in dress, conduct, behavior, and attitude.

No student will be allowed to attend Grace Baptist Academy with any form of a body piercing other than earrings on females. Tattoos are not allowed and students who get one while attending Grace Baptist Academy will be expelled. If an incoming student has a tattoo it must be covered up daily. All students must answer and sign a standard of conduct form. There will be no exceptions to this policy. Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this Academy, should immediately discuss the matter with a supervisor. This is not tattling. It has been said, *“All it takes for evil to triumph is for good men to do nothing.” “... to him that knoweth to do good, and doeth it not, to him it is sin.” James 4:17.*

## MEDICAL GUIDELINES

Immunization certificates are required by the school upon enrollment of the student unless a parent has a waiver from the Board of Health. No student may attend school that has had a fever or has been vomiting within the past 36 hours. Any student sent to school otherwise will be sent home immediately. If a student has had head lice they will receive 3 excused days for treatment and can only return to the Academy if hair is completely free of lice and nits.

If a student struggles with a chronic health condition, they must have a chronic-illness verification form on file with the Academy filled out and signed by their primary care physician.

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered at the school office. If you send any kind of medication to school with your child, please send a note giving the reason for the medication and when and how it is to be taken with your personal cell phone number.

## SCHOOL HOURS OF OPERATION

School takes in at 8 a.m. every day and dismisses at 2:30 p.m. Monday – Thursday and 1:00 p.m. on Fridays unless changes are made by the Principal. Students must be picked up directly after school is dismissed. Early drop off begins at 7:15 a.m. each day and is free of charge. After school care charges will begin to accrue 15 minutes each day after school is dismissed. The charges will be billed to the student’s account and must be paid by the end of each month. All 8<sup>th</sup> graders and below who haven’t been picked up will be placed in After School Care 15 minutes after school is dismissed. Grace Baptist Church and Academy will not be responsible for 9<sup>th</sup>-12<sup>th</sup> grade students that are not picked up on time. If any after school student becomes a problem on campus, parents will be notified and it will be mandatory that they are picked up on time in the future in order to remain in the Academy.

All Students, parents, and or guardians agree to indemnify and hold Grace Baptist Church and Academy harmless for any and all liability that may result from their child attending or participating in all the activities of Grace Baptist Church and Academy on and/or off campus (including field trips, athletic activities, and/or church activities).

## CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country. Students of Grace Baptist Academy are required to say these pledges daily during opening assembly. If a student has a problem doing such (for any reason) then they should not enroll in Grace Baptist Academy.

### **Pledge of Allegiance to the American Flag**

*I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

### **Pledge of Allegiance to the Christian Flag**

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

### **Pledge of Allegiance to the Bible**

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

### **General:**

A student is not permitted to communicate or be out of his or her office/desk without permission. He or she should not turn sideways or around in their office/desk or tip back in their chair/desk.

Students must not sit on their feet while in their chair. This can lead to the chairs cushion being torn and damaged. A damaged chair or desk will be replaced at the expense of the student's parent (\$50.00 per chair.) Students must not carve, write on or damage the school desks in any way. If a child damages his or her desk, the desk will be refinished at the expense of the student's parent (\$300.00 per full set of desks 6<sup>th</sup> – 12<sup>th</sup>.) These charges will be billed to the students school account. Individual desks will be billed at \$100.00 per desk in grades K3 – 5<sup>th</sup>.

Personal questions should be asked only during break time.

Gum is not allowed on school property. A student will earn a 30 minute detention for bringing gum to school. A second offence will earn a 1 hour detention and a third offence will earn a 3 day suspension.

### **Biblical Morality:**

Grace Baptist Academy is in complete agreement with the Bible standards of morality, gender, and sexuality. Children will receive regular Bible instruction along these lines. Grace Baptist Academy is a ministry of Grace Baptist Church and makes no apology for strong, conservative, biblical standards of morality, gender, and sexuality.

### **Textbooks/Laptops:**

Textbooks and laptops are private property and are not to be shared among students. If a student loses or damages a textbook for any reason, they will be charged for a replacement textbook to be reordered. If a student's laptop is damaged or broken beyond repair there will be a \$200 fee to replace the laptop, if a student cracks the screen there will be a \$50 charge per screen. A digital image of your child's laptop will be kept on file to show its condition on the date issued.

Daily work is always to be done in pencil. Calculators are permitted only at the teacher's discretion. It is our standard that all students master basic mathematic skills without the use of a calculator.

### **Digital Courses:**

Students in 6<sup>th</sup> – 12<sup>th</sup> grade will be doing daily work via their laptop. Each student needs their own set of ear buds (headphones are not permitted). Students may also use a wireless mouse if they like. Students will be issued a password which can be changed after they login. Students need to give their parents their password or parents may call the school to have a new one assigned. Parents may login any time after school is out to see their child's progress and current grades. With our digital system there is no reason for a parent not to know where their child is academically at any given time in the school year. Reports will be printed and sent home at the end of each quarter.

### **Digital Daily Work:**

Every day 6<sup>th</sup> – 12<sup>th</sup> grade students will have lessons and quizzes assigned by the staff loaded on their online account. They will have a lesson planner to view daily that will show them exactly what needs to be done daily in order to finish their required academics by the end of the year. Students may work extra at home as much as they would like to get ahead in their studies. Students can login to our online program from anywhere in the world as long as they have a Wi-Fi connection. Students can do work from iPads, laptops, tablets, PC's, and many other touch screen devices. Students can do any lessons at home and they may take quizzes only if permission is given by their teacher for that course.

### **Digital Testing/Semester Exams:**

Students may not take any tests or quarter/semester exams at home. These must be taken during school hours while at the Academy. If a student is caught or suspected of cheating, they may be issued an alternate test or exam to redo at the discretion of the staff. Students who cheat will be punished accordingly and may be suspended or expelled from the Academy. Cheating is not tolerated and will only hinder a child's academic progress and ability to master the prescribed curriculum.

### **Laptop Fee:**

Students in 6<sup>th</sup> – 12<sup>th</sup> grade will be charged a \$25.00 laptop fee to help the Academy maintain the laptops. Students must use the laptops provided by the Academy and they are never to be taken home or out of the class for any reason. Students may be suspended or expelled for removing laptops from class.

### **Wi-Fi Use:**

Students are only allowed to access the internet via the laptops issued to them by the Academy. If a student accesses the internet any other way, they will be suspended for 3 days the first offence and then they may be expelled if it happens again. Students may not bring in any type of jump drives, flash drives, data cards, or any portable storage devices. Students are not to use any Bluetooth enabled devices with their laptops. Students are only allowed access to the sites the Academy allows on their individual white lists. Each student's daily online activity is monitored and stored by the staff. Students may be suspended for even attempting to use the internet in any way that would be considered inappropriate or malicious. Determining this is completely up to the discretion of the staff.

## **GENERAL COMMENTS FOR PARENTS AND STUDENTS**

**Gripping:** Gripping is not tolerated (detention for violations).

**Property:** Marked on, defaced, or broken property is to be replaced at offending student's expense and will be charged to their school account.

**Items Prohibited:** Guns, matches, lighters, fireworks, knives, radios, student's tapes/CD's, MP3 players, I-pods, I-pads, headphones, cameras, cell phones, pagers, video games, magazines, gum, and any tobacco or alcohol related products are not permitted on campus. Students are not permitted to bring or consume and type of "Energy-Drinks" on campus. (suspension for violations)

**"Six-Inch" Rule:** ALL students should keep "hands off other students." - "Six-Inch rule," "no back talk," and "no monkey business." At no time should a student have his or hands on another student for any reason whatsoever.

**P.E. Equipment:** When a student checks out physical education equipment, he or she is responsible for returning it or paying for it. If a student leaves equipment outside after school they will receive an automatic detention for the following day.

**Lunch Procedures:** Eat only at assigned areas. Put trash in wastebaskets. Clean off table. Go to recreational area after receiving permission to be dismissed. Drinks and food are not permitted outside the lunch area without supervisor's permission. Students can't go outside without a staff member present.

### **Off Limits:**

Other students' offices/desks.

Teachers' desks and personal belongings.

Learning Center Control Station and files.

Computer and related equipment and materials (without permission).

Any classroom or building when a staff member is not present.

P.E. area except under staff supervised activity.

Automobiles and parking area. (Students Will Earn An Automatic Suspension)

Other class rooms (Students Will Earn An Automatic Suspension)

**(Grace Baptist Academy has a closed campus policy: students may not leave the school grounds during school hours without permission from their parent or guardian.)**

**Music/Books/Magazines:** Only that which is approved by staff is permitted. Instruments are to be played only in supervised music classes.

**Student Bulletin Boards and Offices:** Only "positive," approved items allowed. No pictures of individuals are allowed to be displayed or brought on campus for any reason.

**Parties:** Parties aren't school-sponsored unless parents receive a notification letter from the staff.

**Visitors:** Visitors obtain a pass from the office before entering the Learning Center.

**Transportation:** Cars and bikes should be locked. All students must stay out of and off vehicles from arrival time until departure. Only licensed & insured drivers are permitted to drive automobiles to and from the school. Students' automobiles parked on our church/school property may not have bumper stickers, tags, plates, stickers, decals, etc.... of any kind that the staff deems offensive or inappropriate.

**Telephone Use:** The school phone is reserved for official school business and emergencies. Students desiring to place **emergency** calls must have their supervisor's permission. The phone will **only be used for emergencies**. Cell phones must be turned in to homeroom teachers before class starts. They will be given back when their ride arrives or just before they leave campus. Any student with a cell phone after class starts will earn a 30 minute (same day) detention; second offence will earn a 3 day suspension. Cell phones will be confiscated and only released to a parent.

## LUNCHES

There is a snack and drink machine available for the students, otherwise the students need to bring a sack lunch. The Coke Fountain drinks are 75 cents with unlimited refills for the day of purchase. Every Wednesday is *Chick-Fil A* and every Friday is pizza day.

## PHYSICAL EDUCATION

It is our policy that no student is excused from the required physical education course without a doctor's written excuse. A 30-minute (same day) detention will be given to any student who fails to be in their **complete P.E.** uniform or refuses to participate. The 2<sup>nd</sup> offence will result in the student earning 2 days worth of 30 minute detentions. The 3<sup>rd</sup> offence will result in a 3 day suspension. Repeated offences will require a conference with the Principal. If a student dresses out but refuses to participate their letter grade will be dropped each time by one grade. Clothes must be taken home each day and washed daily.

The athletic program of this school is a coordinated effort; therefore, students are requested not to bring athletic equipment from home. They are not to expect use of school equipment except during planned and/or authorized activities. If P.E. is scheduled early, all students must change back into their school uniform before the lunch break will be given. Students must have their uniforms in compliance with the school standard on the first day of school. K3-6<sup>th</sup> grade students are not required to dress out for daily free-play but should bring a pair of sneakers to change into. The 7<sup>th</sup>-12<sup>th</sup> grade students must dress out for Physical Education.

## ATTENDANCE

**Note:** A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments are to be scheduled after school hours. Absences for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his or her work.

Students are allowed to have ten absences per semester with a note from their parent. All other absences require a doctor's excuse. When a student misses the eleventh day without a doctor's excuse, the student may only return to school if accompanied by a parent to meet with the School Principal. They will then be placed on academic probation. The next offense may result in the student being withdrawn from the Academy. Please be informed that this will go on the student's permanent record.

The school will not accept any notes for any absences after the 10 parent's notes limit has been met in a given semester. The student **must** have a doctor's excuse once this 10 parent's note limit is used up. Excessive absences can result in the student not receiving any academic credit for that given semester. This can cause a student to have to repeat a grade level due to incomplete work.

Excessive absences will inhibit the student's progress. If, in the opinion of the Principal, the absences are unnecessary, the student will be considered truant. This may also be reported to the Mobile County Public School System to inform them that the student is truant. Tuition is still charged to a student's account even though they may have excessive absences. Tuition will stop being charged once the student is officially withdrawn from the Academy by their legal guardian and their seat can be replaced by another incoming student.

A student is considered tardy if he or she is not present for opening assembly at 8:00 a.m. Three unexcused tardies will result in one unexcused absence. Only three unexcused tardies are acceptable per quarter. After the fourth tardy, the student may return to school only if accompanied by their parent to meet with the Principal. The school will not accept any notes for the fourth tardy. The student will then be put on academic probation for the rest of the quarter. The next offense may lead to revocation of student privileges and/or suspension.

## **PARENTS ARE ALWAYS WELCOME**

Parents are welcome to visit Grace Baptist Academy by scheduled appointment. We ask that whenever our mothers come to the Church property, that they wear modest clothing. For all field-trips the school staff will serve as chaperones, if a parent is asked to come and help out, the school dress code is required for all chaperones. All meetings with teachers must be scheduled at least 72 hours in advance through the Assistant Principal, Mr. Stephen Sandala. Parents must check in at the school office any time they arrive on campus and enter the facility (parents are not allowed to walk directly to a child's class).

### **CAR LINE**

Due to the increased amount of traffic at the Academy and for the safety of the students we need all vehicles to utilize the carline for morning drop off and afternoon pickup. Students need to be dropped off and sent inside the gym so the car line can move swiftly. When parents park and come in the building to walk children in or talk with the staff it hinders the staff from keeping everything organized and flowing smoothly in the mornings and afternoon. If parents need to walk in their little ones, they will need to park their cars out of the way of the car line. Parents do not need to use the time before school to discuss matters with staff. Parents should call Mr. Stephen Sandala during normal school hours to schedule an appointment or they may send a note in with the student.

### **EARLY DISMISSALS**

No student will be allowed to leave early without a note from his or her parents. Every early dismissal before 11:30 a.m. will result in an unexcused absence. Early dismissals are strongly discouraged, due to the negative effect they have on a student's academics. High School students may leave early to go to work if written permission is given by their parents and they are academically balanced. A student's parent and place of employment will be notified if this standard is not met. Students are not allowed to call home for minor aches and pains. Students will not be allowed to use the school phone unless the school staff deems it is an **emergency**.

### **HOMEWORK POLICY**

Students will receive a letter grade for completing their homework. A student who does not complete their homework assignment or leaves a textbook at home will earn a "strike" and The 3<sup>rd</sup> offense in any given quarter will result in a 3-Day suspension from school. The student may only return if accompanied by a parent to meet with the Principal. The student will then be placed on academic probation for the remainder of that quarter. The next offense may result in the student being suspended once again or withdrawn from the Academy. This decision will be up to the School Principal.

### **SCHOOL SUPPLIES**

School supply lists are available to download online at the Academy website or they can be picked up in the school office. If parents have any questions about what to bring or not to bring please contact the Academy to be safe before a purchase is made.

**Parents please note that all lunch boxes, backpacks, P.E. Bags, tennis shoes, must not display any media-characters, (fictional or non-fictional.)**

### **FIGHTING**

Fighting will not be tolerated at Grace Baptist Academy on or off campus. Every student is expected to conduct themselves in an appropriate manner. If a student makes physical contact with another student to start a fight, he or she will be suspended for 5 days. The student will then be placed on probation. The second offence will result in an automatic expulsion from the Academy. The staff will determine if the other student's behavior warrants any disciplinary action. Both students will be punished the same if fighting occurs off campus.

## REQUIRED CREDITS FOR GRADUATION

<i>Math-</i>	4 to include	Algebra -	1
		Geometry-	1
<i>English-</i>	4		
<i>Social Studies-</i>	4 to include	9th Grade-	1
		World History-	1
		U.S. History-	1
		Government-	1/2
		Economics-	1/2
<i>Science-</i>	4 to include	Biology-1	
		Phys. Science-	1
<i>Electives-</i>	8 1/2 to include	Bible-	4
<i>Computer App.-</i>	1/2		
<i>Health-</i>	1/2		
<i>P.E.-</i>	1		
<i>Fine Arts-</i>	1/2		
<i>Typing-</i>	1		

### TOTAL = 28 Credits to receive a general diploma.

Grace Baptist Academy offers four academic courses of study: Honors, College Preparatory, General, and Vocational Preparatory. There is a **\$100.00** graduation fee for every K-5 student who graduates and a **\$175.00** graduation fee for every senior who graduates. This fee covers their cap, gown, tassel, stole (for seniors), and diploma. There will be a cake and punch reception following the graduation ceremony for everyone to attend. The school will decorate and supply the food and drink at no expense to the graduates. Families may elect to do something off-campus with their family and or friends instead.

### DISCIPLINE PROGRAM

It is the desire of the staff, faculty, and administration of Grace Baptist Academy to have students travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for the Lord Jesus Christ. The first way is to challenge them through personal contact with other believers who are serving God (Heb. 10:25). Secondly, we can build their faith, confidence and trust in God by requiring them to be under the teaching and preaching of God's Word during weekly services (Romans 10:17). All students 6<sup>th</sup>-12<sup>th</sup> grade are required to attend at least three church services a month at Grace Baptist Church unless they have actively attended all of their "home church" services with their immediate family. Additionally, we strongly recommend that our students become actively involved in various youth ministries of their church such as teen soul-winning, bus ministries and Jr. Church.

Grace Baptist Academy expects full cooperation from both students and parents in the educational process. If at any time the Academy feels that this cooperation is lacking, the student may be requested to transfer out. ***Attendance at Grace Baptist Academy is a privilege, not a right.*** Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the spirit of the law as well as to abide by the letter of the law. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the Academy or displays a spirit contrary to the purpose and principles for which Grace Baptist Church and Academy stands, he or she is subject to expulsion.

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

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

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

## **DISCIPLINE POLICY**

The paramount rule is “Do Right!” A student may earn a detention, be suspended, or required to talk with the principal for disturbances or broken rules.

- (1) Silent Correction**
- (2) Verbal Correction**
- (3) Take Student Out In Hallway**
- (4) 20 Minute Detention**
- (5) Take Student To Meet With The Principal**

If students earn a detention or have to see the Principal a note will be sent home the same day for parents to sign and return. For students who have to be taken to the principal, parents will be required to come in and meet with the principal before the student can return back to school. All assigned work during this time period of the student being out of school will result in zeroes.

The slate is wiped clean every day when students return for school. Students who repeatedly receive correction in class may also be sent home and the parents required to meet with the principal to discuss the child's behavior. If a student is suspended they will be placed on probation for the remainder of the year. If the administration believes that the situation has not changed or the student continues to get into trouble, the parents may be asked to withdraw their child from Grace Baptist Academy to avoid the child having to be expelled.

## **CHURCH ATTENDANCE**

Students at Grace Baptist Academy in grades 6<sup>th</sup> – 12<sup>th</sup> are required to have a home church they attend regularly with their immediate family. Students must turn in a pastor reference form including church name, address, pastor's name, and contact numbers to verify church membership. Students in 6<sup>th</sup> – 12<sup>th</sup> grade who do not have a home church must attend at least 3 services a month at Grace Baptist Church. Roll will be taken the first day of every week to verify church attendance from the previous week. The leadership may call a student's pastor to verify regular church attendance. If a student fails to comply with the church attendance policy they will be suspended at the end of the month until their parents set up an appointment and meet with the principal. There will be no exceptions to this policy. Church attendance is vital for a child's spiritual growth. Grace Baptist Academy is a Christian private school and students need to be regular in their church attendance to remain enrolled in the Academy.

## **SOCIAL MEDIA**

A student's behavior online can result in them being suspended or expelled from the Academy. Students may be suspended or expelled for posting material, messages, videos, blogs, or anything that is inappropriate or questionable. The leadership of Grace Baptist Academy reserves the right to determine whether such material is inappropriate or questionable.

## SUSPENSION POLICY

Any student who bites, hits, spits on, kicks another student, or acts out in an uncontrollable manner, will be sent home immediately only to return with the parent meeting with the school administration. Students will receive zeroes for all assigned work the days while suspended without the opportunity to make up the work. This will have a negative impact on their grades.

**The following behavior will earn a three-day out-of-school suspension.**

1. Stealing.
2. Making or passing cheat sheets/cheating on school work.
3. Possession or use of alcoholic beverages or tobacco products on or off campus.
4. Threatening any student in any way.
5. Possession of pornographic, lewd, immodest, or inappropriate material.
6. Carving or drawing on school property.
7. Possession of any type of weapon, gun, knives, etc.
8. Using profane or suggestive language.
9. Excessive tardiness and/or absenteeism.
10. Excessive violation of rules.
11. Continual disrespect and/or disobedience to **any** staff member.
12. Wearing any form of a body piercing other than earrings on females.
13. Bringing or threatening to bring weapons to school – such as knives, martial arts paraphernalia, or fireworks.
14. Any physical contact or communication with the opposite sex that the administration deems inappropriate.
15. Forging of parent or staff initials or signature.
16. 2<sup>nd</sup> Offence – Bringing a cell phone on campus.
17. Bringing any electronics on school campus without first getting permission.

## EXPULSION POLICY

**The following behavior will result in an automatic expulsion:**

1. Bringing a gun to school.
2. Acts of immorality on or off campus.
3. Possession or use of drugs on or off campus.
4. Striking or threatening a teacher or staff member.
5. Arrest or involvement in crimes other than minor traffic tickets.

Students may be suspended, expelled or placed on probation, depending upon the offense (including offences not listed). The length of the suspension or expulsion is at the discretion of the staff.

## SEARCH POLICY

G.B.A. staff reserves the right to check students' personal belongings. This includes the following areas:

1. Automobiles on the school property.
2. Backpacks, purses, pockets, duffle bags, notebooks, binders, etc.
3. Lockers, desks, offices, cubicles, etc.
4. Staff can have individual students empty their pockets out.
5. Students will be suspended and possibly expelled for not cooperating with this policy.

The administration of Grace Baptist Academy expects each student to conduct him or herself in a **Christ-like manner at all times** while **on** or **off campus!**

## **ACADEMIC PROMOTION**

Students must complete all of their school work with an overall passing average of 60% in every subject per academic school year in order to be promoted to the next grade level. If a student fails to earn a passing grade in their academics, they will be required to attend Summer School. Summer School will only be allowed for students who have failed no more than 2 subjects. Students will have to repeat their grade level the following year if they fail three or more of their subjects and/or do not earn a passing grade average while attending Summer School.

Students in grades 9<sup>th</sup> - 12<sup>th</sup> will receive 1 full credit for every subject that they complete and maintain an overall passing grade average of 60%. High School students will have to repeat any subjects that are not completed and passed by the last day of Summer School in a given academic year.

## **RELOCATING OR CHANGING SCHOOLS**

In most situations there aren't any complications for our students transferring to other schools. If it is to another Private School, the transition is usually very simple. If a student transfers from our Private School to a Public School, sometimes they will give the student a test for their grade level before placing them in that grade level. The student must pass the test to be placed accordingly. If a high school student transfers to a Public School, the student will be given tests on the core curriculum subjects that our Academy has given them credits for. Students must pass each test to earn the credits for each specific subject to be placed accordingly in the Public High School System.

Each school has different requirements and we suggest that our parents who this may apply to, contact the schools in question and ask them about their testing procedures for incoming students.

## **ACCREDITATION AND GOING TO COLLEGE**

Our high school students take the ACT which is a recognized test for enrolment in most colleges and universities. The majority of all our graduates over the past 17 years have gone on to college to further their education. Many colleges and universities are realizing that seniors graduating from Private Schools such as Grace Baptist Academy have more self-discipline, better character, higher expectations for themselves, and better study habits than the average student coming out of the Public School System.

Any senior graduating from Grace Baptist Academy with at least a general diploma who takes the ACT will have the same opportunities for college as any other senior that graduates from any other school with a general diploma. Graduates should check with the colleges they are anticipating applying to and find out what the required ACT entrance score is for that particular college. Grace Baptist Academy is accredited through **NAPS (National Association of Private Schools)**; however it is imperative that our graduates take the ACT while in high school, and make at least the minimum required score needed for the college of their choice. If the minimum score is achieved, college admission is a very easy and seamless process. Scholarships may also be applied for at the college/s of their choice.

All high school students are required to take the ACT at least once by the end of the first semester of their junior year. This will give the Academy an opportunity work with college bound graduates one on one to help them improve their ACT score for a particular college if necessary.

# Grace Baptist Academy

## 2016/2017 Calendar

### July

18 - Curriculum Fees Due

### August

1 - First Tuition Payment Due

4 - Parent/Student Orientation  
(6:30 p.m. - Mandatory)

17 - First Day of School  
(Student Orientation - 1/2 Day)

### September

5 - Labor Day

(No School)

9 - Grandparent Luncheon  
(School Dismisses At  
12. p.m. Lunch To Follow)

### October

14 - End of 1<sup>st</sup> Qtr.

17 - Teacher Work Day  
(No School)

18 - Report Cards Sent Home

### November

11 - Veterans' Day  
(No School)

15 - Thanksgiving Program  
(Program At 11 a.m. Lunch To Follow)

21 - 25 - Thanksgiving Break  
(No School)

### December

9 - Christmas Play  
(7 p.m. in the gymnasium)

15 - Early Dismissal at 12 p.m.

16 - Jan 2 - Christmas Break  
(No School)

### January

3 - 1<sup>st</sup> Day Back

6 - End of 2<sup>nd</sup> Qtr.

10 - Report Cards Sent Home

16 - M.L.K. Day  
(No School)

### February

10 - Parent/Student  
Sweet-Heart Luncheon  
(School Dismisses At  
12. p.m. lunch To Follow)

20 - Presidents' Day  
(No School)

### March

3 - 6 - Winter Break  
(No School)

10 - End of 3<sup>rd</sup> Qtr.

13 - Teacher Work Day  
(No School)

14 - Report Cards Sent Home

20 - 24 - Spirit Week

25 - Sport's Banquet (6pm)

### April

3 - 6 - Standardized Testing  
(School Dismisses At 1:30. p.m. Daily)

7 - 14 - Spring Break  
(No School)

### May

5 - Parent Appreciation Lunch

15 - 16 - Graduation Practice

16 - End of 4<sup>th</sup> Qtr.

16 - Last Day of School  
(School Dismisses at 11:30 a.m.)

16 - Graduation Ceremony  
(All students present by 6:30 p.m.)

### Inclement Weather

Watch the local news for school closing updates.

Anytime the Mobile County public school system is closed due to inclement weather, G.B.C. will also be closed.

Reminds will also be sent out to parents via the remind app directly to your smart phone.