

# Grace Baptist Academy

An Educational Ministry  
of

# G.B.C

*GRACE BAPTIST CHURCH*

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**Tim Whigham ~ Administrator & Principal**

# 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 24 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, some have joined the U.S. Armed Forces!

Our Church is situated on 4.3 acres and occupies four buildings. Our newest building is a 10,000 sq. ft. gymnasium. This new building has been a great addition to our facilities and has provided our athletic teams a place to practice and compete. We truly believe that 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 **K3-12<sup>th</sup>** grade is \$280.00 for one child and \$200.00 for the second child, \$115.00 for the third child. 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 tuition is not paid by the 20<sup>th</sup> of the month, 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 one-time curriculum fee required per student, \$150.00 for **K3-K5**, \$275.00 for **1<sup>st</sup>-12<sup>th</sup>**. (*Please note, students will have to make up all work missed while out for nonpayment of tuition.*)

There is also a one-time 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; the curriculum also belongs to the Academy. If a payment check is returned for nonsufficient funds, there will be an additional **\$35.00** charge to that student's account per returned check. There will be a **\$30.00** fee added to March's invoice for Standardized Testing 1<sup>st</sup> -12<sup>th</sup> grades. For the month of April, there will be a **\$35.00** fee to cover one school yearbook. 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 the account is paid in full. Incomplete work from missing school could 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 or any school related questions will not be discussed during any time that we meet for Bible instruction or worship. Parents and students are asked not to contact their instructors or the pastor after school hours. **Our time at home is very important to us.** Please do not contact the faculty on their personal cell numbers, the REMIND app is the primary way for parents to communicate with the Academy. Our faculty has been instructed not to respond to any calls or messages after 4 p.m. daily. All meetings must be scheduled through the school office at **251.649.7398**.

## **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 who arrive out of uniform will earn a 30 minute, same day, afterschool detention. Students are not allowed to alter their uniforms in any way. Uniforms that are defaced, destroyed, or altered must be replaced at parent's expense.

Everyone is required to wear a plain white Tee shirt under his or her outer shirt except for girls who wear the tunic jumper. If a student is cold natured they may 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, regardless of what part of the school year they may be in. 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. Young men must keep their hair cut and neatly groomed at all times. Wild haircuts 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 on young men should be shaved regularly if needed.

### **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, warrior, mullet, afros, perms, partial shaved, hipster styled, spiked down the middle, etc... No mustaches, beards, facial hair, bangs must not fall below their eyebrows. Young men may not shave their heads, dye or color their hair for any reason. If a student arrives at school needing a haircut or unshaven, he will be warned and the next offence will result in the student being sent home until hair is within guidelines. The staff reserves the right to not allow any particular hair style. No necklaces, bracelets, earrings, jewelry, ball caps, hats, or toboggans are allowed, offences will earn a same day detention.

The only shoes allowed to be worn are brown dirty buck style shoes unless student is K3-2<sup>nd</sup>, then they must wear a Velcro or slip on brown or black casual or tennis shoe. White, navy, or gray socks may be worn with daily uniform. A plain, brown solid color, smooth leather belt must be worn at all times with a plain, regular size buckle. Larger cowboy/rodeo style belt buckles are not allowed to be worn with uniform.

### **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 wear no more than two modest pair of earrings in their earlobes, no bar inserts and no more than three bracelets. They cannot have stretched holes in their ears or multiple holes being kept open with any type of material.

Girls shoes 3<sup>rd</sup>-5<sup>th</sup> must be a navy & white saddle tennis shoe. Girls shoes 6<sup>th</sup>-12<sup>th</sup> must be a Navy cheer saddle oxford with white laces. Girls shoes K3-2<sup>nd</sup> grade can wear a navy Mary Jane buckle/velcro shoe, or white Velcro T-strap Keds Style shoe or any tennis shoe. K3-2<sup>nd</sup> graders cannot wear laced shoes. White, navy, or gray socks 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

## **Student Expectations:**

Grace Baptist Academy provides an environment for students to come to the saving knowledge of Jesus Christ and mature spiritually while earning their academics. Our standard of conduct based upon Biblical principles is necessary for us to maintain such an environment. It is our desire that all the activities of the students of Grace Baptist Academy glorify God who indwells every believer.

Students of G.B.A. are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, rock/country/oldies/rap/christian contemporary (ccm) music, dancing, drinking alcoholic beverages, 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. Students may not draw anime at school.

## **Basic Rules Concerning Student Conduct** (but not limited to):

1. No inappropriate bodily contact between students will be permitted.
2. No weapons (including pocket knives), matches, or lighters are permitted on campus.
3. No caps are to be worn during the school day.
4. No food or drink will be allowed in the halls or classrooms.
5. Tattoos are not allowed, if received prior to admission they must be covered at all times.
6. Students must refrain from the following behaviors:
  - Using profanity, offensive, suggestive, or obscene language
  - Smoking / Vaping / Any tobacco use / Use of illegal drugs
  - Gambling / Involvement In inappropriate or vulgar pictures or media of any kind
  - Fighting and/or bullying (name calling, harassing and/or disrespectful behavior)
  - Premarital sexual relationships
  - Alternative lifestyles including gay/lesbian relationships or transgender behaviors
7. Rules concerning student conduct may be added or changed at any time if and when the school leadership has deemed a certain behavior or activity to be detrimental to the Christ-like spirit the Academy seeks to exemplify.

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 manner, including online posts and activity. Students must agree to strive toward unquestionable character in dress, conduct, behavior, and attitude to attend Grace Baptist Academy.

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. Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this Academy, should immediately discuss the matter with a teacher or staff. This is not tattling. It has been said, *“All it takes for evil to triumph is for good men to do nothing.”* and *“... 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 of 100.4 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 in original packaging with 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. Aftercare charges are \$10 per day and will begin to accrue 15 minutes after school dismisses. Charges will be billed to the student's account and must be paid by the end of each month. Aftercare ends at 5:30 p.m. The rate after 5:30 p.m. is \$1 a minute. All 6<sup>th</sup> graders and below who haven't been picked up will automatically go into aftercare. Grace Baptist Church and Academy will not be responsible for older 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, before and aftercare services, and/or any and all 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. If a student cannot show such respect and pledge accordingly they cannot be enrolled 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 chair/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 desk grades 6<sup>th</sup>-12<sup>th</sup>, \$125.00 per desk grades K3-5<sup>th</sup>. These charges will be billed to the students school account.

Personal questions should be asked only during break time or lunch not in the middle of class.

Gum is not allowed at any time on the Grace Baptist Academy campus. A student will earn an automatic, same day, 30 minute detention for chewing gum or passing gum out on school property.

## **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, damages, or defaces 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.

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.

## **Testing / Quizzes / 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 any 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. Students who miss a test/quiz/exam due to being absent will have to make them up on Tuesdays and Thursdays after school. They cannot be done during regular class instruction time.

## **Laptop Fee:**

Students taking digital courses 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 the classroom.

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

**Griping:** Griping is not tolerated (silent break times/contact parents 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, video games, magazines, 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.

**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 permission. Students may not be outside without a staff member present.

**Off Limits:** Students may earn detention or an automatic suspension for the following.

Other students' offices/desks.

Teachers' desks and personal belongings.

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. Other students vehicles.

Other classrooms (students may earn detention or 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 Lockers, Bulletin Boards, and Offices:** Only "positive," approved items allowed. No pictures of individuals are allowed to be displayed at school.

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

**Visitors:** Visitors must obtain a pass from the office before entering any of the classroom areas.

**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. The use of cell phones, smart watches, ear buds, tablets, and all other electronic devices are prohibited while on school campus. 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. Students are not allowed to use their cell phone for any reason without permission. Cell phones used without permission or taken up after class begins will be confiscated and only released to their parent who must come into the school office to retrieve them. Different parents have different standards with what their kids may or may not be allowed to view online. Therefore, to keep all students safe, student cell phones cannot be used on campus without permission from the staff.



## LUNCHES

There is a snack and drink machine available for the students, along with various hot items, otherwise the students need to bring a sack lunch. Every Tuesday is *Chick-Fil A* and every Friday is pizza day. Daily lunches must be ordered by 8:30 a.m. If a student misses the lunch order, their only options are either to purchase nachos & cheese or buy something out of the snack machine. If your child comes to school without lunch, their teacher will order them something and your account will be charged. We cannot allow students to come to school without eating.

## COVID – 19 / Flu / Viruses

This Covid pandemic served as a huge reminder for everyone on how important it is to maintain daily hygiene. Please note that in a classroom and school environment it is impossible for us to keep students 6ft apart. By nature, kids get in one another's faces and are usually unconcerned about germs. The latest findings do show that children are at the least possible risk for catching COVID-19 and experiencing any health problems from the virus. However, we will ensure that the facilities of GBA are daily cleaned and sanitized. There will be hand sanitizer for kids to use in every building. If your child is sick and or if they have ran a 100.4 fever or vomited in the past 36 hours it is vital that you keep them home. For the safety of our staff and students please do not send a child to school who is sick or experiencing flu-like symptoms. It is better to be safe than to expose your child's class, the faculty, and student body to a sickness that could have been prevented.

Please notify the school office if your child has tested positive for Covid-19, Flu, Strep, or any other type of airborne virus. The office will give you instructions on how and when students may return to school. These measures are to help ensure the health and wellbeing of our staff and students.

## 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 20 parent notes per year for absences. All other absences require a doctor's excuse. Doctor's excuses do not count towards the 20 absences allowed per year. High School students are only allowed 10 parent note absences per class, per semester due to credits being earned. If a high school student misses 11 days in any given class in one semester, they may not receive credit for that class. It will have to be made up in summer school or during the next school year.

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.

The first bell of the day rings at 7:45 then the tardy bell at 8 a.m. A student is considered tardy if he or she is not present in their class for opening assembly at 8:00 a.m.

Tardiness is extremely disruptive to the classroom environment. Beginning with the third unexcused tardy, students will serve a 1 hour after school detention. Each subsequent tardy up to 5, will earn additional 1 hour after school detentions. On the sixth unexcused tardy, students will be suspended for 1 day and receive zeroes for that day. Excessive tardies hinder a student academically and could lead to revocation of student privileges and/or suspension. It is very important for our teachers & students to be able to start class daily at 8 a.m.

## **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 front office (251-649-7398.) Parents and all visitors must check in at the school office any time they arrive on campus (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 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 utilize the far left car line lane to park. The far right two lanes are for cars dropping of kids and not parking and walking in. Parents do not need to use the time before school to discuss matters with staff. Parents should call the school office 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 the lunch bell will result in an unexcused absence. Early dismissals are strongly discouraged, due to the negative effect they have on a student's academics. Coop is only allowed for Seniors and only if their academic schedule allows it. 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**

Some students will receive a letter grade for completing their homework. A student who does not complete their homework assignment 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 & Algebra II - 1 Geometry - 1
<i>English-</i>	4	English 9 - 1      English 10 - 1 English 11- 1      English 12 - 1
<i>Social Studies-</i>	4	Modern World History & Geography 1500 to Present - 1 U.S. History & Geography Beginning to Industrial Revolution - 1 U.S. History & Geography Industrial Revolution to Present - 1 Government - ½ & Economics - ½
<i>Science-</i>	4 to include	Biology - 1 A Physical Science (Physical Science, Chemistry, or Physics) - 1
<i>Electives- Computer App.- Health- C.T.E. and/or Foreign Language, Career Prep and/or Arts Education.-</i>	8 to include	Bible- 4 ½ ½ 2

**TOTAL = 24 Credits to receive a general diploma.**

Students seeking an advanced diploma with honors will need to meet the following extra academic and behavioral criteria in order to qualify.

*\*Pass core requirements.*

*\*Maintain 3.5 GPA, have acceptable attendance & conduct record.*

*\*Pass 2 credits in same World Language*

*\*Pass Alg. 1, Alg. 2, Geometry & Trigonometry*

*\*Must earn a minimum of 32 credits.*

*\*Pass Biology, Chemistry, Physics, and one other Science.*

There is a **\$75.00** graduation fee for every K-5 student who graduates and a **\$150.00** graduation fee for every senior who graduates. This fee covers their cap, gown, tassel, stole (for seniors), and diploma. The graduation service is limited to day school graduates only.

### 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 5<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, teen soul-winning, bus ministries and Jr. Church etc.

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. If a student is sent home early for behavior problems, this will be considered a suspension and they may only return after the leadership meets with both parents together. The suspension will last as long as it takes for the parents to be able to set up and fulfill this appointment.

**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 Nonverbal Correction**
- (2) Verbal Correction**
- (3) Call Student To Desk / Take In Hallway**
- (4) Parent Called To Pick Up Students Same Day**

If students get 3 strikes in a day or has to be removed from class, a remind note will be sent home the same day to notify parents. For students who get 4 strikes in a day, they will be removed from class, and parents will be called to come pick them up for the day. Staff will determine when the student may return. 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 suspended by being sent home and the parents will be required to meet with the principal to discuss the child's behavior before they can return. 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 5<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 quarterly pastor reference form including church name, address, pastor's name, and contact numbers to verify church membership. Students in 5<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 weekly to verify church attendance from the previous week. The leadership may call a student's pastor to verify regular church attendance. In order for students to remain enrolled in the Academy they must comply with the church attendance policy. If a student fails to comply with the church attendance policy in a given month an appointment will be scheduled for the parents to meet with the leadership. 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 immoral, offensive, inappropriate, or questionable. The leadership of Grace Baptist Academy reserves the right to determine whether such material meets this criteria.

## 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. 3<sup>rd</sup> Offence – Not turning in a cell phone to homeroom teacher. (1 day suspension)
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. To include but not limited to, tobacco or vaping products, alcohol, Rx drugs (not prescribed to student), and non-Rx drugs.
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 but is not limited to 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.

Grace Baptist Academy expects each student to conduct him or herself in a **Christ-like manner at all times** while **on** or **off campus** and **online!** Each of these areas can affect a student's ability to remain enrolled in Grace Baptist Academy.

## **ACADEMIC PROMOTION**

Students must complete all of their schoolwork 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. Students 1<sup>st</sup> – 8<sup>th</sup> will also be retained if they have more than 20 unexcused absences. Students 9<sup>th</sup> – 12<sup>th</sup> will not earn credits towards graduation in classes they have more than 10 unexcused absences in per semester.

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 22 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 colleges of their choice. Our high school faculty can also assist students with the scholarship application process.

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.

