

INTRODUCTION

History of the School

Grace Bible Academy opened its doors in August of 2001 under the supervision of Pastor Jason Losier and his wife, Jennifer. The academy began humbly, with only eleven students and five staff members.

Relationship of the School

Grace Bible Academy is a ministry of Grace Bible Church and is the sole property of Grace Bible Church. All teachers and staff members of GBA are employees of Grace Bible Church.

Purpose

“The Christian school is not a utopian sanctuary where little cherubs gather to flutter their wings and sing choruses. It is a place where Christian teachers and workers grapple with real problems: apathy, rebellion, worldliness, and a host of others. Only Christ can make a permanent change in the lives of our children. Thank God that real problems can be dealt with by a real, living, and glorious Savior.”

-John Bennett, Principal
Eugene Christian School
Eugene, Oregon

Although the Bible does not mention the Christian school, it says much about the education of young people. God makes it plain that His will for all Christians is that they “Be perfect, thoroughly furnished unto all good works” (II Timothy 3:17). To accomplish this task, God gives men various gifts “for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ” (Ephesians 4:12-13). These verses describe the goal of Christian education: to help create in every young person the likeness of Christ. Christian education should develop Christians whose activities in this life anticipate their eventual conformity to the image of Christ (Romans 8:29). Christian education should take place first and foremost in the home. In the Old Testament, parents are commanded to “teach (God’s Word) diligently unto their children” (Deuteronomy 6:7). In the New Testament, parents are commanded to “bring them up in the nurture and admonition of the Lord” (Ephesians 6:4).

In our generation, the Christian school has been established as an arm of the home and the church. It has accepted responsibility for reinforcing the Biblical teachings of the home and the church. The Christian school does **not** relieve parents of the ultimate responsibility for the education of children.

Mission Statement

The purpose of Grace Bible Academy is two-fold. First, as a ministry of the Lord Jesus Christ, we provide opportunity for a quality Christian education and strive for excellence in spiritual, academic, social, and physical development. Secondly, because every student is designed by God for a specific purpose in this life, we seek to assist parents in molding character and training Godly leaders who will make an impact on the people they touch for Jesus Christ.

Guiding Principles

- *Seek God’s truth and righteousness first and all these other things will be added.
- *Seek only God’s glory in all things.
- *Grounded in the basic tenets of the Christian faith.
- *Keep tuition affordable for a wide range of income levels.
- *Impact the lives of as many children as possible without sacrificing quality.

*Maintain strong financial health.

Measurements of Success

***Graduates have profoundly Christian worldview** – All students will be taught Old and New Testament doctrine; and a practical everyday application of scripture.

***Graduates openly share their faith and impact others for Jesus Christ.** – Plan opportunities for students to give their testimony. This would be accomplished in school with younger students, and with their own peers. Also to plan opportunities for students to hand out tracts at school functions and/or other areas of our community that would be appropriate.

***Graduates excel in academics-** Assess how graduates performed on national college entrance exams compared to other graduating seniors. Provide a strenuous and challenging curriculum that will produce a well-rounded and educated student.

***Graduates have strong biblical knowledge and are able to defend and explain their faith in a hostile culture-** Strong biblical and thorough instructions to help students understand the importance of the Word of God in their lives.

***Graduates go on to attend major colleges-** Chart graduates applications to any and all colleges. Through the direction of guidance counselor, give students the best available data to colleges that best fit their needs.

Educational Philosophy

1. All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined God's image in man. Finally, we believe that man's greatest need is redemption in Jesus Christ and not education. (Genesis 1:27; Psalm 8:3-6; Romans 3:23; Jeremiah 17:9)
2. Jesus Christ reflects truth: truth about the nature of God, truth of man's needs to be rightly related to God, and truth about the world He created. (John 14:6; John 17:7; Matthew 7:24-27; Psalm 19:1; I Corinthians 2:15; John 8:26; II Timothy 3:16)
3. The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly conflict with God's Word.
4. Although man may not perceive truth, in particular circumstances, truth is unchangeable and not relativistic.
5. Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
6. Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

Statement of Faith

- All Scripture is verbally inspired as originally written and therefore infallible and inerrant. We use the King James Version in all of Grace Bible Ministries. (II Timothy 3:16-17; II Peter 1:21; Matthew 5:18; I Corinthians 2:13) Special **Note**: The Bible is the Word of God. We cannot accept the misleading statement: "The Bible contains the Word of God."
- There is one living and true God who exists in three Persons- Father, Son, and Holy Spirit. (Matthew 28:19; II Corinthians 13:14)
- The Lord Jesus Christ was born of a virgin. (Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38).
- Christ rose bodily from the dead and ascended unto God the Father. (Matthew 28; Mark 16; I Corinthians 15; Romans 1:4)
- Christ will return.
 - o First, for the "dead in Christ who will be resurrected bodily; and for those who are alive at His coming". This resurrection not only precedes His return to earth to reign 1,000 years, but also precedes the Tribulation. (I Thessalonians 4:13-18; 5:9)
 - o Then to reign 1,000 years on the earth. (Revelation 20:1-6; II Timothy 2:12)
- All men inherit a depraved nature and are lost sinners in need of salvation. (Romans 3:9-19; Ephesians 2:1-3)
- God has provided salvation through offering His Son on the cross of Calvary and allowing His blood to be shed to atone for our sins. (Romans 3:25; Hebrews 9:22)
- We are saved and justified when we recognize ourselves as sinners, and we put our trust in Christ as the Song of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing! (Romans 3:24, 4:5; Ephesians 2:8-9)
- Once saved we cannot be lost; we are eternally secure in Christ.) John 3:16; Philippians 1:6; John 10:27-29; Romans 8:38-39)
- We believe that the baptism of the Holy Spirit takes place at the time of conversion and is the act of placing the believer in the body of Christ. The baptism of the Holy Spirit is not a second work of grace, not is it necessarily manifested by unusual signs such as speaking in tongues. (I Corinthians 11:23-32)
- All believers should be baptized by immersion as an act of obedience, but not for securing their salvation. (Acts 2:41; 19:4-5; Matthew 28:9-20)
- The Bible teaches the eternal punishment of the lost. (John 5:28-29; Revelation 20:10, 15; Matthew 25:46)
- The grace of God teaches us "to live soberly, righteously, and godly" (Titus 2:11-13)
- We believe in separation "unto God" (Romans 1:1; II Corinthians 6:17-18)

PLEDGES

Pledge to the Bible

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

Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands; One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the American Flag

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

School Verse

But sanctify the Lord God in your hearts: and be ready always to give an answer to every man that asketh you a reason of the hope that is in you, with meekness and fear. –I Peter 3:15

School Colors

Pool Blue and Black

School Mascot

Saints

Non-Discrimination Policy

Grace Bible Academy admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The organization does not discriminate on the basis of race color, gender, national or ethnic origin in the administration of its education policies, admission policies, athletic or other school administered programs. Some policies may vary for male and female students for safety and personal security reasons. The school **does** reserve the right to enroll and maintain enrollment of students **selectively** to ensure that the students can profit for our program using a Bible-based curriculum.

GOVERNANCE OF GBA

Pastor (Administrator)

Grace Bible Academy is administrated by the pastor who is the chief executive officer. The faculty and staff work directly under the leadership of the pastor. The pastor is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating faculty and staff; and authorizing and monitoring student activities.

Principal

Grace Bible Academy's day to day operation is managed by the principal. The principal is directly responsible to the pastor. The principal is responsible for working with the administrator to formulate and administer the curriculum and supervising and evaluating faculty and staff. The principal is also responsible for administering discipline, communication between school and home, and guiding the student body through day to day business.

PROBLEM SOLVING GUIDELINES

It is the desire of the leadership of Grace Bible Academy to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the GBC families. Scripture teaches us that God desires unity for His children. (John 17:1; I Corinthians 12:12-26; Ephesians 4:1-6;13)

With a desire to honor the Lord Jesus Christ with our conduct, words, and attitudes, we ask you, as parents, to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent:

- 1.) **Pray.** Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this situation. (James 1:5)

- 2.) **Do not talk** about the conflict to people who cannot correct or solve it but **do talk** to those who can. The appropriate steps to take would be:
 - a. Talk to the other person or persons involved, listen to their side of the story and seek understanding.
 - b. If it is not resolved, make an appointment with someone in administration for assistance. (Matthew 18:15-17)
- 3.) **Be quick to forgive and show love.** (Matthew 18:21-22; I Corinthians 13:4-8; I Peter 4:8)
- 4.) **Always speak the truth in love.** (Ephesians 4:15)

ADMISSIONS

Student candidates, except for entering pre-school students, are evaluated on the basis of their character, academics, and behavioral background. Academic evaluation is conducted by reviewing a student's most recent report card, his academic transcripts, and current scores from the previous academic year from standardized test scores.

Kindergarten students should turn five (5) years old no later than October 1 of the school year that they begin school.

Parents must complete an authorization form for permanent records to be sent from schools previously attended. **Parents must provide GBA with current legal documents when custody rights have been established by a court of law.**

Please check our tuition and financial sheet for accurate yearly prices. There will also be registration, lab, and book fees.

The final decision for admission will be made by the Admission Committee. To serve the best interests of the school, the committee reserves the right to deny admission to any student who is evaluated as ineligible because of age, academics, character, behavioral problems, or unacceptable past conduct. Attendance at GBA is a privilege, not a right. Withholding information or the deliberate misrepresentation of information on any document submitted to the school will subject the student to immediate dismissal. The school also reserves the right to withdraw a child if the parents or guardians fail to support the policies, teachers, and administration or if the parents or guardians are uncooperative and/or cause disruption to the school environment or process.

POLICY ACCEPTANCE DOCUMENT / CONTRACT

A Policy Acceptance Document / Contract is part of the GBA registration packet and is required to be on file for every student. A copy of this document follows for your review and future reference if needed:

Grace Bible Academy, Bradenville, PA
POLICY ACCEPTANCE DOCUMENT / CONTRACT

This agreement or contract is between Grace Bible Academy, hereafter referred to as "the school", and the parents or legal guardians of the student(s) being enrolled, of which initials and signature appear on this document of understanding, signifying that you have read, understood, and agree to comply with all the school policies.

____ 1. In making application for my child, it is my desire to have him/her complete the current school year. We, as parents, agree to accept all regulations of the school on the student's behalf.

____ 2. All students must come from a home where at least one parent or guardian is a professing born-again Christian. We will show sincere Christian purpose by the faithful attendance of our family in church.

____ 3. We shall endeavor to support and uphold the principles, practices, educational policies, and rules of the school in every way. We agree to support the academic standard of Grace Bible Academy by providing a quiet place at home for study and by encouraging our child to complete assignments and homework. We understand that if we cannot do the aforementioned, the school reserves the right to require immediate withdrawal.

____ 4. I understand that attending the school is a privilege, not a right, and that the school is not a reform school. I understand that the school may refuse enrollment or continued enrollment based on the totality of information given in the enrollment process. I understand that the withholding of information or the deliberate misrepresentation of information on any document submitted to the school will subject my student(s) to immediate dismissal.

____ 5. I agree to pay all fees and tuition payments when due and to conclude all required payments on or before the last day of the applicable school semester. A \$30.00 NSF fee will be charged by the Academy for any payment that does not clear. I understand that penalties and fees will accrue for all outstanding balances. I understand that under Pennsylvania law the school has the right to withhold my academic transcripts for unpaid fees.

____ 6. I understand that it is my responsibility to inform the Business Office if financial problems arise or I need to make other arrangements to keep my account current. I understand that if my account becomes 30 days past due, I have five (5) working days to contact the office and make alternative arrangements to bring my account current. I understand that my student(s) may be excluded from classes until the balance owed is paid or other arrangements have been made. I understand that if my account becomes 60 days past due and I have not made other payment arrangements with the office; my student(s) will be withdrawn from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, I will have to petition the administration to have my student(s) reinstated.

____ 7. I understand that checks returned to the school for insufficient funds, closed accounts, etc. will result in \$35.00 returned check fee. I will be contacted by the office upon notification of the returned check. I understand that returned checks must be replaced with cash or cashier's check within five (5) days of the return notice. I understand that if two (2) checks are returned to the school for any reason during the school year, all future payments must be made by cash or cashier's check.

____ 8. I understand that if my student(s) is withdrawn from school, I agree to give written notice of the withdrawal, and it will be effective upon delivery to the school. I understand that paid tuition may be refunded on a prorated basis, but there will be no prorating for the current grading period of the time of withdrawal. No fees will be refunded (registration, testing, book, lab, etc.) I understand that the books, materials, and equipment supplied by the school, remain the property of the school and must be returned. I understand that all school records will be held if any such items remain in my possession or any obligations are owing. Balance of account at the time of withdrawal must be paid in full.

____ 9. I understand that school is dismissed at 3:00 P.M. and that I am responsible for picking up my student(s) at dismissal time. I understand that the school is not liable or responsible for any student who remains on campus after hours who is not in an adult supervised activity. I understand that if my student is not picked up before 3:15 P.M., I will incur an "after-school care" charge of not less than \$10.00. This charge will increase every fifteen-minute increment.

____ 10. The school sets high Biblical standards for conduct. I understand that my student(s) could be dismissed from the school for activities not consistent with sound Biblical principles such as but not limited to: sexual immorality; use or possession of drugs, alcohol, tobacco, pornography; willful destruction of school property; profanity or obscenity in word or action; weapons on campus; fighting; dishonor to the Holy Trinity and the Word of God; and disrespect to school personnel.

____ 11. I understand that the Administrator of the school and the teachers serving under him shall have full discretion in the administration of appropriate discipline for my student(s). My student(s) and I will comply fully with the rules and regulations then in force as stated or amended in the current GBA Family Policy Book. I authorize Grace Bible Academy to employ such discipline as it seems wise and expedient for my student(s).

____ 12. I understand that Internet use on school property will only be authorized in the appropriate classroom for the appropriate curriculum; any unauthorized or personal use by my student(s) will be grounds for suspension or dismissal. I understand that all personal electronic devices of any kind (i.e. cell phones, iPod, Apple watch, etc.) must be turned in as soon as my student enters the building and will be returned at departure.

____ 13. The school believes that a positive and constructive working relationship between the school, student, and student's parents/guardians is essential to the accomplishment of the school's educational mission. I understand that the school reserves the right to terminate or not renew my student's enrollment contract if the school reasonably concludes that the action of my student and/or his/her parents or guardians, makes a positive or constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes. This takes precedence over any other policy in the Family Policy Book.

____ 14. I give my permission for my student(s) to attend any school-sponsored trip, to participate in academic, athletic, and other activities of the school. Any subsequent revocation of this permission must be in writing delivered to the Administrator. Grace Bible Academy and its

representatives intend to take all reasonable precautions with respect to all activities; however, I understand that the participation of my student(s) in school-sponsored field trips involves a certain element of risk. I hereby assume that risk, and I agree to hold Grace Bible Academy, and its employees, instructors, and representatives blameless from any liability unless the occurrence happens because of their gross negligence or willful and wanton behavior. I assume full responsibility for any personal injury that might occur to my student(s) while taking part in a school sponsored trip, and I will absolve Grace Bible Academy and its employees, instructors, and representatives from all liability concerning any injury.

____ 15. I give permission for my student's photograph (or video), quotes (including media interviews), stories and/or artwork to be used in ways to enhance the profile of Grace Bible Academy such as for the school website, brochures, billboards or other advertising media unless I notify the Administrator in writing of any restrictions I wish to place on such use.

____ 16. I have received and read a copy of the Grace Bible Academy Family Policy Book. I support the Philosophy, Doctrinal Statement, and the Student Conduct Code contained therein. I accept and will abide by the terms, provisions, obligations, and requirements thereof.

____ 17. Since GBA cannot care for children who are ill, I agree to come promptly when contacted or make arrangements to have the child picked up if necessary. I also understand that no medication can be administered unless full written instructions accompany medications.

____ 18. The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation.

____ 19. In order to support the education process and be an encouragement to the student, parents are asked to take an active part in Grace Bible Academy. Parents are strongly encouraged to attend PTF meetings and are encouraged to help in various school events if possible.

____ 20. We understand that this contract may not be voided except by mutual agreement between the parent(s) / guardian(s) and the school. We understand this to mean that this contract will remain a binding financial obligation.

Signature of at least one parent or guardian is required.

_____ Date _____
(Signature of Primary Parent / Guardian)

Printed Name _____ Relationship to Student _____

Student's Name

_____ Date _____
(Signature of Secondary Parent / Guardian)

FINANCIAL POLICY

We believe tuition payments are an investment in your child's education and religious formation. It is the responsibility of the Business Manager to form policies concerning the amount of tuition and method of payment, and to insure that adequate financial and contractual agreements with faculty, staff, and vendors which are made in the spring or summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments to the school.

TUITION AND FEES

The current Tuition and Fee Schedule determines tuition, fees, and payment terms under GBA's financial agreement. Tuition can be paid one of two ways:

- 1.) One annual payment in full by the "Back-to-School" Parent Teacher Fellowship in August. Anyone who pays in full by that date will receive a 5% discount.

- 2.) Monthly Payments through Grace Bible Academy (with no discount). A \$30.00 NSF fee will be charged by the academy for any payment that does not clear. Payments for the 10-month plan begin in August and end in May, and payments for the 12-month plan begin in June and end in May.

If Option 1 is chosen and full payment is not made by the PTF, the discount is forfeited, and you will need to sign up with the payment program.

All registration, book, & miscellaneous fees must accompany the student application. Registration and other fees are non-refundable.

Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be enrolled and attending.

All students in seventh through twelfth grade will have a science lab fee. Parents should check the current Tuition and Fee Schedule for the exact price.

Lunch fees should be paid at one time at the beginning of each month, or they should be paid on a weekly basis. A student whose lunch fees are unpaid for over a month is in danger of losing lunch privileges and will be required to bring a sack lunch from home. A store card should be purchased at the beginning of the year. Store cards can be purchased for \$10 or \$20.

Checks returned to the school for insufficient funds, closed accounts, etc. will result in a \$35.00 returned check fee. The office, upon notification of the returned check, will contact the family. Returned checks must be replaced with cash or a cashier's check within five (5) day period of the return notice. If two (2) checks are returned to the school for any reason during the school year, all future payments must be made by cash or cashier's check.

DELINQUENT ACCOUNTS

The Administrator will work to assist any family that experiences a financial emergency and is temporarily unable to pay; however; it is the parent's responsibility to communicate with the school. Parents who find themselves in financial difficulty are urged to contact the office for alternative payment arrangements before the account becomes delinquent. Delinquent accounts will be handled in the following manner:

- If an account becomes thirty (30) days past due, the parent will be notified that they have five (5) days to contact the office and make alternative arrangements to bring their account current. Their student(s) may be excluded from classes until the balance owed is paid, or other arrangements are made.
- Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to Grade Link will be blocked until outstanding items are cleared, and all tuition, fees, and fines are paid.

WITHDRAWAL

Parents must contact the Administrator to initiate a student's withdrawal. A written notice of withdrawal must be given, and it will be effective upon delivery to the school. All books, materials, and equipment supplied by the school (including sports uniforms and equipment) must be turned into the school office before a student's records are clear. Any damaged or lost books or equipment must be

paid for GBA will withhold school records for failure to pay outstanding tuition and fees and failure to return books and equipment that are the property of the school.

FINANCIAL OBLIGATION UPON WITHDRAWAL

In the event of a student's withdrawal (written or otherwise), paid tuition for the **current grading period** will not be refunded. Any overpayment occurring for the period beyond that month will be refunded. NO FEES OF ANY KIND will be refunded (registration, book, lab, sports, testing, etc.). Families withdrawing students prior to the first day of school will be refunded the entire amount of **tuition only** that has been paid for the current school year.

NON-CUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life that affect GBA's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school.

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal documents restricting such involvement or access. The school will not otherwise choose sides between parents.
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

ADDRESS/PHONE CHANGES

Parents must report changes to the school secretary if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are correct and to notify parents in case of an emergency.

HEALTH

IMMUNIZATION REQUIREMENTS

IMMUNIZATIONS REQUIRED FOR CHILDREN ENTERING ALL GRADES	
Tetanus*	4 doses (1 dose on or after the 4 th birthday)
Diphtheria*	4 doses (1 dose on or after the 4 th birthday)
Acellular pertussis*	4 doses (1 dose on or after the 4 th birthday)
Polio	4 doses (4 th dose on or after the 4 th birthday and at least 6 months after previous dose given.)
Hepatitis B	3 doses
Measles **	2 doses
Mumps**	2 doses
Varicella (Chickenpox)	2 doses (Vaccine or history of disease)
Rubella** (German Measles)	2 doses
ADDITIONAL IMMUNIZATIONS REQUIRED FOR 7 th GRADE STUDENTS	
Tetanus, Diphtheria, Pertussis (Tdap)	1 dose
Meningococcal Vaccine (MCV)	1 dose
ADDITIONAL IMMUNIZATIONS REQUIRED FOR 12 th GRADE STUDENTS	
Meningococcal Vaccine (MCV)	1 dose

*Usually given as DTaP, DT, or Td

**Given as MMR (Measles, Mumps, and Rubella)

EXEMPTIONS

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. All parents that desire an exemption for their child must fill out an exemption card.

Grade	Mandated Health Services
Kindergarten	Vision, Hearing, Height, Weight, Physical , Dental , Body Mass Index
1	Vision, Hearing, Height, Weight, Body Mass Index
2	Vision, Hearing, Height, Weight, Body Mass Index
3	Vision, Hearing, Height, Weight, Dental , Body Mass Index
4	Vision, Hearing, Height, Weight, Body Mass Index
5	Vision, Hearing, Height, Weight, Body Mass Index
6	Vision, Hearing, Height, Weight, Physical , Scoliosis Screening, Body Mass Index
7	Vision, Hearing, Height, Weight, Dental , Scoliosis Screening, Body Mass Index
8	Vision, Hearing, Height, Weight, Body Mass Index
9	Vision, Hearing, Height, Weight, Body Mass Index
10	Vision, Hearing, Height, Weight, Body Mass Index
11	Vision, Hearing, Height, Weight, Physical , Body Mass Index
12	Vision, Hearing, Height, Weight, Body Mass Index

Bold print indicates parents' responsibility. Proof must be sent to the school.

PROVISIONAL ENROLLMENT

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Administering Medication

All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and direction for time and dosage. The parent or legal guardian must give medication to school employees. Students should not be in possession of any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

Inhalers

Students in grades K-6 will keep their inhalers in the school's office in order to monitor frequency of use. Students in grades 7-12 may carry their inhalers to school or school-related events. **IF** there is written permission from the parent on file in the school office. It is recommended that an inhaler with spacer be kept at school at all times.

EpiPens

It shall be the responsibility of the student's parent or legal guardian to supply GBA with an EpiPen for anaphylactic reactions. The EpiPen will be stored in the school office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the school office.

Disposition of Medication at the End of the School Year

All medications and medical equipment is kept in the school office and must be picked up by parent/legal guardian before he last day of the school year. ALL prescription medication will be destroyed after this date.

GBA, the administration, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.

Illness

Students are expected to be kept at home if they are ill. Grace Bible Academy reserves the right to refuse admittance to a student who is ill or running a fever.

- Sore throat
- Runny nose with a discolored discharge
- Coughing spells
- Vomiting
- Frequent or loose bowel movements
- Conjunctivitis (pink eye)
- Fever with a temperature of 100 degrees or more
- Rash
- Symptoms of a contagious illness
- Head lice infestation

Your student must be fever free at least **24 hours** without the use of medication before returning to school.

Illness at School

If a student becomes ill or injured at school, the following guidelines must be followed:

- 1.) In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.
- 2.) Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid if needed.
- 3.) The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

Communicable Disease

GBA 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 that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

To protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Readmission to school will be allowed only after the Administrator has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, GBA may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. GBA reserves the right to make all necessary actions to control the spread of communicable diseases within the school.

Academics

Gradelink

Gradelink is our online communication tool that allows parents to stay up to date with their student(s) grades. Gradelink can be accessed from any computer that has a connection to the Internet. By using Gradelink, a parent can chart the following things:

- Future assignments
- Current Class Grades
- Incomplete Assignments
- Homework, Quiz, & Test Scores
- Teacher's Comments

Each parent will receive login information for their student(s) at the "Back-to-School" Parent / Teacher Fellowship.

Classes

Students are required to take courses that are offered at GBA. Students are not allowed to take courses through home school video or other agencies to avoid specific teachers or classes that are offered at GBA. Any classes that students desire to take off campus must be approved by the administration. Examples of this situation would be dual credit, remedial classes that students have failed or a class to get a student current for his grade level. Any and all these classes must have administration approval.

Dropping Classes

All students must take at least the minimum number of credits in order to keep them on track for graduation. If a student is taking more credits than required, and would like to drop a class, they must do so within the first three (3) weeks of school.

Promotion Requirements for Grades 1-6

A student in grades 1-6 will be retained if he/she has an overall average of 69 or below in two core subjects. A student that has a D average in Science, English, or Math may be asked to repeat the class.

Promotion Requirements for Grades 7-12

Students in grades 7-12 will be retained if he/she fails any two core subjects for the year. A student that has a D average in Science, English, or Math may be asked to repeat the class.

In grades 9-12 students must make up any subjects failed.

Freshman	A student must have earned at least six credits
Sophomore	A student must have earned at least 12 credits
Junior	A student must have earned at least 18 credits
Senior	A student must have earned at least 24 credits

Grading Scale

99-100- A+	89- B+	79- C+	69- D +	0-59-F
92-98- A	82-88- B	72-78- C	62-68- D	

A student who is not making sufficient progress academically due to low grades, not turning in homework on time, or obviously working below his ability will be placed on academic probation. A student will be placed on academic probation if he makes at least **2 D's** or **1 F** in any nine-week grading period. If the grades and work habits are not significantly improved by the end of the next grading period, the student may be asked to voluntarily withdraw or be expelled. It is hoped that probation is sufficient notice to the student and his partner that a serious problem exists requiring correction.

90-91- A- 80-81- B- 70-71- C- 60-61- D-

Student Records

Information on your Permanent Record Card (PRC) includes your entire academic and attendance records, and test scores (SAT, PSAT, Etc.) This record follows you when you enter an institution of higher learning and when you request recommendations for employment and scholarships. The importance of your high school record cannot be overestimated.

Inspection of Student Records

Student records refer to any written or recorded information, maintained by the school, by which a student may be individually identified

Dress Code

A dress code can be confusing and frustrating to parents as well as administration. A lack of understanding and misinterpretations can cause a wedge between the school and the home that leaves the students in the middle. One rule of thumb is this: ***when in doubt, get it checked out.***

The homeroom teachers are to report any apparent dress code violations to the principal. If, in the opinion of the principal, the code is violated, the student will be warned to correct the problem. A Discipline Report will be issued and sent home to the parents to be signed and returned the next day. In the case of hair infractions the student will be given three (3) days, excluding Sunday, to comply with the hair code. If after three (3) days the student has failed to comply with the hair code, the student will not be allowed back in class and will receive unexcused absences until the violation is corrected.

LADIES

Ladies may wear: jeans, warm-up pants, dress slacks, capris, knickers, leggings with shirts that cover buttock and private area, shorts, dresses & skirts $\frac{1}{4}$ thigh length, blouses and t-shirts, appropriate

make-up, hairstyles and color that are natural

Ladies may **not** wear: jeans with holes in them, yoga pants, tights, leggings without a shirt that covers buttock and private area, shorts above $\frac{1}{4}$ thigh, shirts that show: cleavage, any belly skin, underarms

GENTLEMEN

Gentlemen may wear: jeans, warm-up pants, dress slacks, shorts, t-shirts, polo shirts, dress shirts

Gentlemen may **not** wear: jeans with holes, tight warm up pants, shirts that show: any belly skin or underarms, long hair (hair must be off the collar and off the ears), makeup, unnatural hair coloring

ALL- important read

Everyone should maintain a semi-professional look, although we understand that children also come to school to play. High school students are held to a higher standard of dress than elementary students. No one should wear any items of clothing that endorse something contrary to the doctrine or standards of the academy. (I.E. alcohol, drugs, secular music, etc.) Appropriate shoes should be worn at all times. More leeway is given to females than males concerning jewelry. Males may wear a necklace, ring, bracelet or watch that is masculine in design. Females may wear jewelry as long as it is not excessive or gawdy. (Excessive piercings will not be accepted.) No student is permitted to get a tattoo while enrolled at Grace Bible. Students who had tattoos before enrollment must do their best to keep them covered. Absolutely no hats in the building for any students unless permitted for a fun day. In the winter, hoodies are permitted. However, violating that right by putting the hood up in school may cause termination of the privilege to wear hoodies.

CHAPEL

High school students (7-12) will be required to wear chapel clothes at least once a month. Chapel clothes are as follows:

Females: Dresses, skirts, or dress slacks (absolutely no jeans or leggings), blouse, or dress shirt with dress shoes. (All clothes should be wrinkle free and should match.)

Males: Dress pants (absolutely no jeans or cargo pants), polo or button down shirt, with dress shoes. (All clothes should be wrinkle free and should match.)

Elementary students (K-6) would follow the same dress code as above if called on to wear "chapel" clothes.

FORMAL

At least once a year (graduation) high school student (7-12) will be called on to wear formal clothes. Formal clothes are as follows:

Females: Dresses or skirts $\frac{1}{4}$ thigh length (no jeans, dress slacks, or leggings), blouses, panty hose, and dress shoes

Males: Dress slacks (navy blue or black), matching button-down solid print oxford shirt, tie, dress socks, dress shoes

Elementary students (K-6) will not be called on to wear formal dress clothes.

DISCIPLINE & CONDUCT

Grace Bible Academy believes the Bible literally. It is the standard for faith and practice. GBA expects a student to obey the Word of God as well as to follow the mandates set by the school. We expect children to behave when they are in school, as well as out of school.

All prospective students and parents of students should be willing to follow all rules and guidelines with a good attitude before making application to the Academy.

CONDUCT EXPECTATIONS

Students are expected to obey. Obedience demonstrates proper submission to God and God-ordained parental authority extended by agreement to the school administration and staff. Students are taught

to accept responsibility for their behavior by being held accountable by their teachers and principal. All students are expected to conduct themselves according to the following guidelines:

- In the classroom, the student shall speak by permission of the teacher. To obtain permission to speak, the student will raise his hand. Students are to listen to the teacher as a sign of respect for authority and listen to other students as a display of courtesy.
- Students may move about the room only by permission of the teacher.
- Students shall refrain from any act of disrespect such as:
 - a. Mimicking others
 - b. Laughing at the mistakes of others
 - c. Back-talking or arguing with any teacher
 - d. Making facial or non-verbal expressions of disrespect/contempt
 - e. Whispering and/or passing notes in class
 - f. Failing to pay attention in class or sleeping
- Students are expected to answer all adults with a respectful “Yes Sir”, “Yes Ma’am”, etc. “Yeah” and “Huh?” are unacceptable responses.
- Profane, vulgar, and/or abusive language (such as name calling) is prohibited. Taking the Lord’s name in vain will not be tolerated at Grace Bible Academy. This includes slang words.
- The student is not to engage in horseplay to avoid accidental injury, misunderstood intentions, or conflicts. Pushing, shoving, punching, and cutting in line are not allowed.
- Eating and drinking are permitted only in designated areas.
- Fighting will result in disciplinary action.
- The student is to treat the property of the school and others with care. Vandalism and writing on desks, chairs, or walls is not permitted. Property that requires replacement results in higher costs to parents. The offender will reimburse the school.
- Use or possession of drugs, including alcohol and tobacco is prohibited.
- Although the male/female attraction is understandable, kissing, hugging, holding hands, holding one another, and other public displays of affection are not permitted at school. During school functions, the student is to exercise self-control and demonstrate Biblical love for others by acts of selflessness.
- The following items are prohibited on campus or at any GBA function including field or class trips, sporting events, fund raisers, etc: electronic devices, chemical substances, firearms, knives, weapons, skateboards or any other items deemed inappropriate by the administration.

HUMAN DIGNITY/HARASSMENT

GBA intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

- All students are expected to conduct themselves with respect for the dignity of all others.
- We do not condone or allow harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.
- Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.

- Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
- Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or principal.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

JURISDICTION

GBA has jurisdiction for discipline purposes over its students from the time of arrival from home until departure at the close of the school day. Misconduct during this time becomes a matter of school discipline. Policies and regulations of the school governing the discipline of students apply to all school sponsored activities on and off the school campus. Grace Bible Academy maintains the right to search all students' personal belongings whether on them or in their lockers.

STEPS IN DISCIPLINE

The following steps are in general order of seriousness and are typically followed in this order, depending on the offense:

1. Counseling, praying with, and warning students regarding their actions and attitudes
2. Means of correction shall be in keeping with the offense. Detention after school is permitted, but parents shall be given a day's notice.
3. Communication with parents by telephone or in writing after first offense
4. Student referred to the principal for corrective action and parent conference
5. In School Suspension
6. Suspension
7. Expulsion

STEPS OF DISCIPLINE FOR GRADES K THRU 6

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. When a discipline form is sent home, the student is required to have the parent sign and return the form the following day.

1. Send home communication sheet listing the student's offense and steps the teacher/Principal have taken.
2. Send home communication sheet stating the time that the teacher/Principal will be calling in the evening.
3. Send home communication sheet stating the date and time of the parent/teacher/student conference.
4. Send home communication sheet stating the date and time of the parent/student/principal conference

LEVEL I OFFENSES FOR GRADES 7-12

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. Please note that when discipline reports are sent home, the student is required to return the form the next day, signed by the parent. For these offenses, punishment may include a warning, clean-up duty, or lunch detention for the 1st offense.

- Talking in class without permission
- Eating and drinking during class
- Note passing during class
- Littering the building and campus (the use of the word “campus” throughout also refers to the location of any school-sponsored function)
- Violation of the dress code
- Going to or through off-limit areas without permission of the teacher
- Personal grooming during class (including make-up application and hair brushing)
- Being unprepared for class (without books, paper, pencil, homework)
- Doing unrelated work in class
- Causing a distraction in class
- Gum chewing
- Horseplay
- Failing to return anything without a parent’s signature the day after it is issued
- Failing to do homework assignments

LEVEL II OFFENSES FOR GRADES 7 -12

Because the incidents listed below are more serious, the discipline will range from lunch detention, to suspension for 1st offense.

- *Inappropriate behavior between genders
- Improper behavior toward other students
- Lying, first offense
- Cheating, first offense
- Unedifying speech/profanity
- Possession of prohibited items on campus (see #12 under Conduct Expectations) except for items listed under level IV and Level V offenses
- Disrespect to faculty/staff
- Tampering with, destruction of, or harm to other’s property (full payment for restitution will be required.)
- Inappropriate attitude
- Misconduct toward a substitute teacher
- Mocking or making fun of other students or a teacher
- Gossip/slander – depending on subject matter
- Classroom behavior that is inappropriate or unruly
- Out of designated area (e.g. behind building, parking lot, playground)
- Unauthorized absence from a class or detention

*Inappropriate behavior between genders: There is a no touching rule at GBA. We want all students to be “above reproach”. Students of opposite genders should not sit on the same couch. They may never be in a room alone together. Students of the opposite gender must have prior approval and be in plain sight of a staff member when outside. When on buses, students of opposite gender should not be in the same seat. The academy is not a place to pursue relationships. The school staff has far greater responsibilities than to be chaperones.

LEVEL III OFFENSES FOR GRADES 7-12

Because the incidents listed below are more serious yet, the student will be suspended from 1 – 3 days.

- Direct disobedience (defiance toward a teacher or school official)
- Cheating, second offense
- Any type of bullying (verbal or physical)
- Negligent driving (speeding or lack of vehicle control) on campus
- Skipping class (Truancy)
- Forgery, first offense
- Impure speech or gestures (swearing or vulgar language)
- Vandalism
- Leaving campus without permission
- Plagiarism
- Harassment (sexual, verbal, or physical) – could go to Level V if brought before the Board of Directors and found guilty
- Slamming door in defiance toward teacher
- Gambling (any type)

LEVEL IV OFFENSES FOR GRADES 7-12

Offenses that may result in an immediate ten-day suspension and or expulsion include:

- Cheating, third offense
- Stealing, first offense if not a felony
- Fighting, if found to be the instigator
- Possession and/or use of tobacco on/off campus, (this includes vaping), first offense
- Lying, second offense
- Tampering with technical equipment/computer
- Forgery second offense
- Any threat – verbal, physical, etc. to a teacher, student, parent or school employee
- Gambling – second offense. Depending on the involvement of student – expulsion
- Sex Texting – any type of inappropriate pictures of human body and/or inappropriate written messages

*Excessive suspensions will result in expulsion. More than three suspensions would be determined excessive.

LEVEL V OFFENSES – EXPULSION FOR GRADES 7-12

In rare circumstances, a student may be expelled by the principal for reasons of misconduct, attitude, or sustained failure to put forth academic effort. Other offenses that may result in immediate expulsion are as follows:

- Possession of a firearm or weapon on campus
- Possession of illegal substances on or off campus, including drugs and/or alcohol
- Possession and/or use of tobacco on campus, second offense
- Criminal misconduct on or off campus
- Assaulting a faculty or staff member
- Withholding pertinent information during the application process
- Immoral conduct such as fornication and/or homosexual practices, which are contrary to Biblical teaching, on or off campus
- Conviction of a felony act
- Possession or use of prescription medicine without being administered by school nurse or school personnel.

DETENTION- Lunch, After-School, & Walking

Lunch detention will be given to students in grades seven through twelve for minor infractions. Parents can sign-up to be notified through Gradelink of all discipline given. Students will be placed with a teacher during their lunch recess. They will be able to eat lunch and then work on homework or sit quietly.

After school detention will be given to students in grades seven through twelve for repeated minor infractions and more serious infractions. Parents will be informed by a phone call of these detentions. After school detentions will start at 3:05 P.M. and end at 4:05 P.M. There will be a \$10.00 charge for after school detentions.

Walking detention will be given to students in grades kindergarten through sixth grade for repeated offences. A walking detention will allow the student to walk the perimeter of the area where students are having recess; however, they will not be permitted to join in the activities. A note will be sent home by the teacher if your child receives a walking detention.

A consistently rebellious attitude toward the faculty, school rules and procedures, or a continuously negative attitude and bad influence on other students may result in dismissal from school. A student on probation due to misconduct is ineligible to play in or practice for any extracurricular activities. If the conduct is not corrected, the student will be asked to voluntarily withdraw or be expelled.

When all disciplinary actions taken by the teacher are ineffective, with documentation the student may be considered for probation. Probation gives the student time to improve to a satisfactory level.

RULES OF PROCEDURE

1. Student Notification

A student whose conduct has necessitated severe disciplinary action must be told their breach of conduct. If a specific rule or regulation has been disobeyed, the rule or regulation should be stated prior to suspension or expulsion. If the student denies the allegations against him, he shall be given an opportunity to explain his version of the incident before the suspension or expulsion is effective. The principal shall verify the facts.

2. Decision to Suspend or Expel

The classroom teacher may recommend suspension, but only the principal, after determining that suspension is required, may order a student suspended for a period not more than 3 to 10 days.

The recommendation to expel a student shall be made by the Principal. The decision to expel is the sole responsibility of the Administration.

3. Parent Notification

If the Administration determines there is probable cause that a student should be expelled, the parents must be notified in writing of the exact nature of the offense charged.

VOLUNTARY WITHDRAWAL

Parents may be asked by the Principal to voluntarily withdraw a student if it is determined by the school that the student is demonstrating he is not eligible to continue attending for reasons of misconduct, attitude, or a sustained failure to put forth academic effort. Voluntary withdrawal versus expulsion is usually more favorable to the student. It generally makes enrollment in another school easier.

ATTENDANCE POLICY

Tardiness to School:

All tardy infractions or penalties are null and void when students ride a state funded bus.

Grace Bible Academy begins at 8:00 A.M. A student will be considered tardy at 8:05 A.M. All students reporting to school after 8:05 A.M. should go to the office and get a tardy slip before going to their first period class. **PARENTS MUST SIGN-IN THEIR CHILD IF THEY ARE TARDY.** On the front doors will be a poster board. If the poster board is green, you can just drop your child off. If the poster board is red, you have exceeded the grace period and you will need to come in and sign your child into school.

Being on time is an important attribute of a good worker. It is never too early to begin teaching students the importance of being on time. Habitual tardiness is unacceptable. All unexcused tardiness will be counted toward an illegal absence. The minutes tardy will be cumulative until they add up to three and half-hours. At that time, you will be given one illegal absence day.

Examples of legal tardiness: doctor or dentist appointment

Examples of illegal tardiness: car breaking down, sleeping-in, poor time management, extra study time

Attendance:

Parents are expected to telephone the school office by 9:00 a.m. on any day their student is absent unless the absences has been previously approved. When a student has been absent three (3) consecutive school days and the school has not been notified, the absences are considered illegal. If a student is absent more than ten (10) consecutive days without communication, the student is considered withdrawn. All absences must be accompanied by an excuse upon returning to school.

There are three kinds of absences relating to the school.

1. **Excused absences** are those resulting from a death in immediate family, personal illness, illness in the family, doctor or dentist appointments, quarantine, weather and/or road conditions making travel unsafe or dangerous, limited education travel, or any other unusual circumstances that may be accepted by the school. The reason for the absence must be stated in writing and signed by the parent or guardian. A doctor’s note is recommended for students missing more than three (3) consecutive days. All students must obtain an admittance slip from the office. Make-up work with credit will be given. **For each day of excused absence, one day of make-up time is given.**
2. **Unexcused absences** result from circumstances other than those defined as excused absences. **Per new state laws, a student will be considered truant after the first three days of unexcused absences.** Whereupon the school will send a written notice of the child’s unexcused absences. Once a parent or guardian is served with such notice, she or he has three (3) days to ensure his or her child’s compliance with compulsory school law- i.e., attendance in school. If, after three days of receiving notice, the child fails to attend school, the school must proceed with enforcement of the compulsory school law. In this circumstance, the school files a truancy petition with the local magisterial district justice. A truancy hearing is then scheduled.
TIP: If you receive such a “truancy notice,” you should contact the school as soon as you receive this notice to discuss your child’s attendance.
NOTE: If an excuse is not sent in within three (3) days from the child’s return to school, the days absent will be considered illegal.

If a judge finds that my child is truant, what can happen?

Parents/ Guardians	Children Under 13	Children 13 or older
Summary Conviction- -\$300 fine per offense; -Parenting education program; -6 months’ community service Failure to Comply With Above Punishment- RISK: 5 days’ incarceration in the county jail	Failure to Comply With Compulsory Attendance Law AND “Habitually Truant”- Referred by school to the local Children and Youth Services (CYS) agency for possible disposition as a dependent child Under (6302) of the Juvenile Act. “Habitually truant” means an absence for more than three (3) school days AFTER the school provides the first notice of truancy.	Summary Conviction- \$300.00 fine per offense; -Adjudication alternative program; -Suspension of driver’s license. Failure to comply with above Punishment- Risk: The managerial district justice may allege the child to be a dependent child under (6302) of the Juvenile Act. Failure to Comply With Compulsory Attendance Law AND “Habitually Truant”- Risk: Referred by school district to the local Children and Youth Services (CYS) agency for possible disposition as a dependent child under (6302) of the Juvenile Act.

3. **Checking students out of class or school for convenience is not accepted as an excused absence.**
4. **Planned absences:** There are several steps involved in successful planned absences.
 - a. The parent must send a note requesting approval of the absence to the Principal **two weeks** prior to the planned absence.
 - b. All missed work should be turned in **before** the absence unless agreed upon by individual teachers.
 - c. If teachers allow the work to be made up after the absence, all work is due the day the student returns to school.
 - d. **It is the responsibility of the parent and student to initiate this process.**
 - e. Any out-of-town planned absence may be arranged following the procedure above.
 - f. **Even though absences are planned, students will lose the privilege for exemption from final examinations when the total number of absence exceeds three.**
 - g. Multiple planned absences will be monitored by the Administrator
For students who arrive at school after 11:00 a.m. or leave school before noon, the attendance will be marked HD (half day). Please note the HD will not be considered a perfect attendance.
5. **Excessive “legal” absences:** The state requires the school to watch for what is called excessive “legal” absences. Excessive “legal” absences are where students are absent excessively; however, parents have sent in legitimate excuses. For example, a pattern of missing Fridays or Mondays. Parents may be required to send in doctor’s excuses for every absence.

Permits to Leave School

Permits to leave school must be obtained through the Secretary or the Principal. If a student leaves school without permission, it will be counted as truancy and will normally result in a student’s suspension.

STUDENT LIFE

SERVICES

-**School Hours:** 8:00 A.M. to 3:00 P.M. (Unless otherwise noted on school calendar.)

- **Office Hours:** 8:00 A.M. to 4:00 P.M.

All business with the office (including telephone calls) should be taken care of from 8:00 A.M. – 2:30 P.M. or 3:15 P.M.-3:45 P.M.

-Teachers will be here from 8:00 A.M. to 3:00 P.M. If you need to talk to them, please call the school office and leave a message. The teacher will return your call as soon as possible. Please call the office to set up an appointment with a teacher or the principal. Do not call teachers at their home unless you have been given permission to do so.

AFTER SCHOOL CARE: Parents can sign-up for after school care for their children. After school care is \$6.00 an hour. After school care will begin directly after school at 3:00 P.M. and will close at 5:30 P.M. **Students not picked up by the end of car line at 3:15 p.m. will be taken to the After-School Care program and assessed the hourly rate.** Students will be charged for the whole hour after the first fifteen minutes. Anyone child here after 5:30 will accrue a \$1.00 per ever minute overage bill. After three late pickups the student will be dismissed from the program.

A light snack will be provided. (Parents that have children with special dietary needs will need to pack their child's snack.) Students will be required to do homework first and then have appropriate playtime.

Parents will sign their child out each night in the After-School sign-out log. Bills should be paid weekly.

-Telephone Use: The church/school phone is business only. Only emergency calls will be made from the office phone.

Transportation Policy & Plan:

1. Busing
 - a. If your child rides a bus, the academy administration encourages that your child rides every day. If you do have special arrangements, it is your job to contact the bus company and the academy.
 - b. A note should be sent to the office stating the special arrangements, the date of the arrangement, and your signature. The note must be sent in by 8:15 a.m. on the day of the special arrangements. (Pre-printed note pads are available at the school office.)
 - c. All academy rules apply to bus rides. Misbehavior on the bus puts other students in jeopardy, and is a blemish to our testimony; therefore, we will fully punish.
 - d. Students cannot "swap" buses. (i.e. Your child wants to spend the night at a friend's house, so they try to ride another bus.)
2. Car-Pooling
 - a. If your child rides with a parent or guardian to and from school, they will need to do this each day. Students cannot be placed on buses without permission from the district transportation director.
 - b. When a child is dropped off, they should be dropped off at the front of the building. Please do not park your car directly in front of the building. **If you need to come into the school for business, park in a parking space.**
 - c. At pick-up time, all parents will find a space in the pick-up line and wait their turn. You should pull to the farthest part of the canopy when picking up children. Please do not park alongside the building.
 - d. If your child is to ride home with a person other than the primary driver, please inform the school office. All permission should be given on paper.
3. Student Drivers
 - a. If your child is old enough to drive, they must fill out a permission slip located at the school office. They will then receive a permit to park and a parking space.
 - b. All cars should be locked while on the academy premises. The academy is not responsible for any damaged or stolen property; including the car itself.
 - c. No student will be allowed in their cars during the day without special permission from the administration.
 - d. Cell phones may be kept in cars while on school property.

- e. No student will be permitted to transport another student without written and verbal permission from both parents.
4. General
- a. All students will need to follow the mode of transportation.
 - b. If a note is given, the school reserves the right to follow the primary mode of transportation.
 - c. Only in an emergency, should a parent call the school office to make a change in transportation.

Lunch

Students may bring sack lunches every day or they may take advantage of our hot lunch program. Students who choose to bring a sack lunch have the convenience of a microwave. All microwaveable foods should be kept under a minute. Please **do not** send in cans or meals that take multiple minutes to heat.

Hot Lunch Program

- I. Menus
 - a. Menus will be available online each month.
 - b. When completing your menu please make sure that you check the appropriate box. (There are two boxes-small or regular.) There is a price difference.
- II. Payment
 - a. Payment for lunches should be made in full at the beginning of the month or on a weekly basis.
 - b. Any student with an outstanding bill may lose the privilege of ordering lunches until the bill is paid in full.
 - c. You can put money on your child's lunch account at any time.
- III. Absences
 - a. If your child is absent, they will be credited automatically that day.
 - b. Please do not make credits on your own.
 - c. A child that is absent on special days, i.e. Pizza Days, will not be credited for absenteeism. A parent may call the school and have the pizza sent home with a sibling or pick up the lunch at the school
 - d. If your child is tardy, but will arrive at school before lunch, please contact the office to make sure they are still added to the lunch list for that day.

LOCKERS

*Students are to maintain clean and neat lockers. Food and drinks are not to be stored in lockers except for lunches. These should be removed daily because of insects.

*All pictures should be in good taste and not suggestive or inappropriate.

*Students should not enter another student's locker without permission from the other student or permission from a teacher.

*Students should never borrow books from another student's locker without permission from that

student.

*All trash and clothing should be removed regularly.

*Students are issued only one locker and are not to use empty lockers for additional storage of books or clothing.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones or other electronic devices are not allowed to be used in the building at any time. If cell phones are brought to school they must be turned into the homeroom teacher immediately and picked up at the end of the day. If a student is caught with a cell phone during the day the following actions will take place. **NO** other electronic devices are permitted on campus.

For the **First Offense** – The cell phone or electronic device will be taken away and returned to the student at the end of the day.

For the **Second Offense** – The cell phone or electronic device will be taken away and returned to a parent at the end of the week.

For the **Third Offense** – The cell phone or electronic device will be taken away and returned to the parent at the end of the year.

Computer Technology Policy

If at any time, it comes to the administrations attention that a student is involved in defamation to the school, staff, other students, or more importantly to Jesus Christ, they may be immediately expelled. This includes but is not limited to taking the Lord's name in vain, gossip or slander, negative attitudes toward school policies, inappropriate content, threats, etc.

Lost and Found

Lost articles, including books, clothing, money, valuables, etc., are to be claimed before or after school only. All secondary (7th-12th grades) students always need to keep their books in their lockers.

Book Bags

All students are encouraged to bring book bags to and from school.

The high school (7th-12th) need to put their book bags in their locker each day. Book bags are not permitted in the bathrooms.

Incident Weather Procedure

If the school is closed GBA will notify the parents through WTAE channel 4 news and KDKA channel 2 news. A parent can log on to wtae.com and sign up for weather notifications that will be sent to your mobile phone.

When checking for changes in school times do not confuse Grace Bible Academy & Pre-School with Grace Christian School.

A parent can also sign up for our inclement weather phone alerts at the time of enrollment.

If your school district is delayed or cancelled and we are not, you may choose to follow your district. It will be counted as a legal absence.

ONE CALL NOW

The school uses a system to inform parents of general announcements. These announcements are random and we use the system sparingly. You can also sign up for the inclement weather notification through this system.

Emergency Drills

GBA will conduct drills and training for emergencies.

1. Fire Drills- A signal will alert students to move quickly and quietly from the building to a designated place of safety.
 - a. Determine which exit to use and an alternate if the first exit is blocked.
 - b. DO NOT TALK during a fire drill.
 - c. Walk rapidly to the parking lot or designated area. DO NOT RUN.
 - d. Turn off the lights and close the door as the last person leaves.
 - e. Turn off the lights and close the door as the last person leaves.
 - f. Check class tolls in the parking lot.
2. Tornado Drills- A specified sound will signal this drill.
 - a. Find study shelter away from an outside walls and windows.
 - b. Classes outside at recess or P.E. should quickly re-enter the building if time permits.
 - c. Go quietly to the assigned area of protection.
 - d. Face a solid wall and kneel down with hands over your head.
 - e. Return to normal activity when "All Clear" is given.
3. Lock Down- All doors of the school will be locked, and no one may enter or exit the school building.
4. Terrorist Threats- Students will be kept in their classroom until danger has passed. Parents will be notified if necessary, to pick up their children.

Care of School Property

The student is to treat all school property as valuable personal property. Parents or guardians shall be responsible for damage done to the school building, furniture, grounds, lockers, textbooks, or any other school property of the school by their students. The assessment of any such damage will be made by the Principal and payment for damages made within two weeks of the assessment, or the student will not be permitted to attend class.

Field Trips

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on field trips. Parents and students are required to be in dress code. Prior

to departure, students shall obtain written permission from their parents. Students may be denied the privilege of attending field trips because of inappropriate behavior.

All parent volunteers that assist on field trips through driving and /or chaperoning must abide by school rules.

Personal Property

Students are not encouraged to bring personal property with them to school. If a student does bring a personal item, they do so at their own risk. **Neither the school nor other students will take personal responsibility for lost or damaged items.**

Search and Seizure

Upon entering the school, all items become temporary properties of the Academy. There is absolutely no expectation of privacy on the school grounds-including school lockers. We reserve the right to search vehicles, backpacks, purses, lockers, and other student possessions. All searches can be made without parental permission. Lockers may be checked on a weekly basis. We reserve the right to test for drug activity if there is reasonable cause. Parents will be notified of this action. The drug test will be charged to the family's school bill. The drug test will be conducted at the school office. Parents have the right and responsibility to be present. If the result of the drug test is positive there will be an automatic expulsion.

Parental Involvement

Parent / Teacher Fellowships: Parent / Teacher Fellowships (PTF's) are scheduled throughout the school year. Both parents should plan to attend all fellowships. At least one parent is required to attend. Parents who cannot attend for emergency reasons should contact the school prior to the fellowship.

Parent Volunteers: We encourage parental volunteers. We have an assortment of tasks and jobs that can be handled by our parents. At the beginning of the school year there is a "Volunteer Finder" form given to all parents. If you are interested, please fill out the form and return it to the school. You may request this from throughout the school year.

Fundraising: Fundraising will be done periodically throughout the school year. In order to keep our tuition costs as low as possible, we ask that all parents participate.

Visiting Hours: We would love to have our parents come and visit us; however, we want the atmosphere at the school to be conducive to learning. Please call before coming and check in at the office before entering the school. After entering the school, please talk quietly.