

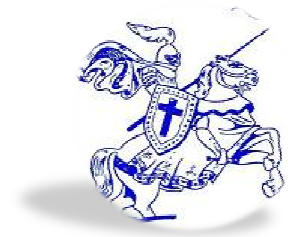
2010-2011

Parent /Student Handbook



Table of Contents

Administrator Letter	3
History, Constitution, Vision and Mission Statements, Core Values	4
Doctrinal Statement, Statement of Faith	5
Purpose and Philosophy	6
Parent Code	7
Standards of Conduct	8
Enrollment Procedures	9
Financial Information	10
School Closings	12
School Day Schedule	13
Homework	14
Grading Policies	15
Attendance Policy	17
Appearance Code	20
Discipline Policy	27
Anti Harassment Policy	33
Christian Service	39
Athletics	40
RenWeb	42
School Calendar	44



Dear Parents and Students of GBA,

Welcome to Grace Baptist Academy and the 2010-2011 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 Psalm 119:124b,125b,127-128

Teach me thy statutes. ... Give me understanding, that I may know thy testimonies. ...
I love thy commandments above gold; yea, above fine gold. Therefore I esteem all thy
precepts concerning all things to be right; and I hate every false way,

True wisdom comes from knowing God's statutes and His testimonies. Our goal is to help all who come through our doors to learn to love the commandments of God and to love His truth while coming to know the saving grace of Christ Jesus.

Some of the sections of this handbook to pay particular attention to deal with improvements that have been made to policy and scheduling such as:

- Partnership with RenWeb
- New Discipline Policy (for secondary students)
- New Christian Service Requirements (for secondary students)
- Block Schedule for Secondary With New Graduation Requirements
- Security Policy With New Security Equipment
- New Anti-Harassment Policy
- Addition of On-line Course Delivery

Please feel free to contact the office if you have any questions.

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

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.

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 Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like 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 5th to avoid an increase in the registration fee. Registration fees are non-refundable.

Book and Activity Fee

This fee covers books, curriculum aids, science supplies, and association fees,. New students should pay this fee with their application, and returning students should pay this by June 5th. 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 1st through 6th grade charges begin at 3:30 and are \$2.00 per hour. After 5:30 PM the fee is \$1.00 per minute. For 7th through 12th 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. Access to ReWeb will also be suspended until the student account is brought up to date. 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 1st through April 15th 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

2nd Student.....10%	Active Grace Baptist Church Member.....5%
3rd Student.....15%	Children of GBA Graduates.....5%
4th Student & more no tuition	Pastor's Discount (must be documented & approved)..... 25%

Discounts apply only to tuition. No more than two discounts may be used. Students receiving tuition assistance will not be eligible for discounts.

School Closings

1. For reasons of extreme inclement weather, school will be called off. (Usually with District #111)
2. Announcements 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, and RenWeb.
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 nonrefundable. Summer school / credit recovery is delivered online. Work may be done at home at the student's convenience, but tests must be taken at GBA.

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.

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, 2nd, and 6th 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 15th!

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

K5 – 6th grades.....	8:10 AM – 2:50 PM
K-3, K-4, (K-5)	8:10 AM – 12:00 PM
7-12.....	8:00 AM – 2:35PM
Child Care	6:45 AM – 5:30 PM
Building Open	6: 45 AM

Block Scheduling

Starting with the 2010-2011 school year Grace Baptist Academy will be implementing a Block 8 schedule for 7th-12th grades. Students will attend eight 90 minute periods spread out over two days. On “yellow” days students will attend periods 1-4. On Blue days, students will attend periods 5-8. These days are scheduled on a rotating basis. It is important that students keep track of the days. A color block indicating the day will be prominently displayed in the hallway.

Studies have shown that students actually perform better academically in a block schedule. The block also allows for greater flexibility in scheduling classes.

After School Care

1st through 6th 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. **Students not picked up by 5:30PM will be assessed a \$1.00 per minute late pick up fee.**

Lunches and Lunch Periods

Grace Baptist Academy does not provide a hot lunch program for its students in 1st – 12th 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.

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

*Homework time will vary among students. Factors include: Amount of work finished during school day, speed student works and comprehension of assignment, and make-up work from being absent. Please contact your child’s teacher if you have any concerns about the amount of home-work having to be completed each evening.

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). We recommend the ACT (college entrance test) be taken during the second semester of the Junior year.

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 in **elementary** students 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.

For **secondary** students who are absent for one day, no extra time will be given. Because we are using a block schedule, a student who misses class on Monday will have the opportunity

(and is required) to get assignments missed from the teacher on Tuesday (or check RenWeb) and be prepared to turn them in on Wednesday.

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

Grades K3-6	no semester exams given
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	2.2
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	3.3	67-64	D	1.0	1.1
83-81	B-	2.67	2.94	63-60	D-	.67	.73
				Below 60	F	0	0

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 1 level 2 discipline and no level 3-5 discipline.
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.
4. Students may not exempt the same course exam twice in one year.

5. Single semester courses may not be exempted.
6. All Christian Service hours must be completed in full.

Senior Exam Exemption

Seniors may exempt any 2nd semester exam in any class for which they will receive an “A” for that semester (average of 3rd and 4th quarters) as long as they also meet all six criteria for regular Exemption of Exams (see above).

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.....0-6 Credits	Grade 11.....13-17 Credits
Grade 10.....7-11 Credits	Grade 12.....19-24 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 24 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 4 credits – starting with class of 2013
- SCIENCE 3 credits
- PHYSICAL EDUCATION 2 credits (1/2 credit per semester) starting with class of 2014
- *exceptions may be made depending on student schedule.
- HEALTH 1/2 credit
- ELECTIVES 3 ½ credits
- TOTAL.....24 credits (minimum requirements) starting with class of 2014

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. Government Class. 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.



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. 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. Extended 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

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.

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 1st 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 makeup 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

7th through 12th grade 8:00 am - 2:35 pm

7th through 12th 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.

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. They must also cover enough of the chest that no part of the bosom is visible. 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. 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).

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.** 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

Jeans are acceptable for boys and girls in **Kindergarten through 3rd grade**. Every chapel day students in **grades 4-12** 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 a level 1 discipline for the first infraction and a level 2 thereafter. 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.

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, or car. Cell phones will be confiscated if seen on the student during school hours. 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. Appropriate discipline will also be meted out. Parents 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 videos 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 4th time in a quarter a level 1 discipline will be given and will continue to be given for each subsequent tardy to school infraction during the semester (If three level 1 are accumulated in any 15 school day period the next tardy will result in a level 2 discipline.) **Additionally, every third 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 1st 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 a level 3 discipline. 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 a level 4 discipline. 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. (See Harassment Policy.)

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

The gift of language, verbal and non verbal, should be God honoring. Therefore obscene/abusive or offensive language will not be tolerated on school grounds or at school functions. Similarly, lying to Academy staff and faculty will be punished according to the discipline policy. 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 a detention for repeated use.

Stealing

We require our students to respect each other's property and the property of their teachers and of the Academy. The taking or using of another's property without their permission will be considered stealing and will receive discipline in accordance with GBA policy. We encourage students not to bring valuable items to school. If they are brought to school, they should be kept locked in a locker or given to a teacher for safe keeping.

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 discipline, 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 discipline, any homework, projects, quizzes or tests scheduled for that day in all classes will receive a zero.

Grace Baptist Academy

Discipline Policy -

Character



No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Hebrews 12:11

Part of the mission of Grace Baptist Academy, through cooperation with the home and church, is to help equip students to model Christ-like character. The home has been given the primary responsibility for the development of character (*These commandments that I give you today are to be upon your hearts. ⁷ Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. ⁸ Tie them as symbols on your hands and bind them on your foreheads. ⁹ Write them on the doorframes of your houses and on your gates. Deut. 6:6-9*) The school acts as a delegated authority to reinforce values and principles being taught at home.

Not all of our students come from homes where biblical standards have been strongly emphasized. However, students who choose to be a part of our school are expected to follow our standards of conduct willingly and with a good spirit. Effective classroom discipline is a necessary ingredient for a good learning environment. To maintain this environment, we expect students to conduct themselves appropriately. It is the purpose of the disciplinary system to aid young people in the development of Christian character. The Scripture says that all things should be done “decently and in order” (I Corinthians 14:40). Thus at Grace Baptist Academy, discipline is maintained which is firm and consistent, yet tempered with love.

Elementary

- 1st Violation.....Warning
- 2nd Violation.....5 minutes of a privilege denied or merits removed
- 3rd Violation.....10 minutes of a privilege denied or merits removed
- 4th Violation.....Student will be removed to another room and the parents will be contacted.
- 5th 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.

Secondary

With increased independence for secondary students, some actions requiring disciplinary intervention are character development issues while others are issues of the heart. Character development issues (level 1) tend to be accidental / careless and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (level 2) are those actions that are deliberate and reveal a heart issue. The resulting policy shows Grace Baptist Academy's efforts to encourage students toward self discipline while providing consequences for deliberate behaviors of insubordination.

Level 1

Thirty-minute detentions are given to students who receive two of the following infractions for a class. These infractions may have occurred during a single class period or over a series of class periods within a three week (15 school days) period. These infractions include the following but may be expanded with administrative approval:

- ✓ Tardy to class (unexcused) – Except for the first period of the day which is noted as tardy to school.
- ✓ Unprepared for class (Student does not have text book, writing utensil, paper, homework completed, etc.)
- ✓ Dress code violation (First time only- subsequent violations will receive a level 2.)
- ✓ Disrupting class
- ✓ Horseplay in the hallway (at any time)
- ✓ In hallway without a pass
- ✓ No parent signature

Warning detentions are available at the discretion of the teacher. Repetitious offenses may indicate a heart issue and result in level two consequences.

Level 2

One-hour detentions are given to students who choose to disregard the authorities placed in their lives. These infractions include the following but may be expanded with administrative approval:

- ✓ Disobedience
 - Chewing gum in the building
 - Eating food in the classroom
 - Cell phone not kept in locker or car
 - Multiple dress code violations (including not dressing for P.E.)
 - Using classroom telephone
 - Music or multi-media device not kept in locker (includes cameras without administrative permission)
 - Inappropriate posting on social networks (Facebook, My Space, Twitter, etc.) or texts (inappropriate includes text or pictures that are sexual in nature, contain offensive language or gestures, or threaten, harass, or bully anyone).
- ✓ Disrespect
- ✓ Lying
- ✓ Deceitfulness
- ✓ Mockery (attitude of contempt to school or staff)
- ✓ Inappropriate language
- ✓ Inappropriate physical contact (public display of affection, etc.)
- ✓ Destruction of property – minor (restitution will be required)

Level 3

A student who receives three hours of detention in a three week period (15 school days) will receive a four hour Saturday school for the next Level 2 violation. The cost of Saturday school is \$40.00 and must be paid at the time the detention is served. Failure to serve a Saturday school will result in a Level 4 consequence. Infractions that will automatically result in a level 3 discipline being given include but may be expanded at administrative discretion:

- ✓ Cheating (includes plagiarism and also results in a zero on the assignment)
- ✓ Forgery
- ✓ Leaving campus / building without permission
- ✓ Skipping school
- ✓ Throwing food in cafeteria

A student who receives more than one level 3 discipline in any grading quarter will be given a level 4.

Level 4

Students who receive a level 4 discipline will serve a day of in-school suspension. The cost for in-school suspension is \$50.00 per day to cover the cost of hiring someone to supervise the student.

Violations that will result in level 4 discipline include but may be expanded by the administration:

- ✓ Bullying or harassment
- ✓ Stealing
- ✓ Vandalism (restitution must also be made)

Multiple days of in-school suspension will be given only if deemed absolutely necessary.

Level 5

Level 5 discipline is out of school suspension (OSS) and is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he/she must complete all missed work and take all tests and quizzes missed according to the absence policy. Only the tests will count towards the quarter grade. A level 5 discipline will be given if the student's conduct is grave enough to merit immediate, serious consequences. Out of school suspension will be given for the following prohibited conduct:

- Use or possession of alcohol or tobacco on or off campus: **Up to 10 days of OSS.**
 - Repeated offenses will subject 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. (Depending on the circumstances, possession of a look-alike weapon could result in the same consequences.)
- 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.

Detention Room

Serving time in detention hall is the primary penalty for routine rule infractions among students in the secondary school. Level 1 and Level 2 detentions will be served on Wednesdays starting at 2:45 PM. Detentions will always be assigned for the following Wednesday. If a violation occurs on a Wednesday, the detention will be served the following week.

Detention attendance is mandatory after the receipt of the detention form. It will take precedence over athletic practices, games, and work. Once in the detention hall, the student will be seated quietly, will not talk to other students, and will follow explicitly the directions of the detention room supervisor.

It is important that the student report to the detention room on time. A student reporting late (up to five minutes) receives a penalty amounting to twice the amount of time (number of minutes) that he was late. He will serve it after the other students are dismissed. A student who is over five minutes late, however, will serve out the remaining time on the original detention and will be issued an additional detention to be served at the next week.

An additional penalty detention may be given if the student:

- Fails to report to detention when assigned.
- Fails to report to detention with the detention form.
- Fails to report with the required parental signature on the form.

Disciplinary Probation

From time to time, it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The administration will review probation situations periodically. Students who have failed to meet the conditions of the behavioral probation will be asked to withdraw from the school.

All new students enrolling in grades seven through twelve are placed on disciplinary probation. Any student who fails to meet acceptable standards by the end of the first grading period will be asked to withdraw from the school.

Re-Admission After Disciplinary Action

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school

administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's administration will only consider a student for re-enrollment after one semester has elapsed.

Additional Reasons for Dismissal

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in Grace Baptist Academy
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property
- Forcible entry into any building after school hours (includes entering any unlocked window or bus).
- Obscene gestures and language directed at the faculty or staff

These policies have been established in an effort to help protect your children.

Biblical Response to Questionable Situations

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable; in addition, students are frequently face with the conflict of how to deal with friends who have broken or are breaking state school rules. It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, the Gospel of Matthew instructs us to take another Christian to confront again. We suggest that student invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one he has invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.

Grace Baptist Academy

Student Antiharassment Policy:



POLICY:

The policy of *Grace Baptist Academy* is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

I. Definitions and Prohibited Acts

1. Sexual harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

2. Unwelcome and Offensive. The fact that a student may not openly object to others' actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

3. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

4. Physical Sexual Harassment. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

5. Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

7. Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

8. Physical Harassment. Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

9. Definition of Bullying or Intimidation. “Bullying or intimidation” means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

10. Examples of Harassment, Bullying, or Intimidation. Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student’s race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual’s body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school’s educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

II. Application of Antiharassment Policy

The student antiharassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at

school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

III. Prohibited Actions

- 1. Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
- 2. Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

V. Where to Report Harassment, Bullying, or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Mr. Stephen Bull	Principal	(815) 939-4579
<i>Name</i>	<i>Title</i>	<i>Telephone</i>
2. Miss Margaret Adkins	Dean of Students	(815) 939-4579
<i>Name</i>	<i>Title</i>	<i>Telephone</i>
3. Pastor Dwight Ascher	Senior Pastor GBC	(815) 939-4579
<i>Name</i>	<i>Title</i>	<i>Telephone</i>

VI. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

VII. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation, or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

VIII. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

Grace Baptist Academy

Christian Service - *Character Faith*



If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded,, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.

Philippians 2:1-5

Rationale and Requirements: In keeping with our 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 we require our high school students to earn 144 points of Christian service before graduation. Hours not completed during the school year will need to be made up in order to be able to graduate.

Activity	Points Required	Qualifying Activities	Points Per Activity
Student	40 (5 per semester)	Sports, band, choir, yearbook, academic competitions, variety show, class office, class projects i.e. Fundraisers, posters, other class activities.	Five pts. awarded per season (successfully completed) per sport, other activities awarded one point per hour. Ten points maximum awarded per year (approx. 5 per semester).
School / Church	20 (2.5 per semester)	School - annual auction, booster club events, sports events i.e. concessions, athletic director aide, clean up, etc. / Church- nursery, usher, praise band, other formal church activities.	One point awarded per hour of work. A maximum of five points per semester may be earned.
Community Service	64 (8 per semester)	Work must be done with approved agencies listed on school website or with an agency approved <u>ahead</u> of time by administration.	One point will be awarded for each hour worked. Eight hours must be earned each semester.
National / International Service	20 (completed by graduation)	Missions trips, conferences with a missions component like Dare to Share, Red Cross, Christmas Shoe Box (not just giving a box), political campaigns.	Starting with the class of 2012. Class of 2012 needs 10 pts. Class of 2013 and on need 20 pts. One mission trip or weekend conference fulfills the requirement. These points may be earned in the summer.

Community service hours will be scheduled by the Academy for the 1st three quarters of the school year. The hours needed for the fourth quarter will be the individual student's responsibility. Completion of hours (except for National / International) will count as 25% of the semester final exam grade in the student's Bible class.

Junior High students must complete 2 ½ school/church hours and 8 community service hours per semester. The hours count as 25% of the student's semester exam in Bible.

Athletics



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 an 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 and/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.



RenWeb

Grace Baptist Academy now incorporates an on-line based school management system for teachers, parents, students, and administration to keep up with the academics, communication, and scheduling of school functions through a system called RenWeb. Renweb's online system allows parents and students to effectively oversee and manage a student's academic and behavioral progress on a daily basis. Using an online banking level of security, parents and students may view homework assignments, lesson plans, grade books, attendance and discipline issues easily and quickly. From anywhere you can access the web you can see your student's information as well as communicate with teachers and staff.

Parental Instructions to Log Into RenWeb Site

Our new school database (RenWeb.com) will now allow you to access your child's daily assignments and grades (plus more) on the Internet.

To access the Parent's Web Site:

- Go to Internet Explorer and type in the address www.renweb.com
- Click on Parents Login.
- Log in as follows: School ID GB-IL then type in the e-mail address that you provided to the school must be the same e-mail address that you provided to the school.)
- Click new parent login if you have not logged in RenWeb before.
- You will be emailed a new password within 3 minutes (to the e-mail address you typed in, which must be the same e-mail address that you provided to the school.)
- Go back to the first screen and type in your password to log in.
- Select "continue."
- To access grades, click "Classrooms."
- This will bring up all classes that each of your children are enrolled in at the school.
- Click on Homework Summary or Grade book Summary at the top of the column for each child.
- You will be able to find other school information available about your child on this site as well as the ability to e-mail the teachers directly.
- Please call the school if you have any problems or questions.

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.