

Grace Baptist Academy

1st-12th Grade Handbook

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Since its establishment in 1968, Grace Baptist Academy has existed to encourage and assist families committed to fulfilling the Biblical mandate to provide a Christian education for their children. The purpose of the academy is to provide thorough academic instruction from a Biblical worldview, to help students develop socially by teaching patriotism and respect for authority, and to encourage students spiritually by emphasizing one's personal accountability to God while developing the mind of Christ. We provide a quality Christian education for K3 through 12th grade. Grace Baptist Academy is a member of and accredited by the National Association of Private Schools.

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Doctrinal Position

Grace Baptist Academy adheres to the doctrinal position of Grace Baptist Church, and all religious instruction falls within the teaching of the church. Our primary goal at GBA is to train young people to better serve and experience the love of the Lord Jesus Christ.

We believe in and teach these basic principles:

- We believe the Bible to be the inspired, infallible, authoritative, inherent Word of God (II Timothy 3:15; II Peter 1:21).
- We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30). We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:14; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of true Biblical believers in our Lord Jesus Christ (I Corinthians 12:12-13).
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Standard of Conduct Agreement

Grace Baptist Academy is founded upon the belief that the Bible is the infallible Word of God and that an individual's acceptance of Jesus Christ

as personal Saviour is the initial step in the Christian life (I Timothy 3:16-17; Ephesians 2:8-10). There is adequate Biblical basis for the idea of spiritual growth into the image of Christ through the internal work of the Holy Spirit (Romans 8:29;

I Corinthians 6:19-20; II Corinthians 3:18). This growth begins at the initial moment of saving faith and continues throughout life.

The Holy Spirit makes the Christian conscious of the demands for a holy life according to both God's moral law and God's high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life committed to God and separated from activities detrimental to personal and spiritual growth.

Based upon these beliefs, GBA has adopted standards which are centered upon Biblical principles and conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment, whether at home, school, or elsewhere, and regardless of whether or not school is in session.

Students found to be out of compliance or harmony with GBA's Standard of Conduct will be subject to administrative withdrawal. Any student who promotes a divisive spirit or attitude may be subject to the same penalty. Additionally, any parent/guardian who promotes a divisive spirit or attitude may subject their student to the same penalty.

Any student who has been arrested by public law enforcement authorities will be suspended until that student is adjudicated either guilty or not-guilty. Any student who is adjudicated guilty will be transferred out of GBA.

Grace Baptist Academy has open enrollment; and, therefore, some of our students may not be Christians. However, our desire is to see all of our students become Christians (Isaiah 45:21-22; I Timothy 2:4).

Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at Grace Baptist Academy is a privilege, not a right. The restrictions listed on the Standard of Conduct are not intended to condemn those who disagree, but they point

out types of conduct which we feel would hinder the ministry of GBA. Students are expected to abide by these standards for the entire period of their enrollment at GBA. Students who are not in harmony with GBA will be requested to withdraw. We do not accept or retain students who do not want to attend our school.

¹Colossians 1:10; Psalm 86:9-12; 119:97; Philippians 2:3-4; Colossians 3:12-14; Philippians 4:7-8; Proverbs 20:11; I Timothy 4:12; Romans 14:3; I Peter 3:10; Hebrews 10:24

²Romans 12:16-18; Galatians 5:16-26; Ephesians 4:32; Philippians 2:3; I John 4:7-8

³Psalm 24:3-5; Proverbs 13:11; 20:1; 28:22; Romans 1:26-27; 6:12-13; 12:1-2; 13:8-10; 14:13; I Corinthians 6:9-10, 18-20; Galatians 5:16-26; Ephesians 4:29-32; I Timothy 4:12; Titus 2:11-14; James 5:12; II Corinthians 10:5

Mission Statements

Grace Baptist Academy exists to impact the lives of this generation of young people. Our goals for every student are . . .

- To know the love of Jesus Christ through example and teaching and to learn the importance of showing this love to others.
- To acquire a lifestyle of Christian character, morality, respect, and responsibility.
- To participate in acquiring the finest education attainable in a school whose expectations are constantly being increased.
- To be provided with a variety of cocurricular opportunities conducted in an atmosphere and with attitudes and behaviors that exalt Jesus Christ.
- To find and follow the will of God for their lives.
- To find daily at GBA an atmosphere of love, joy, righteousness, and respect.

Academic Statement

Grace Baptist Academy believes that reading is the foundation for all learning; therefore, it will be held in high regard. Students will be encouraged in this area and will have the opportunity to participate in contests, additional curriculum supplements, and more.

Grace Baptist Academy seeks to grow students' abilities in four core areas. While GBA strives to teach a well-balanced curriculum, we

believe these areas are fundamental to a student's growth and have a high degree of focus within the bounds of the subjects taught.

- Reading
- Writing
- Thinking
- Speaking

In addition to these areas, Grace Baptist Academy also seeks to teach students real world skills. While at GBA, students will be afforded the opportunity to participate in classes and activities that will benefit them both now and in the future.

Nondiscriminatory Policy

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

Handbook

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Grace Baptist Academy. These policies are in effect as written. However, GBA reserves the right to promptly amend and enforce new policies at their discretion. We encourage you to contact the GBA office if you have any questions.

All parents and students are held responsible for knowing and abiding by the regulations in the *Student Handbook*, which has been approved by the administration. This handbook does not define all types and aspects of student behavior; however, the administration has the responsibility to set forth policies, rules, and regulations to help each student. Teachers may establish certain rules and policies within their classroom consistent with those established by the administration.

Admission Policies

The enrollment process at Grace Baptist Academy begins with the completion of following steps:

- Complete application.
- Complete Pre-Interview questionnaire.
- Interview and tour with administration.
- Express intent to enroll to office.

All prospective students must complete the above in order to begin the admission process. All prospective students will receive a letter of admission or denial from the administration. Grace Baptist Academy reserves the sole right to accept or deny any student.

- A placement test is required for all incoming students in K5-12th grades. Participating in the standardized testing hosted by the school in the spring of each school year may be used in place of an entrance exam at the sole discretion of the school.
- Should the student's accomplishments, as shown by the test, be on the grade level to which they have been promoted, then they will be admitted to that grade. However, should the student's accomplishments, as shown by the test, be on a lower level, then they will be placed in the grade best suited for their achievement.
- If the student's placement test promotes them to a grade in which they are having serious academic difficulty within the first thirty (30) school days, the administration will determine and place the student in the grade best suited for their achievement.
- GBA schedules two testing dates per summer. It is the school's suggestion that each student test on the earliest possible date. These dates will be announced well in advance. If a student requires testing outside of the announced dates, a \$25 fee per student will be assessed.
- Transfer students are admitted on a conditional basis until all transcripts and records from the previous school verify their academic status and records. Disciplinary actions are also reviewed.
- Students entering any grade must be the appropriate age by December 1.

- A student may be refused admission, dismissed, expelled from school, or asked not to return the following year if the student or a parent is out of harmony with the Statement of Faith, the spirit, or the policies of the school, whether on or off property, as determined at the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

In order to enroll at Grace Baptist Academy, the enrollment packet must be filled out in its entirety. To complete the enrollment process, the following must be submitted to the office:

- Registration Fee
- Enrollment Form
- Student Health Update Form
- Pickup Authorization Form
- Emergency Contact Form
- Copy of Birth Certificate
- Copy of Health Insurance
- School Contract
- Online Application (MySchoolWorx)
- Code of Conduct Agreement
- Verification of Legal Guardianship or Custody, if applicable

These documents must be submitted to the office before students are admitted to classes. GBA offers a \$25 credit on the first month's tuition per student upon the parent or guardian's attendance to Orientation and completion of the above list by orientation. Please note that **ALL FEES ARE NONREFUNDABLE.**

*Note: We will request a copy of your student's transcript from their previous school.

School-Day Schedule

Grade School

8:00 a.m.	Day Begins
12:00-12:30 p.m.	Lunch
2:25 p.m.	Day Ends

Middle/High School

8:00 a.m.	Day Begins
8:00-8:05 a.m.	Homeroom
8:10-8:55 a.m.	Bible Class (1 st Hour)
9:00-9:45 a.m.	2 nd Hour
9:50-10:35 a.m.	3 rd Hour
10:40-11:25 a.m.	4 th Hour
11:30-12:15 p.m.	5 th Hour
12:15-12:45 p.m.	Lunch
12:50-1:35 p.m.	6 th Hour
1:40-2:25 p.m.	7 th Hour
2:25 p.m.	Day Ends

Attendance

Regular and punctual school attendance is a vital part of a student's academic success. Please view school as a priority, and try to schedule appointments and trips after school or on breaks as much as possible. Students may be absent no more than 12 unexcused and 18 excused times in a school year to receive credit. Students who have accumulated more than the allowed number of absences during a semester may, for extenuating circumstances, present a written appeal to the administration. The following absences may be submitted for consideration regarding extenuating circumstances:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Medical or dental appointments
- Any other unusual circumstances deemed acceptable by the administration

Definition of Absences and Tardies

Students are considered **tardy** if they are **not seated in their classroom by 8:05 a.m.** A student who does not sign in through the office by 10:45 a.m. will be considered absent for the entire day. To help both your

child and the school, please notify the office before a prearranged absence.

Excused vs. Unexcused Tardies

- An Excused Tardy is a tardy with a **written note from a parent or guardian** that must be submitted to the school office when the student arrives.
- An Unexcused Tardy is a tardy with no written note.
- For every five (5) excused tardies, your child will be counted as having one (1) absence.
- Please note that for every three (3) unexcused tardies, your child will be counted as having one (1) absence.

Excused vs. Unexcused Absences

- **Excused Absences** are those with a valid reason and proper documentation.
- **Unexcused Absences** are those without an acceptable reason or without a parent/guardian note.

The following are considered valid reasons for an excused absence:

- Personal illness
- Illness or death in the family
- Medical or dental appointments

Other situations may be excused at the discretion of the school administration.

Reporting an Absence

If your child is absent due to illness or another approved reason:

- Please call the school office **between 7:30 a.m. and 9:00 a.m.** on the day of the absence.
- When your child returns to school, send a **written note from a parent or guardian** explaining the reason for the absence.

Personal Days

Personal days are limited to five (5) days throughout the school year. Personal days may not be taken within the last two (2) weeks of a semester or during standardized testing.

Student Health

We believe that parents know their children better than anyone. If your students have any of the following symptoms, they should not come to school.

- Vomiting or diarrhea
- A contagious illness
- Students with a rash must have a doctor's note to participate in any school activities.

If a student becomes sick during the school day, parents will be notified, with the expectation that the parent will pick up the child immediately.

Medication

GBA students are not to have any medication in their possession at school. All medicines are to be turned in to the office in the morning with instructions as to the proper time and dosage. In accordance with the state laws, a signed doctor or parent's/guardian's form is necessary for us to administer any medication. All medicine, including prescriptions, must be in its original container. GBA is only able to administer oral medication.

Communicable Diseases

Grace Baptist Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall mean "an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons."

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See the list of reportable communicable diseases on Table 1.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill or during recognized periods of communicability. Students and employees with communicable diseases

for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or employee to verify the diagnosis of communicable disease may be required. GBA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

TABLE 1: REPORTABLE COMMUNICABLE DISEASES

Acquired Immune Deficiency Syndrome (AIDS)	Hemorrhagic Fevers	Relapsing Fever
AIDS-Related Complex (ARC)	Hepatitis	Ringworm
Amebiasis	Histoplasmosis	Rocky Mountain Spotted Fever (R. Rickettsia)
Anthrax	Human Immunodeficiency Virus (HIV)	Rubella (including congenital)
Bite by a Potentially Rabid Animal	Legionnaires' Disease	Salmonellosis
Botulism	Leptospirosis	Scabies
Brucellosis	Lymphogranuloma Venereum	Schistosomiasis
Campylobacteriosis	Malaria	Shigellosis
Chancroid	Measles (Rubeola)	Smallpox
Chicken Pox	Meningitis	Syphilis
COVID-19	Meningococcal Disease	Tetanus
Dengue	Mumps	Toxoplasmosis (acute)
Diphtheria	Paralytic Shellfish Poisoning	Trichinosis
Encephalitis	Pertussis	Tuberculosis
Enterovirus D68	Pesticide Poisoning	Tularemia
Giardiasis (acute)	Pink Eye	Typhoid Fever
Gonorrhea	Plague	Typhus
Granuloma Inguinale	Poliomyelitis	Vibrio Cholera
Hansen's Disease (Leprosy)	Psittacosis	Vibrio Infections
	Rabies	Yellow Fever

Makeup Work/Tests

The student is allowed one (1) day per day missed to make up work from a one-day excused absence. If a test had been previously assigned on the day of absence, the student must be prepared to take the test on the student's return to school outside of class time (during study hall or after school). Time allowed for makeup work for multiple absences will be determined by how long a student was absent. For example, if the students misses Monday, they return to school on Tuesday, the assignments will be due on Wednesday.

Students should always go to their teacher and ask for makeup work immediately after they return from an illness. In the case of an extended illness, the parent/guardian may call the office to request makeup work for their student. Assignments may then be picked up in the office after 9:00 a.m.

Permission to Leave School

Students who must leave school during the school day must sign out in the office with acknowledgment by office personnel. In order for the student to receive authorization to leave school, the student must have permission from their parent/guardian.

Leaving school without permission results in a penalty of a one-day suspension.

Parents/Guardians: If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your student. It is very important that we have an updated, working phone number on the Emergency Contact Form to reach you. If your student is ill, please do not send your student to school. A student who contracts a contagious disease or condition, such as, but not limited to, pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice), will be sent home from school and must remain home until the condition or disease is remedied. Students who have suffered an injury and have seen a doctor should submit written permission before the student can return to participate in P.E. or athletics.

Reentry During the School Day

All signing in or out must be acknowledged by office personnel. When signing in after a doctor's appointment, a student is required to bring a note from the physician.

Closed Campus

Students are not to leave the school property during the day, except in cases of early dismissal or after proper procedures are followed for checking out of school.

Chapel

All students are required to attend chapel and be in their chapel dress uniform each Wednesday.

Closing of School

Local television Channel 13 will detail all school closings. Those announcements will be due to adverse weather and other emergencies.

The academy's Facebook page will announce all school closings or delays.

Cocurricular Activities

Field Trips

Classes at Grace Baptist Academy enjoy the educational advantage of learning away from the school campus. Students enjoy field trips that enlarge their understanding of some phase of their classwork. Field trips are designed to be educational, as well as recreational, in nature. All students are expected to attend and are required to complete a Field Trip Release Form before departure. However, a student may be retained at school for disciplinary reasons. Those not participating in the field trip are still required to be at school. Grades K3 and K4 are required to have a preapproved chaperone over the age of 18 with them in order to participate. All parents/guardians are welcome to attend the field trips.

Transportation

Students participating in field trips are expected to ride the bus or van provided by the school. Drivers are licensed to operate these vehicles. If there is available space and because of the requirement for kindergarten students to have an approved chaperone, the parents/guardians of K3 and K4 students can also ride the school transportation; however, all other parents/guardians must provide their own transportation. After a field trip is completed, students may leave to go home with their parents/guardians. Parents/guardians will need to sign the appropriate release form provided by the school in order for their student to leave. Students will not be permitted to leave with other students or adults.

Athletic Eligibility Policy

- Any student who is failing a class, 59% and below, will be ineligible.
- Any student whose average in all classes is combined to be below a 70% will be ineligible.
- Each ineligibility period will begin and end each Wednesday. A student who is on the Ineligibility List will not be able to become eligible until the next Wednesday. (Example: Student A has a 57% in Physics at the end of the 5th Wednesday of the quarter, making them ineligible. However, on Friday, the student takes a test or quiz or turns in a homework assignment that brings their grade above the 60% threshold. Student A will still remain ineligible until the following Wednesday but will become eligible so long as their grade remains above a 60% in that class and their overall average from all their classes is in excess of 70%.)
- Any student who is on the Ineligibility List is not allowed to travel with their team.
- A student who finishes a grading period ineligible will remain ineligible.
- A student who obtains a 75% average over a grading period is exempt from being ineligible for the first two Wednesday ineligibility periods. (Example: An "A-B" student who averaged an 86% in the first grading period fails their first test on the 5th day of the second grading period. This student will still be eligible until the 13th day of the grading period. At that point, Rules #1 and #2 apply. This rule is designed to give grace to a good student who performs poorly on a single test and gives them two weeks to get their grades back above the ineligibility threshold.)
- Teachers should strive to have at least 1.5 grading factors per week averaged throughout the quarter and should have all grades entered in by Tuesday afternoon. This includes homework, quizzes, and tests.

Student Behavior

Honor Code

The basic underlying philosophy of Grace Baptist Academy is that a Christian school should be Christian in every aspect of the word. The administration and faculty of Grace Baptist Academy believe that regular family church attendance and the maintaining of Christian standards of courtesy, morality, and honesty are essential for Christian growth.

Being a student at Grace Baptist Academy is a privilege that students earn through their high commitment to academic success and positive social interactions with others.

The administration and faculty of Grace Baptist Academy believe that the following activities do not promote the spiritual growth of the students; therefore, each student must refrain from these activities, whether at home, school, summer vacation, or elsewhere, as long as they are enrolled in Grace Baptist Academy. Students involved in the following practices will not be permitted to attend Grace Baptist Academy and may be subject to permanent expulsion.

- Visible tattoos or markings on the body
- Using tobacco in any form
- Drinking alcoholic beverages
- Using illegal drugs of any type, including marijuana
- Involvement in immoral acts
- Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent in an immoral or homosexual act
- Identifying statements
- A statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages
- Identifying acts

- Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior

Examples: Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or immoral behavior; wearing apparel, makeup, and/or accessories that are commonly associated with another gender rather than the student's biological gender; attempting to use the bathroom and/or locker-room facilities of a gender other than the student's biological gender

- Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Grace Baptist Academy and is basis for dismissal.
- All students must be treated with dignity and respect, free of threats or harassment. Students violating this policy of respect will be punished accordingly.
- Illegal activities which involve arrest and prosecution (other than traffic violations)
- Involvement in gangs or gang-related activity
- Involvement in the occult
- Any inappropriate form of communication via email, texting, or social networking sites

Grace Baptist Academy does not admit nor retain students who are married or have been married.

The restrictions listed on the Standard of Conduct are not intended to condemn those who disagree, but they point out types of conduct which we feel would hinder the ministry of GBA. Students are expected to abide by these standards for the entire period of their enrollment at GBA. Students who are not in harmony with GBA will be requested to withdraw. We do not accept or retain students who do not want to attend GBA.

General Conduct

1. Cell phone usage—Students who must bring cell phones to school with them must turn them in to the office before the beginning of school. They will be kept turned off and locked

throughout the day. Students may pick up their phones when leaving school. Students violating this policy will have their phones taken. If this occurs, parents/guardians may pick up their student's phone. (Penalty: 25 demerits) In addition, smart watches are not allowed to be worn during the school day or while on school property.

2. Parents/guardians are expected to cooperate with the faculty and administration in the area of student conduct.
3. Profanity will not be accepted.
4. Students with a continuing problem of profanity, lying, cheating, stealing, disrespect, or fighting will be considered out of harmony with the school standards and policies and will be subject to disciplinary action up to and including suspension and possible dismissal.
5. The following articles are not to be brought onto the campus: knives, guns of any type, fireworks, any reading materials or audio/visual media not assigned by the faculty for educational purposes, drugs, tobacco, alcohol, electronic games, MP3s, recorders, legally prohibited devices, trading cards, or chains. (These are things that would distract from classes.)
6. A public display of affection between boys and girls is not permitted at school or at any school function.
7. Students who are not in harmony with the policies of the school are subject to disciplinary actions. The following are considered as grounds for disciplinary action up to and including suspension and dismissal:
 - Defiance or direct confrontation with school authorities
 - Stealing
 - Failure to comply with the terms of disciplinary probation
 - Bullying of other students
 - Sexual harassment: Students will not engage in verbal or physical conduct of a sexual nature directed toward any person at any time. Such actions will result in immediate disciplinary action and/or prosecution by the appropriate law enforcement agency.
 - Other offenses deemed serious by school officials

We live in a violent society permeated by drugs, alcohol, and other mood-altering substances. We are grateful to the Lord that GBA has had no problems in these areas; however, it is our responsibility to be eternally vigilant. Parents/guardians of students should be aware that the school reserves the right to search their student's person and belongings in the event the school suspects their student possesses an unapproved item or substance. Unless there is an emergency as deemed by the administration, parents/guardians will be contacted before searches are conducted.

Cheating

Cheating is defined as using unapproved materials to gain an unfair advantage over other students. This definition includes plagiarism (taking another person's ideas and presenting them as your own). Grace Baptist Academy defines plagiarism as copying three or more consecutive words without citing the source. Cheating in any form will not be tolerated. The first offense will result in a zero on the quiz, paper, or test and possible demerits. Any following offenses will result in suspensions and expulsion. Using AI to generate papers, materials, or answers is considered plagiarism and will be treated as such. The use of Grammarly's AI software to rewrite papers is strictly prohibited and will be considered plagiarism.

Demerits and Expulsion

Grace Baptist Academy uses demerits for major offenses, as deemed by the administration. The chart below indicates both the offense and corresponding demerits that will be issued. The administration reserves the sole right to issue demerits. A discipline notice will be sent home anytime demerits are issued.

Students who accumulate 25 demerits in a semester will incur a one-day in-school suspension.

Students who accumulate 50 demerits in a semester will incur a one-day out-of-school suspension.

Students who accumulate 75 demerits in a semester will incur a two-day out-of-school suspension.

Students who accumulate 100 demerits in a semester will be expelled from GBA. Students who are expelled will be able to reapply for enrollment the next school year; however, Grace Baptist Academy reserves the right to deny reenrollment.

Students who reside on campus will serve all suspensions “in school.”

Demerits will reset to “0” at the end of a semester.

While demerits and expulsions are outlined below, this is not a definitive list of disciplinary actions. The administration reserves the right to the apply disciplinary action for offenses not listed below.

25-Point Demerit Penalties

- Failure to properly serve a suspension
- Obtaining answers for an assignment, quiz, or test of any kind prior to the assignment being given is considered cheating. This includes the ordering of Abeka answer keys or the use of websites such as Quizlet.
- Defacing or damaging school, church, or personal property of students or school personnel, whether intentionally or through negligence: demerits plus twofold restoration of the amount of property defaced or destroyed
- Cheating or participating in a cheating scheme, whether it is completed or not
- Forging the signature of a parent/guardian on any note or letter turned in to the school
- Listening to rock music or possessing any type of rock music paraphernalia
- Skipping class, leaving campus or any other school activity, or changing location without the necessary permissions
- Intentional and willful disobedience
- Verbal disrespect to a teacher, administrator, or adult authority of the school or church
- Blatant insolence or nonverbal disrespect to a teacher, administrator, or adult authority of the school or church
- Lying or any form of withholding the truth (If a lie is told in an attempt to get another student in trouble, a public apology will be required.)

- Any involvement in witchcraft or Satanic activities
- Intimidation or threats to another student or a member of the staff, faculty, or administration of the school or church
- Stealing, conspiring to steal, or knowingly receiving stolen goods: demerits and twofold restoration of the amount stolen and apology made publicly
- Purposeful contact or touching between males and females
- Vulgar language, notes, or gestures; profanity
- Reckless driving on campus: demerits and restoration of any damage to grounds; penalties for any type of damage incurred because of this recklessness include involving the law.
- Injuring another student, whether on purpose or through negligence
- Threatening violence or harm to another student or the school
- Having a cell phone or smart watch in your possession during school hours
- Purposefully obstructing security cameras
- Wearing any type of material that contains the name or advertisement of any alcohol, tobacco, drug, or any references to any companies propagating material contrary to the Bible, as deemed by the administration
- Bullying of other students
- Plagiarism, as defined under the “Cheating” section, plus a zero given on the assignment. This includes the use of AI software such as ChatGPT.

50-Point Demerit Penalties

- Failure to leave any social activity where alcohol or drugs are present
- Attending an R-rated movie
- Kissing (including outside of school)
- Bringing or having vulgar literature, pictures, or videos at school or any school- or church-related activity, whether it is physical material or electronic
- Assault against another student
- Having any type of lewd, pornographic, or vulgar material on a student's social media site

- Leaving a hotel room on an away school trip after students are checked in by the chaperone
- Texting or sending inappropriate, pornographic, or ungodly photos from a student's phone (possible further punishment if another school rule is violated)
- Damage to personal property: demerits and restoration of property

75-Point Demerit Penalties

- Incestuous or homosexual touching
- Shoplifting (first offense)
- Smoking or having in possession any tobacco products or smoking devices (first offense), which includes any vape pens or cartridges

One-Semester Expulsion

- Entering a bathroom or locker room of the opposite sex without administrative approval
- Attending an X-rated movie
- Drinking alcoholic beverages
- Striking or attempting to strike an administrator, teacher, staff member, or adult supervisor at school or church
- Calling 911 or knowingly filing a false emergency
- Vandalizing the house, car, or other personal property of a teacher, administrator, or adult authority of the school or church: expulsion and restoration of property
- Having in possession any kind of gang paraphernalia, writing any kind of gang graffiti, or any association with a gang

Two-Semester Expulsion

- Bringing or having in possession any kind of weapon that fires a projectile

One-Year Expulsion

- Fornication
- Indecent exposure
- Homosexual act

Permanent Expulsion

- Mothering or fathering a child, whether brought to full-term or not
- Shoplifting (second offense)
- Smoking or having in possession any tobacco products or smoking devices (second offense), which includes any vape pens or cartridges
- Use, possession, transferring, or pushing drugs

Additional Disciplinary Policies

In addition to the demerits and expulsion outlined previously, the following will be handled on a case-by-case basis by the administration.

- Death threats will be reviewed by the administration, and appropriate disciplinary action will be taken.
- If a student is arrested or charged with a crime, that student will not be allowed to attend school until the case is adjudged or readmission is approved by the administrative committee.
- If a student withdraws from school while under investigation for an act punishable by expulsion and is subsequently found guilty, that student's record will be marked "Expelled."
- A student who is under investigation by the school for a punishable offense may be temporarily suspended while the investigation is undertaken. If the student is found to be not guilty, the student will not be marked absent, and the student will be given the opportunity to make up any missed work for full credit. If the student is found to be guilty of the offense, the temporary suspension will count towards the punishment, and their record will be marked "suspended."
- Any student who conspires with or assists another student in violating a rule will receive the same number of demerits as those who participate in the violation.
- Any student who sponsors a party where school rules are violated and, therefore, becomes the procuring cause of the violations could be subject to those same demerits on their demerit record.
- Once enrolled, students are not allowed to get a tattoo: expulsion until the tattoo is removed.

- Students are not allowed to enter a building or any classroom by any other means than an unlocked door.

Dress and Appearance

The Biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but also to the matter of calling undue attention to oneself as well. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

While at school, students must adhere to the GBA Dress Code set forth below. Students are to be neatly and appropriately dressed for all academy-sponsored activities. Parents/guardians and guests of students are encouraged to honor the standards of modest dress exemplified by the GBA Dress Code (skirts or dresses for ladies, pants or slacks for men) while participating in academy activities or attending academy functions.

Attire Categories

The table below will be referenced to determine the expected attire for events upon notification by the administration.

Category	Young Men	Young Ladies
Formal	Suit & tie Button-up dress shirt Dress shoes	Knee-length dress Dress shoes
Activity	Jeans or Khakis Collared shirt	Jean or khaki skirts T-shirt
Casual	Jeans or Athletic Pants T-Shirt	Jean or khaki skirts T-shirt

Athletic	Loose fitting T-shirt Knee-length, baggy shorts
Chapel	Designated dress uniform as outlined below
Regular	School uniform as outlined below

School Uniform and General Appearance:

The regular school uniform and general appearance guidelines will be used on school days except when altered by the administration.

Young Men

1. Young men must wear shoes with non-marking soles. The following styles of shoes are not permitted: cowboy boots, sandals, Crocs, slides, and flip-flops.
2. Haircuts are to be traditional and masculine in nature. The hair may not rest on the collar or cover any portion of the ear. Hair must fall at least one inch above the eyebrow. Sideburns may not extend below the middle of the ear or be cut above the top of the ear. Hair coloring is not permitted. Facial hair must be neat and tidy. Jewelry is not allowed. The only acceptable haircut is a **tapered** hairstyle. Hair may not be braided, etc.
3. Pants are to be khaki, black, gray, or navy. Belts should be worn with pants that have belt loops.
4. Solid-colored polos in the following colors: Red, blue, gray, white, or black

Young Ladies

1. All shoes must completely cover the foot. Open-toed, Crocs, slippers, or sandals are not permitted.
2. The length of a skirt or dress should be below the knee and cover the knee while the student is standing or sitting. Any slit may not be higher than the bend in the knee.
3. Natural and complimentary makeup may be worn conservatively in Grades 7-12. The length of her nails should not interfere with a student's doing her work.
4. Unnatural hair coloring or highlighting is not permitted.

5. Jewelry must be conservative in both quantity and style. Piercings are allowed only on the bottom of the earlobe, with a maximum of two.
6. Hairstyles must be conservative and consistent, with a traditionally feminine appearance (hair must touch the middle of the neck). Hair accessories must coordinate with the uniform.
7. Skirts or jumpers are to be khaki, black, grey, or blue. Skirts or jumpers should not be form-fitting. Undergarment lines should not show.
8. Shirts are to be solid-colored polos in the following colors: Red, blue, gray, white, or black.
9. All but the top button should be buttoned. Polos must be loose-fitting enough to conceal undergarments and any cleavage.

Dress Uniform:

The designated dress uniform will be worn on Wednesday chapel days, for special events scheduled throughout the year (special meetings, programs, graduation, etc.), and for other specified days.

Young Men

1. Button-down dress shirts are to be solid colored
2. Pants are to be khaki, black, gray, or navy.
3. A neck or bow tie should be worn.
4. Athletic Shoes are not allowed as part of the dress uniform.

Young Ladies

1. Blouses should be worn with no plunging front or back lines. Blouses are not to be sheer, and no cleavage must be shown while sitting or leaning over.
2. Skirt or jumpers are to be khaki, black, gray, or blue.
3. Sunday church attire that adheres to the dress-code guidelines may also be worn.
4. Athletic shoes are not allowed as part of the dress uniform.

Attire may be checked at any time. If a teacher, staff member, or the administration believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students may be sent

home in order to change appropriate clothing. Absences for students sent home for being out of dress code will be deemed “unexcused,” and any assignments missed will be counted as zeroes. Students who come to activities out of dress code will receive ten demerits.

Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise. The administration reserves the final decision about the appropriateness of all manner of dress.

Curriculum

Bible

A Bible lesson is presented each day. In elementary school, this lesson is presented using visual aids. The junior and high school classes are taught by lecture method. Each student learns a number of Bible verses from memory each year.

Language Arts

Reading skills are taught using a phonetic approach. In addition to traditional English grammar, students receive instruction in spelling, poetry, vocabulary, and literature. Students in upper grades receive instruction in foreign languages.

Math

A traditional and practical course of study is used in math classes. Students are taught basic concepts and applications.

Science

Students receive instruction in areas such as plants, animals, the earth, the solar system, and Creation.

History

Historical facts and events are presented with emphasis on great Americans and patriotism. History classes are taught from a Christian worldview.

Physical Education

Elementary students have use of our playground and gymnasium. They participate in organized games and activities. 4th-8th grade students participate in an organized P.E. class.

Textbooks

Students are expected to bring their textbooks to the classes for which they are needed. Textbooks will be turned in at the end of the school year. Damaged beyond normal wear and tear or lost textbooks will need to be replaced by the student at the cost of \$75 per textbook.

Textbooks are **LOANED** to each student and are expected to be returned in a similar condition to when they were handed to the student.

Other materials (books, magazines, newspapers) need to be approved by the administration before they are brought into school.

Transfer Students

Transfer credit is given only for completed work.

DIVISIONS

Elementary School

- Grade 1 (must be 6 years old by December 1 or must have completed kindergarten)
- Grade 2 (must have completed first grade)
- Grade 3 (must have completed second grade)
- Grade 4 (must have completed third grade)
- Grade 5 (must have completed fourth grade)
- Grade 6 (must have completed fifth grade)
- Junior High
- Grade 7 (must have completed sixth grade)
- Grade 8 (must have completed seventh grade)
- High School
- Grade 9 (must have completed eighth grade)
- Grade 10 (must have completed 6 credits necessary for graduation)

- Grade 11 (must have completed 12 credits necessary for graduation)
- Grade 12 (must have completed 18 credits necessary for graduation)

Grades

Report cards are issued at the end of each grading period. Grading Scale:

A+ = 98-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-97	B = 83-86	C = 73-76	D = 60-66
A- = 90-92	B- = 80-82	C- = 70-72	F = 0-59

A student's GPA is calculated by dividing the total number of grade points earned by the total number of credits attempted, excluding those credits for which the students earned an incomplete or withdrawal. Any class in which a student earns an "F" must be successfully repeated. A student who fails 2 or more courses in a school year must repeat the grade.

Transcript Policy

When the transcript for a student who transfers into the district does not specify a numerical grade for a course, the following designation will be applied.

For international grades, Grace Baptist Academy assigns a numerical grade as follows:

A+ = 99	B+ = 89	C+ = 79	D+ = 69
A = 95	B = 85	C = 75	D = 65
A- = 90	B- = 80	C- = 70	F = 60

Excellent = 99 • Good = 89 • Fair = 79 • Poor = 69

The credit earned for a state/local government course in any other state by an out-of-state transfer student can stand in place of Mississippi Studies or Mississippi State and Local Government.

Grace Baptist Academy only accepts credit for completed work. Any uncompleted work will receive a grade of “N/F” for “Not Finished.” The student will be given a “0” for that year’s work. Failed courses must be repeated to earn credits needed for graduation. However, courses may not be taken over just to improve the GPA of a student. If the first semester was completed and the transfer is between semesters, the student will continue the course at the start of the next semester.

Grace Baptist Academy will transfer credits from another educational institution or experience to GBA’s transcript under certain conditions. Documentation of the credits is required for an analysis to be done. Acceptable forms of documentation include an official transcript and/or a portfolio. An initial, unofficial transcript analysis will be completed based upon unofficial transcripts submitted by students or parents/guardians. Transfer credits will be in “pending” status until Grace Baptist Academy receives official transcripts from the student’s previous school. The Grace Baptist Academy Diploma will only be awarded once all transfer credits have been certified with an official transcript or accepted through portfolio submission. International transcripts will be reviewed by our administration and sent out for independent review by an established third-party evaluation service, at our discretion, to determine the U.S. credit equivalents and transferability to GBA. The fee for this service will be charged to the enrolling student.

Graduation

24 credits are required for graduation:

- 6 Credits in Electives
- 4 Credits in English
- 4 Credits in Math
- 4 Credits in History/Social Studies
- 4 Credits in Science
- 0.5 Credit in Health
- 0.5 Credit in Physical Education
- 1 Credit in College and Career

* One year of Bible is required for each year enrolled at Grace Baptist Academy.

Seniors must meet all graduation requirements, and all financial responsibilities must be paid in full in order to participate in graduation ceremonies including the graduation fee. All financial responsibilities must be paid in full for a student to receive a diploma or receive credit for work completed. Eight semesters of high school attendance are required to be considered for graduation unless special approval is granted by the administration.

Valedictorian / Salutatorian

The valedictorian will be the student having the highest GPA (minimum 3.5) during their four years of high school. The salutatorian will be the student having the second highest GPA (minimum 3.2) and meeting the same requirements as the valedictorian. The class rank will be based upon the student's GPA in all classes. The valedictorian and salutatorian must have been enrolled at Grace Baptist Academy by the beginning of the first semester of their sophomore year to qualify for these honors.

Homework

At GBA, we believe that homework is a priority for a student's education. A homework assignment is given for the student to practice concepts and procedures they have learned in class. Since homework is crucial, we ask for parents/guardians to ensure that all assignments are completed and turned in on time. Students must complete their own work. Furthermore, copying someone else's homework or allowing someone else to copy your homework is cheating and will be handled according to school policy.

General

Care of Facilities, Equipment, and Textbooks

Students are expected to take care of school facilities, equipment, library books, and textbooks. This includes, but is not limited to, school property and personal property of students and/or staff. Disciplinary action will be taken when students abuse the facilities or equipment. A

student will also be expected to pay for, repair, or replace any facilities or equipment they damage.

Phone Calls

Please feel free to call the office at any time. To contact a teacher, please call the office and leave your number and a message. The teacher will return your call. You may also contact any teacher through email. To contact your student, call the office, and the secretary will give the student a message or call for them to come to the phone. Only parents/guardians may contact their student during the school day. Students are not permitted to use the office phone except in emergencies.

Lunches

Students bring their lunches Monday through Thursday, and on Friday there is an opportunity for a hot lunch to be purchased. There are microwaves and a soft drink machine available for the students' use. Parents/guardians and grandparents are permitted guests during lunch.

Student Pickup

To ensure a safe and efficient dismissal process, please carefully follow the guidelines below:

- Follow Signage and Grade Lanes: Remain in the designated lane for your child's grade level. If you are picking up students from multiple grades, use the lane for the youngest child.
- Stay in Your Vehicle: Do not exit your vehicle. A staff member will assist your child in entering the car from the passenger side only.
- Loading Your Child: If your child needs help with their seatbelt, a parent may exit the vehicle to assist. Please do not get out of your vehicle until your child has been brought to your vehicle.
- Student Safety Zones: For their safety, students are not permitted to walk beyond the outer lane under any circumstances.
- Cell Phone Use: To maintain a safe environment for all, please avoid using your phone while in the pickup line.
- Late Pickups: Students not picked up by 2:45 p.m. will be taken to the aftercare program located in the kindergarten hallway. A parent or guardian will need to sign them out from that location.

- Inclement Weather: Dismissal procedures may change during severe weather. Please check your email or school communication channels for updates.

Thank you for your attention and cooperation in keeping our students safe and our dismissal process running smoothly.

Online Food Orders

Online food orders from apps or websites such as DoorDash, GrubHub, etc. **are NOT allowed** during the school day.

Visitors to School

All visitors must report immediately to the office area to receive permission to be on the premises. Only those individuals who have school-related business to conduct will be granted permission to remain.

Parent/Guardian-School Communications

Communication between the parents/guardians and the school is of utmost importance. Parents/guardians are issued a school calendar that gives important dates. Communication may also be included in special meetings or in notices sent home with the student. The school Facebook page will be updated on a regular basis.

Grace Baptist Academy encourages parents/guardians to be as involved as possible in their student's education. If you would like to visit your student's classroom, you are more than welcome. Please follow these procedures:

1. Call or talk with the principal or office personnel to let them know when you would like to visit.
2. Please check in at the school office when you arrive.
3. Classroom visits should be limited to one hour.
4. Any items (supplies, lunches, sports equipment, etc.) to be delivered after 7:55 a.m. should be left in the office. Please do not interrupt the class.
5. Classroom visits should be limited to one per semester.

Problem Resolution

As in any endeavor, problems may arise. Grace Baptist Academy follows the I Corinthians 6 principle in regard to problem resolution. In partnering with parents, we also endeavor to teach problem solving skills to the students at our school; therefore, we encourage parents to allow their children to attempt to solve their problems in an attempt to help them prepare for life's journey. The students will be taught problem resolution in the following way listed below. Parents/guardians should understand and agree that problem resolution must follow these steps:

1. Pray about the situation, and determine if it seems serious enough to pursue. Pray for all those involved in the situation, and ask the Lord for wisdom.
2. In order to teach problem-solving skills, students should go directly to the person(s) with whom they are having a problem and kindly and respectfully state their position.
3. If no student is in danger and there is no resolution after a student has spoken to the person with whom they are in disagreement, the student should inform the teacher; the teacher will then speak with both students at separate times and then together, if necessary, in order to obtain a sense of unity.
4. At that point, if the problem remains unsolved, parents should contact the teacher or other individual directly involved for a personal conference.
5. If unresolved, schedule an appointment with the principal.
6. If necessary, contact the administration for a conference.

We request that parents/guardians try to see that going to the source is the fastest route to resolution. Furthermore, the administration of Grace Baptist Academy strives to handle all situations quickly and efficiently; however, in some cases, we will require your patience as we seek to gather all relevant information. Please bear in mind that our ultimate goal in any conflict is restoration, forgiveness, and unity. Parents, guardians, and students should strive to accomplish these goals through the above process. **At GBA, we have an "OPEN-DOOR POLICY."**
Any person may speak with any teacher or member of the

administration at any time. In no way is our policy meant to dissuade parents from approaching the school. We appreciate your help in this matter.

Report Cards

Report cards will be made available at the end of each nine-week period. Students entering school after the school year has started must be in school at least three weeks prior to the date report cards are issued to be entitled to receive a report card. At the end of the year, report cards will be available for pickup in the office after final statements are paid.

Student Honors and Awards

1. Honor Rolls:

- Students who have an “A” average at the end of the school year in each class will receive “A” Honor Roll.
- Students who have an “A” or “B” average at the end of the school year in each class will receive “A-B” Honor Roll.

2. Academic Awards: The academic awards are given on performance-based achievements of the students.

3. Athletic Awards: The coaches give special awards to students who excel in sports.

4. Spiritual Awards: The Christian Conduct and Pastor’s Awards are given out to students who excel in this area.

5. Perfect-Attendance Award: The Perfect-Attendance Award is given to students who are not absent for the entire school year.

6. Christian-Scholar-Athlete Award: This award is given to the student who is the most balanced in the areas of Christianity, academics, and athletics

Student Vehicle Policies

The following guidelines are listed for those students who wish to drive a motor vehicle to school or to school functions:

1. Driving to school is a privilege and not a right. This privilege may be revoked by the administration for failure to follow these guidelines.

2. Students driving to school are not permitted to stay in their vehicles after they arrive on campus.
3. Students will not leave campus in their vehicles at any time during the day without permission. (Medical or dental appointments should be scheduled at the beginning or end of the day, if possible.)
4. Students must park in the parking lot in front of the school.
5. Students who drive recklessly or dangerously will not be permitted to drive to campus. First-time violators will be suspended from driving to school for a week. Repeat violators will be permanently suspended from driving to school.

GBA Lockdown Procedures

1. Teachers notified
2. Dial 911
3. Lights out
4. Jammed door
5. Quiet students
6. Cover windows in door
7. Make yourself as small as possible.
8. No movement until authorized by following:
 - Police
 - Pastor
 - Principal
 - Member of the Administration

Situational Awareness

1. All cases are taken with extreme seriousness.
2. Reports of suspicious behavior should be made immediately to authorities and the administration.
3. A student exhibiting signs listed below will be called to a meeting with the principal.
 - Extreme mental or emotional duress
 - Threatening self-harm
 - Threatening others

- Disturbing drawings, depictions, notes/letters (including digital)
 - Disturbing social media posts
4. The parent/guardian will be informed, and the student will not be allowed to attend school.
 5. The administrative committee will meet before the student is allowed back in school.
 6. The student will not be treated as suspended unless a school rule was violated and will be allowed the appropriate amount of time to make up work that is missed during this time period.