

# Grace Baptist Academy

## Kindergarten 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 12<sup>th</sup> 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.

<sup>1</sup>Colossians 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

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

<sup>3</sup>Psalm 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, or 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 *Kindergarten 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 K-5. Upon registration, a placement test will be scheduled through the office. Any testing after July 15 will incur a \$25 fee.
- Any student who enrolls in the K-3 or K-4 class after the month of November will be required to undergo a placement assessment prior to commencing classes. This assessment will cost \$25.
- 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.
- If applicable, 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 preschool (K-3 or K-4) or kindergarten (K-5) class must be the appropriate age by December 1. All preschool and kindergarten students must be potty-trained
- 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, 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

8:00 a.m.	Day Begins
10:00 a.m.	Snack and Recess
12:00 p.m.	Lunch and Recess
2:25 p.m.	Day Ends

## Attendance

Your child's regular and punctual attendance is a vital part of their academic success. Each day, something new is taught. Please view school as a priority, and try to schedule appointments and trips after school or on breaks as much as possible. Our school day starts at 8:00 a.m. If a student comes in after this time, they must be signed in at the office and will be considered tardy. If a student comes in late on a regular basis, it is harder for them to get ready for class and feel prepared.

## K-3 and K-4 Attendance

The State of Mississippi does not require mandatory school attendance for children under the age of five. In alignment with such, our K-3 and K-

4 programs are not subject to the same compulsory attendance regulations as higher grade levels.

However, we strongly encourage families to prioritize consistent attendance. Our K-3 and K-4 classes follow a developmentally advanced curriculum designed to foster early learning and school readiness. Frequent absences can impact a child's academic progress, social development, and classroom participation.

To support your child's success, we ask that you make every effort to ensure regular attendance and communicate with the school regarding any extended or repeated absences.

## K-5 Attendance

- Regular attendance in Kindergarten (K-5) is an important foundation for your child's academic and social development. To receive credit for the school year, K-5 students may not exceed **12 unexcused** or **18 total** absences.
- If a student exceeds these limits during a semester, parents or guardians may submit a **written appeal** to the school administration. Appeals will be considered for **extenuating circumstances**.

We ask families to make every effort to ensure consistent attendance and to notify the school promptly in the event of an absence.

## Definition of Absences and Tardies

K-5 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.

### 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.

- A new or worsening cough or sore throat
- Loss of taste or smell
- A temperature of 100.4° or higher. Children must be fever-free for 24 hours, without the use of medicine, before returning to school.

- An upset stomach
- 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

If a student requires medication during the school day, the school must have signed authorization through the office to administer. 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
	Histoplasmosis	Rocky Mountain Spotted

Amebiasis	Human Immunodeficiency	Fever (R. Rickettsia)
Anthrax	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

## 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. All kindergarten students 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; however, every adult over the age of 18 must fill out a background check through the office. Background checks must be filled out at least three (3) days before the date of the field trip.

### 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, the parents/guardians of kindergarten students can also ride the school 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.

## General Conduct

Here at GBA we believe that correction and guidance are crucial to the welfare of each student, as well as faculty and staff. If a student is in need of correction, we do so in love and with redirection. Each teacher is given the liberty of making and enforcing classroom regulations in a way that they feel is in accordance with Christian principles; however, GBA does take a standardized approach to poor or aggressive behaviors. GBA expects full cooperation from both students and parents in the education and correction of the students.

## Behavior Policy

At GBA, we are committed to providing a safe, nurturing environment where all children can learn and grow. To protect the well-being of every student and staff member, disruptive and aggressive behavior will not be tolerated under any circumstances. When such behavior occurs, it will be addressed promptly, consistently, and seriously.

### Definition of Disruptive Behavior

Disruptive behavior is any behavior which hinders the flow of learning or interrupts the classroom environment:

- Lying
- Running in the classroom
- Screaming or yelling excessively
- Interrupting during instructional times

While this list is general and not exhaustive in nature, GBA reserves the right to assign consequences for behaviors not specifically listed above.

### Definition of Aggressive Behavior

Aggressive behavior includes, but is not limited to:

- Hitting, kicking, biting, or pushing others
- Throwing objects with intent to harm
- Spitting on others
- Using threatening or intimidating language or gestures

- Purposefully destroying property
- Repeated defiance of safety instructions or adult direction

### Three-Warning System for Behavior

Aggressive or disruptive behavior will result in the following steps:

#### **First Warning:**

- Parents will be notified.
- The child will be sent home for the remainder of the day.

#### **Second Warning:**

- Parents will be notified.
- The child will be sent home for the remainder of the school day and must remain out of class for the following full school day.

#### **Third Warning:**

- Parents will be notified.
- The child will be sent home for the remainder of the school day and must remain out of class for the following two full school days.
- After a third incident, the student's behavior will be reviewed by the administration team to determine appropriate next steps, which may include expulsion from GBA.

### **Important Notes**

- Each incident will be documented and reviewed thoroughly by the administration.
- Warnings reset at the end of each semester.
- The school reserves the right to accelerate disciplinary steps in cases of severe aggression or extreme, disruptive behavior
- The administration reserves the sole right to issue warnings. A discipline notice will be sent home any time a warning is issued.

### 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
<b>Formal</b>	Suit and tie Button-up dress shirt Dress shoes	Knee-length dress Dress shoes
<b>Activity</b>	Jeans or khakis Collared shirt	Jean or khaki skirts T-shirt
<b>Casual</b>	Jeans or athletic pants T-shirt	Jean or khaki skirts T-shirt
<b>Athletic</b>	Loose-fitting T-shirt Knee-length, baggy shorts	
<b>Chapel</b>	Designated dress uniform as outlined below	
<b>Regular</b>	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

- 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.
- 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. The only acceptable haircut is a **tapered** hairstyle. Hair may not be braided, etc.
- Pants are to be khaki, black, grey, or blue.
- Shirts are to be solid-colored polos in the following colors: red, blue, gray, white, or black.
- Belts are discouraged for kindergarten classes.

## Young Ladies

- All shoes must completely cover the foot. Open-toed shoes, Crocs, slippers, or sandals are not permitted.
- 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.
- Unnatural hair coloring or highlighting is not permitted.
- Skirts or jumpers are to be khaki, black, grey, or blue. Shirts are to be solid-colored polos in the following colors: red, blue, gray, white, or black.
- All but the top button should be buttoned.
- We strongly suggest that girls wear some sort of shorts or leggings underneath their uniforms.

## 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

- Button-down dress shirts are to be solid-colored.
- Pants are to be khaki, black, grey, or blue.
- A neck tie or bow tie should be worn.

## Young Ladies

- Skirt or jumpers are to be khaki, black, grey, or blue.

- Sunday church attire that adheres to the dress-code guidelines may also be worn.

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.

## Curriculum

### Bible

A Bible lesson is presented each day. In kindergarten, this lesson is presented using visual aids. 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.

### 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. At various points of the year students will participate in organized games and activities.

# General

## 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

In order for K-5 students to advance to first grade, they must meet the criteria outlined in the K-5 Graduation Evaluation. These guidelines will be presented to the parent/guardian at the beginning of the school year.

## Lunches

Students must bring a lunch and separate snack Monday through Thursday. On designated Fridays, students will have the opportunity to purchase a pizza hot lunch through the office. Students must still bring a snack for their 10:00 a.m. break.

All food that students bring must be fully cooked. We will be glad to warm food in the microwave; however, we are unable to warm individual sections of a bento style box.

Please ensure that each student brings their own reusable, covered water bottle.

## Review

In our K-5 program, we send home light “review” work each day to help reinforce what was taught in class. This is not meant to be heavy homework but a simple way for your student to practice and remember key skills in phonics, reading, and numbers. It also helps you stay connected with what your student is learning and gives them the joy of showing you what they can do. We want this daily review to be a positive, encouraging part of your child’s routine, helping them grow in confidence as they build strong foundations for learning.

## 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.

## Visitors to School

All visitors must report immediately to the office area to receive permission to be on the premises.

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:

- Call or talk with office personnel to let them know when you would like to visit.
- Please check in at the school office when you arrive.
- Classroom visits should be limited to one hour.

- 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.
- Classroom visits should be limited to one per semester.

### 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.

### 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.

### 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 of 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.

## 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.