

GRACE BIBLE ACADEMY
STUDENT HANDBOOK

Introduction

“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

A. 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. It began with only eleven students and five staff members.

B. 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.

C. Authority

The Pastor/Principal is the sole authority of Grace Bible Academy. All decisions whether academic, financial, or otherwise must go through Pastor Losier. No amendments or changes can be made to this handbook without express permission from the Pastor.

D. Purpose

When James Garfield was President of Hiram College, a parent inquired about the schoolwork. “Can’t you simplify these courses? My son could never learn all this.” To which Garfield replied, “It just depends upon what you want. When God wants an oak tree, it takes Him one hundred years; but when He wants a pumpkin, it takes only three months.” (*Reprinted from Lutheran Educator, December 1961*)

“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, throughly 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.** However, the goal of the Christian school should be the goal of Christian parents: making the students Christ-like.

Admissions

1. Attendance at Grace Bible Academy is a **privilege** not a **right**. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at the school; and the school may insist on the withdrawal of a student at any time that the student, in the opinion of the school, does not conform to the spirit of the ministry.
2. Our number one priority at Grace Bible Academy is spiritual emphasis.
3. Grace Bible Academy admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, athletic, and other school-administered programs. Some policies may vary for male and female students for safety and personal security reasons.
4. The administration reserves the right to test any or all individuals that are considering application to the school. If the administration feels there is an academic inadequacy, we reserve the right to request further tutelage or even grade adjustment. Pre-school students will not be permitted to test into first grade.
5. Kindergarten students should turn five (5) years old no later than October 1 of the school year that they begin school.
6. Students withdrawn in the middle of the school year will be asked to give a seven-day notice. The school will give a notice of seven days if it is determined to ask a student to withdraw. This is separate and apart from suspension or expulsion under the school's discipline policies. Parents will be responsible for paying tuition up to the end of the grading period that the student withdraws.
7. Please check our tuition and financial sheet for accurate yearly prices. There will also be registration, lab, and book fees.
8. Upon request for admission we would like you to understand how our philosophy differs from that of a public school.
 - a. We desire and actively seek for all students to personally accept Jesus Christ as Savior. A non-Christian school ignores God and uplifts man.
 - b. We encourage our students to be interested in and consistent with their devotional life. Non-Christian schools teach self-assessment.
 - c. We want each student to grow spiritually and become a well-balanced, Christ-like person. A non-Christian school is not concerned with a student's spiritual life.
 - d. We want students to respond according to Biblical principles and not according to "feelings." Non-Christian schools teach students to do what feels best.

- e. We want the students to be loyal to Christ in all things and at all times. The non-Christian schools teach loyalty to self or peers.
- f. We want each student to yield his body as an instrument for God's use. The non-Christian school teaches students to prepare for vocations that can best support them materially.
- g. We want parents to obey the Scriptural command to "bring up a child in the nurture and admonition of the Lord." The non-Christian school's purpose is to train a student to fit into society.
- h. We want students to be taught every subject according to the principles of and within the framework of the Bible. The non-Christian school cannot do this without teachers who do not know the Lord as Savior and teach His Word in conjunction with their discipline.
- i. Dress codes are maintained considering modesty: Boys and girls dress to fit their gender and identify with the people of God, not the people of the world. The non-Christian school generally has no dress code and encourages the philosophy of "do your own thing" by having low standards.
- j. Parents and students are expected to cooperate spiritually and academically in matters of conduct and discipline. In a non-Christian school, the poor attitude of not trying one's best is looked upon as the norm rather than the exception.

A Christian Philosophy of Authority

1. The Bible is our Guidebook. We believe the Bible has been preserved in the King James Version for the English speaking people.
2. Concerning Authority: The Teacher to Student Relationship.
 - a. Ephesians 6:1 – We function as a substitute parent.
 - b. We will strive to earn each students respect, but we will first demand it.
 - c. Our goal is to train each student to be obedient to the authority that he can see; thus helping him to be obedient to the authority of God (that he cannot see).
3. Concerning Authority: The Parent to Teacher Relationship.
 - a. Each parent owes respect to the teachers of their children.
 - 1) Although paying tuition is most often a great personal sacrifice, remember that this group of professionals also make a great sacrifice.
 - 2) All communication with the teacher should be done in a Christ-like fashion.
 - b. Teachers take orders from the administration.
 - 1) Suggestions will always be considered but not necessarily taken.
 - 2) Teachers have liberty to run their own classrooms.
 - 3) If a problem persists after you have gently and persistently talked to the teacher, see the administration.

- c. Parents should be in constant communication with the teacher.
 - 1. Academic problems – Folders will be sent home periodically for elementary students. This folder may contain homework, quizzes, special notes, conferences, etc. Please thoroughly review any type of communication. It is the responsibility of the junior and senior high school students to take home their quizzes and homework papers home on a daily basis.
 - 2. Conduct difficulties – Please check brain books for communication from teachers concerning your child’s conduct.
 - 3. Encourage your child to obey all school rules without griping.
- 4. Concerning Authority: The Parent and the Administration.
 - a. Know the student handbook well. Remember, ignorance is no excuse.
 - b. Never complain about school procedures, administrative decisions, etc. Remember, you have agreed to comply with all rules.
 - c. The administration will never speak with a parent about a teacher problem until there has been communication between the parent and the teacher.
 - d. The administration expects all questions, complaints, or suggestions that deal with overall school policy to be effectively communicated to the administration; not to fellow parents or teachers who have no power to change the rules.
- 5. Process for Handling Classroom Problems
 - a. Parent to Teacher
 - b. Teacher to Parent
 - c. Teacher to Principal
 - d. Parent to Principal
 - e. Principal/Teacher/Parent Conference

Academics

- 1. Curriculum – Grace Bible Academy maintains the right to use any curriculum that the administration deems best for the spiritual and academic standards of the school. At the present time, the school uses the A-Beka curriculum for its core subjects. We also use a variety of Bob Jones and Pro-Teens for Bible.
- 2. Communication of Academic Progress
 - a. Midterm Progress Reports – A midterm progress report will be sent home to each student. See the school calendar for dates. The report will communicate a child’s academic progress halfway through each quarter.
 - b. Parent Teacher Fellowships -- A parent teacher fellowship will be held at the end of each nine-week period. At least one parent from each family is required to attend unless other arrangements have been made with the administration. Arrangements should be made at least one week in advance. Different activities will be scheduled during each fellowship (i.e., spelling bee, science fair, etc.). At the end of each

fellowship, the parents may review their child's tests for that quarter and pick up their report cards.

c. Report Cards – If a parent does not attend the PTF to receive their child's report card, it is the responsibility of the parent to call the school office and make an appointment to do so. Report cards will not be mailed home unless special arrangements are made.

3. Grading Scale

The following graded scale will be used throughout 1st – 12th grades:

99-100=A+	86=C+
95-98=A	80-85=C
94=A-	78-79=C-
93=B+	77=D+
88-92=B	72-76=D
87=B-	70-71=D-
	0-69=F

To be promoted to the next grade, a child must have a D or above in all major subjects with the exception of one. The administration reserves the right to hold a student back based on lack of attendance or an average of D in all subjects.

4. Homework

a. Suggestions to help your child complete his homework:

- 1) Have an appropriate place for your child to work.
- 2) Be sure all radios and TVs are turned off, or he works where they cannot be heard.
- 3) Schedule your child's work. Working for fifteen minutes, taking a short break, and then going back to work may be more effective.
- 4) Make sure they aren't excessively daydreaming or getting distracted.

b. Homework offenses.

- 1) The first homework offense of each quarter in each class is a warning.
- 2) The second offense of each quarter in each class is a second warning and an equal homework assignment due the following day.
- 3) The third offense of each quarter in each class is an equal homework assignment due the following day plus communication to parents and principal.
- 4) The fourth offense of each quarter in each class is homework and a warning that the next offense will result in expulsion from the class.
- 5) The fifth offense of each quarter in each class is expulsion from the class until all past homework is complete, and the parent meets with the principal and teacher.

5. Brain Books – Each child will be issued a notebook (designated Brain Book) at the beginning of the school year. He will be required to use the school issued notebook. The brain book will be the central communication station between parent and teachers. Homework, quiz grades, test grades, and notes from the school, etc...will be sent home nightly in the brain book. Parents should sign the brain book each night.
6. Homework Folders – Folders will be sent home periodically for the elementary students. These folders will have your child’s homework, quizzes, and various other things that your child has done. Please take out, review, and keep those papers at home. Only empty folders, which have been signed, should be returned to the school.
7. Tests – Tests will not be sent home. Parents will have an opportunity to see tests from the previous quarter at each P.T.F. A parent can request to see a test earlier by calling the school office.
8. Diploma Tracks – Grace Bible Academy offers senior high school students three academic tracks. Before each student enters ninth grade, they will have a meeting with the principal to set up their academic track. Students may be required to take more classes than the student track. Each track may be tailored to meet individual student needs. Only the principal may approve this.

a. General Attendance

- Math (3) – Pre-Algebra
 - Algebra I or General Math
 - Consumer Math
- English, Literature, Spelling (4)
- Social Studies (4) – Geography
 - World History
 - United States History
 - American Government/Economics
- Science (2) – Physical Science
 - Biology
- Physical Education (1)
- Bible (4)
- Electives (3).....Total Credits 21

b. College Preparatory

- Math (4) – Algebra I
 - Algebra II
 - Geometry
 - Consumer Math or Trigonometry
- English, Literature, & Spelling (4)

Social Studies (4) – Geography
 World History
 United States History
 American Government/Economics
 Science (3) – Physical Science
 Biology
 Chemistry
 Physical Education (1)
 Bible (4)
 Speech (1/2)
 Electives (2).....Total Credits 22 ½

c. Accelerated Academic Track

Math (4) – Algebra I
 Algebra II
 Geometry
 Algebra III/Trigonometry/Pre-Calculus
 English, Literature, & Spelling (4)
 Social Studies (4) – Geography
 World History
 United States History
 American Government/Economics
 Science (4) – Physical Science
 Biology
 Chemistry
 Physics/Creation Science
 Physical Education (1)
 Bible (4)
 Speech (1/2)
 Electives (2).....Total Credits 23 ½

Conduct & Discipline

1. Dress & Hair Codes

a. Girls – Varied styles and colors of dresses and skirts will be permitted. All skirts and dresses need to be knee length when sitting or standing. Slits in skirts may not be above the knee and must cover all areas even when bending or stretching. Blouses worn with skirts must be no lower than two fingers below the clavicle. Blouses and shirts should not have slogans or sayings that would be in direct conflict with the Word of God or the philosophy of the school (even in jest). No see through or clingy fabric may be worn. No halter-tops. The outline of under garments should not be seen. School approved walking shorts and/or culottes may be worn; however, no knickers, capris, or gauchos.

- 1) Gym – Walking shorts or culottes of any color may be worn. Loose colored t-shirts of any style meeting the above qualifications may be worn. During some gym events, warm up pants will be allowed. All gym clothing must be pre-approved.
 - 2) Other – Girls must wear socks or nylons to school every day unless wearing sandals. Tennis shoes with socks are permitted. No unnatural hairstyles or colors may be worn. NO body piercing or tattoos! Only two sets of earrings are permitted. Both sets should be in the fleshy part of the earlobe. All makeup must be natural and becoming to a lady. No black makeup of any kind (except mascara and eyeliner)!
 - 3) Girls Dress Policy – Girls must remain in school dress code during all school functions or while on school property unless special permission is given. It is our policy and goal at GBA to educate your children; however, we want to help in conforming each child to be more like Christ. We will keep our relaxed dress code as long as it is followed without hesitation. We do reserve the right to change the dress code at any time throughout the year. If one student is misusing the dress code (three warnings) we will make a personal dress code for that young person. With each dress code warning a note will be sent home to the parent. Please help us maintain a Christ-like atmosphere. The administration reserves the right to disallow any article of clothing.
- b. Boys – Varied jeans, slacks, and athletic pants may be worn to school. All pants should be semi-formal attire (meaning no holes or major scuffmarks in clothes). Clothes must fit properly and be wrinkle-free. Sweat pants with elastic around the ankles are not permitted. Boys may wear t-shirts with no slogans. All boys should have a shirt and tie in their wardrobe for special occasions. Oxford dress shirt with matching tie is acceptable for chapel. Tank tops and sleeveless shirts are not acceptable. Shorts to the knee may be worn to school but not to school functions.
- 1) Gym clothes – Nylon or warm-up pants or shorts may be worn to gym with any color of t-shirt. Sweat pants with elastic bottoms are not permitted. Socks must be worn with shoes at all times.
 - 2) Other – Tennis shoes or other casual shoes may be worn to school. No sandals will be permitted. Socks must be worn at all times. A belt must be worn with all pants that have loops. The belt must be worn on the waist. Dress shirts must be tucked in for a neat appearance. Boys may not wear any form of jewelry besides a watch or class ring. Piercings, tattoos, or facial hair will not be permitted. Boys’ hair should be cut so that it is near the top of the ears, off the collar, and off the eyebrows. Haircuts should maintain a clean-cut look. Tails, faddish styles, or hair art is inappropriate. Boys may not dye their hair at any time.
 - 3) Boys Dress Policy – Same as girls policy.
- c. Winter Attire – During the winter months we will maintain a constant temperature in the school building of 68 degrees. We encourage students to wear layered clothing such as sweaters and/or hoodies. Students will not be permitted to wear winter coats or snow boots in the classrooms. During the winter months, girls are permitted to wear leg coverings under their skirts. Skirts or dresses should be long enough that the leg coverings don’t look bizarre under the skirts.

WEATHER NOTE: Ladies are only permitted to wear pants under their skirts when the temperature is 32 degrees or lower. Pants should be taken off once they get to school.

- d. Chapel Attire – Once a week--specific day will be announced each year--junior and senior high school students will be required to dress up for chapel. Chapel clothes will be worn all day.
 1. Girls should wear pantyhose or knee-highs. A nice skirt with a dressy blouse with no writing or a dress may be worn. Dress shoes or dress sandals may be worn. Denim is not permitted on chapel day.
 2. Boys should wear dress pants with an ironed dress shirt. Ties must be worn and they must match the shirt. Ties must be tied correctly and hang down to, but not be lower than the belt line. Dress socks and shoes are appropriate.
2. Conduct Rules – 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. **All prospective students and parents of students should be willing to follow all rules and guidelines with a good attitude.**
 - a. Classroom Rules – We follow six basic rules in our classrooms but we incorporate many procedures.
 - 1) No talking without permission.
 - 2) No getting out of your seat without permission.
 - 3) Eyes to the front – No turning around.
 - 4) No talking during quiz and test time.
 - 5) Wait to be dismissed when the bell rings.
 - 6) Treat all students and adults with respect and consideration. (I Peter 2:17)
 - b. Three Areas of Attitude Correction.
 - 1) Disobedience (Heb. 13:17) – non-compliance or lack of submission to authority (i.e. excessive incomplete homework, saying “no”, ignoring teachers)
 - 2) Disrespect (Rom. 13:1) – characterized by or showing ill-manners and dishonor
 - 3) Irresponsibility (Prov. 21:25) – unable to discharge obligations; untrustworthy
 - c. Guidelines of Punishment – Please understand that each situation will be considered individually. This list is only a guide.
 - 1) Procedural
 - i. Lost or forgotten books or materials.
 - ii. Leaving materials in undesignated areas.
 - iii. Failure to return signed brain books and/or school forms.
 - iv. Incomplete homework (see homework offenses).
 - v. Incomplete chores.
 - vi. Failure to complete brain book.

2) Behavioral

- i. Excessive procedural demerits
- ii. Classroom disruptions (talking, throwing paper)
- iii. Unprepared for class (no materials, slouching, sleeping)
- iv. Horseplay (rough-housing, bouncing balls in the school, standing or sitting on tables, etc.)
- v. Illegal absences
- vi. Littering (leaving books and materials in rooms or hallway)
- vii. Excessive tardiness
- viii. Being off-limits (when in doubt—ask)
- ix. Touching teacher's materials/desk
- x. Dress code violations (see dress code)
- xi. Back talking
- xii. Disrespect to others (teachers or students) (includes facial and body gestures)
- xiii. Inappropriate behavior between genders (*see note below*)
- xiv. Cheating
- xv. Swearing
- xvi. Defacing school property
- xvii. Drinking/tobacco and/or drug use
- xviii. Possession of worldly music
- xix. Possession of materials banned from GBA
 - a. cell phones
 - b. I-pods or mp3 players
 - c. music, movies, or books not approved

(Inappropriate behavior between genders: There is a no touching rule at Grace Bible Academy. 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 together alone. Students of the opposite gender must have prior approval and be in plain sight of an approved 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.)

3. Disciplinary Penalties

- a. Demerits – Demerits will be given for various infractions. In 1st – 6th grade a detention will not occur until ten demerits have been accumulated in one week. In 7th – 12th grade an accumulation of five demerits in a week will result in detention.
- b. Detentions –High school, once 5 demerits or an auto detention has accrued in a week (Monday-Friday), they receive 1-hour detention (2- ½ hour lunches). Once 4 lunch detentions have been served, they **must** serve the next detention after school on a specified date. For elementary, once 10 demerits or an auto detention has accrued in a week, they receive a ½ hour lunch detention. After 4 lunch detentions have been served, the next is after school. A fee of \$15 must be paid to the office on or before the day the after-school detention is served.

c. Suspension – A suspension will result upon fifty or more demerits in one month for high school students, and one hundred or more demerits in one month for elementary students. Suspension will also result for other infractions or reasons including, but not limited to:

- 1) Violation of attendance policy or truancy
- 2) Immoral or disreputable conduct, including vulgar or profane language
- 3) Violence or threatened violence against the person of any personnel attending or assigned to any area within the school
- 4) Fighting
- 5) Possession or use of/being in the company of a group using alcoholic beverage on or off school property
- 6) Theft, extortion, or gambling
- 7) Possession or use of firearm (including but not limited to: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; firearm silencer or muffler, incendiary; ammunition; or explosive device) on school property
- 8) Possession of a dangerous weapon (including but not limited to any dangerous instrument or substance which is capable of inflicting injury on any persons)
- 9) Failure to provide documentation of immunization
- 10) Constant disobedience of any or all school rules (i.e. dress code)

d. Expulsion – Expulsion will occur only when the parent and/or child refuse to obey the rules.

General Policies & Information

1. Services

a. School hours will be from 8:00 a.m. to 3:00 p.m., Monday through Friday, unless otherwise noted on your school calendar.

b. Office Hours will be from 8:00 a.m. to 4:00 p.m., Monday through Friday. **All business should be taken care of during the hours of 8:00-2:30 or 3:15-3:45.**

c. 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 our teachers at home unless absolutely necessary.

d. Bus

1. Schedules – If your child plans to ride the bus, please contact your local school district transportation director before they will schedule bus transportation for you.

2. Rules – While students are on the bus, they are considered to be in the care of the school. That means that all rules apply while children are on the bus. If the child breaks school rules or bus rules, school discipline will be applied.

3. Safety – Please adhere to all bus-safety rules. Parents are responsible for the safety of their children at bus stops.

4. Drop off & pick up procedures – When dropping off or picking up a student from school we ask that you follow proper procedure.
 - a. Vehicles should follow in line with the buses.
 - b. Vehicles should pull to the farthest part of the canopy.
 - c. Vehicles should pull out immediately to avoid holding up the line.
 - d. If you intend to come into the school to pick up your child, please park your car in the spaces provided.
5. Preschool– Preschool students should be picked up in their classrooms.
- e. Lunch – Students may bring sack lunches every day; however, they have the option of taking advantage of our hot lunch program. We do have a full hot lunch program with different meals each day. Each month a menu for the following month will be sent to you. It is your obligation to fill out menus and return them to the school on the appropriate day. Only orders that are filled out and turned in at the appropriate time can be accommodated. Payment must be made a month in advance or on a weekly basis. Credits will be given to absentees as long as it is not a special order day (i.e. Dominoes Day). Failure to pay promptly for your lunches may terminate your lunch privilege. We ask that each student purchase a \$5.00 store card in advance in case of a forgotten lunch or to make purchases from the ala carte.
- f. Snacks
 1. Snacks will be provided for Preschool and Kindergarten students by the school. Please do not send food with your child. Encourage all children to eat a healthy breakfast before coming to school.
- g. Use of Telephone – The church/school phone is for business only. Only emergency calls will be made from the office phone. . A student carrying a cell phone to school is required to turn it into their homeroom in the morning and pick it up at the end of the school day..
- h. Student Drivers –A student driving to school should park in the area designated for student drivers. Students are not permitted to pick up other students for school unless we have a signed permission slip on file. Student drivers may have a cell phone in their vehicle; however, it may not be used on campus.
- i. Sickness, Injury, and Medication – All medication should be turned in at the office at the beginning of the school year. No student will be allowed to have medication (prescription or non-prescription) in the classrooms. We need an “Authorization for Dispensing Medicines” form filled out for all prescription medication that a child must take. An emergency medical release and permission to pass medicine form must be filled out before your child may begin school.
- j. Cancellation Days –Please refer to WTAE Channel 4 Action News or log on to www.wtae.com for delays and cancellations. There is a link to wtae.com on our website www.gracebible.us
 1. Special Information: When checking for changes in school times do not confuse Grace Bible Academy with Grace Christian School. We are an Academy.
 2. Preschool: When there is a two-hour delay and the screen reads, “2-hour delay”, Preschool will be cancelled.

3. Weather Alerts: WTAE has a special service on their website that will alert your cell phone when our school cancels or delays.

4. District Conflicts: 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.

2. Attendance—

a. Parent should emphasize to their children the importance of daily attendance at school.

b. Absences will be excused for the following reasons only:

1. Sickness with a written note from home (legitimate illness)

2. Death in the immediate family

3. Doctor, dentist appointments, or driver's exam

4. "Special" or emergency circumstance requested in writing and pre-approved by the principal ahead of time

5. Inclement weather conditions considered dangerous.

c. All other absences, unless pre-approved, will be considered unexcused

d. Students returning from absences are to bring a written note where it will be marked and noted excused or unexcused. A student is not permitted to make up missed class work or tests for an unexcused absence unless prior permission has been given. An absence excuse must be given no later than two days upon reentering school or the absence will be counted illegal.

e. Any unexcused absence in a quarter, for any one class, may lower that class grade by two percentage points on the nine-week grade.

f. A student who has been sick will be allowed as many school days as he missed to make up his assignments. However, when a student knows of an assignment several days prior to becoming ill (example: book report), it will be his responsibility to have the assignment ready by the second class day after returning to school.

g. If a student has been absent in a situation that did not prevent him from studying (example: doctor appointment, driver's exam), he must be responsible for the completion of the assignment, test, or project. He must get the assignment before leaving and strive to have it completed by his return. He must be prepared to fit into the mainstream of the classes' activities without any days for makeup, except assignments given in his absence.

h. Students who must leave school in the middle of the day will bring in a written note stating so, and the principal will approve it in the morning prior to school.

i. It is a student's responsibility to talk with the teachers regarding makeup work. Please do not expect make up work in one day.

- j. Students missing more than twenty-five days must make up work with a school-approved, private tutor, or work with the student's local school district. If he does not complete the required work, he will not be promoted to the next grade.
- k. When a child receives his first illegal absence, a notice will be sent to teachers to count all daily grades as zeros.
- l. A notice will be sent home when a child has missed twelve days of school. Further notices will be sent when the child has missed fourteen, sixteen, eighteen, etc. days. These notices are to remind the parent of the child's absences and to warn the parent of future ramifications for their child's absences. A notice will also be sent home each time a child has an unexcused absence. Unexcused absences must be referred to the District Justice and can lead to fines.
- m. The student will be held responsible for tardiness to school (arriving to school after 8:01 a.m.). Three or more tardy days (excused or unexcused) in one quarter will result in detention. Late buses are not considered tardy.

3. Parental Involvement:

- a. Parent-Teacher Conferences – If a teacher desires to discuss your child's needs regarding academics, social skills, or behavior he will request a conference. This conference may be with one or both parents, and may be a phone or personal conference. We find that personal conferences with **both** parents are far more successful. Parents may also initiate conferences.
- b. Parent-Teacher Fellowships – There will be several Parent-Teacher Fellowships throughout the 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.
- c. 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 each 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 form at any time during the school year.
- d. Fundraising – Fundraising will be done periodically throughout the school year. In order to keep tuition costs as low as possible, we ask that all parents participate.
- e. Visiting Hours – We would love to have our parents come and visit with us; however, we want the atmosphere 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.

Miscellaneous

1. 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.
2. Prohibited Items – If any of the following items are found at school, they will be confiscated; and a parent will need to pick them up.
 - ✓ cell phones
 - ✓ I-pods
 - ✓ electronic games
 - ✓ movies or music
 - ✓ books, magazines, or newspapers not approved
 - ✓ any item not approved by administration
3. Search – Upon entering the school, all items become temporary properties of the Academy. There should be no expectation of privacy. 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.
4. Fire and Tornado Drills – Under Pennsylvania State Law, GBA conducts at least four fire drills and two tornado drills each year.

5. Pledges-- Pledges to the United States Flag, Christian Flag, and the Bible will be said every day. All students should memorize the pledges.

Pledge to the Bible

I pledge allegiance to the Bible
God's Holy Word.
I will make it a lamp unto my feet,
A light unto my path,
And 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 of Allegiance to America

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
justice for all.

1. Book Fees – Fees will vary from year to year.
2. Registration Fee – There is a yearly registration fee of \$50.00 for all students.
3. Tuition – Please see the tuition sheet for yearly prices. We use a third party billing system called FACTS Tuition Management. Please call the school office for more information.
4. Damaged Property – A student who has damaged school property or who has damaged another student's school property must pay the amount determined by the school.