

*Grace Bible Academy & Pre-School*

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*Parent – Student Handbook*

*A Ministry of Grace Bible Church*

**“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**

When James Garfield was President of Hiram College, a parent inquired about the schoolwork. “Can’t you simplify these courses? My son never could 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

### **Introduction**

Although the Bible does not mention the Christian school, it says much about the education of young people. God makes it plain that His will for all Christians is that they “Be perfect, thoroughly furnished unto all good works” (II Timothy 3:17). To accomplish this task, God gives men various gifts “for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ” (Ephesians 4: 12-13). These verses describe the goal of Christian education: to help create in every young person the likeness of Christ. Christian education should develop Christians whose activities in this life anticipate their eventual conformity to the image of Christ (Romans 8:29).

Christian education should take place first and foremost in the home. In the Old Testament, parents are commanded to “teach (God’s Word) diligently unto (their) children” (Deuteronomy 6:7). In the New Testament, parents are commanded to “bring them up in the nurture and admonition of the Lord” (Ephesians 6:4). In our generation the Christian school has been established as an arm of the home and the church. It has accepted responsibility for reinforcing the biblical teachings of the home and the church. **THE CHRISTIAN SCHOOL DOES NOT RELIEVE PARENTS OF THE ULTIMATE RESPONSIBILITY FOR THE EDUCATION OF CHILDREN.** 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 a 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 feels the need to test every individual that is admitted to the school. We will put each new student on academic probation for one quarter (nine weeks) upon entrance. If in this time period we see 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. (We do reserve the right to test in certain situations.)
5. Upon request for admission we would like you to understand how our philosophy differs with that of a public school in the following areas:
  - a. We desire and actively seek for all of our 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 and consistent in 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 Bible principles and not according to "feelings." Non-Christian schools teach students to do what feels best.
  - e. We want the student 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 the student to yield his body as an instrument of 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 children 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 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 codes and encourages the philosophy of “do your own thing” by having low standards.

j. Parents and students are expected to cooperate spiritually, academically, and 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.

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 student’s respect, but we will first demand it.

c. Our goal is to make each and every individual student obey. We believe that if a student does not submit to the authority that he can see, he will not submit to the authority of God (that he cannot see).

3. Concerning Authority: The Parent to Teacher Relationship.

a. Each parent owes a great deal to the teachers of their children.

1) Although paying tuition is most often a great personal sacrifice, remember that this group of professionals work for pennies.

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. Consistently keep in touch with the teacher.

1) Academic problems – Weekly folders will be used for every elementary student. This folder may contain homework, quizzes, special notes, conferences, etc. Please thoroughly review any type of communication. It is the responsibility of the high school students to take home their quizzes.

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 decision, etc. Remember when you enrolled your child in the school you agreed to comply with all rules.
  - c. The administration will not speak with a parent about a teacher problem until we are sure that communication between the parent and teacher has taken place.
  - d. The administration expects that all questions, complaints, or suggestions that deal with overall school policy 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 holds the rights to use any curriculum that the administration deems best for the spiritual and academic standards of the school. At the present time, the school will use the A-Beka curriculum for its core subjects. We will use a variety of Bob Jones and Pro-Teen for Bible.
  
2. Communication of Academic Progress
  - a. Midterm Progress Reports – About the middle of each quarter (dates are on the school calendar), a midterm progress report will be mailed home to each student in each class. This will communicate a child's academic progress to you at a halfway point each quarter.
  - b. Parent-Teacher Fellowships – After each nine-week period there will be a parent teacher fellowship. At least one parent from each family is required to attend unless other arrangements have been made with the administration at least one week in advance. During the fellowship there may be a different activity (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 – Parents must attend the parent teacher fellowship in order to receive their child's report card. If a parent does not attend the PTF to get their child's report card, it is the responsibility of the parent to call the school office to set up an appointment.

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### 3. Grading Scale

The following graded scale will be used throughout 1<sup>st</sup> – 12<sup>th</sup> 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 attendance or an average of D- in all subjects.

### 4. Homework

- a. Suggestions on how to help your child complete homework:
    - 1) Have an appropriate place for your child to work.
    - 2) Make sure all radios and TVs are turned off or he/she works where they can't be heard.
    - 3) Schedule your child's work. They may work best, working for fifteen minutes solid, taking a short break, and then going back to work.
    - 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 with a demerit.
    - 2) The second offense of each quarter in each class is a second warning with two demerits.
    - 3) The third offense of each quarter in each class is three demerits, plus a note sent home to parents in the child's brain book.
    - 4) The fourth offense of each quarter in each class is four demerits and a warning that the next offense will result in a one day in-school suspension.
    - 5) The fifth offense of each quarter in each class is a one-day in-school suspension.
5. Brain Books – Each child will be issued a notebook (designated Brain Book) at the beginning of the school year. Each student will be required to use the school issued notebook. The brain book will be the central communication station between parent and teachers. Homework, failed quiz grades, & notes from the school, etc...will be sent home nightly in the brain book.

6. Homework Folders – will be sent home weekly for the elementary students. These folders will have your child’s homework, quizzes, and various other things that your child has done during that week. Please take out and review those papers in the folder. Each folder should be returned the following day.
7. Church Attendance Slips – We believe that we are an extension of the home and church, therefore, we cannot be effective if the child is not attending church. We require that all children be in church at least two services a week. Junior and senior high students will fill out a church attendance slip weekly in Bible class.
8. Diploma Tracks – Grace Bible Academy will offer our senior high school students three academic tracks. Before your child may enter ninth grade they need to have a meeting with the principal to set up their academic track. Students may be required to take more classes than the student track due to a small staff.
- a. General Attendance
- Math (3) – Pre-Algebra
  - Algebra I
  - 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
    - 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)  
 Elective (2).....Total Credits 23

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)  
 Electives (2)..... Total Credits 24

**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. Denim skirts are acceptable. Blouses worn with skirts must be no lower than two fingers below the clavicle. No see through fabric may be worn. School approved walking shorts and/or culottes may be worn. No knickers, capris, or gauchos may be worn.

- 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.
- 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. All makeup must be natural and becoming to a lady. No black makeup of any kind (except mascara)!

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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. We do want to help in conforming each child to be more like Christ. We have a relaxed dress code because we want the children to feel relaxed. However, the name of the game is not to push the limits. 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 be forced to 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 at any time reserves the right to not allow an article of clothing.

b. Boys – Varied jeans, slacks, and athletic pants may be worn to school. All pants should be of semi-formal attire. (Meaning no holes or major scuff-marks in clothes.) Sweat pants with elastic around the ankles are not permitted. Boys may wear t-shirts with acceptable slogans. For example, a NIKE shirt is fine to wear, a No Fear shirt is not acceptable. All boys should have a shirt and tie in their wardrobe for chapel and special occasions. Oxford dress shirt with matching tie is acceptable for chapel. No tank tops or sleeveless shirts will be accepted. 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. Please do not wear sweat pants with elastic bottoms. Socks must be worn with shoes at all times.

2) Other – Tennis shoes may be worn to school or other casual shoes. No sandals will be permitted. Socks must be worn at all times. Boys may not wear any form of jewelry besides a watch or class ring. No piercings, tattoos, or facial hair will be permitted. Boys' hair should be cut so that it is near the top of the ears, off the collar, and off the eyebrows. "Tails," faddish styles, or hair art is inappropriate. Boys may not dye their hair at any time. A belt must be worn every day.

3) Boys Dress Policy – Same as girls' policy.

c. Winter Attire – We will maintain a constant temperature in the school building of 68 degrees during the winter months. We encourage students to wear layered clothing such as sweaters and/or hoodies. Of course, we encourage students to wear winter coats to and from school; however, we will not allow winter coats in the classrooms. Also, winter boots may be worn to and from school, but not in the classroom. Please send in a pair of shoes that they can change into. 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.

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 access their willingness to follow the rules and guidelines.**

- a. Classroom Rules – There are four basic rules in our classroom, 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) No leaving classroom because the bell rang. Wait to be dismissed.
  - 6) Treat all students and adults with respect and consideration.
- b. Three Areas of Attitude Correction.
  - 1) Disobedience.
  - 2) Disrespect.
  - 3) Irresponsibility
- c. Guidelines of Punishment – understand that each situation will be considered individually, this 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 disruption.
    - iii. Horseplay.
    - iv. Illegal absences.
    - v. Littering.
    - vi. Excessive tardiness.
    - vii. Being in off-limits places.
    - viii. Touching teacher's materials/desk.
    - ix. Dress code violations.
    - x. Back talking.
    - xi. Disrespect to others (teacher or students)
    - xii. Inappropriate behavior between genders. (6-inch rule)
    - xiii. Possession of rock (worldy) music.
    - xiv. Cheating.
    - xv. Swearing.
    - xvi. Defacing school property.

### 3. Disciplinary Penalties

- a. Demerits – will be given for various infractions. Demerits will be recorded and will be kept for parent-teacher conferences. In 1<sup>st</sup> – 5<sup>th</sup> grade a detention will not occur until ten demerits have been accumulated in one week. In 6<sup>th</sup> – 12<sup>th</sup> grade an accumulation of five demerits will result in detention.
- b. Detentions – Detentions for all students will be served on a 3 lunch-1 after school rotation. For high school, once 5 demerits or an auto detention has accrued in a week (Monday-Friday), they receive a 1-hour detention (2-1/2 hour lunches). Once 3 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 3 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 detention is served.
- c. Corporal Punishment – Each parent will be required to sign a corporal punishment form. The school administration will use corporal punishment as a last resort.
- d. Suspension – will result upon fifty or more demerits in one month for high school level 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 with 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).
- e. Expulsion – will occur only when the parent and/or child refuse to obey the rules.

## **Attendance**

1. Parent should emphasize to their children the importance of daily attendance at school.
2. When an absence occurs, it will be an excused absence for the following reasons only:
  - a. Sickness with a written note from home (legitimate illness).
  - b. Death in the immediate family.
  - c. Doctor or dentist appointment or driver's exam.
  - d. "Special" or emergency circumstance requested in writing and approved by the principal ahead of time.
  - e. Inclement weather conditions considered by the administration to be dangerous.
3. All other absences, unless approved prior to the absence, will be considered unexcused.
4. Students returning from absences are to bring a written note to the office 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.
5. Any unexcused absence in a quarter for any one class may lower that class grade by two percentage points on the nine-week grade.
6. When a student has been sick and unable to do homework, he 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.
7. 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 should get the assignment before leaving and strive to have it completed by his return. He must be prepared to fit into the main stream of the classes' activities without any days for makeup, except for assignments given in his absence.
8. 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.

9. It is the student's responsibility to talk with the teachers regarding makeup work when he/she is absent. Teachers will be reasonable and go the extra mile to communicate, remind, and otherwise be helpful.
10. A student may not miss more than twenty-five days or he must make up work by 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.
11. When a child receives his first illegal absence a notice will be sent to teachers to count all daily grades as zeros.
12. A notice will be sent home any time a child has missed 12 days of school. Further notices will be sent when the child has missed 14, 16, 18, 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 missing school. A notice will also be sent home each time a child has an unexcused absence. Unexcused absences may be referred to the District Justice and can lead to fines.
13. Tardiness to school (arriving to school after 8:21 a.m.) will be counted against the student. Three or more tardy days (excused or unexcused) in one quarter will result in detention. Late buses are not considered tardy.

### **Services**

1. School hours -- will be from 8:20 a.m. to 3:00 p.m. Monday through Friday unless otherwise noted on your school calendar.
2. 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 a.m. to 2:30 p.m. during the week.
3. Teacher Hours – Teachers will be here from 8:15 a.m. to 3:30 p.m. If you need to talk to them please see them before or after school hours. A teacher will not talk to a parent during normal school hours unless for an emergency. 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.

#### 4. Bus

- a. Schedules – If your child plans to ride the bus you need to contact your local school district transportation director before they will schedule bus transportation for you.
- b. Rules – While students are on the bus they are considered 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.

5. Lunch – Students can 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 out to you. It is your job to fill out the menus and return them to the school on the appropriate day. At this point in time we cannot accommodate daily ordering. Only orders that are filled out and turned in at the appropriate time can be accommodated. Payment can 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.

#### 6. Snacks

- a. Snacks will be provided for Pre-school and kindergarten students by the school. Please do not send food in with your child. Encourage all children to eat a healthy breakfast before coming to school.
- b. Children in 1<sup>st</sup> and 2<sup>nd</sup> grade will be responsible for sending in snacks. Their teacher will discuss with you the way snacks should be sent in.

7. Use of Telephone – The church/school phone is for business only. No phone calls will be made from the phone unless for an emergency. Cell phones are not permitted in the classroom. A student carrying a cell phone to school is required to drop it off at the school office in the morning and they may pick it up at the end of the school day.

8. Student Drivers – If a student drives to school, they 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.

9. 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 & non prescription) in the classrooms. We need an “Authorization for Dispensing Medicines” form filled out for all prescription medication that a child must take. If a student is stricken with a sickness or injury in the middle of the school year, we will do what we can to help the student pass.

10. Cancellation Days – During inclement weather please refer to WTAE channel 4 Action News, KDKA radio, or log on to [www.wtae.com](http://www.wtae.com) for delays and cancellations

- a. SPECIAL NOTICE: Our official name is Grace Bible Academy & Preschool, Westmoreland County.
- b. If your school district is delayed or cancelled but we are not, please follow your school district’s schedule.

### **Parental Involvement**

1. Parent-Teacher Conferences – If a teacher feels that an item needs to be discussed with a parent a conference may be requested.
2. 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 then check in at the office before entering the school. After entering the school, please keep your voice to a whisper.

### **Fees**

1. Book Fees – will vary from year to year. The average book fee is \$220.00 a year.
2. Registration Fee – There will be a yearly registration fee of \$50.00 for all students.
3. Tuition – Please see the tuition sheet for yearly prices. All delinquent payments past five (5) days can be charged a \$5.00 service fee for every five (5) days the bill is late. All tuition payments will be due the first Monday of every month. Statements will go out the third Friday of every month.
4. Damaged Property – A student who has damaged property on the school or who has damaged another student’s property must pay the amount set by the school.

**School Spirit**

1. Our school colors are purple and gold.
2. Our school mascot is “Warriors”.
3. We encourage parental involvement in our sports and extra curricular activities.