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Dear Parents and Students of GBA,

Welcome to Grace Baptist Academy and the 2009-2010 school year! Some of you are returning to GBA after many years of partnership and I look forward to serving your family this year. Please take time to review the handbook since each year revisions are made. Others of you are new to GBA. I certainly want to welcome you to our school. New families will want to read the handbook more carefully since it provides a reference to the guidelines that we believe help us to complete our mission of assisting families by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence homes, churches, and the community for Christ. I trust you will find GBA to be a school where the mission of providing a quality education rooted in God's Word is central to everything we do. Our theme verse this year comes from Colossians 3:23, 24

Whatever you do, work at it with all your heart,  
as working for the Lord, not for men,  
since you know that you will receive  
an inheritance from the Lord as a reward.  
It is the Lord Christ you are serving.

*~ New International Version ~*

I'm looking forward to see how the Lord will use this verse in the life of each student, his/her family, and the staff this year.

Students, by attending Grace Baptist Academy you have become part of a tradition that expects your best. Doing your best requires careful attention in class, faithful and careful completion of assignments, thorough preparation for and promptness to class. God has blessed you with many gifts and your teachers want to help you discover them and develop them to their greatest potential. Again, it is a pleasure to have you part of the GBA family. If you ever have questions or suggestions you would like to discuss, please feel free to call me or stop by the office.

In Christ,  
Stephen M. Bull, Administrator  
Grace Baptist Academy

## ***School History***

Grace Baptist Academy was established in 1973 as a ministry of Grace Baptist Church, with 85 students (K-6) enrolled during the first year. The junior high was added in 1975, and two years later started a high school program. Grace Baptist Academy joined the Association of Christian Schools International (ACSI) in 2001.

Today the faculty, staff, students and parents of GBA benefit from the vision and faith of Grace Baptist Church. Serving young people from all areas of Kankakee and neighboring counties, GBA has provided an educational environment in which achieving one's best and developing Godly character are synonymous.

## ***Grace Baptist Academy Operating Constitution***

God has established Grace Baptist Academy for the purpose of impacting lives for eternity through Biblically-based and Christ-centered education. This vision and mission statement articulates the purpose behind the school's existence. When coupled with seven core values and a series of operating principles, this mission statement provides Grace Baptist Academy with an operating constitution that will guide all of its policies, procedures, and practices. In addition, a complete explanation of what a Kingdom educator is (supported by seven core values and operating principles) and the Biblical principles for achieving Kingdom Education (supported by Scripture and application points) completes Grace Baptist Academy's Constitution.

Kingdom Education is defined as the life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ!

## ***Vision Statement***

To advance a Christian school of excellence through Kingdom Education so that future generations will know the truth of God's Word and not forget His works, nor be taken captive by the vain philosophies of their day.

## ***Mission Statement***

To assist families by helping equip students to embrace Biblical truth, strive for academic excellence and model Christ-like leadership to influence homes, churches, and the community for Christ.

## **Core Values**

In order to successfully fulfill this mission, Grace Baptist Academy will give priority to seven core values. Each core value must have operating principles that will allow GBA to put these core values into everyday practice in every aspect of its educational program.

*Bible, Christ-likeness, Christian Family, Church, Excellence in Education, Service, Stewardship*

## **Doctrinal Statement**

Grace Baptist Academy adheres to the doctrinal position of its founding church. We believe that a Christian school must be fully and equally committed to excellence in education and Biblical truth. Grace Baptist Academy is unbending in its dedication to provide the best educational environment for students entrusted to its care. Its administration, faculty, staff and curriculum adhere to the precepts and principles of the Holy Scriptures.

## **Statement of Faith**

We believe the Bible in its original writing, is inspired by God, without error and the standard by which all knowledge is judged and taught. (II Timothy 3:16-17)

We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit. (I John 5:4-6)

Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to pay the penalty for the sins of man, was buried, rose from the grave, and ascended into heaven where He will continually minister as our Great High Priest and Advocate. (I Corinthians 15:3, I Peter 2:21-24, John 3:16)

Salvation is a free gift offered to everyone on the basis of God's grace and mercy. To receive this gift, the sinner must place his / her faith in Christ alone for the redemption of sin and eternal life in heaven. (Romans 3:20-21, Galatians 5:22-25).

We believe in the ministry of the Holy Spirit by whose dwelling enables the Christian to live a Godly life. (Galatians 5:22-23)

We believe in the resurrection of the saved to life, and the lost to damnation. (John 5:24, 28, 29)

We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:21-23)

# ***Purpose and Philosophy***

## ***An Academic Focus – A Christian Foundation***

### ***Purpose***

The purpose of Grace Baptist Academy is to assist families in providing a sound education for their children through the integration of faith and learning. GBA is committed to teaching a Biblical worldview throughout the development of basic spiritual, intellectual, physical and social skills.

### ***Assisting Parents***

GBA endeavors to function as an extension of the home, supporting parents in the Biblical mandate giving them ultimate responsibility for the education of their children. Faculty and staff assist families in their knowledge and understanding of the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education. In order to serve these families with Biblical instruction and Godly examples, the school employs administrators, faculty and staff who are active in a Bible-believing local church, serve as a role model in their Christian walk, their professional life and Christian faith.

### ***Integration of Faith and Learning***

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a Biblical perspective, so that they can develop the skills to think Biblically, and become disciples for Christ. All truth is found in God. The Bible is God's Holy Word, without error, and is the sole authority for life. The integration of Biblical faith and learning is the primary function and responsibility of the teachers at GBA.

We, at Grace Baptist Academy, believe that we have the mission of enabling our student to live wholesome Christian lives in a harsh and demanding world. In cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose.

Grace Baptist Academy provides an environment that encourages students to excel in their individual intellectual and artistic pursuits. These pursuits, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life.

We are well aware that the primary responsibility for raising children rests with the parents. With that in mind, Grace Baptist Academy believes that the parents and school should work in cooperation and harmony in nurturing, training, guiding and expanding the child's mind and spirit. Such cooperation creates spiritually vital families. This is the foundation for our community, nation, and future generations

## ***Grace Baptist Academy Parents' Code***

Our parents play a vital part in the total program of Grace Baptist Academy. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We believe that the following code, when subscribed to by all our parents, will make Grace Baptist a school that would truly honor the Lord and produce the finest education possible:

- 1) I will pray regularly for the teachers and administration of Grace Baptist Academy.
- 2) I will cooperate fully in the educational functions of Grace Baptist Academy, doing my best to make Christian education effective in the life of each of my children, that they may love and serve the Lord Jesus Christ all of their lives.
- 3) I will support the school by gifts in addition to my tuition payments as the Lord enables.
- 4) I will undertake volunteer duties and responsibilities for Grace Baptist Academy as opportunities arise and as God provides time and strength.
- 5) I will regularly attend meetings and functions of the school.
- 6) I will recommend Grace Baptist Academy to others as opportunities arise.
- 7) If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved, rather than seeking to spread criticism or holding a negative attitude in my heart. I will not criticize the school before my children. I will follow the biblical instructions found in Matthew 18:15.
- 8) I will seek the advancement of Grace Baptist Academy in all areas: spiritually, academically, and physically.
- 9) As a Grace Baptist Academy parent, I recognize it is my privilege and responsibility to strive diligently toward observance of the above as God enables me by the power of His Holy Spirit.

## ***Discipline Code***

### ***Standards of Conduct for Grace Baptist Academy Students***

Grace Baptist Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 2:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39, Romans 13:8-10, Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Grace Baptist Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being. (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led us to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student.

The school, therefore, requires each student- whether at home, school, or elsewhere:

1. To refrain from swearing, smoking, drinking alcoholic beverages, the use of illegal drugs, gambling, pornography, premarital sex, or gang involvement as identified by the local law enforcement agencies.
2. To maintain Christian standards in courtesy, kindness, honesty, morality.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Grace Baptist Academy believes that the restrictions named are types of conduct that are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be in violation of the above-mentioned standards **may be asked to withdraw whenever the general welfare demands it.**

# ENROLLMENT PROCEDURES

**New Student:** Grace Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, athletic and other school administered programs. All new students will be placed on a one semester probationary period.

Parents may register in the school office during regular office hours. Enrollment is not finalized until the following steps have been completed:

1. Registration card and application are completed.
2. Any necessary testing completed.
3. Registration and testing fees are paid.
4. Student questionnaire(s) filled out and returned.
5. Student record forms are forwarded.
6. School Health/Medical examination records and required immunizations are up-to-date.
7. Personal interview (Grades 7-12)

**Re-Enrollment:** To maintain enrollment status, students will be given the opportunity to re-enroll each spring with notification of these dates to be given by the administration. A re-enrollment form will be mailed to the student's home, and a designated period of time will be allowed for returning the necessary form.

**Withdrawals:** Student withdrawals from GBA are handled through the school office. In order to transfer academic records, all fees must have been paid, all books and other school belongings returned, and the proper forms completed. Students who withdraw may not re-enroll within the same semester or within a ninety-day probationary period.

**Grace Baptist Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)**

## **FINANCIAL INFORMATION AND POLICIES**

Grace Baptist Academy receives its income from tuition and fees, not from state or federal funds. Therefore, it is important that all tuition and fees be paid when due. Students are not allowed to start the school year if the school bill is not current.

### **Registration Fee**

This fee is charged each year to returning and to new students. New students should pay this fee with their application, and returning students should pay this by March 5<sup>th</sup> to avoid an increase in the registration fee. Registration fees are non-refundable.

### **Book and Activity Fee**

This fee covers books, curriculum aids, art supplies, science supplies, association fees, and student sports gate fees. New students should pay this fee with their application, and returning students should pay this by June 5<sup>th</sup>. Book and Activity Fees are nonrefundable.

### **Fundraising Fee**

Families have the choice of paying a \$400.00 fundraising fee or the option to participate in the fundraisers that the school has chosen. Any fundraising fees that are not raised by the end of the school year (April) will be added to the Student Account.

### **After School Care Fees**

For 1<sup>st</sup> through 6<sup>th</sup> grade charges begin at 3:30 and are \$2.00 per hour. For 7<sup>th</sup> through 12<sup>th</sup> grade charges begin at 3:15 and are \$5.00 per hour. Charges are **NOT** incremental.

### **Tuition Payments**

Grace Baptist Academy has partnered with FACTS Tuition Management Company to help manage our tuition payments and incidental fees. See the school office for information concerning payment options.

Two consecutive missed payments will cause the account to become delinquent and will be just cause for the suspension of your child from school. If tuition, fees, or fines are unpaid at the completion of the school term, no records will be issued until the debt is paid. The participation in final semester exams, graduation ceremonies and any class trips would be in jeopardy if school bills are not paid in full. In the event that Grace Baptist Academy expends any money in the collection of an overdue account, parents are responsible for all costs incurred.

### **Financial Aid**

Families applying for financial assistance will need to complete an application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment. Applications for returning students will be accepted from March 1<sup>st</sup> through April 15<sup>th</sup> for the next school year. Applicants are encouraged to apply online, but paper forms are available in the Academy office. Students who receive financial aid are not eligible for any other tuition discounts and could lose this benefit if their tuition payments are missed.

## Tuition Scholarships & Discounts

GBC Membership Scholarship	\$100.00 per student
Pastor's Discount	25% off tuition (must be documented & approved)

Multiple Child Discount:

1 <sup>st</sup> student	-	No discount
2 <sup>nd</sup> student	-	10%
3 <sup>rd</sup> student	-	15%
4 <sup>th</sup> student & more		Free
<b>Preschool</b>	-	<b>Never more than 5%</b>

These discounts apply to tuition only. Students receiving financial assistance will not be eligible for this discount.

## School Closings

1. For reasons of extreme inclement weather, school will be called off. (Usually with District #111)
2. Announcement will be made as early as possible over radio station WKAN (1320 AM), WONU (89.7 FM) or WVLI (95.1 FM), and through ALERTNOW telephone / email system.
3. For other reasons, parents will be contacted through special school bulletins.

## Summer School

Summer academic work may be required to restore academic failures; however, in order to restore a semester or year of failure, a passing grade must be earned and work must be completed during the time allotted. Summer school fees are non-refundable and are assessed at a per semester rate along with materials fee.

## Insurance

All students will be covered during school hours and while involved in any school activity by a blanket student accident insurance policy. This insurance is **secondary** to your personal insurance. There is no charge for this service. No additional insurance will be available through the school.

## Visitors

All visitors and parents are required to come to the office when visiting GBA. Items such as lunches, and gym clothes that need to be delivered to students should be brought to the office where the secretaries will see that they are delivered. Office hours are from 8:00 am to 4:00 pm when school is in session.

Also **prospective students** may visit GBA as long as they secure a visitor's pass from the office. This must be approved by the principal at least a day in advance as visiting students will be expected to dress in accordance with the dress code. Student shadowing is also allowed as long as the appropriate form has been completed and returned to the GBA office for administrative approval one week before the shadow date.

# **Elementary Students**

## **Appearance Code**

In a school setting, there must be order in an effort to encourage concentrated study and avoid as much distraction as possible from the learning experience. At GBA our goal is for our students' appearance to reflect biblical principles and values. Those principles and values encourage one's focus to be on one's inner self (I Sam. 16:7). We want our students to glorify God in all they do, including the way they dress for school and school activities.

## **Responsibility**

Parents are responsible to make sure their children dress according to school code during the school day and at all school functions. The process of parental responsibility begins by developing and fostering an attitude in the child that recognizes and upholds the authority of the school in setting a dress code. The responsibility continues as the parent and child purchase clothing to be worn to school that is appropriate and meets the code. Parents are required to make sure that the child is dressed appropriately before leaving for school and to uphold the consequences outlined in this handbook if the code is broken. If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before it is worn. Appearance standards apply when students are on campus or at any school activity, unless otherwise directed by administration.

## **Standards**

We want students to be comfortable, to learn to make correct choices, and to be able to have a sense of "fashion" or "style" within acceptable boundaries and standards. The standards we believe best reflect biblical principles are as follows:

1. Neat and Clean
2. Modest and Moderate
3. Non-distracting and Appropriate

Please refer to the Junior High / High School section for a more detailed description of these criteria.

## **Chapel Dress**

Jeans are acceptable for boys and girls in Kindergarten through 5<sup>th</sup> grade. The 6<sup>th</sup> grade class will follow the Junior High / High School dress code for chapel days (see page 17). All other guidelines are to be adhered to. Acceptable t-shirts may also be worn. (See guidelines on pg.16)

## ***Disciplinary Information***

The administration and faculty of Grace Baptist Academy believe that a self-disciplined student will have the greatest opportunity to achieve success and to reach his full potential for the Lord. If disciplinary guidelines are clearly understood and consistently enforced, they can contribute to the development of Godly character. It is the goal of both our faculty and administration to foster self-discipline. When parents and teachers work closely together, self-discipline will develop in a student's life.

When a problem arises in class, the first step will be for the teacher to confront the matter individually. The following is an example of steps taken at that point:

1 <sup>st</sup> Violation .....	Warning
2 <sup>nd</sup> Violation.....	5 minutes of a privilege denied or merits removed
3 <sup>rd</sup> Violation.....	10 minutes of a privilege denied or merits removed
4 <sup>th</sup> Violation .....	Student will be removed to another room and the parents will be contacted.
5 <sup>th</sup> Violation.....	Student is sent to the Principal, all privileges lost, parents will be contacted, and discipline plan put in place.

Persistent problems may result in an in-school suspension the length of which will be determined by the elementary supervisor based on the severity of the conduct.

Serious offenses, such as lying, cheating, fighting, direct disobedience, disrespect, stealing, use of profanity, etc., will be dealt with immediately, and the parents will be contacted. A student who has continual problems in these areas will be evaluated by the administration and school committee and may be dismissed or refused re-enrollment the following year.

## ***Attendance Policy***

Punctual and regular attendance at school is a shared responsibility between the student and his or her parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. Grace Baptist Academy expects all students to attend school and to be on time to school.

If a student is absent from school **the parent or legal guardian** (not the student) must phone the office by 8:30AM on the day of the absence. On the day the student returns to school the parent must send a signed note explaining the reason for the absence. Failure to send a signed note with a valid excuse will result in an unexcused absence.

## ***Tardy to School***

The school day for elementary students (K4-6) begins at 8:10 AM. Students will be considered tardy to school after 8:10 AM. Students who are tardy must report with to the office with their parent or guardian to receive an admit slip. Three days of being tardy in any one grading period will equal an unexcused absence.

### **Physical Examinations and Immunizations**

The State of Illinois requires physical examinations for students entering Kindergarten and 6th grades. The State also now requires a dental examination or waiver for students entering Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades. Additionally, K-3, K-4, and K-5 students must have the results of a lead screening and TB screening on file. Illinois also requires that each student have on file in the academy office an immunization record that shows the student is current with all immunization requirements. These records must show proof that each student has received two doses of measles vaccine. An eye exam or waiver is required for all K-5 students and any student entering an Illinois school for the first time. **The academy is required to suspend any student who does not comply with these state requirements by October 15<sup>th</sup>!**

Each student participating in inter-scholastic sports or cheerleading must have a physical exam form on file each year before the student athlete is permitted to practice or play. This requirement also applies to out-of-state students enrolling in an Illinois school system for the first time.

### **School Day Schedule**

1 <sup>st</sup> – 6 <sup>th</sup> grades .....	8:10 AM – 2:50 PM
K-3, K-4, K-5 .....	8:10 AM – 12:00 PM
Child Care .....	6:45 AM – 5:30 PM
Building Open .....	6: 45 AM

### **After School Care**

1<sup>st</sup> through 6<sup>th</sup> grade students are to be picked up daily by 3:30 PM. At that time students will be taken to “After School Care”. All students must be picked up by 5:30 PM. There is a \$2.00 per hour charge for this service.

### **Lunches and Lunch Periods**

Grace Baptist Academy does not provide a hot lunch program for its students in 1<sup>st</sup> – 12<sup>th</sup> grade. Some snacks such as fruit pies and chips are available for purchase, as well as a variety of soft drinks, juice, and milk. Otherwise students can bring sack lunches from home. Punch cards in the amounts of \$5, \$10, and \$20 are available for you to purchase for your student. The junior and senior classes will also be selling food items during the lunch periods.

### **Homework**

Homework will be given to your student. Homework serves two major purposes. First of all, it reinforces what is being taught in the classroom. Secondly, it teaches the student responsibility. We **expect** and **inspect** your child’s homework. If your child is not in the habit of having homework, or has never developed proper study habits, assistance at home will be needed. The teacher will not give unreasonable amounts of homework. If your child is spending excessive amounts of time doing homework, proper study habits may need to be developed as well as a schedule that will allow school and home responsibilities to be fulfilled with sufficient personal time remaining.

Homework assignments should adhere to the following time standards:

Primary Grades (1-3).....	45 minutes
Upper Elementary (4-6).....	60 minutes

**Standardized Testing**

The Stanford Achievement Tests are administered each spring in grade levels K-11 to measure academic progress and to compare that progress with public and private school students from all over the United States. This testing provides parents, students, and GBA with very specific evaluations of strengths and weaknesses that can be used to improve the academic progress of GBA and help each student individually.

An Intelligence (IQ) Test is given to students in grades 1, 5, and 9 at the same time as the Achievement Tests.

## ***Junior High and High School***

### **Appearance Code**

In a school setting, there must be order in an effort to encourage concentrated study and avoid as much distraction as possible from the learning experience. At GBA our goal is for our students' appearance to reflect biblical principles and values. Those principles and values encourage one's focus to be on one's inner self (I Sam. 16:7). We want our students to glorify God in all they do, including the way they dress for school and school activities.

### **Responsibility**

Parents are responsible to make sure their children dress according to school code during the school day and at all school functions. The process of parental responsibility begins by developing and fostering an attitude in the student that recognizes and upholds the authority of the school in setting a dress code. The responsibility continues as the parent and child purchase clothing to be worn to school that is appropriate and meets the code. Parents are required to make sure that the child is dressed appropriately before leaving for school and to uphold the consequences outlined in this handbook if the code is broken. If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before it is worn. Appearance standards apply when students are on campus or at any school activity, unless otherwise directed by administration.

### **Standards**

We want students to be comfortable, to learn to make correct choices, and to be able to have a sense of "fashion" or "style" within acceptable boundaries and standards. The standards we believe best reflect biblical principles are as follows:

1. Neat and Clean
2. Modest and Moderate
3. Non-distracting and Appropriate

### **Neat and Clean:**

1. All clothing should be clean and in good repair. Clothing with holes, tears, patches, or ragged/frayed areas or ends may not be worn.
2. Hair must look neat and natural with an emphasis on cleanliness. No unnatural coloration is acceptable. Girl's hair must be cut or kept so that it is consistently out of the eyes, neatly trimmed, and well groomed at all times.
3. Boy's hair should be cut so that it is not longer than the bottom of the ear and off the eyebrows and collar. Sideburns must not extend below the bottom of the ear. Hair that does not meet these standards but is combed or styled to give the appearance of appropriate length is unacceptable. Students are not permitted to have facial hair unless they have a doctor's excuse and are expected to be cleanly shaven before coming to school.

**Modest and Moderate:**

**Girls** may wear dresses, skirts, capris, jeans, or slacks/pants to school. Stretch pants, low rise pants, pajama pants, bibs, flannel, sweat pants, and spandex are not to be worn in school or to school activities unless administrative approval is given. Dresses and skirts must not exceed two inches from the floor when in an upright kneeling position. Slits should be no higher than the top of the knee. Denim skirts are acceptable as long as they are not severely worn or faded. Tight fitting dresses, skirts, slacks, or pants may not be worn. Leggings worn under skirts or dresses are also not permissible.

Dress tops and blouses must extend at least two inches across the shoulder and reveal no undergarments. Sun-dresses, and dresses or t-shirts with spaghetti straps may not be worn even under other clothing.

Tight fitting or revealing shirts or blouses are not modest and are inappropriate. Revealing is defined as either overtly showing areas of the torso that should be covered or allowing undergarments or their outlines to be seen through the outer layer. Shirts that reveal the midriff when an arm is raised are also not to be worn. Tank tops are not acceptable school attire. Flip-flops are not acceptable shoe attire.

**Boys** may wear dress slacks, corduroys, chinos (also known as khakis) or jeans. Camouflage pants and athletic style pants are not allowed. Dress shirts, polo's, Henley's, sweaters, and sweatshirts (including hooded sweatshirts) may be worn. Athletic style "jerseys" are not to be worn. Boys will be expected to wear socks at all times. Sandals and slipper like shoes may not be worn.

**A basic standard of modesty for both boys and girls is that appropriate undergarments should always be worn and should never be showing at any time.**

Body jewelry for **boys** is not allowed except for a ring, a watch, one necklace and bracelet. **Earrings for boys are not acceptable attire at school or school functions.** Body jewelry for **girls** is limited to no more than three earrings in one ear. Any other piercings are not acceptable at school or school functions. Rings, a necklace, bracelets, and a watch are also acceptable for girls. Any jewelry portraying occult, pagan, New Age, and vulgar symbols or representing the drug culture is unacceptable (this includes but is not limited to hemp jewelry, mushrooms, the ankh, yin and yang, and the pentagram).

While t-shirts are acceptable for both boys and girls they must fit the basic standard of being neat and clean, non-distracting, and appropriate. Therefore shirts including but not limited to those promoting pro wrestling/ fighting, alcohol, tobacco, drugs, secular musicians, other local high schools or shirts that are obscene, suggestive, or have inappropriate slogans and insults are not permitted. Additionally, clothing exhibiting symbols not in keeping with biblical standards to include skull and crossbones, the yin and yang, the ankh, and other pagan or new age images must not be worn to school or school functions.

### **Non-Distracting and Appropriate**

Part of dressing appropriately is to wear clothing as it is traditionally designed to be worn. Buttons that need to be buttoned should be. Belt loops must have a belt.

Students are to dress in a manner that honors God. Therefore, any clothing or personal appearance that tends to call undue attention (through style or color) to the individual is not acceptable. Extreme, faddish, and distracting hair styles or coloration for boys and girls are not appropriate for school. Extreme jewelry such as chains, spikes, or piercings other than pierced ears is distracting and inappropriate. Extreme fads in clothing style are not appropriate for school. Excessively pale, black, or extreme lipstick may not be worn.

Students with tattoos must keep them covered during school and school functions. Tattoos that are offensive are not allowed. While tattoos are not prohibited it would be our preference that students refrain from getting them while in school.

Hats and hoods may not be worn inside the school. Designs or slogans on clothing, bags, book covers, shoes, lockers that do not meet GBA standards are always inappropriate. Writing on the backside of athletic shorts is not appropriate for the school setting.

### **Chapel Dress**

Every chapel day students in grades 7-12 are expected to “Dress-Up” their attire. On these days boys may not wear jeans or cargo pants. They must wear dress trousers or chinos (khakis) with a belt. Boys must wear a collared shirt and it must be tucked in. Girls must wear dresses or skirts. Hooded sweatshirts and tennis shoes may not be worn. On cooler days, dress “hoodies” may be worn and are defined as having a zipper and no lettering or pictures on the front, back, or sleeves.

### **Correction for Appearance Code Violation**

Students will be held responsible for the appropriateness of their appearance. The principal will be the final judge of neatness, cleanliness, and modesty and retains the sole discretion to determine whether a student’s appearance is appropriate.

A student violating the appearance code will be approached by a teacher or staff member. The problem will be discussed with the student. The student may be asked to fix the problem before returning to class. This may mean a call home or that the student wears something provided by the school for that day. Boys coming to school unshaven will be provided with a razor and will receive demerits. Any time missed from class may be considered unexcused. Repeated violations of the appearance code can be considered disrespect for school rules and regulations and/or rebellion and would be grounds for further action.

The administration reserves the right to make all judgments and determine what is acceptable or unacceptable for school and school function in matters of appearance.

## ***Disciplinary Information***

The administration and faculty of Grace Baptist Academy believe that self-disciplined students will have the greatest opportunity to achieve success and to reach their full potential for the Lord. If disciplinary guidelines are clearly understood and consistently enforced, they can contribute to the development of Godly character. It is the goal of both our faculty and administration to foster self-discipline. When parents and teachers work closely together, self-discipline will develop in a student's life.

### **Disciplinary Procedures for 7<sup>th</sup>-12<sup>th</sup>**

When the administration or teacher determines that a student's behavior evidences a lack of assuming responsibility for actions taken, and/or a lack of self-control, or is in conflict with GBA standards, the student will be disciplined. The purpose of discipline is a change of heart, actions, and attitudes which will bring about personal growth in the student, and a restoration of order in the school.

### **In-Class Discipline**

Most offenses will be handled by the teacher within the framework of the classroom. Repeated or disruptive classroom behavior is disrespectful to the teacher and will not be tolerated. Chronically disruptive or uncontrollable students will be removed from class pending a face-to-face meeting with one or more of the following: the teacher, the principal, and the parents.

### **Demerit System/Saturday School**

A demerit system and Saturday school policy has been established for disciplinary infractions. Demerits will be assigned to students who choose to make poor decisions regarding their behavior. Parents must sign the demerit slips and the student must return them to the teacher who issued the demerits the next day. Failure to return the slip will result in one demerit for each day the slip is not returned. When students accumulate 10 demerits they will be assigned one hour of Saturday school, 20 demerits equals two hours and so on. (Although occasionally Saturday school is held on another day of the week, we continue to call it Saturday school for the sake of consistency.) Saturday school will be held as needed. The day will begin at 8:00 AM and will end at noon. Students with only one hour to serve will be dismissed at 9:00 AM, two hours at 10:00 AM and so on. Five minute restroom breaks will be given each hour. Students late to Saturday school will serve an extra two minutes for each minute late. A student who does not show up for Saturday school will have the time doubled for the next Saturday school.

Students in Saturday school will be required to work quietly on homework assignments or, at the discretion of the parent, will be given work assignments to complete. Eating, sleeping, talking, listening to music, or using other electronic devices are not allowed. Failure to follow Saturday school rules can bring about dismissal from Saturday school resulting in two days of In-School-Suspension (ISS) beginning the next school day.

Students and parents will be informed one week in advance of the Saturday school assignment. A \$10.00 per hour fee will be assessed for Saturday school.

## Accumulated Demerits

Any student receiving 40 demerits will be assigned one day of ISS. More than 50 demerits in a semester will result in disciplinary probation or even expulsion at the discretion of the principal and the school committee. Collection of demerits starts over at the beginning of each semester.

## Demerit Classifications

Infraction	Demerits Given
Appearance Code	2
Cafeteria – Throwing Food	5
Cell Phone Use	5
Cheating (1 <sup>st</sup> offense)	10
Cheating (2 <sup>nd</sup> offense)	30
Chewing Gum	2
Coming to Class Unprepared	2
Disrespect Toward Staff / Defiance	5
Disruption of Classroom / Horseplay	2
Fighting or retaliation*	20
Food/Drink Outside of Cafeteria	3
Harassment, Intimidation, Bullying, Threats	5
In Hallway Without a Pass	2
Leaving School/Lunch Without Permission	10
Lying-1 <sup>st</sup> Offense*	10
Lying-2 <sup>nd</sup> Offense*	30
Mockery (Attitude of contempt to school or staff)	5
Obscene/Abusive Language-1 <sup>st</sup> Offense*	10
Obscene/Abusive Language-2 <sup>nd</sup> Offense*	30
Parking Violation	1
Public Display of Affection (PDA)	5
Reckless Driving on School Property	10
Skipping Class	10
Stealing – 1 <sup>st</sup> Offense	10
Stealing-2 <sup>nd</sup> Offense	30
Tardy to School (after 3 <sup>rd</sup> Offense)	2 (Three days tardy equals one unexcused absence)
Tardy to Class (per 2 minutes up to 5)	1+
Truancy (skipping school)	20
Unauthorized use of electronic devices	2
Unreturned demerit slip (per day)	1+

## Cell Phones

We understand that parents might want their children to have a cell phone, especially those who are driving to school. However, cell phone use during the school day is a distraction and is prohibited. Cell phones must be turned off and stored in the student's locker, purse, or book bag. Students using their phones will have them confiscated. The phone will be given to the principal. After the first offense, the phone

will be given back to the student at the end of the day. After the second offense, parents will be required to pick up the phones or contact the office. Parents please do not call or text your children on their cell phones during the school day. If you need to reach your child you can do so by contacting the school office.

### **Class Preparation**

Students are expected to have everything they need for a particular class when they come to class. Teachers are discouraged from allowing students to return to their lockers once class begins.

### **Parking**

Students who drive to school are required to park in the “outer” lot. The office requires that a Motor Vehicle Permission form must be completed and on file in the school office before any student is allowed to drive.

### **Electronic Devices**

Music listening devices and DVD players are a distraction and are not permitted from the time the student arrives to the time school is dismissed. These items will be confiscated and held until they are picked up by parents or until a contact is made by the parent to the office. Lap top computers are permitted for use on school work only. Students will not be allowed to play games or watch video on their lap tops. They cannot be hooked up to the internet at school.

### **Gum/Food and Drink**

Gum is a nightmare for our cleaning staff and is therefore not allowed in school. Food and drink in the classroom is a distraction and also becomes a problem for our cleaning staff. Therefore, food and drink other than water outside of the cafeteria is prohibited. Consumption of food and drink is also prohibited in the hallways and at student lockers.

### **Tardy**

Tardy to school- Grace Baptist Academy does not distinguish between an excused tardy and an unexcused tardy. Students are allowed to be tardy to school three times per quarter. (See definition of tardy under “Attendance” policies.) When a student is tardy the 4<sup>th</sup> time in a quarter demerits will be given and will continue to be given for each subsequent tardy to school infraction during that quarter. **Additionally, every three times tardy will count as one unexcused absence.** School begins at 8:00 AM. Students who arrive after 8:15 AM will be considered absent for 1<sup>st</sup> hour.

Tardy to Class- Being on time is important throughout life. Students are expected to be in the room and in their seats when the bell rings. After 10 minutes without a valid excuse from a teacher or the administration, the student will be considered to be absent or to have skipped that class.

## **Cheating**

First Offense- The student will receive a zero on the test or assignment and 10 demerits. The teacher will call the parent as soon as possible and explain the matter. The teacher will also make a report of the incident to the principal and the Dean of Students. Second Offense- The student will receive a zero on the test or assignment and 30 demerits. The teacher will report the incident in writing to the principal and the Dean of Students. The Dean of Students or the principal will call the parents and inform them of the situation and the consequences.

## **Disrespect Toward Staff**

The Bible requires that we show respect for those in positions of authority. While we do not always expect students to agree with the administration or the staff, we do expect a high level of respect. Students should never argue with teachers. Students should always approach teachers privately and respectfully with concerns or disputes over disciplinary issues. Students who show disrespect for teachers really show disrespect toward parents and ultimately toward God. It is God who gives authority to the parents and the parents who give authority to the school by placing the student in the school.

Defiance is the highest form of disrespect. Defiance can be blatant in which students through words or actions refuse to follow instruction given by a faculty or staff member, or it can be implied in which students appear to be following direction but through verbal tone or body language send a defiant message. Both blatant and implied defiance are regarded as disrespect and will cause students to incur the proscribed consequences.

## **Harassment**

The Bible commands us to love one another and build up one another. Intimidating, bullying, or threatening another student runs contrary to the character of Christ. This type of behavior will not be tolerated at school. Also, anything of this nature posted on the internet will not be tolerated and will be handled the same way it would be in school. This includes the posting of movies and pictures. Images distributed via cell phones that fall into this category are also prohibited.

## **Leaving School Without Permission**

Grace Baptist Academy is a closed campus. Students may not leave without permission for any reason whatsoever. Students will not be given permission to leave during lunch period or any period for the purpose of getting lunch.

## **Mockery**

According to the Bible, mockers are people who display an attitude of contempt for God, for His Word, and for those who God has placed in authority over them. These attitudes are patterns that commonly show up toward teachers, administrators and even the school as a whole. Again, ultimately it is God's authority that is being rejected. These attitudes can negatively affect the tenor of a class and a school very quickly and therefore, will not be tolerated.

Any mockery or disrespect of GBA teachers, staff, or administration transmitted on the internet or through cell phones will be treated in the same manner that they would be in school.

### **Obscene/ Abusive/ Offensive Language or Actions, Lying, Stealing**

The level of discipline required for these infractions shall be determined by the number of offenses for each specific offense. After one incident of obscene language, a subsequent incident of lying will be considered a first offense. Another incident of obscene language would be considered a second offense. **First offense**-10 demerits. The teacher will call the parent and submit a brief written report to the principal and the Dean of Students regarding the incident and the subsequent call to the parents. **Second offense**-30 demerits and an ISS. The teacher will submit a brief written report to the Dean of Students and the principle. The Dean of Students or the principal will call the parent and prepare a report for the student's record.

Sound "a likes" have become a problem in recent years. These are words that in and of themselves are not obscene or crude, but are either used to represent prohibited language or have their origins in such language. Sound "a likes" will be discouraged during classroom discourse and may result in the issuance of demerits for repeated use.

### **Public Display of Affection**

No physical contact whatsoever is permitted in school or at school activities. Hugging has become a popular activity among students. Without making any moral judgments we believe that it is distracting and inappropriate at school and we ask our students to refrain from all physical contact.

### **Reckless Driving on School Property**

The speed limit in the parking lot is 5 miles per hour. In addition to demerits, the student who drives in a careless or reckless manner may forfeit his permit to drive to school. The school reserves the right to terminate driving to school privileges.

### **Skipping Class**

A student will be considered to have skipped a class if they are more than 10 minutes late to class without a valid excuse from a teacher or the administration. In addition to demerits, homework, projects, quizzes, or tests scheduled for the class period skipped will receive a zero.

### **Skipping School**

Students will be considered to have skipped school if they miss more than one class period during the day without a valid excuse from a teacher or the administration. In addition to the demerits, any homework, projects, quizzes or tests scheduled for that day in all classes will receive a zero.

### **Prohibited Conduct and Consequences**

Use or possession of alcohol or tobacco on or off campus: Up to 10 days of OSS.  
Repeated offenses will subject to the student to expulsion.

Use or Possession of pornographic material on or off campus: Up to 10 day of OSS.  
Repeated offenses will subject the student to expulsion.

Involvement in immorality on or off campus: Up to 10 days of OSS or immediate expulsion depending on the decision of the principal and the school committee after a review of the situation.

Involvement with gangs or gang activity on or off campus: Immediate expulsion.

Use, possession, or distribution of illegal drugs on or off campus: Immediate expulsion.

Possession of a weapon (gun, knives, blades, etc.): Up to 10 days of OSS or immediate expulsion depending on the decision of the principal and the school committee after a review of the situation.

If at any time the principal and the school committee determine that a student's presence in school is detrimental or harmful to the overall life and mission of the school, that student will be asked to withdraw or will be expelled.

**The school retains the right to amend, discontinue, or vary from these procedures without prior notice.**

## Sports

The “Grace Baptist Academy Athletic Handbook” is the authoritative word on athletic policy and procedure.

### Eligibility

1. Only fulltime students shall participate in athletic activities. A fulltime student is defined as one who takes a minimum of four academic courses per semester.
2. Student athletes who participate in extra-curricular activities must maintain at least a 71% average of all academic classes including any self studies (not band or choir), and may not be failing more than one class at the weekly grade check. Semester averages will not be considered for eligibility purposes.
3. Grade checks are taken every week. Teachers turn in the grades to the Athletic Director on Friday afternoon and coaches are notified by Monday afternoon as to who is and is not eligible. Grade checks are not taken in the middle of the week.
4. Student athletes who drop below the 71% mark, or are failing more than one class, are given a minimum of one week probation, and are reviewed by the administration. The Illinois High School Association states that “a student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for the full calendar week before possibly becoming eligible again.” Repeated academic ineligibility in a particular class will result in student athletes being placed on academic probation and they may only participate at the discretion of the coach, athletic director, and administration.
5. Student athletes who have on F on their report card are placed on academic probation for three weeks, and may only participate at the discretion of the coach, athletic director, and administration. They are eligible after this time if their average stays at or above 71%. Those with two or more F’s on their report card are ineligible for both practice and games or events for the following 4 ½ weeks.
6. If a student athlete receives an Incomplete on the quarterly report card and fails to complete the work within the allotted time period, it is considered the same as an F.
7. The above policies also apply to any transfer student entering GBA. When determining athletic eligibility, the quarterly grades at the previous school are considered and averaged to determine the athletic eligibility of the transfer student.

8. Christian conduct and character are important elements of the GBA athletic department. Excessive demerits will result in probation an/or suspension of the student athlete at the discretion of the administration.
9. An athlete suspended from school is automatically suspended from any practices and/or games during the days of the suspension. These absences are considered unexcused. This does not include Saturday school or In-School-Suspension (ISS).
10. No student athlete is allowed to participate in practice or games until the Parental Permission Form and completed Physical are returned.

### **Medical Qualification**

In order to ensure our student athletes are physically capable to participate in our athletic programs, each student athlete must submit an annual physical examination. See Athletic Handbook for details.

### **School Attendance**

Attendance at school is an integral part of the student athlete's academic responsibility. Therefore, all student athletes are expected to have a good school attendance record. Student athletes are expected to be in class the entire day to participate in practice/games. Exceptions are made for a doctor's appointment or a family emergency. See Athletic Handbook for details.

## ***School Day***

### **Lunches and Lunch Period**

Grace Baptist Academy does not provide a hot lunch program for its students in 1<sup>st</sup> – 12<sup>th</sup> grade. Some snacks such as fruit pies and chips are available for purchase, as well as a variety of soft drinks, juice, and milk. Otherwise students can bring sack lunches from home. The Junior and Senior classes will also be selling various food items during the lunch periods.

### **Homework**

Homework will be given to your student. Homework serves two major purposes. First of all, it reinforces what is being taught in the classroom. Secondly, it teaches the student responsibility. We **expect** and **inspect** students' homework. If your child is not in the habit of having homework, or if has never developed proper study habits, assistance at home will be needed. The teacher will not give unreasonable amounts of homework. If your child is spending excessive amounts of time doing homework, proper study habits may need to be developed as well as a schedule that will allow school and home responsibilities to be fulfilled with sufficient personal time remaining. For Jr. High and High School, late homework is not accepted. Extra credit assignments will not be allowed for students with missing homework. Homework assignments should adhere to the following time standards:

Junior High.....90 minutes  
 Senior High.....120 minutes

### Make-Up Work

Students who miss class because of excused absences will be entitled to make-up work using the following guidelines:

1. For each day's absence they will have **1 day plus 1 additional day** to make up work. For example, work assigned on Tuesday will be due Thursday (for a one day's absence). Work assigned on Tuesday will be due on Friday (for a two day's absence). The exception to this would be long-term assignments made prior to the student's absence (for example, tests, recitations, research papers, class projects, etc.). Students **will not** be allowed to postpone make-up work until the end of the grading period.
2. Students will receive a zero for any work (including tests) missed because of an unexcused absence or unexcused tardy.
3. Work missed because of an approved family trip or college trip must be made up in **advance** and given to the teacher before the absence.
4. Athletes or students involved in other extra-curricular activities are responsible **the next day** for work missed because they were not in class. Assignments should be obtained by the student prior to leaving for such trips.

### Grading Policies

Honors Courses: Honors classes are offered in 11<sup>th</sup> and 12<sup>th</sup> Grade English, Chemistry, Physics, Advanced math, and Foreign Language. These classes are weighted in figuring GPA and class rank. A maximum of one study hall per student is allowed in grades 9-12.

Semester Grades are figured by averaging the two quarter grades with the semester exam grade. The components are weighted as follows:

**Grades 7-8:** quarter grade (45%), quarter grade (45%), semester exam grade (10%)

**Grades 9-12:** quarter grade (40%), quarter grade (40%), semester exam grade (20%)

### Grading System

Grading Scale	Letter Grade	GPA Value	Weighted GPA	Grading Scale	Letter Grade	GPA Value	Weighted GPA
100-98	A+	4.0	4.4	80-78	C+	2.33	2.56
97-94	A	4.0	4.4	77-74	C	2.0	2.20
93-91	A-	3.67	4.04	73-71	C -	1.67	1.85
90-88	B+	3.33	3.66	70-68	D +	1.33	1.46
87-84	B	3.0	3.30	67-64	D	1.0	1.10
83-81	B-	2.67	2.94	63-60	D -	.67	.73
				Below 60	F	.00	.00

### **Exemption of Exams**

One of the privileges we provide for students is to earn an exemption for one exam each semester. Exemption means the student's semester grade will be based on an average of the two quarter grades. This is a tremendous advantage for students who keep their exemption. The following guidelines must be met in order to exempt an exam:

1. No more than 9 demerits for the semester.
2. No more than 6 excused absences per semester. (Exceptions may be made for extended illnesses which will be defined as an illness of 3 consecutive days or more and requires an excuse from a doctor, or for other family emergencies.)
3. Any unexcused absence will result in the loss of one's exemption without regard to demerits.
4. Students may not exempt the same course exam twice in one year.
5. Single semester courses may not be exempted.

### **Senior Exam Exemption**

Seniors may exempt any 2<sup>nd</sup> semester exam in any class for which they will receive an "A" for that semester (average of 3<sup>rd</sup> and 4<sup>th</sup> quarters) as long as they also meet all five criteria listed under **Exemption of Exams**.

### **Classification of Students in Grades 9-12:**

A student will be placed in grades 9-12 according to the number of credits he has earned. The breakdown is as follows:

Grade 9.....	0-5 Credits
Grade 10.....	6-11 Credits
Grade 11.....	12-17 Credits
Grade 12.....	18-22 Credits

### **Honor Roll**

To recognize and encourage academic achievement, an honor roll is published at the end of each quarter. These include the following:

"A" Honor Roll.....	Straight A's
Dean's List.....	All A's and B's

## Curriculum and Graduation Requirements

Grace Baptist Academy requires 22 credits for graduation from high school. In grades 9-12, credits are awarded for work done on a semester basis, not on a yearly average.

**Students and parents are to assume the responsibility to know and meet the requirements for graduation.** Below is a list of the graduation requirements which became effective May, 1993:

BIBLE	4 credits (1 credit for each year at GBA)
ENGLISH	4 credits
MATHEMATICS	3 credits
SOCIAL STUDIES	3 credits
SCIENCE	3 credits
PHYSICAL EDUCATION	1 credit (1/4 credit per semester)
HEALTH	1/2 credit
ELECTIVES	<u>3 1/2 credits</u>
TOTAL.....	22 credits (minimum requirements)

**Note:** All candidates for graduation must pass tests on the Illinois and United States Constitutions. These Constitution tests are taken as part of the U.S. History Course. In addition all seniors are required to attend the Senior Leadership Conference conducted each fall. Because the Senior Trip in the spring is also regarded as a significant educational experience, each senior is encouraged to participate. The cost for the senior trip is the responsibility of the senior. Many seniors lower the total cost of their trip by active participation in several senior fund raising projects. The administration reserves the right to exclude seniors from the senior trip due to academic and/or disciplinary situations. Graduating seniors must be in attendance for the Graduation service as scheduled by Grace Baptist Academy.

### Standardized Testing

The Stanford Achievement Tests are administered each spring in grade levels K-11 to measure academic progress and to compare that progress with public and private school students from all over the United States. This testing provides parents, students, and GBA with very specific evaluations of strengths and weaknesses that can be used to improve the academic progress of GBA and help each student individually.

An Intelligence (IQ) Test is given to students in grades 1, 5, and 9 at the same time as the Achievement Tests. Each fall, sophomores take the PLAN Test, and juniors take the PSAT (Preliminary Scholastic Aptitude Test). In addition, the juniors will take the ASVAB for military entrance sometime during the winter semester. We recommend the ACT (college entrance test) be taken during the second semester of the Junior year.

## **Attendance Policy**

Punctual and regular attendance at school is a shared responsibility between the student and his or her parents(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. Grace Baptist Academy expects all students to attend school and to be on time to school and to classes. Attendance is taken every period.

If a student is absent from school **the parent or legal guardian** (not the student) must phone the office between 7:30 AM and 8:30 AM on the day of the absence. On the day the student returns to school the parent must send a signed note explaining the reason for the absence. Failure to send a signed note with a valid excuse will result in an unexcused absence. Students can accumulate a maximum of 10 days of absence to school or an individual class per semester. These include both excused and unexcused absences. Excused absences will be allowed **only** for sickness, doctor's or dentist's appointments, or a death in the family. Students will receive a 0 for each unexcused absence and no make-up work will be allowed.

Grace Baptist Academy is committed to the philosophy that in order for quality education to occur, regular attendance is necessary and will be required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. Therefore, the administration has determined that a student who is absent more than 10 days in one semester from an **individual class** will receive a failing grade in that class. A student who is absent more than 10 days in one semester **from school** will receive no credit for any class during that semester. Exceptions to this policy will be made only in the following cases:

1. Extend illnesses (a doctor's verification must be provided)
2. Death in the immediate family (father, mother, sibling) or where travel may be necessary for a funeral.

## **Pre-arranged Absences**

Parents are discouraged from taking students out of school for vacation or non-school sponsored events. Every effort should be made to schedule vacations to coincide with school vacations. However, if the absence is unavoidable know that these days are included in the maximum number of days one can be absent per semester. The following procedures must be taken:

1. Parents must contact the school at least **two weeks in advance** of the absence.
2. Students assume full responsibility for all missed classes and assignments. All assignments are due on the day designated by the teacher. This means that assignments may need to be completed before the days the student will be absent. Assignments not completed on time will not be awarded credit. Tests and quizzes must be made up within one week of the student's return to school and at the convenience of the teacher.

3. College visits – These are for juniors and seniors only and are limited to 2 days per year. College visits must be pre-arranged by parents with the office at least 3 days in advance.

### **Tardy To School**

For grades 7 through 12, school begins at 8:00 AM. Any student arriving after 8:00 but before 8:15 will be considered tardy to school. Grace Baptist Academy does not distinguish between excused and unexcused tardies to school. Each student is allowed to be tardy three times before receiving the prescribed number of demerits (2) for each subsequent tardy to school. Every three times tardy, however, counts as one unexcused absence. Students who arrive to school after 8:15 will be considered absent from 1<sup>st</sup> hour and will need to bring in a note from home the next day. At that point the absence will be considered either excused or unexcused.

### **Returning To School after Being Absent**

Students who have been absent from school or individual classes must come to the office when returning to school with a note from home. The office will determine if the absence is excused or unexcused and will give the student an admit slip that is to be given to and initialed by every teacher for every class period. A student **will not** be allowed in class without that slip. It tells the teacher how to proceed in regard to make-up work. Students should return the signed admit slip to the office at the end of the day. Extended illnesses (3 days or more) will require a note from the doctor as to the student's readiness to return to school.

### **School Day Schedule**

7<sup>th</sup> through 12<sup>th</sup> grade

8:00 am - 2:35 pm

7<sup>th</sup> through 12<sup>th</sup> grade students are to be picked up by 2:45 PM. unless they participate in scheduled extra-curricular activities. At 2:45 students not participating in scheduled extra-curricular activities will be directed to the computer lab (or other suitable location) for supervision. Students still in the building after 3:15 PM will be required to go to the "After School Study Hall." There is a \$5.00 per hour charge for this service. All students must be picked up by 5:30 p.m. Students waiting for a late practice to begin will still be required to go to the study hall but will not be charged. Once the school day is finished, students are not allowed to be in the hallways unless they are under the direct supervision of a teacher or staff member.

**There is no staff supervision of Jr. High and High School students before 7:45 am.**

### **Student Drivers**

Students who drive MUST COMPLETE AN APPLICATION and have it approved by the school before they will be authorized to drive. Retention of the AUTHORIZED PERMIT TO DRIVE will depend on the student's observance of the school's vehicle regulations.

1. All students authorized by the school to drive must park in a designated area.
2. Loitering is not permitted at any time in the parking area. When students arrive, they are to park their cars in the designated parking area and report inside the building immediately.
3. No cars may be removed from the parking area during the school day except by special permission from the administration.
4. Students are not to go to parked cars during the school day.
5. Any need to leave school before regular school dismissal must be authorized by the parent and approved by the office.

### **Telephone Use**

During regular school hours, permission to use the phone must be given by the school office or Administration only.

## **A Closing Word**

We believe God has ordained two institutions to educate a child: the home and the church. The education given by our school is based upon the foundation laid by parents at home. The word of God is clear that education begins in the home (Gen. 18:19; Deut. 6:7; Proverbs 22:6; Eph. 6:4; II Tim. 1:5; 3:15). It is our desire to work cooperatively with parents who understand their God-given responsibility to teach their children in the fear and admonition of the Lord. The families of our students are always welcome to attend the services of Grace Baptist Church, which sponsors the Academy. The administration invites parents to contact us at any time to discuss the educational or spiritual needs of your children.