

**Parent / Student Handbook
2018-2019**





A PERSONAL WORD FROM OUR PASTOR

Dear Parents and Students:

We are pleased you have chosen Great Bridge Christian Academy, a ministry of Great Bridge Free Will Baptist Church, as the school to educate your children. We consider it a great honor and privilege to share the responsibility of training your child. With privileges come responsibilities; therefore, we must have rules to guide our relationship. The Bible is our guidebook which serves as our set of rules and shows us how to live the Christian life. Our prayer for your family is that God's Word will have a strong impact upon your life. We share a great burden for our school family; first for salvation of all our parents and students, and secondly for spiritual growth in each of our lives. That is why we believe in and offer a biblically integrated curriculum for every phase and subject in our academic programs. Our desire is to help your children develop a Christian world view, based on the Word of God, so as they live their lives, their foundation will be strong, and they will be prepared in every area of life to serve and please God. I invite you to call on me or any of our leaders, if we can be of assistance to you or serve your family in any way. May the Lord bless you as you seek to educate your family in academic and Biblical principles.

Finally, if you are not connected with a local church for worship and fellowship, I enthusiastically invite you to join us on Sunday morning at 9:15 a.m. and 10:30 a.m., Sunday evenings at 6:00 p.m., and Wednesday evenings at 6:30 p.m. There is something for the whole family! I look forward to meeting each and every one of you and again, thank you for choosing GBCA. Go Eagles!

Sincerely,



Pastor Jay Baines

Senior Pastor

A Personal Word from our Principal

Dear Parents and Students of Great Bridge Christian Academy:

Let me take this opportunity to thank each parent for your support and sacrifice to send your child to Great Bridge Christian Academy. We count it a privilege to educate each of these students. We are committed to providing academic excellence in a Christ-centered environment and trust that we can work alongside of you to develop young men and women for Christ.

This handbook describes the learning environment at GBCA and outlines what is expected of students. In our mission to help students grow into the image of Christ, we seek to base all we do on scriptural precepts and principles. Our approach to teaching is based upon what the Bible says about our identity as believers and its imperatives for our lives. We trust that each family will read this handbook and that it will familiarize you with the overall philosophy of Great Bridge Christian Academy. If you have any questions, feel free to contact me. We are here to help you and your child have a successful school year, and we welcome you into the GBCA family.

In His Service,

Clint E. Laney
Principal

It is our desire, here at GBCA, to provide an academic program that will adhere to the best standards possible to help each student reach their

fullest potential. We will strive to develop students who are proficient and effective communicators, critical thinkers and life-long learners in order to live successfully in the 21st century. As a Christian school, it is also our desire to develop students who can see everything, including academics, from a biblical perspective. We hope, through our academic and spiritual curriculum, students will develop and strengthen their relationship with the Lord Jesus Christ.

We would like to introduce you to our Expected Schoolwide Learning Results (ESLRs). Having our goals and expectations shared with students, teachers, parents and the community will increase the potential and possibilities of reaching these goals. It is our desire that every student leaving or graduating Great Bridge Christian Academy will possess these attributes to the glory of God! We want all of our students to “Be an EAGLE.”

ESLR = EXPECTED SCHOOLWIDE LEARNING RESULTS BE AN EAGLE!

ESLR #1: EAGER FOLLOWERS OF CHRIST

Have a growing relationship with Christ; Christ like in character; willing and able to defend the Bible and Christian worldview.

ESLR #2 ABLE CRITICAL THINKERS

Independent and self-directed; Problem-solver; Ability to transfer knowledge to new situations; Uses a variety of study skills to complete tasks.

ESLR #3 GLOBAL MEMBERS OF SOCIETY

Good stewards of their environment; Refuse to bully; Team player; Appreciates and respects cultural diversity from around the world; Compassionate to those less fortunate.

ESLR #4 LIFE-LONG LEARNERS

Enjoys learning; Mindful of and uses their God-given gifts and talents; Sets goals for self-improvement.

ESLR #5 EFFECTIVE ENGLISH COMMUNICATORS

Demonstrates accuracy and fluency in English through speaking and writing; Expresses ideas with clarity; Addresses their audience appropriately; Listens and responds well to spoken and written text.

Blessings to you and your family,

Phyllis Houghton
Academic Dean

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Mission statement

With the Word of God as our foundation, Great Bridge Christian Academy (GBCA), as a ministry of Great Bridge Free Will Baptist Church, exists to assist parents in teaching students to glorify Jesus

Christ and to challenge them in the pursuit of spiritual, academic, physical, and social excellence.

Purpose:

The educational process in a Christian school is dependent on a biblical philosophy that provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the State. Accordingly, the following is the purpose and philosophy of education for Great Bridge Christian Academy: Great Bridge Christian Academy's purpose and philosophy is to provide a Christian based education for its students. The Academy shall provide an environment concerned with the total growth and development of the individual. The emphasis shall be academic excellence in a Christian environment.

The home, the church, and the school should complement each other in promoting the student's spiritual, academic, social and physical growth. While the student is at the school, the headmaster and teacher(s) stand in the place of the parents, which is one of authority and responsibility. Thus, it is incumbent upon the Administrator, Academic Dean, and every teacher and coach to possess and model moral values based on Christian principles and to reflect a genuine concern for the total development of the student(s) under their care. It is a goal of the Academy to meet the needs of its students by providing academically superior programs. Accomplishing this requires a blend of Bible Study, prayer and extracurricular activities that promote love for God the Father, Son and Holy Spirit, as well as a love for our country.

School History:

Great Bridge Christian Academy began in 2000 as a ministry of Great Bridge Free Will Baptist Church. This school started as a preschool and daycare with an evangelistic focus to share the gospel with the city of Chesapeake, the Great Bridge area, and northeastern North Carolina. The growth continued as GBCA began to add one academic grade every year. The church constructed the elementary wing in 2005 to expand the potential for the academic growth and the evangelistic outreach. In 2012, construction began for a 28,000 square-foot family life Center. This building now provides the facilities for the high school and athletic department, including a state of the art gymnasium and multipurpose room, which is used for Great Bridge FWB church services, eight spacious classrooms, and a dining hall.

Doctrinal Statements:

1. We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible and authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, and His virgin birth and sinless life, and His mercies in His vicarious death through His shed blood, in His ascension to the right-hand of the Father and His personal pre-millennium return in power and glory.
4. We believe that for the salvation of the lost, regeneration by the Holy Spirit is absolutely essential.
5. We believe salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
7. We believe in the resurrection of both the saved and lost; the lost unto the resurrection of damnation, and the saved unto the resurrection of life eternal.
8. We believe in the Genesis account of the creation of man as opposed to the theory of evolution.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Notice of Non-Discriminatory Policy As To Students

Great Bridge Christian 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 at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

School Board

The academy is a ministry of Great Bridge Free Will Baptist Church. As such, the advisory board advises Great Bridge Christian Academy.

Goals

1. To assist parents in raising their children to be well-rounded, complete individuals.
2. To guide students through the learning process for mastery of concepts and skills appropriate to grade level.
3. To help each student develop appropriate, God-centered social and interpersonal skills.
4. To encourage students to develop personal health and fitness habits.
5. To see each student trust Jesus Christ as his personal Savior and mature in his walk with Him.
6. To assist students in the development of Christ-like character and a biblical worldview.

We hold that Christian education is a mandate from God for the Christian family (Matthew 28:18-20). Because of Scripture like Proverbs 19:28; 22:6, Deuteronomy 6:6, Colossians 2:8, we believe we must provide an atmosphere more conducive to the precepts of the Bible. We support parents that teach their children morals, such as truthfulness, honesty, patriotism, faithfulness, and a high regard for standards. Every subject is taught in light of biblical truth. We accept God's Word as the final authority. Ultimately, we exist because of our church, therefore operating in harmony with and assisting other church ministries.

General Information



Grades K3 - 12

Educational Objective

1. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and God the Holy Spirit, as well as a personal sense of responsibility in becoming all that God wants them to become.
2. To prepare children to live successful Christian lives.
3. To encourage children to think clearly, logically, and independently.
4. To offer an instructional program that prepares students to find God's plan for their lives.

5. To develop a biblical, moral, and ethical awareness which will enhance their appreciation of God's purpose for their lives and the lives of others.
6. To provide opportunities for understanding and developing an appreciation for the arts, especially in reference to worshipping God.
7. To provide opportunities to participate in Christ-honoring and character-building athletics.

Admission Policy

Great Bridge Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness and scholarship. The school maintains the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates, on or off campus, the standards set forth in the Parent-Student Handbook, as well as the rules of conduct as defined by the administration.

The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted.

It is understood that attendance at Great Bridge Christian Academy is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the Institution. The Academy may request the withdrawal of any student at any time, who, in the opinion of the Academy, does not fit into the spirit of the Institution, regardless of whether or not he conforms to the specific rules and regulations of the Academy.

All paperwork, including medical records, must be up-to-date before the child is allowed to attend class.

All children enrolling in our K3 program must be potty trained and three years old by September 30.

Bad Weather Conditions

On days of heavy snowfall or other hazardous weather conditions, the school may be closed. If Great Bridge Christian Academy closes due to emergency, hurricane or storm conditions, announcements will be made through WAVY TV10, WTKR TV3, and WVEC TV13, as well as through email. Delayed openings will be aired on the same stations and via email. You may check the website for periodic updates. Make-up days will follow a schedule prescribed by the administrator, if necessary.

Calendar

The school calendar can be accessed on the Internet through the school website. This calendar will indicate such dates as holidays, teacher workdays, report cards, and other special events.

Care of Property

GBCA belongs to God. The manner in which a property is maintained is very important because it affects the Christian testimony of the school and the students. Willful damage or destruction of school property will not be tolerated. Students will be expected to pay for any damage, whether willfully or accidentally. Any unpaid repair costs will be charge to the student's school bill. Any student who willfully damages school property will be subject to a suspension on the first offense and expulsion upon any subsequent offenses, as prescribed by the administrator.

Church Attendance

Church is a necessary and beneficial part of everyone's life. As a Christian school, we encourage our students to attend the services of a doctrinally sound, Bible-teaching church. Our goal is to complement the spiritual training of a student's home and church.

Class Programs

During the school year, all classes will prepare a program to demonstrate various skills that have been achieved during the school year. Parents, friends, and relatives are encouraged to attend. These programs are usually scheduled on a weekday evening at 7:00 PM. All students are required to attend their program unless excused by the administration.

Field Trips/School Trips

All students are required to ride the bus to and from field trips. The student may ride home with a parent when the field trip is over. No student may ride in another parent's personal vehicle unless written permission has been submitted and approved by appropriate school administration. Students are expected to abide by all bus rules. When school buses are used for out-of-town activities such as school field trips, the students may be charged for the use of the bus.

- A. Students are to speak in a soft voice while on the bus.
- B. Students may be assigned seats on the bus.
- C. Objects are not to be thrown on the bus or out of the bus.
- D. Students are not to put their hands out of or lean out of the bus windows.
- E. Student should not leave paper or trash on the bus.
- F. No one is to use or open the emergency exits except in the case of an emergency.
- G. No one is to stand or sit in front of the bars, and absolutely no one but the driver is to open the bus door.
- H. Students are to remain in their seats.
- I. Preschool and elementary classes will be required to wear the school PE shirt to the field trip.

Finances

- A. Registration fees and book fees, as well as academy and Early Childhood Development Center information is available from the school office upon request. Tuition payments can be made in 10 or 12 monthly payments. The first month's tuition payment is due on July 1st (12 month plan) and August 1st (10 month plan). The 12-month payment option is not available for students who enroll after July 1st. Registration fees are due at the time of enrollment, and book fees are due August 1st. Parents are responsible for maintaining accurate records of all GBCA financial charges and payments. Parents must pay a minimum \$100 fee (per request) for student records subpoenaed by court or requested by their lawyer.
- B. Tuition is due on the first day of each month beginning July 1st (twelve-month plan) and August 1st (10 month plan) through June 1st (twelve-month plan) and May 1st (10 month plan). Students enrolling after August 1st will be assessed the equivalent of one month tuition immediately upon enrolling with the balance spread over the remaining months starting with the first of the month immediately following the date of enrollment through May 1st.
- C. Payment must be received within 5 business days of the due date. A late fee of \$25.00 will be added to all delinquent accounts. If delinquent accounts have not been paid and brought up after a total of 30 days has elapsed, students may not be allowed to return to school until payment or other arrangements have been made.
- D. Any return checks carry a \$50 service charge. Two returned checks forfeit the privilege of paying by check. Remaining

- payments must be paid in cash or money order.
- E. **All new families must enroll and utilize the F.A.C.T.S. payment plan, unless the Administrator approves other payment arrangements.**
 - F. In the event of withdrawal, transfer, or expulsion the parents are responsible for the full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for the month in which the withdrawal takes place. The school reserves the rights to withhold report cards and student records until tuition and other fees have been paid in full.
 - G. By signing the student handbook agreement [or the initial application for enrollment and/or application for re-enrollment], parents/guardians authorize the school to withhold report cards and other records until tuition and other fees have been paid in full.
 - H. Should a student enter school during any part of the month, the payment will be prorated.
 - I. Application and book fees are due and payable at the time the student enrolls in the school, unless other arrangements are made in the school office.

Acceptance

When a parent completes and signs the student enrollment form, and submits the necessary documents, your child will be considered for enrollment. The Administrator may interview each new applicant's parents (K3-K5). The Administrator will interview each applicant's parents and students for 1st grade and up. Students that transfer from a public educational institution or home school setting may be required to take a placement exam before acceptance.

Admission is subject to approval. The administrator will contact parents if there any questions about the application. This may take 2 to 3 weeks from the date of submission depending on the situation. If there are no questions, parents will be notified within three days. Great Bridge Christian Academy has a racially nondiscriminatory policy. That is, we do not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.

Scholarship Program

We offer scholarships based on family needs and available funds as dictated by our budget. Most financing in the scholarship fund is dependent on the designated gifts from our school parents and church members. Anyone interested in more information should contact our school office. Scholarships are awarded at the discretion of the administrator and school board.

Cumulative Records

When a new student enrolls in GBCA and is transferring from another school, a Request for Records form must be completed and signed by one of the parents. Either the school or the parent will send this form to the address of the last school that the student attended. The student's cumulative folder contains information regarding academic progress, attendance, health, achievement test scores, and special remarks. A parent may see the content of the child's folder only by contacting the administrator. All information is regarded as confidential. A \$100.00 fee will be assessed to the payer's account each time a lawyer subpoenas students' records for court hearings.

Student Health/Clinic Information

- Every student will have an individual health file, which will include the Commonwealth of Virginia School Entrance Health Form (MCH-213D), all medication consent forms and a record of clinic services. This record is confidential and will be kept separately from the academic record while the student is enrolled. Only medical and necessary personnel will have access to these records. Upon graduation, withdrawal or transfer, the health record will be combined with the students cumulative record.
- All students Infant through 6th grade must have a Virginia School Entrance Health form completed and signed by a physician within the previous 12 months of the first day of school. This must be turned in within 7 days of the first day of school. **ALL K5 STUDENTS MUST HAVE A NEW PHYSICAL COMPLETED PRIOR TO THE FIRST DAY OF SCHOOL.** If your student is entering 7th-12th you are not required to have one within the previous 12 months but are required to have a physical on file.
- Immunization records, medical exemptions or a notarized religious exemption form will be required for all students. Please

refer to the Immunizations section to see a listing of required immunizations for each age bracket.

- Every student must have a Student Health and Emergency Contact form completed and on file within the first 7 days of school.
- Please notify the clinic of all health issues or if your student receives a new diagnosis so that we can provide the best care to your student while in our care.
- DO NOT send your student to school if they have experienced a temperature >100 degrees without the use of fever reducing medication, vomiting, or diarrhea within the past 24 hours.
- Medication administration forms must be completed accurately in order for medication to be dispensed. Please review the Medication Administration Policy for further details.
- Designated employees of GBCA will be MAT (Medication Administration Training) certified and trained to administer medications in accordance with the Religious Exempt Child Day Center/Program Decision to Administer Medications and physician's orders when the clinic is not staffed by a licensed medical professional. Each family must sign the Religious Exempt Child Day Center/Program Decision to Administer Medications form.
- Medical Release Non-Consent form must be signed if you do not allow the staff at GBCA to treat or provide medical services to your student within the first 7 days of school.
- Sports Physicals will be required annually if your student is participating in a school sport. Students will not be allowed to participate in tryouts without this form completed. Please refer to the Athletic Handbook for further guidelines.
- Communication regarding your students health or medication administration will transmitted through renweb unless told otherwise by the family within 7 days of the first day of school. It is the parent/guardian's responsibility to ensure we have an accurate email on file in renweb.
- Due to the potential adverse effects to students, the use of aerosol sprays, perfumes, colognes and any other substance that emits an odor should be avoided in the classroom. These items should only be used in locker rooms or bathrooms with consideration of other students in the area.
- Exemption from Physical Education requires a written note from the parents for up to 2 days. A physician's statement must be provided and turned into the school clinic if exemption is needed for more than 2 consecutive days.
- According to the Virginia School Health Guidelines no student can attend school who is known to have a contagious or

infectious disease. Parents are to review the “Contagious or Infectious Disease Protocol” in the handbook for further guidance.

Medication Administration Policies

Prescription and Over-the-Counter (OTC)

Due to the dangers associated with the misuse of drugs, we discourage administration of medication during school hours. We understand that this isn't always possible therefore we will make accommodations accordingly. Medication will be administered by either a Licensed Nursing Professional (R.N. or L.P.N.) or school personnel that have been trained for medication administration (MAT). A listing of MAT personnel will be available in the clinic and also listed on the Religious Exempt Child Day Center/Program Decision to Administer Medications form that each family is required to sign. Administration of medication will be documented and kept in the individual students health file located in clinic. It is recommended that all parents notify the clinic if over-the-counter or prescription medication is given outside of school hours.

In order to undertake this, these regulations are required:

- A physician's written order and parent authorization are required for ALL prescription medications. Parents can obtain this form online from our website or from the school clinic. The physician must provide the following information:
 - Students name
 - Physician name, contact information and signature
 - Date of prescription
 - Name of the medication
 - Dosage
 - Time to be administered
 - Possible side effects
 - Duration of the order
 - Medical condition in which it is being prescribed
- The first dose of any medication must be given at home.
- If a second dose is needed during school hours please notify the clinic of the time the first dose was administered since overlapping doses can potentially be harmful and/or fatal to your child.
- Parents are allowed to administer medications to their child in the clinic during school hours if needed.
- Faxed orders for physicians are accepted as long as GBCA has a signed parental consent on file for that specific

medication for the current school year. The original order must be turned into the school within 24 hours.

- Requests for changes in the medication must be authorized by the physician and a new form must be completed.
- Each year a new medication order form must be completed by the physician. Before and after care along with Infant/Toddler care must have these forms updated every 6 months.
- Medications cannot under any circumstance be brought in by the student.
- Medications must be brought in by the parent in the original container labeled properly by the pharmacy. The pharmacist can divide the medication into 2 containers- one for home and one for school if needed. Medications in plastic bags or other non-original containers will not be accepted under any circumstance.
- Inhalers and EpiPens will be handled by the clinic unless otherwise indicated by the prescribing physician, stating the student must carry it with them and the student is in 6th grade or above.
- Medication will be kept in a locked area of the school clinic and dispensed as prescribed by the physician.
- Over-the-counter (OTC) medications will only be given if prescribed by a physician with the exception of Motrin and Tylenol. OTC medications have the potential for adverse effects; therefore, the same regulations as for prescription medications must be met. In addition, OTC medications must be delivered in an unopened container to the school clinic.
- Motrin and Tylenol will be provided by the school for students 2 years old and older for as needed use only. Written parental consent will be required.
- Students under the age of 2 will require a physician order for ALL medications; prescription and OTC. No exceptions will be made to this policy.
- Prescribed medication that has been discontinued or has expired must be picked up by the parent within 2 weeks or it will be appropriately discarded.
- ***If your child is taking a controlled medication (ex: ADHD meds) you MUST come to the nurses office and complete a medication count each time you bring in medication. The medication must come in the original bottle. Returning controlled medication will require the parent to sign off on the amount of medication returned. No exceptions will be made to this policy.***

Incidents resulting from the possession of or failure to use the medication as indicated by the instructions given by the physician or packaging, which could endanger the student's safety, may be subject to disciplinary actions, which may include suspension and/or expulsion.

Sunscreen

The following information pertains to the use of sunscreen during school hours.

- Written parental authorization, noting any possible adverse reactions must be submitted on the appropriate form.
- Sunscreen shall be in the original, unopened container with the students name on it.
- Staff members who are not MAT (medication administration trained) will be permitted to apply sunscreen in accordance with the directions.
- Prescription sunscreen requires a physician written order and will only be applied by MAT personnel or the school nurse and must be stored in the clinic.
- Children 9 years of age and older may apply their own sunscreen under adult supervision.
- GBCA will not provide sunscreen to students.

Bug Repellent

The following information pertains to the use of bug repellent during school hours.

- Written parental authorization, noting any possible adverse reactions must be submitted on the appropriate form.
- Staff members who are not MAT (medication administration trained) will be permitted to apply bug repellent in accordance with the directions.
- Children 9 years of age and older may apply their own bug repellent under adult supervision.
- GBCA will not provide bug repellent.

Diaper Cream

The following pertains to the use of diaper cream during school hours.

- Written parental authorization, noting any possible adverse effects must be submitted on the appropriate form.

- Diaper cream shall be in the original, unopened container with the students name on it.
- Staff members who are not MAT (medication administration trained) will be permitted to apply sunscreen in accordance with the directions.
- Prescription diaper cream requires a physician written order and will only be applied by MAT personnel or the school nurse and must be stored in the clinic.
- GBCA will not provide diaper cream to students.

First Aid Ointments/Cleansers

The following information pertains to the use of ointments and skin cleansers during school hours.

- GBCA will provide the following first aid ointments and/or cleansers;
 - Hydrogen Peroxide
 - Isopropyl Alcohol
 - Neosporin/Bacitracin
 - Antiseptic skin cleanser/Bactine
 - Isotonic Eye Wash
 - Saline Contact Solution
 - Vaseline
- Additional ointments and/or cleansers will need to be provided by the parent with a written physician's order.
- ***Per FDA warnings, No Benzocaine or Belladonna products*** will be allowed in the infant/toddler rooms for the purpose of teething relief due to potential serious side effects. *No exceptions will be made to this policy.*

Attendance Requirements

Students at Great Bridge Christian Academy are subject to the compulsory attendance law in the Commonwealth of Virginia. Students missing more than 12 days of school (excused or unexcused) can be retained in their current grade if the days are not made up (not to exceed 20 absences). At 20 absences, the student will fail and will be retained in the current grade.

A parent may request a waiver of the attendance regulation for extenuating circumstances beyond the parent and/or student's control. A parent may submit a waiver request to the principal prior to the close of a semester or nine-week course, but no later than ten (10) days after the close of a semester or nine-week course. Teachers will provide attendance records and documentation of

absences to the principal for review with the waiver request. A parent may provide additional documentation in conjunction with the waiver request.

Each waiver request will be considered on an individual basis taking into consideration documentation provided and extenuating circumstances beyond the parent's control and/or a pattern appears to exist.

The principal shall act upon a waiver request within ten (10) administrative days after receiving it. The parent or guardian shall be notified of the decision in writing within five (5) administrative days after the administrative decision has been made.

- A. Hours: All classes begin promptly at 8:00 a.m. K3 and K4 classes end at 12:00 p.m. K5 is dismissed at 12:15 p.m. Elementary through high school ends at 3:00 p.m. Any student not under parent, guardian, teacher, or coach's supervision 15 minutes before school starts or 15 minutes after school ends will be checked in to Morning Care and/or Aftercare. Parents of K3 and K4 students must park and accompany their child to class. K3 and K4 students that have siblings enrolled in GBCA 3rd grade and up may be escorted to the class by their sibling. This is limited to the times between 7:45 and 8:00 a.m.
- B. Tardiness: It is important that our students learn good character traits. One important trait is promptness in coming to school. **All students arriving after 8:15 a.m. must go to their homeroom teacher to be checked in prior to going to the classroom.** If requesting an excuse tardy, parents either need to sign their child in and give a reason for the tardy or send a note detailing the reason for the tardy. K3, K4, and K5 students that arrived to the class between 8:15 a.m. and 9:00 a.m. will be marked tardy. Elementary and Middle School students that arrived to their class between 8:15 am and 10:00 a.m. will be marked tardy. High School students will be marked tardy if they are not in class and seated at the conclusion of each tardy bell. **Students will be allotted eight excused tardies for the school year (2 per quarter) with every 4th tardy being considered one (1) absence.**
- C. Absences: A student missing more than 20 days of school will be retained in their current grade. K5 students arriving after 9:00 a.m. but before 10:30 a.m. will be marked absent for half a day. K5 students arriving after or leaving before

10:30 a.m. will be marked absent the entire day. Elementary and Middle School students arriving after 10:00 a.m. but before 12:00 p.m. will be marked absent for half a day. Students in the 1st through 5th grade arriving after or leaving before 12:00 p.m. will be marked absent for the entire day. Middle and High School students will be marked absent for each class that is missed. The student that was absent will be considered excused if a note detailing the absence is submitted.

- D. Excused absences will be given for the following: verified illness of the student, bereavements, verified medical/dental/optometric appointments, preplanned days (total of 5 allowed in any school calendar year), religious holidays, extremely inclement weather or school-sponsored/related activities. These absences will be considered legitimate excuses for a student's absence. The parent or legal guardian will provide written notice to the school of the reason for the absence or tardiness.

Examples of unexcused absences include:

- Truancy
 - Out- of – school suspension
 - Missing ride to school
 - Trips not approved in advance
 - Shopping
 - Alarm failure
- E. Early Dismissal: A student who requests an early dismissal from school must submit a note from their parents stating the purpose of their request. If the student is at school for a portion of the school day, he/she is responsible for any test or quiz scheduled that day. It is the student's responsibility to contact the teacher and make the appropriate arrangements for completing assignments before leaving the academy. Should the student fail to make arrangements it will result in a failing grade.

Student Discharge and Pick Up

To avoid confusion, please follow the pick-up line route as directed by the traffic cones. Remember to drive slowly and watch for children, especially those that may be in blind spots. Please be respectful of other parents by not holding up traffic while waiting for your child to enter or exit the building. Please be attentive to and follow the directions of our traffic control faculty as they help direct

the traffic. The speed limit is 5 mph.

In the event that the student must be picked up early, parent will need to go to the office to sign the student out. Office staff will call the student. Under no circumstances shall a parent just walk to the classroom to pick the child up.

Grading Scale (K5-12th)

A quality point system is used to determine total grade point average (GPA). The following is the grade scale used by GBCA:

A+ = 97-100	B+ = 87-89.9	C+ = 77-79.9	D+ = 67-69.9
A = 93-96.9	B = 83-86.9	C = 73-76.9	D = 63-65.9
A- = 90-92.9	B- = 80-82.9	C- = 70-72.9	D- = 60-62.9
			F = 0-59.9

Grade Reports (K5-12th)

A report card will be issued each nine weeks for each student enrolled in K5 and above. Report cards will be sent digitally unless the parents make a request for a hard copy. Grades will be based on daily assignments, class participation, and academic assessments. All financial accounts must be paid in full for release of academic records or transcripts. GPA is calculated on a 4.0 scale and is updated on a semester basis. In keeping with the common practice of the Commonwealth of Virginia, only final semester grades are recorded in the official student transcripts.

Homework Policy (K5-12th)

- A. Homework may be assigned for various purposes:
1. For Practice – Following classroom explanation, illustrations, and study. It may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
 2. For Drill – It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
 3. For Remedial Activity – At times it may be necessary for student to do individual assignments as a means of overcoming academic weaknesses.
 4. For Enrichment Activity – Many students need to be

challenged to move on to higher levels of attainment. Their own creativity will motivate them to independently reach a broader scope of understanding in various subject fields.

5. For Special Projects – Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class and construction of various types of project.
- B. If a parent has a question about homework or some other concern, they should check RenWeb, or contact the teacher through email or note. Please do not call the teacher at home. Since it is not always possible for the teacher to respond before school is out that day, it would be helpful to list your telephone number and the time of day you can be reached.
- C. Homework assignments made by the classroom teacher should be completed by the student and turned in at the time designated, usually the following day. Guidelines for homework are class/age appropriate.
- D. Please provide a definite time and quiet location for your child to do his work undisturbed.
- E. Each student is to do his own work. Parents are asked not to do homework for their children.
- F. No homework will be assigned on Wednesday night. However, homework may be assigned, or a test announced in advance that would be collected or given on Thursday.
- G. We are aware of emergency situations occurring that would hinder the student from completing assigned homework. This should not happen often and only in emergency situations.
- H. Copying another student's homework is cheating and will be handled as instructed by the handbook.

Make-Up Work (K5-12th)

Make-up work is the primary responsibility of the student after an excused absence. When a student is absent, the make up for any work missed is based on the total number of days absent plus one. (Example: if absent for three days, the student has four school days to make up all work). If a student misses only the day the test is given or project/assignment is due, he/she is expected to make up the work the first day they return. Work missed due to unexcused absences may not be made up. The student may not miss classroom instruction in order to make up tests. All tests should be made up

before or after school or during study hall.

Help Class (K5-12th)

Your child doing well in academic studies is important to us. Any child that carries a “D” average or below in the subject will be required to attend help class. Failure to do so could result in suspension from school. Any student who skips their assigned help class may be subject to a charge of \$25.00 per hour.

Summer School (K5-12th)

Any student with a 60.00-69.99 (D) average in math, phonics, reading, or language will be recommended to attend summer school. Any elementary or middle school student that has a 59% or below (F) yearly average in math, phonics, reading or language **will be required** to attend summer school. Any high school student that has a 59% or below (F) in any required course for graduation **will be required** to obtain the necessary credit through summer school. Students required to attend summer school must successfully complete the course in order to be promoted to the next grade. Parents will be responsible for all summer school financial expenses.

Achievement Testing (1st – 11th)

Each spring, Great Bridge Christian Academy will administer a battery of achievement tests. Nationally recognized achievement tests are used to evaluate the student’s academic progress. Parents will be sent a summative result of their child’s progression. It is suggested that the parents set up a conference to better understand the interpretation of the test. The test results are kept in the student’s cumulative records.

Locker Use (6th-12th)

The lockers in Great Bridge Christian Academy are a convenience furnished by the school. Any student that defaces or misuses his locker may lose the privilege to use it.

- A. Posters, pictures, slogans or any other material not consistent with the philosophy and principles of the Academy are not to be attached or hung in any locker.
- B. The locker combination should be memorized and not shared with others.

- C. The locker must be kept locked at all times. Do not jam the lockers.
- D. Lockers must be kept clean at all times and are subject to inspection.
- E. Fines may be assessed for damages.

Lost and Found

- A. The school will not be responsible for the loss of any personal property. Parents should label all articles of clothing and any personal possessions with the student's name.
- B. A lost and found area is maintained in a closet in the main building. Anyone finding misplaced articles is instructed to turn them into the school office.
- C. Unclaimed lost and found articles will be donated to a local charity.

Lunch Program

GBCA offers a unique and varied lunch menu. We have developed positive relationships with food establishments in the surrounding community. These establishments provide lunch alternatives to the items available at school. Items for lunch may be ordered at the beginning of each week of school. Order forms must be turned in denoting the payment method for the transaction.

Morning Care/After Care

As a service to working parents with students in the Academy, we offer morning care and aftercare services. The service involves taking care of children prior to and after school hours. Morning care is available from 7:00 – 7:45 a.m. Students that arrive to school prior to 8:00 a.m. MUST go to morning care rooms. There is no charge for students between the normal academy hours of 8:00 a.m. to 3:00 p.m. Aftercare is available from 12:00 – 6:30 p.m. for preschool students and from 3:00 – 6:30 p.m. for first grade and above. K3 and K4 preschoolers that are not picked up by 12:15 p.m., K5 students not picked up before 12:30 p.m., and all of the students that are not picked up by 3:15 p.m. must go into aftercare, and aftercare charges will be assessed accordingly. The rates are based on a 30 minute basis for students. For current rates, call the school office. Rates may vary for school holidays and teacher workdays. Rates are also available for summer months.

The parent/guardian must electronically check-in/checkout each student every day the student utilizes the service. It is the parents'/guardians' responsibility to ensure proper assessed usage of morning care and/or aftercare. Procedures for electronic check-in/checkout are available in the office and must be signed by the person(s) responsible for paying the account. Morning care and aftercare services are assessed weekly in 30 minute increments and posted the following Monday. Your statement can be viewed on the time clock screen under the accounting box. In the event that the time clock screen is not working, you must sign the check-in/check-out exceptions clipboard located in the school office and note the time in/time out for each student.

If for any reason, you or any authorized transportation provider fails to log the student in or out via the time clock or clipboard, you will be charged as follows:

Failure to check-in: student will automatically be checked in at 7:00 a.m.

Failure to check-out student: student will automatically be checked out at 6:30 p.m.

Statements will be emailed on a weekly basis. Payment is due 5 business days after the due date. If payment has not been made a late fee will be added. If morning care and/or aftercare charges are more than 30 days in arrears, the school reserves the right to revoke these services to the parent.

Checks should be made payable to Great Bridge Christian Academy (GBCA). All **return checks** will occur a \$50.00 returned check fee. When two checks have been returned, future payments must be made in cash or money order.

All students scheduled for aftercare must be picked up and clocked out inside the building. Any changes to the student's normal aftercare schedule must be in writing and received by the teacher. Parents must park and check out their student in the event of schedule changes.

Dress Guidelines

GBCA's dress guidelines exist to help GBCA reach its goal of educating the whole person. Our dress guidelines are designed to help student's model biblical modesty. We enforce these guidelines to help students develop thinking that includes a desire for purity, self-control and neatness and the ability to discern the appropriate

clothing for any event. We also intend that dress guidelines teach students to consider the impact of their choices on others, thus living out Jesus' instruction about loving others as ourselves.

The Bible commands Christians to do "all to the glory of God" (I Corinthians 10:31). In today's society, this command has special reference to the fact that God may be honored or dishonored by personal dress and grooming. Some policies have been implemented in order to provide safety for our students. Parents have the primary responsibility to send their children to school with correct dress code and grooming.

A. Dress

The administration reserves the right to ask a student to change clothes or accessories if the item presents an unprofessional appearance or takes away from the unity of the school attire. If a student is not in dress code, the parent will be contacted to bring the proper clothing to school.

B. Hair

Conspicuous and faddish hairstyles are not acceptable. Hair that is shaggy, **bleached**, dyed, or cut/styled/colored in a way deemed unacceptable by the administration can cause the student to be unable to attend classes, thus affecting his academic standing.

Boys

Color—Hair is to be your natural color.

Length—Hair should be off the collar and ears.

Front—Hair may come no lower than one finger width above the eyebrows.

Styles—Neat and professional (not tangled or spiked); fauxhawks are not appropriate.

Sideburns—No lower than the lower opening of the ear

Facial Hair—Students are to be clean-shaven each morning; no facial hair is allowed.

Girls

Color – Hair is to be your natural color.

Front – Hair must be held back above the eyebrow.

Style – Hair should be neat and feminine.

C. Shoes

- Shoes that are conservative in color and style are acceptable with the exception of military boots, work boots, beach shoes, and flip-flops.
- Boys must wear socks.
- Shoes and socks must be worn at **all times**.

D. General Guidelines (All Students)

- Any student who plans to try a new haircut/style/color should seek advice from the administrator before doing so.
- **All shorts worn for athletic activity must be to the top of the knee.**
- All preschool and kindergarten students must keep a change of clothes on hand. GBCA faculty and staff will change students clothing that has become soiled only in emergencies. Parents will be notified and asked to come change the student if pattern is developed and/or becomes habitual.

Pants

- Pants must be a standard loose fitting style and full length. **Tight form fitting pants are not acceptable.**
- Solid color pants may be worn.
- No “baggy” styles or patch pockets are allowed.
- Pants that have holes, or are tattered, torn, tight, form fitting, embroidered or printed of any kind is not acceptable and/or permitted.
- Hems should not cover shoes or be frayed.
- K3-5th grade may wear loose fitting denim.
- Students may wear solid color shorts to the top of the knee during the months of Sep, Oct, Apr, May, Jun.
- Students in the 6th grade and above may not wear denim.
- Students (boys) in the 6th grade and above may wear khaki material joggers but they must not be form fitting (loose).

Dresses/Skirts

- Girls may wear dresses, skirts, or jumpers. **Length of all skirts, dresses or jumpers must be to the middle of the knee or longer.**

Shirts

- Shirt styles for K5-12th: solid or conservative pattern, two/three button, short or long sleeved, golf shirt, or blouse with collar, and buttoned down dress shirts are acceptable.
- No denim material of any color is allowed.
- All male students must have shirts tucked in during school hours.

- Sleeveless shirts are **NOT** allowed.
- Shirts may not be unbuttoned more than two buttons from the top.
- All necklines must be modest and at no time should any shirt, blouse, or dress reveal the chest, midriff, or back area.

Footwear

- Shoes and socks are required at all times.
- All shoes must be in good condition.
- Shoes must have conventional soles.
- If shoes have laces they must be tied at all times.
- K5-5th must wear closed toe and closed heel type shoes as well as socks, for playground safety.
- Heelies, flip-flops, and sandals are not allowed.
- Ladies in the 6th grade and above may wear dress sandals with a back strap.

Outerwear

- No denim material.
- Must be worn over a GBCA approved shirt.
- Logo may not exceed 3 inches.
- Hooded outerwear is acceptable but hoods are not allowed to be on while at school.
- GBCA wear or solid color sweatshirts, fleeces, and sweaters (V-neck, crew, or Cardigan) are acceptable if loose fitting.
- No heavy jackets are to be worn in the classroom.

Belts

- Belts must be worn at all times by 1st -12th grade students.
- Belts must be the right size, buckled, and tucked properly into the belt loops.
- No metal or spiked belts, extreme buckles, or chains from belt to pocket are to be worn.

Hats/Sunglasses:

- No hats, sunglasses, sweatbands, or head coverings are permissible while in the building unless directed by the administrator or on special events.

Jewelry/Tattoos/Make-up:

- Jewelry may be worn as long as it is not extreme in style or is distracting.
- Boys may not have body piercings and/or ear piercings.
- Ladies may have pierced ears; however, excessive

piercings (more than two holes per ear) is not allowed.

- No type of body piercings is acceptable.
- Current students: No tattoos (permanent or temporary) are allowed.
- Students that wish to transfer to GBCA who have tattoos must obtain the Principal's approval prior to enrollment.
- Make-up must be conservative in nature without bringing undue attention and is not authorized for 5th grade and below.
- Boys will not wear any type of make-up.

Logo/Graphics

- Products with logos must be 3" or smaller.
- Writings, sayings, etc. of any sort are **NOT** allowed.

D. Athletic Attire

- **All students are to follow the school dress code at all extracurricular activities, to include away games.**
- Spirit wear may be worn at sporting events.
- Athletes must follow the school dress code. Coaches may enhance this requirement as approved through the Principal and Athletic Director.

E. Chapel Days (Middle and High School, once a month) and Special Events (Concerts, Recitals, Banquets, Graduation, etc.)

- Boys are to wear Oxford style dress shirts, ties, dress slacks (no jeans), and dress shoes; proper fitting suit or sports jacket preferred.
- Girls are to wear dresses or skirts with dress blouses and dress shoes that are modest. **Length of dresses and skirts must be to the middle of the knee or longer.** Shirts and dresses must not be sleeveless, unless wearing an appropriate cover-up.
- All necklines must be modest and at no time should any shirt, blouse, or dress reveal the chest, midriff, or back area.
- Administrator must approve all exceptions.

Parent-School Relationship

To increase cooperation and overall effectiveness of GBCA's educational efforts, parents are asked to carefully practice the

following:

- A. If any questions arise over a decision made or rumor heard, please call the teacher directly. If you are not adequately satisfied, you may contact the school principal. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- B. When a problem arises in the classroom, please discuss it with the teacher first. If the problem is not resolved, the principal will meet with the teacher and/or parent.
- C. **Please be mindful of our dress code when coming to school.**
- D. Please do not smoke in the buildings or on the property.
- E. Please understand that messages received late in the day may not be delivered. Please call as early as possible.

Parent-Teacher Meeting

The nature of the meeting will vary from time to time but the general objectives are:

- A. To acquaint the parent with the philosophy of Christian education and the philosophy of the school.
- B. To acquaint the parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.
- C. To provide an opportunity for parents and teachers to greet and fellowship with each other.
- D. To provide parents opportunity to see the achievements of the student.

Parties

- A. **All** school related off-campus activities must be cleared through the administration in advance of the activity.
- B. Class parties or outings must be teacher sponsored.
- C. Students attending any social function must adhere to academy rules and values. They are representatives of the academy at all times. See Rules of Behavior.
- D. Classroom parties may not be held at private homes or clubhouses. Parties must be held at school, city parks, or commercial locations.

Pets

Children may not bring pets to school for extended periods of time. With teacher permission, a parent may bring the pet to the classroom, show it, and after brief time, take it home.

P.E. Requirements

P.E. classes are taught in grades 1st -10th. **All P.E. students will be required to purchase a uniform.** Uniforms will be worn each time the student is required to dress out. All students are required to dress out unless they have a written excuse from a doctor. Grades will be lowered accordingly if the student decides not to dress out without a doctor's excuse or pre-approved reason. Grades can be based on objective skill criteria, as well as, academic work.

Plagiarism Policy and Academic Honesty

It is the desire of Great Bridge Christian Schools to create an educational atmosphere that encourages personal responsibility and integrity that honors God. (Colossians 3:23) Therefore, honesty is a character trait we expect from all our students. Several specific types of academic dishonesty include, but are not limited to possession or use of Teacher Edition textbooks, cheating, forgery, and plagiarism, which will result in disciplinary action.

Plagiarism is a reoccurring problem in many institutions of education. Many colleges and universities have very strict guidelines and severe punishments regarding plagiarism. GBCA understands that students need to be taught how to avoid this serious offense. Since writing is a skill that is taught, two levels of plagiarism have been established: minor and major plagiarism. An example of minor plagiarism is forgetting quotation marks or not referencing a source properly. Each minor plagiarism offense will carry a 10-point deduction. Major plagiarism could be considered "cut and paste" plagiarism. This level of plagiarism is when a student copies a paragraph or section word for word without properly citing the source. Three minor offenses are equivalent to a major offense. Major plagiarism will carry the penalty as advocated in the discipline section of the student handbook.

Promotion

A. Elementary

A student will be promoted if he completes language arts and math satisfactorily and has not failed more than one

subject. Students that miss more than 20 days will not be promoted.

B. Middle School

The student must pass four (4) subjects, to include Bible, Math and English to be promoted.

C. High School

The student's grade level is determined by the number of credits he has earned. If the student fails a required class, the credit must be obtained through Summer School or approved method to be promoted.

D. Summer School

Any student with a 60.00-69.99 (D) average in math, phonics, reading, or language will be **recommended** to attend summer school. Any elementary or middle school student that has a 59% or below (F) yearly average in math, phonics, reading or language **will be required** to attend summer school. Any high school student that has a 59% or below (F) in any required course for graduation **will be required** to obtain the necessary credit through summer school. Students required to attend summer school must successfully complete the course in order to be promoted to the next grade. Parents will be responsible for all summer school financial expenses.

Re-Enrollment

Current students will be given an opportunity to re-enroll prior to the beginning enrollment date for new students. After the re-enrollment period ends, present students are accepted on a first-come, first-serve basis if space is available.

Rules Of Behavior

A. General

1. The school expects the cooperation of students in obedience and enforcement of the rules and regulations. Protection of another student in the wrongdoing is unacceptable.
2. Involvement in criminal activity, immorality, pornography, homosexuality, illegal drug use, prescription drug abuse, alcohol consumption, or attending nightclubs is strictly prohibited. Violation of these rules on or off campus will result in expulsion.
3. Students that are expelled may reapply the

semester following a 9-month absence. During the expulsion period, the student is not allowed on campus for school activities.

4. Guns, knives, explosives or weapons of any kind are strictly prohibited. Students who bring any of these items to school face expulsion, and the items will be confiscated.
5. Fighting, lying, stealing, cheating, cursing, vulgarity, smoking, etc., are considered serious offenses and will be given the appropriate disciplinary actions.
6. Dice, playing cards and electronic devices not related to school (i.e. CD players, iPods or videogames) are not to be brought to school.
7. Music in today's society can defile biblical principles of morality and Christian values. Therefore, all types of music must meet biblical standards (no vulgar/explicit language). Students are not to display posters, stickers, emblems, pictures, logos, etc., of these musical groups on school items.
8. Students should not idly use any name or attribute of Christ or God.
9. Students should not defame the name of the school on any radio or TV program, or any written or Internet publication without prior authorization from the school administrator.
10. The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.
11. For all school sponsored functions, rules and regulations apply both to students and their guests.

B. Attitude

1. Students at Great Bridge Christian Academy are expected to comply with the rules and not gripe or stir up discontent among fellow students.
2. Students are to always show respect to adults. The teacher, administrator, or staff member should never be called by his or her first or last name alone. They should be addressed with Mr., Mrs., or Miss.
3. The student should realize that his attitude can be manifested in any number of ways: what he says, by his tone of voice, by his facial expression, or by the way he stands, sits, or walks. "Body language" often betrays verbal language.
4. If a student has a question about a teacher's action, he should personally or politely make an

arrangement to talk with the teacher after school or during hours of free time.

5. No student will be retained who, after being warned, continues to be disrespectful or to have what is considered by the teachers and administration as a "bad attitude."

C. Cafeteria

1. The cafeteria is to be used primarily for eating.
2. Good table manners are expected from students. Throwing food, lunch bags, etc. is totally unacceptable.
3. After eating, each student is expected to clean his area and deposit paper, food and silverware in the proper containers.
4. There is to be absolutely no running, horseplay, scuffling, or breaking in line in the cafeteria.
5. Students should never sit on the tables or counters.
6. Students who have been expelled are not allowed to visit during lunch hours.

D. Chapel

1. All students are required to attend chapel.
2. Students should always bring their Bibles and participate in the service.
3. Reverence should always be displayed during any prayer.
4. The following actions will be considered improper conduct: talking or whispering, excessive communication, passing or writing notes, slouching down in the seat, sleeping, studying for another class, and excessive laughing.

E. Classroom

1. Students are to be in their seats when the bell rings.
2. Students are not to leave their desks without the teacher's permission unless extremely sick.
3. Students are expected to come to class with the required supplies.
4. Nothing is to be thrown in the classroom.
5. Hardbound textbooks must be covered.
6. Students should never sit at or touch anything on the teacher's desk.
7. During the break between classes, talking should be done in an orderly manner.
8. Students should never be in the church auditorium or church offices without special permission, unless for chapel or class.

9. No student may come to the office during changes of classes and be tardy to the next class without permission from the teacher.
- F. Gymnasium/Ministry Center
1. No student is to be in the gymnasium without permission and adult supervision.
 2. Street shoes or shoes which scuff should not be worn on the gym floor.
 3. Eating or drinking in the gymnasium playing area is prohibited.
 4. Skates or skateboards are not to be used in the gymnasium.
- G. Halls
1. There must be no running or horseplay in the hallways and stairwells.
 2. Students are to keep their hands and feet off the walls.
- H. Restrooms
1. There is to be no loud talking or horseplay.
 2. No one is to go to the restroom during class time without permission.
 3. Loitering in the restroom is not permitted.
- I. Overnight Trips/Retreats
1. Swimming is not permitted on trips/retreats unless approved by the administration.
 2. When Great Bridge Christian Academy is in charge of the itinerary of a multi-day trip, provisions will be made to attend church. If not scheduled, arrangements will be made to conduct special services for the group.
 3. Students are not to participate in activities not in keeping with the testimony of Great Bridge Christian Academy.
 4. Portable radios, CD/DVD players, iPods, tablets, hand held gaming systems, etc. are not to be taken on away school trips without special permission.
 5. Great Bridge Christian Academy students are to use official school transportation on all trips. Exceptions to this rule can only be approved by the administrator.
 6. When staying overnight in lodging, girls and boys are not to be in the room of the opposite sex. Parties and special mixed group meetings will be designated and supervised by the chaperone.
 7. Students are expected to display proper manners

and etiquette when eating in public places. When eating at fast food restaurants, students are expected to clean up the area that they use. Tipping is expected at restaurants with table service.

8. When traveling, boys and girls may sit together only in the front of the bus with chaperone approval and adequate supervision.

J. Technology

Technology plays a vital role in assuring equitable access to a variety of resources. Great Bridge Christian Academy provides access to resources that help conduct the instructional, operational and administrative business of the school. These resources include the Internet. As a learning resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMS, and other informational media that can be used to meet educational needs.

Students are increasingly finding trouble in an online environment where millions of people can find out where they go to school, learn interests, download their picture and instantly send a message. Written and pictorial posts to Facebook, quotes on chat rooms/blogs, written in picture text, uploaded/downloaded videos, and any other media interaction must represent the biblical guidelines of Philippians 4:8: “...*whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there being any praise, think on these things.*”

Students and parents of Great Bridge Christian Academy are responsible for the interaction and involvement with the Internet. GBCA students are responsible for the personal posts made on their account and address via social media. Students will be asked to delete any posts that do not adhere to Biblical guidelines. Any student with website/blog material that is deemed inappropriate to the purpose and mission of the Academy will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy. The overriding desire is that our thoughts and actions fulfill the message of Psalms 19:14: “*Let the words of my mouth and the meditation of my heart be*

acceptable in thy sight, O Lord, my strength and my redeemer.”

1. Online Responsibilities

- Acceptable Use – the goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objective of Great Bridge Christian Academy. Transmission of any material in violation of any federal and state regulations is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material in violation of Great Bridge Christian Academy’s policies.
- Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the suspension of the privilege. All user accounts are property of Great Bridge Christian Academy. School staff or system administrators may deny access at any time when deemed necessary. Serious and/or repetitive infractions will be reported to teachers and administrators and handled according to student discipline policies.
- Network Etiquette – While each user has the right to free speech, all are expected to abide by the Great Bridge Christian Academy handbook. The following are especially not permitted.
 - Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes discriminating, profane, lewd, fowl, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
 - Harassing, insulting, or bullying others.
 - Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading or disseminating of a computer virus.
 - Violating copyright laws. All

communication and information accessible via the network are private property unless otherwise stated.

- Using another's ID and password.
- Illegally using, destroying or manipulating data and folders or work files.
- Arranging or agreeing to meet with someone you have met online.
- Gaining unauthorized access to Great Bridge Christian Academy's network.
- Engaging in any illegal activity or accessing material advocating illegal acts of violence. This includes pornography and hate literature.
- Posting false or defamatory information about a person or organization.
- Downloading files without prior approval from supervising staff.
- Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.

2. Internet Security

- A. Great Bridge Christian Academy utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic or harmful to minors.
- B. Students will not be allowed access to email, chat rooms, and other forms of electronic communication except related to special projects and only under direct supervision by authorized personnel. Appropriate personnel must authorize such activities. Activities must be related to the educational program and determined not to be harmful to minors.
- C. Attempts to breach security firewalls, whether successful or not, will be disciplined.

3. Sanctions

- A. Violations of any of the above provisions may result in access being suspended and/or future

- access being denied.
- B. Disciplinary actions related to inappropriate use of electronic resources will be determined in accordance with the existing handbook policy as stated by Great Bridge Christian Academy.
 - C. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

School Office

- A. School office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.
- B. When parents come to school, please come to the appropriate office, and the staff will direct you to the proper office or persons you need to see. Do not go directly to the classrooms. Lunches, homework, etc., may be left at the school office for delivery to the students. Messages or deliveries will not be made after 3:00 p.m., unless an emergency exists.
- C. If you need assistance and are not sure whom to contact, please call the school office, and they will be glad to help you. If you are calling about a classroom problem or general need of the student, it is best to contact the teacher of the appropriate grade level or class.

Sickness Policy

- A. For the wellbeing of all our students, it is our policy that a student remains at home 24 hours without a temperature over 100°F, without vomiting, or after the administration of an antibiotic before returning to school. This policy must be adhered to for all functions related to school. The only exception to this will be with a doctor's note.
- B. Children should remain home or will be sent home when the following occurs:
 - Fever over 100°F
 - Rash combined with fever over 100°F
 - Unusually lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
 - Diarrhea (children will not be admitted until 24 hours after the last bout of diarrhea)
 - Vomiting unless the vomiting is determined to be due to a non-communicable condition and the child

is not in danger of dehydration (children will not be remitted unto 24 hours after the last vomiting episode)

- Mouth sores associated with the child's inability to control his/her saliva, until the child's physician or the local health department states that the child is noninfectious
- Rash with fever or behavior change unless a physician or the local health department states that the child is noninfectious
- Rash with fever or behavior change unless a physician or the local health department has determined the illness to be non-communicable
- Purulent conjunctivitis (pinkeye) until 24 hours after treatment has been started
- Impetigo until 24 hours after treatment has been started
- Strep throat until 24 hours after treatment has been started and until the child has been without fever 24 hours
- Scabies until the morning after the first treatment
- Chicken pox until at least six days after onset of the rash
- Whooping cough until five days of antibiotic treatment has been completed
- Mumps until nine days after the onset of parotid gland swelling
- Measles until four days after disappearance of rash
- Other symptoms that indicate a serious or contagious condition

Children being sent home sick must be picked up within an hour.

C. Medication

Any medication to be given during the hours your child is in attendance requires a completed GBCA medical consent form. These forms are available in the school office. The form needs to be completed and signed by the custodial parent/guardian for medicines taken for 10 days or less. Medications to be given longer than 10 days requires a position to complete and sign the GBCA written medication consent form. This policy applies to any over-the-counter and prescription medication. All medications must be

brought to the office in the original container with the child's name marked on it. **NO MEDICATION IS TO BE KEPT WITH THE STUDENT.** No medication will be dispensed after 4:30 PM.

D. Head lice

It is the policy of GBCA that a child with a sighted case of head or body lice be removed from the school until treatment is given. After the treatment another disinfectant procedures (i.e., washing bedding in hot water, sealing stuffed animals and objects that cannot be washed in the trash back for two weeks, etc.) have been completed, the child must be rechecked by a staff member. The student must be free of head lice or nits to reenter school.

Social Media

GBCA expects students to use social media and blogs responsibly, following biblical principles and maintaining content that promotes a consistent, positive Christian testimony. Language should not violate scriptural commands regarding abusive, slanderous, complaining, disrespectful, profane, blasphemous or tale-bearing speech. Content should be biblical and avoid promoting a negative or worldly lifestyle and items posted on students' sites should comply with GBCA's dress and social standards and should not contain images of a negative nature. A student who wishes to express concern or register a grievance should contact the administrator directly.

Solicitation and Distribution

Students and parents are not to distribute or sell non-GBCA items (such as candy, tickets, political materials or petitions) without the direct permission of the administration.

Special Events

- A. All students participating in groups or classes which have a part in a concert or production must attend dress rehearsals and performances. A failing grade will be given to students who fail to attend due to work or other unexcused reasons.
- B. Any student taking private music lessons or participating in any other class or group that is represented at state competitions is required to attend the competitions. Any valid reason for not attending must be approved through the administration.

Spectator Conduct

In some respect, every student, parent and faculty member is a representative of Great Bridge Christian Academy. Our community judges our school by our attitudes and actions both on and off our campus. Therefore, we ask that members of our GBCA "Family" attending extra-curricular activities (ball games, concerts, contests, etc.) conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials, judges or members of the visiting school are not acceptable and certainly are not evidences of mature, Christian character.

Student Drivers

High school students, Juniors and Senior, who are given permission to drive to and from school should be sure to obey all traffic rules. The speed limit on campus is 5 mph. Students who drive in an unsafe manner will have their driving privilege revoked. Students should respectfully maintain the volume of their car stereo at a level not audible outside the vehicle.

Student drivers should always park vehicles in designated student parking areas. All student vehicles must be registered with the Administration office. Based on the limited availability of on campus parking, seniors and juniors are granted parking privileges on a first come first served basis. In the event student parking is still available sophomores will be granted parking privileges.

Students may not loiter in their cars at any time. Once a student has arrived on campus, he should immediately enter the building. No student should go to a vehicle during the school day without permission from the administrative office and/or the administrator. Students who drive should never allow other students to leave campus with them during the school day without permission. Parents and appropriate administrative personnel may grant permission. Students who leave campus without securing proper permission will be deemed as skipping classes and the appropriate disciplinary measures will be taken. Students found to be in violation of this policy will result in the loss of driving privileges.

Study Tips

"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." II

Timothy 2:15

- A. Schedule a regular time for study and start promptly without procrastination.
- B. Collect all of the study materials needed and set aside anything distracting. Start in a quiet place.
- C. Before beginning your work, commit your study time to God in prayer. You are His child. Studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
- D. Concentrate on the work and refuse to entertain irrelevant thoughts. Think hard!
- E. Budget your time to cover all of your studies.
- F. Skim over the whole assignment to get the main points. Then reread for details.
- G. Outline, right topic sentences, and make notes.
- H. Study the examples, maps, charts, and footnotes.
- I. Use the dictionary.
- J. Review the information you have studied.
- K. Do your own work. Do not ask for help unless you are absolutely certain that you are unable to do the work yourself.
- L. Do your own independent research on topics that are related to your class assignments.
- M. Be dissatisfied with any effort that falls short of your God-given ability. Work up to your potential. Remember, "It is sin to do less than your best."

Summer Care

A flexible Summer Camp program runs through the summer. Students will be accepted if the camper application has been received prior to camp attendance. The parent/guardian must electronically check-in/check-out each camper each day the camper is utilizing the facility. **It is the parents/guardians responsibility to ensure the proper time of camp usage.** Procedures for electronic check-in/check-out are available in the office and must be signed by the person(s) responsible for paying the account. Summer Camp charges are assessed on a 15-minute basis and charges will be posted weekly. Summer care statements/bills will be provided electronically. Fees must be paid weekly and are due in the office by Friday the following week childcare is provided. Payments received late will incur a \$10.00 late fee. Delinquent accounts may result in a termination of services.

Textbooks

A program fee is charged annually to cover the cost of textbooks and work books supplied by the school. Textbooks belong to the school and are rented to the students. The student must replace these books if the books are damaged or lost. High School students can pay a reasonable fee to purchase textbooks for personal use.

Traffic Information

Due to the amount of traffic that must enter and exit the school campus, it is absolutely essential that all drivers obey speed limits and designated traffic patterns. The paved parking area is properly marked for traffic flow by cones, and parking areas are clearly designated. The speed limit for all vehicles on campus is 5 mph. Traffic flows in a one-way pattern, and one should never attempt to travel against the flow of traffic. Delivery and pick-up of students should always occur in the designated zones.

Please refer to the traffic-flow diagram. For safety purposes delivery and pick-up should never occur in or to the right express lane.

Failure to comply with traffic rules may create an undesirable and unsafe condition on campus and on the public entry road.

Transfer Grades

GBCA will accept full credit courses/grades from educational institutions. If deemed adequate, any non-institutional courses/grades will be transferred into GBCA as standard grades/non-advanced course.

Transfer Students

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he may be placed in the grade best suited for his achievement.

Visitors

Upon arrival, visitors must receive and clearly display a visitor pass

from the office. Students not enrolled at GBCA are not allowed to visit GBCA students during daily non-public activities.

Withdrawal From School

Should it be necessary to withdraw a student from school for any reason, parents must notify the office directly as soon as possible. Tuition will be prorated and is due on the day of the withdrawal. All fees, tuition and charges (lunch, books, etc.) must be paid before school records will be released.

Elementary Division



Grades K5 – 5th

Attendance Requirements

- A. Please see pg's 16-18 of handbook.

Awards

- A. Perfect Attendance – This award is given to any student who has been present all 180 days of the school year and has had five or fewer tardies during the year.
- B. Scholastic Award - The scholarship award is given to the student who has the highest overall grade point average in the entire class
- C. Citizenship Award – This award is given to one student per class and is determined by the faculty. The award is given to the student that displays a superior attitude, friendliness, politeness and effort in the school atmosphere. The student must exhibit a superior Christian testimony.
- D. Any student proven guilty of cheating during the school year will be disqualified from receiving any major, yearly award.

Curriculum

ABeka Books and Bob Jones Press are the primary curricula used.

Discipline – Merit System

The purpose of discipline at Great Bridge Christian Academy is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere that the student finds personal security, happiness, and an absence of excessive temptations to do wrong.

- A. Incentive
- All Children in K5-5th grade who do not lose more than six merits for the entire quarter will be rewarded with a movie party at the end of the quarter.
- B. Consequences

Daily

- | | |
|----------|--|
| • Yellow | Excellent |
| • Green | 5 minutes off
recess/elective time lost |
| • Blue | 5 minutes off/Lunch Detent.
recess/elective time lost |

- Orange 5 minutes off recess/elective time lost /Lunch Detention
- Red Merit Loss
 - If a student loses two merits in a day, parents will be called in for a meeting with the principal.

Weekly

- 3 merits lost Conference with the principal
- 4 merits lost Full day loss of all privileges in class
- 5 merits lost Disciplined by principal

Quarterly

- 6 merits loss No merit party
- 10 merit loss Conference with parent, teacher, administrator, and student
- 15 merit loss 1 day in-school suspension
- 20 merits loss 1 day out-of-school suspension and zeros on all missed work
- 25 merit losses Expulsion reviewed

C. Behaviors that warrants moving a student from his/her current color:

- Disrupting others
- Off-task behavior
- Excessive talking
- Unauthorized area (Classroom)
- Not respecting others property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions

D. Behavior that warrants an immediate change of color to black and a visit to the principal:

- Fighting
- Vandalism
- Profanity
-
- Stealing
- Lying
- Insubordination
- Disrespectful to a staff member
- Inappropriate body contact with another student

Homework Policy

- A. Partial credit will be given for late homework.
- B. Late projects will be docked one letter grade for every day it is late unless cleared with the teacher or administrator.

Honor Roll

- A. Principals Honor Roll – Students who have earned all A's during the grading period.
- B. Honor Roll – Students who have earned all A's and B's during the grading period.
- C. Any grade on the report card below an 80% disqualifies a student from the honor roll.

Money

When money is sent to the school for book orders, field trips, lunches, etc., enclose it in a sealed envelope with the following information on the front:

- Teacher's name and grade
- Student's name
- Amount
- Purpose

Parent Chaperones

- A. There are times throughout the school year when parents will be asked to serve as chaperones on school-sponsored activities such as sporting events and field trips. Parents are encouraged to volunteer their services.
- B. Parent should observe the school dress code while serving as chaperones and be willing to abide by school policies.

Parties

- A. Elementary classes have the following parties each year:
 - 1. Thanksgiving
 - 2. Christmas
 - 3. Valentine's Day
 - 4. Easter
 - 5. End-of-the-Year Party
- B. Halloween parties are not allowed.
- C. Any class party or outing must be teacher sponsored.
- D. All activities must be cleared through the administration in advance of the activity. Full details as to purpose, date,

location, supervision, etc., must be presented at that time. All “surprise” parties must be cleared with the administration before such plans are made.

- E. Classroom parties may not be held at private homes or clubhouses. Parties must be held at school, city parks, or commercial locations.

Telephones/Cell Phones

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not allowed in elementary classes.

Middle School Division



Grades 6 – 8

Attendance Requirements

A. Please see pg's 16-18 of handbook.

Awards

- A. Perfect Attendance – This award is given to any student who has been present all 180 days of the school year and has had five or fewer tardies during the year.
- B. Scholastic Award - The scholastic award is given to the student who has the highest overall grade point average in the entire class.
- C. Citizenship Award – This award is given to one student per grade and is determined by the faculty. The award is given to the student that displays a superior attitude, friendliness, politeness and effort in the school atmosphere. The student must exhibit a superior Christian testimony.
- D. Any student proven guilty of cheating during the school year will be disqualified from receiving any major, yearly award.
- E. Students participating in extra-curricular athletics will be recognized for outstanding achievement or meeting participation requirements at the annual sports banquet.

Curriculum

A Beka Book, Bob Jones Press, and IEW are the curricula used in the Middle School Department.

Dating

- A. A student may not date another student who is more than two (2) grades above or below him without written permission from parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.
- B. Students (friends) should demonstrate proper behavior in their relationships. Holding hands, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.
- C. No couple should ever be alone in an unobservable or secluded location. Couples are not to sit in parked cars on school grounds.
- D. Repeated offenses may result in temporary or permanent social separation, suspension, probation or expulsion.
- E. These rules apply to non-GBCA students attending any school activity.
- F. "Dating" or "Boyfriend/Girlfriend relationships" are not considered a middle school activity. No activities are planned to encourage dating.

Discipline

Discipline is what you do “for” a student as well as what you do “to” a student. Ephesians 6:1-4 challenges us to train their actions and their minds and do our part not to provoke them to anger. It is vitally important that children learn self-discipline and respect for the rights of other people. When a problem arises, a variety of disciplinary measures will be used. As a general guideline, the following will be used though not necessarily in order listed:

- A. Verbal warning
- B. Alternate discipline methods such as: (writing essay, missing class activity, picking up paper, etc.)
- C. Demerit System
 1. When a teacher writes a demerit, he will send the demerit slip home with the student to be signed by a parent and returned the next school day.
 2. Parents will receive an email detailing the infraction and consequence of the action.
 3. Students who receive more than 20 demerits in two successive semesters will require a discipline contract and administrator approval to return.
 4. One Demerit offenses
 - Unexcused tardy
 - Homework Offense
 - Unprepared for class
 - Communicating without permission
 - Leaving seat without permission
 - Disrupting class
 5. Three Demerit offenses
 - Horseplay
 - Foolishness
 - Disrespect to student
 - Abuse of property (student assumes financial responsibility for necessary repairs)
 - Minor language (inappropriate slang, euphemism, etc.)
 6. Ten Demerits offenses
 - Disrespectful to teacher/staff
 - Direct disobedience to teacher/staff
 - Cheating/Major Plagiarism (student will receive a zero on the assignment and must redo the assignment)
 - Lying

- Stealing
 - Major language (profanity, vulgarity, etc.)
 - Fighting
7. Expulsion Offenses
 - Illegal drug usage
 - Abuse of prescription drugs
 - Distribution of prescription or illegal drugs
 - Use of alcohol
 - Immorality
 - Homosexuality
 - Bringing a firearm/weapon on campus
 - Use of tobacco products
 8. Suspensions
 - Suspension from school is a denial of the student's privilege to attend school and to participate in activities (home or away).
 - 10 demerits = 1 day in-school suspension (The student reports to school and can make up all missed work. Additional work will be given to the student)
 - 20 demerits = 1 day out-of-school suspension (The students will receive zeros for work missed).
 - 30 demerits = 3 day out-of-school suspension and approval of discipline contract by administrator to return to school)
 - 45 demerits = Administrative discretion
- D. Detention
1. Every three (3) demerits equal one detention.
 2. Detentions will be served on Tuesdays and Thursdays.
 3. Detention is from 3:15-4:00.
 4. The student must serve the detention for the issued date or as determined by the administrator.
 5. Students may only miss detention for a prior scheduled doctor's appointment. The missed detention will be served on the next day of detention.

Extracurricular Activities

Sports Program

1. Interscholastic Program
 - Boys: Basketball, Baseball, and Cross Country
 - Girls: Volleyball, Basketball, Soccer, Cross Country and Cheerleading
2. Students participating in the sports program must have a

- physical exam annually.
3. Students participating in the sports program must read and sign the sports handbook.
 4. Eligibility
 - To be eligible to participate, an athlete must attend school at least half day on the day of the game.
 - Students that accumulate an excess of 10 demerits during the sport season will forfeit eligibility for one week. Once 10 demerits have been accumulated during a season, disciplinary probation will occur for every 5 additional demerits.
 - Unless on disciplinary probation, each athlete starts the new season with full privileges.
 - If an athlete makes an "F" in any subject on a quarter progress report or report card, he/she will be declared ineligible until the next report card or progress report.
 - Athletes must maintain an overall 70% average on each progress report and report card or he/she will be declared ineligible until the next progress report or report card.
 - An athlete who is ineligible is to attend all practice sessions and attend home games and sit with the team in game day dress.
 - If an athlete becomes ineligible twice in the same season, that student will not be allowed to participate with the team for the remainder of the season. This includes postseason tournaments.
 5. Evaluation

Grades will be evaluated in the office after teacher grades are due. Once reports are issued eligibility is final, unless an incomplete is listed for subject.

Honor Roll

- A. Principals List – Students who have earned all A's during the grading period.
- B. Honor Roll – Students who have earned all A's and B's during the grading period.
- C. Any grade the report card below an 80% disqualifies a student from the honor roll.

Prayerful Consideration

Each year students are enrolled in GBCA whose attitude is not consistent with the spirit of the Academy, yet they may not receive an abundance of demerits. These students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to prayerfully evaluate each student. During each semester, the administration will meet with those students whom the faculty believes need to show spiritual improvement. If this improvement is not realized, the student may be asked to withdrawal from Great Bridge Christian Academy.

Schedule For Test and Exams

- A. In an effort to help students, there will be no more than two tests scheduled per day. Teachers will sign up for tests in advance, and parents will be notified of these test days through RenWeb.
- B. Middle school students may have a comprehensive exam at the end of each nine weeks. No cumulative exam will be given for the semester.

Telephone/Cell Phone

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not allowed in the middle school. Confiscated cell phones will be returned at the end of the day and demerits will be assigned.

High School Division



Grades 9 – 12

Attendance

- A. Please see pg's 16-18 of handbook.

Automobiles (Students)

- A. All cars, motorcycles, and mopeds must be registered in the school office. Drivers are to use vehicles for driving to and from school only. Students are not permitted to leave school grounds until school is dismissed for the day except with parent's permission.
- B. Driving privileges may be revoked for the following reasons:
 - 1. Allowing an unauthorized student to drive your car without parental permission.

2. Driving recklessly
 3. Exceeding the campus speed limit (5 m.p.h.)
 4. Transporting unauthorized students
 5. Excessive tardies
 6. Leaving campus without permission
- C. Students may not ride in private cars of other high school students going to and from school unless both sets of parents give written permission. Students in the same family are exempt from this policy.
- D. Upon arriving at school, all students must report immediately to their designated areas rather than staying in their cars. Students of the opposite sex should never remain alone in the car.
- E. Student drivers are to park in the designated parking area. Vehicles are not to occupy more than one parking space.

Awards

- A. Perfect Attendance – This award is given to any student who has been present all 180 days of the school year and has had five or fewer tardies during the year.
- B. Scholastic Award - The scholastic award is given to the student who has the highest overall grade point average in the entire class.
- C. Citizenship Award – This award is given to one student per grade and is determined by the faculty. The award is given to the student that displays a superior attitude, friendliness, politeness and effort in the school atmosphere. The student must exhibit a superior Christian testimony.
- D. Any student proven guilty of cheating during the school year will be disqualified from receiving any major, yearly award.
- E. Students participating in extra-curricular athletics will be recognized for outstanding achievement or meeting participation requirements at the annual sports banquet.
- F. Any student proven guilty of cheating during the school year will be disqualified from receiving any major yearly award.

Course Changes

- A. No course may be dropped or added unless the student meets with the principal and secures permission to do so.
- B. No courses may be dropped or added after the second full week of the school year unless unusual circumstances prevail.

Courses of Study

- A. Honors and College Prep programs require four high school math courses.
- B. Honors courses receive 5 quality points for an “A”, 4 for a “B”.
- C. In order to receive the Honors diploma at graduation, students must receive a final weighed GPA of 3.67 or higher based on applicable honors classes. Students who complete the Honors course of study, but do not attain an overall weighed GPA of 3.67, will qualify for an Advanced Diploma.

Advanced Diploma

English 9, 10, 11, 12	Bible (4)
Physical Science	Government
Biology	Geography
Chemistry	World History
Algebra I	U.S. History
Geometry	Spanish I, II, and III
Algebra II	
Pre-Calculus/Business Mathematics	
Health/Physical Education (2)	
Contemporary World Views	
Economics and Personal Finance	

Honors Diploma

Advance English I-IV	Bible (4)
Advanced Physical Science	Government
Advanced Biology	Geography
Advanced Chemistry	Advanced World History
Algebra I	Advanced U.S. History
Advanced Geometry	Spanish I, II, and III
Advanced Algebra II	
Advanced Pre-Calculus	
Health/Physical Education (2)	
Contemporary World Views	
Economics and Personal Finance	

Curriculum

A variety of engaging texts and technological classrooms are used, including A Beka, Bob Jones Press, IEW and Apex. E-books are used to expose the student to current technologies and

enhance the educational process.

Dating

- A. A student may not date another student who is more than two (2) grades above or below him without written permission from the parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.
- B. Students (friends and couples) should demonstrate proper behavior in their relationships with each other. Holding hands, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.
- C. No couple should ever be alone in an unobservable or secluded location. Couples are not to sit in parked cars on school grounds.
- D. Repeated offenses may result in temporary or permanent social separation, suspension, probation or expulsion.
- E. These rules apply to non-GBCA students attending any school activity.

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 2. Parents will receive an email detailing the infraction and consequence of the action.
 3. Students who receive more than 20 demerits in two successive semesters will require a discipline contract and pastoral staff approval to return.
 4. One Demerit offenses

- Unexcused tardy
 - Homework Offense
 - Unprepared for class
 - Communicating without permission
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 - 20 demerits = 1 day out-of-school suspension (The students will receive zeros for work missed).
 - 30 demerits = 3 day out-of-school suspension and

approval of discipline contract by pastoral staff to return to school)

- 45 demerits = Administrative discretion
9. Detention
 10. Every three (3) demerits equal one detention.
 11. Detentions will be served on Tuesdays and Thursdays.
 12. Detention is from 3:15-4:00.
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 - Unless on disciplinary probation, each athlete starts the new season with full privileges.
 - If an athlete makes an "F" in any subject on a quarter progress report or report card, he/she will be declared ineligible until the next report card or progress report.
 - Athletes must maintain an overall "C" average on each progress report and report card, or he/she will be declared ineligible until the next progress report or report card.
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Schedule for Test and Exams

- A. In an effort to help students, there will be no more than two tests scheduled per day. Teachers will sign up for tests in advance, and parents will be notified of these test days through RenWeb.
- B. High school students will have a midterm and final exam in every academic class. These exams will be cumulative in nature. The Midterm and Final Exams account for 20% of the student's semester grade average in each class.
- C. Students will have the privilege of being exempt from a final exam if they maintain a 90% or above in the academic class

for every quarter of the school year.

Telephone/Cell Phone

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are not permitted to be used in any school building during the school day. This includes the use of calculator, camera, calendar and other functions. Confiscated cell phones will be returned at the end of the day and demerits will be assigned.

A Ministry of

