



## ***2020/2021 HANDBOOK***

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## **Great Bridge Christian Academy Student Handbook 2020-2021**

*The policies stated in this handbook are intended to provide structure and guidance for the operation of Great Bridge Christian Academy. They do not address every situation that may evolve; it answers those questions regarding policy and procedure which are most frequently asked. By choosing to enroll their children in GBCA, families have indicated their support and adherence to these policies. It is the responsibility of each parent to read and review the Parent/Student Handbook and to be knowledgeable about its contents. Most policies develop out of a need to clarify a process. In addition, as GBCA has grown and encountered various situations, certain policies have been incorporated to insure maximum learning for a maximum number of students. For these reasons, situations which arise may not be addressed in this handbook; the outcomes and/or policy changes will be determined by the head of school at that time as the school board dictates. All information in the handbook is accurate at the time of writing. If a change occurs, the change will be communicated to parents. When parents, students, and staff are committed to supporting these guidelines, GBCA is able to operate smoothly, greatly benefiting the students.*

**PLEASE NOTE:** After all parents and MS/HS students have carefully read this handbook, a signature page can be found in the back pages which is to be signed by the parent, removed from the handbook, and returned to GBCA as part of the enrollment process.

Returning the signed statement indicates that you have read this handbook, understand its contents, and will support the policies and procedures within it. This is considered an important step in the registration process, and a student cannot enter without its submission.

### **Notice of Non-Discriminatory Policy**

***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, financial aid programs, and athletic and other school administered programs.***

## I. **UNDERSTANDING GREAT BRIDGE CHRISTIAN ACADEMY**

### A. HISTORY OF GBCA

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 academic growth and 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.

### B. MISSION

With the Word of God as our foundation, Great Bridge Christian Academy (GBCA) exists to assist parents in teaching students ***to glorify Jesus Christ in the pursuit of spiritual, academic, physical, and social excellence.***

### C. VISION

Great Bridge Christian Academy partners with parents to provide their children with a distinctly biblical and academically excellent education that is taught through the lens of scripture. GBCA provides an education that will develop the whole child, spiritually, academically, and socially. Our goal is to see our students learn to love the Lord with all their mind, soul, and spirit, and to become servant leaders for Christ.

### D. GOVERNANCE AND CHURCH-SCHOOL RELATIONSHIP

Great Bridge Christian Academy exists as a ministry of Great Bridge Free Will Baptist Church. School board members are the Deacons of Great Bridge FWB Church along with two (2) at-large members appointed from among school parents . At-large terms are for a period of two (2) years. The Senior Pastor serves as the chief executive of the school. The principal oversees the daily operations of the school. Teachers instruct students academically, supervise them, and care for them physically, emotionally, and spiritually. As an educational outreach, GBCA has opened its doors to the community; however, the same philosophy adopted by the church is adapted to the Christian school. Therefore, parents who become uncooperative and volubly disgruntled with the church or who become openly critical and unruly in their disagreement may lose the privilege of their children attending GBCA .

## **E. PHILOSOPHY**

At Great Bridge Christian Academy we believe in Christian education. The following is a list of key components that define Christian education at GBCA:

- The partnership among the church, the family, and the school is crucial and critical.
- The student/teacher relationship is critical to all aspects of education and is enhanced by smaller class sizes.
- Education takes place on and off campus and must include the whole child: intellectually, physically, spiritually, emotionally, and socially.
- Biblical character and morals set the tone in all we do.
- Teaching and learning must be done with a biblical perspective that promotes the Bible and its principles.
- Teaching and learning must be engaging and participatory.
- Academic instruction must support and promote biblical truth and biblical worldview where Christ is preeminent and the view of the future is an eternal one.
- Coupled with salvation and discipleship, the ultimate aim of education is to provide quality education which enhances the ability to pursue God's calling on individual lives.

## **F. STATEMENTS OF FAITH**

- We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible and authoritative rule of faith and practice. (1 Timothy 3:15, II Peter 1:21)
- We believe that there is one God, who eternally exists in three persons, Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 2:9), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe that for the salvation of the lost, regeneration by the Holy Spirit is absolutely essential. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection where they stand before the judgment seat of Christ. (John 5:28-29)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the Genesis account of the creation of man as opposed to the theory of evolution. (Genesis 1:1)
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25)

## **G. EXPECTED STUDENT LEARNING RESULTS - GOALS/OBJECTIVES**

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 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 School Wide Outcomes” (ESOs). 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.”

### **ESO = EXPECTED SCHOOL WIDE OUTCOMES BE AN EAGLE!**

#### **ESO #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

#### **ESO #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

#### **ESO #3: GLOBAL MEMBERS OF SOCIETY**

Good stewards of their environment; refuses to bully; team player; appreciates and respects cultural diversity from around the world; compassionate to those less fortunate

#### **ESO #4: LIFE-LONG LEARNERS**

Enjoys learning; mindful of and uses their God-given gifts and talents; sets goals for self-improvement

#### **ESO #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 texts

## H. AFFILIATIONS AND ACCREDITATION

### Defining Accreditation:

Accreditation means that an institution is fulfilling its stated purpose with integrity and excellence. Accreditation is the process in which competency, authority, and credibility is presented and is largely determined by viewing documentation which confirms the school's credibility by meeting National Accreditation of Private Schools (NAPS) standards for accreditation. (<https://napsschools.org/>)

The purpose of the Accreditation is to establish and maintain high, uniform standards through a thorough review and validation process. Private schools can operate without accreditation and still provide a quality education. However, a school who chooses to go through the accreditation process agrees to first review every facet of their organization, give themselves a grade of sorts, and make a plan to improve on areas of weakness. Once finished with their own review, an accreditation agency, made up of a qualified team of educators will do an on-site visit of the school and examine every facet of the school's program to validate compliance with standards and determine whether it is operating within the published guidelines of the accrediting agency. Christian accreditation requirements identify educational and spiritual criteria which establish high expectations for Christian schools.

### **GBCA holds an accreditation with the National Association of Private Schools (NAPS)**

***"The National Association of Private Schools*** is a consortium of Christian educators and schools from across the United States. The association is dedicated to recognizing and improving the character and educational quality of private schools. The National Association of Private Schools is a non-profit educational organization, which provides educational assistance and accreditation for church schools, private Christian schools and Christian home school academies that maintain a credible, traditional education program for Pre-K through 12th grade. The purpose of the National Association of Private Schools is to assist and complement existing school programs. NAPS is a ministry of help which, when properly instituted, will be of great benefit to many school programs." (<https://napsschools.org/>)

Future Plans: GBCA is preparing itself for candidacy status with the Association of Christian Schools International (ACSI). **GBCA is a member of ACSI.**

"Accreditation with ACSI engages schools in a vigorous, holistic process of organizational appraisal and improvement that engages every school constituents. Our program is a highly regarded Christian program for member schools. ***We have partnerships with all of the U.S. regional accreditation agencies and offer joint accreditation with numerous accrediting organizations.*** Every step in our accreditation process is designed to be useful for driving

improvement in private schools. If you are striving for excellence based on a solid Christian philosophy of education, consider exploring our program.” (<http://www.acsi.org>)

## **I. PLEDGES**

The following pledges are recited by GBCA students on a daily basis:

- Pledge to the American Flag  
“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.”
- Pledge to the Christian Flag  
“I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior crucified, risen, and coming again, with life and liberty to all who believe.”
- Pledge to the Bible  
“I pledge allegiance to the Bible, God’s Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.”

## **J. MASCOT**

Eagles are pictured as victorious, strong, powerful, and soaring. We can learn so much from the eagle about soaring high through adversities and trials in life. We already have the victory in Christ and possess the strength and power the Lord gives us to get through our storms. It is for this reason we have chosen the EAGLE to be the mascot of Great Bridge Christian Academy. *Those who wait on the LORD shall renew their strength; they shall mount up with wings like eagles, they shall run and not be weary, they shall walk and not faint. (Isaiah 40:31).*

## **II. GENERAL POLICIES**

### **A. ADMISSIONS POLICIES AND PROCEDURES**

1. Interested families should schedule an appointment for a tour of GBCA. Please bring copies of recent report cards or testing if possible.
2. Parents must complete an application with the non-refundable application fee and submit a release for records form to the child's current school. Submit the original Birth Certificate and Social Security Card.
3. Upon receipt of the above, an appointment is scheduled for an interview with the principal, pastor, and the student's entrance exam (assessment screening).
4. If accepted, the registration process follows. The registration form, Health Consent and Waiver form, the original Birth Certificate and Social Security Card, Immunization Records, non-refundable registration fee, and signed handbook receipt pages must be submitted at the time of registration. The curriculum fee is due no later than June 30. Any updated immunization records are due no later than the first day of school.
5. Parents must complete the enrollment process for FACTS Tuition Management System online within 7 days @ <http://online.factsmgt.com/signin>
6. Registration is an annual process; registering on a timely basis ensures a place in the classroom. When classroom capacity has been reached, registration may not be open for another classroom at which point an enrollment pool is formed.
7. GBCA will NOT accept a student who is currently expelled from another school.

### **B. CHILD CUSTODY**

Any student for whom the court has granted custody to an individual parent or person must have a copy of official court documentation as verification to be included in his/her student file. GBCA will comply with the court-ordered mandates as written in the latest copy provided to the school. This paperwork must be submitted prior to acceptance.

### **C. SCHOOL HOURS/ARRIVAL/DISMISSAL**

1. Arrival and Dismissal Times
  - 8:00 a.m. Class begins. Students are tardy if not seated at this time.
  - 3:00 p.m. Elementary dismissal
  - 3:05 p.m. MS/HS dismissal
2. Unless enrolled in the Morning Care Program, no students are to be dropped off before 7:45 a.m. Safety is key, and personnel are not available to supervise students before that time. Enrollment into the Morning and After School Program is done through the Early Childhood Development (ECD) office. If an unauthorized student is dropped off prior to 7:45 a.m., he/she will be escorted to the Morning Care Program and the family charged a \$10 drop in rate per occurrence.
3. Students arriving after 8:00 a.m. report to the main office to sign in and receive a tardy slip.
4. Cars are not to be left in the Fire Lane in front of the building; it is a drop-off zone only.

5. Student drivers must park only in those areas designated for student drivers. They should arrive on campus no earlier than 7:45 a.m. and should report directly to their first bell upon arrival. In the case of a special event (athletic practice, field trips, etc.) that requires an early arrival time, parents will be informed in writing or by email.
6. Unauthorized individuals may not use parking spaces reserved for the handicapped.
7. Parents and students must use the school entrance when entering and exiting the building, at all times.
8. Dismissal:
  - a. Elementary Grades (K-5) Students are released to the parent or other authorized adult in the car line.
  - b. The minutes before and after school are for staff to focus on the students and other commitments respectively. Please do not come to the classroom to engage the teacher in conversation.
  - c. Dismissal time is a good time to touch base very quickly with the teacher, but parents should not attempt to involve him/her in an impromptu conference at this time. Please send a note/email to your child's teacher or call the school office to leave a message to schedule a time when you can be given 100% of the teacher's attention.
  - d. On Tuesdays at 3:20 p.m., staff meetings begin and teachers cannot take the time to converse. Please help by picking up students on time and initiating discussions at another time.
  - e. Students will only be released to those persons on the list you provided at registration unless you provide a change in writing which has been signed and dated. Individuals unknown to the staff will be asked to show ID. For the safety of your child, we cannot make exceptions.
  - f. If a child is to be dismissed early, please send a note in advance stating when and the reason why. This allows the teacher to have your child and his/her things ready and waiting for the office to call without causing an interruption in the classroom. The student will be signed out at the main office.
  - g. Students staying for special events, meetings, or athletic practices are also released from their last bell and are to report to the designated supervised location no later than 3:00 p.m. (Elementary) or 3:05 p.m. (MS/HS).
  - h. No high school student may be dismissed to the student parking lot area unless they are a driver or ride to/from school with a student driver.
  - i. Students who drive to school must leave campus by 3:15 p.m. each day unless attending a GBCA supervised event (tutoring, athletic practice, scheduled club meeting, etc.). Student drivers leaving early must sign out through the main office before leaving.
  - j. Any high school student remaining on campus after 3:15 p.m. who is not attending an event may do so only under the direct supervision of GBCA faculty/staff.
  - k. High school students who violate the privilege of the independence of dismissal time will be referred for disciplinary action.

- l. Morning and After School Care is available for students in grades K through 12 through the Early Childhood Director.
- m. Late Pickups: Dismissal is 3:00 p.m. (Elementary) or 3:05 p.m. (MS/HS). Teachers make every attempt to have students to the pick-up locations at that time. Parents, by the same token, are expected to make every attempt to pick up their students at 3:00 p.m. (Elementary) or 3:05 p.m. (MS/HS), enabling teachers to be timely for their meetings, conferences, and after school commitments. The end of the 15-minute grace period should NOT be viewed as the pick-up time.
- n. Students who have NOT been picked up by 3:15 p.m., and who are not registered for After School Care, will be placed with a supervising teacher and parents will be charged a \$10.00 drop in rate per child for this aftercare service.
- o. Although dates are established on the school calendar, there remains the possibility of a change during the school year. Reasons include – but are not limited to – inclement weather, unexpected need for facility use, direction of staff, professional development, facility changes, and the make up time missed for aforementioned reasons. Changes will be relayed as soon as possible.

#### **D. ATTENDANCE**

1. Regular attendance is essential to successful schoolwork. Parents should carefully consider the necessity of the absence. At the same time, a student who is running a fever or is contagious should be home recuperating. Absences are classified either as excused or unexcused.
2. Examples of ***excused absences*** include illness, injury, marriage in the immediate family, death in the family, and mandated court appearances. ***Excused absences*** for other reasons must be approved in advance by the administration. Without approval, it becomes an unexcused absence.
3. When a student has been absent, the parents can submit a note of excuse to the following email address: [attendance@greatbridgefwb.com](mailto:attendance@greatbridgefwb.com)
4. Notes are due by the time the student returns and after five days the absence will be permanently recorded as unexcused.
5. Students with excused absences are responsible to arrange with their teachers to make up work promptly. *The amount of time that students will have to make up work is the number of days absent plus one.* If a test is scheduled the day a student is absent, he/she will be expected to *take the test the first day he/she is present* unless the teacher has made a different arrangement.
6. A K-8 student must be present at *least three and a half hours to be counted present* for the full day. The same applies for students in grades 9–12 for the purpose of recording yearly attendance, but attendance is recorded by class period in regards to make-up work and discipline for truancy.
7. *Parents are to submit a written note if a student is to be dismissed early for a necessary appointment.* Dismissal takes place at the main office. Students are responsible for the

next day's work when leaving early, as well as completing the current day's assignments.

8. Students are required to attend school on activity days (field days, field trips, etc.). Off-site activities are part of the educational process in which all students participate.
9. At the high school level, students absent more than 20 days in any individual class/subject will receive an F for that course without authorization by the principal.
10. State law requires that certain mandatory meetings take place that are related to attendance. The following are to take place: *When a student has 5 unexcused absences for the year, the principal will meet with the parents and develop a plan to correct the attendance issues. If the student reaches 7 unexcused absences for the year, the school is required to report the student as chronically truant.* For clarification, any unexcused absence is considered truant. The frequencies listed above show a pattern of chronic truancy.
11. A student having excessive absences could potentially result in dismissal from school; excessive absenteeism and tardiness can also impact administrative decisions regarding re-enrollment for the following year.
12. Excessive absences is defined as 7 unexcused absences or 20 total absences for the year. Students with 20 or more absences will most likely be retained in the current grade or classes.
13. No refunds are made for absences.

#### **E. TARDIES (5 TARDIES = 1 ABSENCE)**

One of the character traits we desire for GBCA students is punctuality.

1. Students are expected to be in their seats ready for instruction by 8:00 a.m.
2. Examples of **excused** tardiness:
  - a. Having a flat tire/vehicle breakdown on your way to school
  - b. Being personally involved in an accident on the way to school
  - c. Traffic at a standstill due to traffic accident
  - d. Doctor's appointment of tardy child
4. Examples of **unexcused** tardiness:
  - a. Oversleeping; alarm clock not going off
  - b. Difficulty getting family members to move as quickly as needed
  - c. Heavy traffic patterns
  - d. No transportation
  - e. Parent not feeling well
  - f. The need to finish school work
  - g. Accompanying someone else to a doctor's appointment or meeting

## **F. LUNCHES**

GBCA offers a unique and varied lunch menu. We have developed relationships with some local food establishments. These restaurants deliver pre-ordered lunches directly to the school. Lunch forms are to be filled out, totaled, and turned in to the school at the beginning of each week.

Students that forget their lunch on a given day, will be given and charged for a “forget me lunch”.

Students may also order off the school’s daily menu or bring their own lunch.

Lunches will be billed monthly through incidental billing through FACTS. Lunches can also be paid for through the office with cash or check.

## **G. SCHOOL OFFICE**

1. The school office hours are Monday-Friday 7:45 - 4:00.

School office hours may vary during summer, school vacations or times of inclement weather. The hours will be communicated to the parents ahead of time as soon as possible.

2. Phone calls are answered by Mrs. Barnes who then directs the call to the appropriate department. If your forwarded call is unanswered, please leave a message, and your call will be returned as soon as possible. If it is an emergency, call back and tell Mrs. Barnes.

3. Parents wishing to talk with a child’s teacher may schedule an appointment by contacting the school by phone, email, note, or through avenues relayed by the teacher.

4. During the school day, forgotten lunches, homework, books, etc. may be left in the main office to be delivered. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOMS; this causes interruptions or distractions which can be avoided. It is also a safety violation.

5. It is essential, for the sake of the child, that any changes in phone numbers, address, pick-up information, or custody issues be given to both the office and the teacher at the time of the occurrence. Copies of updated court decisions need to be submitted when changes in custody occur.

6. The school office is very busy. Therefore, we ask parents not to assemble at the office or waiting area outside the office. We respectfully ask that parents not “hang out” while their student is in school.

## **H. VISITORS**

All visitors, including parents and volunteers, must sign in and out at the main office and wear a visitor’s badge indicating they have legitimate business at the school. In the event of an emergency, it is critical to know who is in the building.

## **I. SCHOOL CLOSINGS**

Occasionally, school may be closed due to poor weather conditions. Because our students come from the same areas as those of Chesapeake County, we follow suit with their decisions;

for example, when Chesapeake County has a 2-hour delay, GBCA grade school has a 2-hour delay. Should there be any exceptions to this, you will be notified.

If the road conditions in your immediate area presents a problem, it is your decision whether or not to pick up your child early. If you decide to do so, please call us before leaving so the teacher will have time to get your child and his assignments and belongings together in an orderly way. Parents of student drivers may call the office to request that their child be released early or to inform staff of alternative arrangements.

GBCA will make every effort to announce school closings on:

Channel 3 WTKR TV

Channel 10 WAVY TV

Channel 13 WVEC TV

## **J. IMAGES, PHOTOS, VIDEOS, DVDs**

GBCA staff takes pictures and videos throughout the year for a number of purposes. These include, but are not limited to: bulletin boards in the building, presentations for the children and their families, the teaching of technological skills, and promoting Great Bridge Christian Academy through the church, advertisements, DVDs, and the internet/social media to name a few. As stated in the registration, these pictures/videos/DVDs are in no way sold for profit but can be used for the benefit of Great Bridge Christian Academy.

## **K. LOST & FOUND**

Please write the student's name on all personal items for identification. If an item is missing, parents may search through the lost and found items on display each month in the front foyer. Anyone finding misplaced items are asked to turn them in to the main office.

Unclaimed lost and found items will be donated to charity.

GBCA is not responsible for the loss of any personal property.

## **L. WITHDRAWAL & DISMISSAL**

Should it be necessary to withdraw a student from school for any reason, parents must notify the office directly as soon as possible. A fee of \$500 will be charged for early withdrawal, unless it is a job related transfer. Tuition will be prorated and is due on the day of withdrawal. All fees, tuition, and charges (lunch, library, etc.) must be paid before school records will be released.

1. If withdrawn/dismitted in the middle of any quarterly grading period, course grades will be recorded as withdrawal/pass (W/P) or withdrawal/fail (W/F), and no credits will be issued on the official transcript.
2. If withdrawn/dismitted at semester – or following the completed fall semester – half credits will be issued for any year-long course passed to date as well as for any semester-long electives. In order to be awarded this half credit, the student must have completed the work for the semester, met attendance requirements for passing, and taken the semester exam.

## **M. REQUESTS FOR RECORDS AND DOCUMENTATION**

A minimum of one week is required for all requested records or documentation (i.e. teacher recommendations, teacher assessment forms, transcripts, student records, and the like). It is GBCA's responsibility to then submit the documentation directly to the requesting recipient as long as accounts are closed out and there is no balance.

## **III. PAYMENT POLICIES**

### **A. FACTS (Fast Automatic Cash Transfer System)**

GBCA partners with FACTS tuition Management to process tuition payments and child care fees. Although withdrawal through a bank account is the more frequently chosen option, credit cards that can be processed through FACTS include Visa, Master Card, and Discover. All payments made by credit card will be charged a convenience fee.

Athletic activity fees and other expenses (uniforms, cheer outfits and accessories, etc.) are invoiced through FACTS. Incidental expenses such as field trips, lunch tickets, PE uniforms, spirit wear, library fees, etc. may be set up to be paid electronically by an automated withdrawal through either a bank account or credit card. With the use of FACTS, GBCA will also accept checks for application fees, initial registration, and the billing of incidentals (i.e. field trips, library fines, and book replacement, etc.).

Checks returned for insufficient funds will be charged an additional \$35.

Once registration has taken place, families will need to complete the FACTS enrollment process online. Information will be provided if needed for families to walk them through the process, and help will be available through the business office or school office to address any questions or assist in enrolling. Once a family's enrollment is complete, they will have 24 hours a day on-line access to the FACTS Parent Dashboard where they can view billing information, switch accounts for payments, or make credit card payments online. For more information regarding FACTS please refer to their website: <https://online.factsmgt.com/signin/>.

### **B. PAYMENTS & DUE DATES**

1. Tuition may be paid in a lump sum, in advance, or in ten equal payments (August 1 – May 1). Lump Sum payments must be paid in full before July 1st to obtain a reduction in tuition. Lump sum payments are also set up through FACTS.
2. Curriculum fees can be added to FACTS at registration and are drafted from your first payment.
3. GBCA charges a \$35 late fee to the FACTS account for insufficient funds which pertains to both checks written to GBCA and FACTS accounts which are insufficiently funded.

GBCA is able to meet its financial obligations only when payments are made regularly. FACTS Tuition Management System also charges a fee; maintaining adequate coverage in the account is in everyone's best interest.

4. No refunds or partial refunds will be made on application or registration fees, camp fees, field trip expenses, sports fees, high school class dues/student accounts, or other school fees.
5. Financial adjustments will not be made for absences.
6. Book replacement costs, PE uniform expense, library fees, property damage, field trips, lunch charges, charges for insufficient funds, etc. may be set up to be billed through FACTS.
7. In the event of withdrawal from school, a two week notice is required. All payments must be made through the calendar month in which the student leaves. For more information on withdrawing, read the "Withdrawal and Dismissal" section.
8. All financial obligations must be received by the school before a student's records are released to another school or the report card is sent home. This includes but is not limited to: tuition, book fees, before and after school care, child care, lunches, library fines, unpaid fundraising obligations, and school damages.
9. GBCA makes every attempt to keep tuition as low as possible. Because its services are funded through tuition payments and fundraising, it is essential that all GBCA families participate in all fundraising efforts.
10. Report cards are withheld at the end of each marking period if the account is not up to date for any reason and pertains to all programs. It is helpful for the parent to communicate extenuating circumstances to an administrator. The report card is released when financial obligations are met.

## C. FINANCIAL AID

This program has been set up through Great Bridge Christian Academy to help families who have a financial need and **must apply on an annual basis**. Recipients of Financial Aid monies will be determined by the GBCA School Board under the direction of the administration. Interested parents need to apply online at [www.greatbridgechristian.com](http://www.greatbridgechristian.com). Click on the FACTS link and submit an application to be considered for scholarship funds.

## D. DISCOUNTS

Great Bridge Christian Academy offers a number of discounts or incentives to assist families with their financial commitment. Multiple discounts are not used simultaneously; a qualifying GBCA family selects the discount of its choice.

1. Lump Sum: A discount on tuition is given if all tuition and fees have been paid no later than September 1st. The discount percentage is as follows: 5% if paid no later than July 1st, 3% if paid no later than September 1st.
2. Multiple Child Discount: For families with two or more children in the K4-12 grades will receive a tuition discount of \$500.00 for each additional child.

3. Referral Incentive Program: GBCA parents/guardians may take advantage of our Referral Incentive program. If a GBCA parent/guardian recommends Great Bridge Christian Academy to a family not presently seeking enrollment, the family who enrolls their graded school children as a direct result of the recommendation fills out a referral form which is presented at the time of registration. After the student has been at GBCA at least 2 months, the referring parent could receive a \$250.00 tuition credit.
4. Great Bridge Free Will Baptist Church: Members of Great Bridge Free Will Baptist Church who are in good standing are eligible for a 10% tuition discount.

## **IV. ACADEMICS**

### **A. CURRICULUM**

In the elementary and middle school levels, the primary published textbooks used at Great Bridge Christian Academy are ABeka and Bob Jones. These provide a solid academic base with an integrated Christian perspective. One of the strengths of the Abeka materials is the repetition provided to reinforce skills previously learned and providing additional practice if needed. One of the strengths of BJU (Bob Jones) resources is the fostering of critical thinking skills.

However, as in all printed curriculum, there is a need to supplement with activities, projects, materials, other texts, and additional academic content that engages the students' interest and helps them to apply and extend their newfound knowledge as well as understanding at their respective levels.

### **B. SPIRITUAL EMPHASIS**

Weekly Chapel services bring the students together in a worship setting. Chapels are broken down by age group to ensure the speakers can relate the message to the group: grades K4-K5, 1st-5th, and 6th-12th. Worship, announcements, and recognitions are a prelude to the speakers who actively engage the students in what is communicated.

### **C. MIDDLE SCHOOL ACADEMICS**

#### *8TH GRADE STUDENTS EARNING HIGH SCHOOL CREDITS-*

*Students in the eighth grade at Great Bridge Christian Academy have the opportunity to earn three (3) high school level credits: one in, Algebra I, Earth Science, and PE/Health.*

### **D. SECONDARY DIVISION COURSE SELECTION AND SCHEDULING**

Students in grades 7-12 are assigned a schedule at the start of the school year which contains all of the required core courses.

All registered high school students receive a High School Plan of Study prior to the start of their freshman year. The Plan of Study outlines the core courses required for each of the two diploma

types, lists elective courses by year, and highlights graduation requirements. Students are then guided in choosing their course of study, including identifying courses to be taken at the honor's level, for the upcoming year.

The Plan of Study is signed by parents. When it is returned with parent signatures, the student is officially registered for courses. This process is repeated yearly. All students are advised on at least an annual basis, and the Plan of Study is monitored each year in regards to staying on track for graduation.

Students receive their official schedule at Orientation prior to the beginning of each school year.

## **E. PREPARING FOR COLLEGE**

The graduation requirements and level of difficulty of coursework are aimed primarily at college-bound students. High school students at GBCA should choose a diploma track and course of study that prepares them to enter into their desired field of study and their desired college or university. They should take into account their abilities, interests, past performance, and plans for the future. They should also become knowledgeable about colleges that they may wish to attend, especially in regards to their admission requirements.

In looking at types of diplomas, it is important to realize that the **Advanced** Studies Diploma will include those courses necessary to meet the admittance requirements for most 4 year colleges. For some of the more selective colleges and majors, it will be necessary to consider additional courses, especially in the arena of dual enrollment. Great Bridge Christian Academy will encourage studies through honor level courses, the promotion of dual enrollment, and consideration of attaining credits for courses not offered on site through high school level online courses.

The **Standard** Diploma will include those courses and credits necessary to meet the entrance requirements of many two and four-year colleges, but may not include rigorous enough levels of study for more competitive schools. The standard diploma may also be an appropriate avenue of study for students wishing to enter the military or go directly into the workforce following high school.

In looking at a course of study, students and parents should be aware of what colleges look for in regards to course work completed during high school. Colleges prefer that students take challenging courses and pursue a full academic load each of their four years of high school. In general, students should take as much math and science as they can.

At GBCA, completing three years of math including Algebra I, Geometry, and Algebra II is required of all students. This will meet the minimum math requirement of most colleges. Math above the level of Algebra II is recommended for all students who can successfully complete such coursework. In addition, all students at GBCA will be required to complete two years of

science above the ninth grade level. This means that all students will complete Earth or Physical Science, Biology, and Chemistry. An additional science course completed above that level will further the chances of admittance into a more rigorous college. Finally, many colleges list a foreign language requirement for admittance and strongly recommend at least three years, something GBCA has in place. Even colleges that do not require the foreign language often indicate that it is desirable.

In addition, many colleges look very positively on the completion of online coursework, especially at the college level. Because of this, GBCA will encourage students who qualify, to complete a dual-enrollment, college level course at least once during their high school career. Careful consideration to course completion, diploma type, and possible dual-enrollment combined with GBCA’s emphasis on community service will provide students with the opportunity to be competitive in the college admittance process.

## F. HIGH SCHOOL COURSE OF STUDY & GRADUATION REQUIREMENTS

Great Bridge Christian Academy’s graduation requirements exceed those required by the Virginia Department of Education and are aimed at increasing the likelihood of college admittance through strong academic requirements, as well as providing a solid foundation of instruction in Bible and character development.

There are two diploma types offered at GBCA: the **Standard** Diploma and the **Advanced** Studies Diploma. (A third type, a basic diploma, may be considered on an individual needs basis, but is designed for those students who do not plan to attend 4-year colleges. If approved for an individual student, it would require the basic state minimum course and credit standards.)

In general, it is recommended that all students enter the *ninth* grade working towards an **Advanced** Studies Diploma. Students are advised to check with colleges and universities that they are interested in attending as early as their *freshman* year, to determine specific coursework they will need to complete in high school. The following chart outlines the course of study for each diploma type. The units of credits represent the minimum number required for each type of diploma. Most students will have the opportunity to exceed those numbers through the completion of additional elective and/or dual enrollment coursework.

Coursework	Units or Credit Required -Standard Diploma-	Units or Credit Required -Advanced Diploma-
Bible	4	4
English	4 Or one for each year of high school enrollment in GBCA	4 Or one for each year of high school enrollment in GBCA

Math	3	4
Laboratory Science	3	4
History & Social Studies	3	4
Health & Physical Education	2	2
Foreign Language	2	3-4 (3 years of a single language or 2 years each of 2 languages)
Fine Arts and/or Technology		1
Economics/Personal Finance	1	1
Other Electives (may include credits in Fine Arts and/or Technology)	2	2 (dependent on foreign language)
Total Required Credits	24	29

\*In addition to completing the required academic coursework and credits, graduates of Great Bridge Christian Academy are required to meet the yearly hours required for community service. A total of 100 hours for students who have been enrolled for four years or 25 hours per year for each year enrolled.

\*All students are also required to complete at least one virtual course as required by the state of Virginia for both standard and advanced diploma types.

**G. HIGH SCHOOL DUAL ENROLLMENT**

High school juniors and seniors may choose to enroll through the local community college system or online at any approved college or university in college level courses while still enrolled as a high school student at GBCA. In general, this is recommended for juniors and seniors only, though students in advanced standing as a sophomore may be considered for this option. Dual enrollment courses earn “concurrent credits”, meaning the credits may count both towards high school and college.

Students may choose college level courses in two ways:

1. The administration can approve a college-level course as a high school elective in an area of instruction that is not offered at GBCA. For example: A student may know that Art Appreciation will fill a college level humanities requirement at his desired college, and he may choose to take that course at the college level his senior year. Upon completion of the course, he would be granted one high school elective credit, and the course would be included on his high school transcript. He would then also have a college transcript marked with the appropriate course and credits to submit when applying to colleges. (It is important to note that all colleges have different policies regarding transfer credits. It is up to the parents and students to investigate the policies for transfer credits by the colleges of their choosing.)
2. GBCA reserves the right not to apply dual-enrollment credits that are the same as credits offered at GBCA. An example would be a student taking English 101 and 102 as a dual-enrollment course instead of taking English 12 at GBCA. The student would still need to take the course at GBCA to receive High School credit. However, the student would receive college credit for the dual-enrollment course. As a general rule, students should take all courses needed for High School graduation at GBCA unless there is an unresolvable conflict with the student's schedule or admissions concerns for the student's chosen college.

In either case, it is important to note that students should be carefully advised regarding concurrent credits and dual enrollment. GBCA will advise parents and students prior to any enrollment in college level courses regarding both risks and potential advantages. In addition, parents are responsible for all additional tuition and book costs associated with college courses.

Once a student is enrolled, GBCA will support the student through avenues including: advising, a possible assigned class period to work on online coursework, and instructional support where possible. Dual enrollment will be both supported and encouraged for qualified students who desire it. Many colleges and universities look very favorably on students who have demonstrated the drive and ability to have successfully completed college level credit prior to admittance, thus enhancing the possibilities for college acceptance. The online experience also contributes to preparing students for the use of technology required at most colleges and universities.

## **H. HIGH SCHOOL HONORS COURSEWORK**

High school students at Great Bridge Christian Academy have the opportunity to complete honors level coursework and have it reflected on their official transcript, as well as weighted in GPA calculations. This can be accomplished in one of two ways:

1. Qualified students have the opportunity to complete dual enrollment college classes (concurrent credits) at the upper grade levels for honors credit.
2. Qualified students may enroll in the Honors Component Program and receive honor's level credit.

Additional elective courses beyond the core curriculum will also be available at the honors level as the high school grades expand. These honors level courses will be conducted according to the following Honors Program.

The Honors Component Program combines honors and regular class students together in one class period. The teacher instructs the class as a whole, offering advanced level instructional supplements to students enrolled in the Honors Program. The honors level work is comprised of a combination of any of the following:

- Completion of additional reading and/or research
- Use of an online platform for completion of advanced level work and/or group discussions
- Completion of additional projects and/or project components
- Completion of additional assignments or additional parts of class assignments
- Additional test/quiz/exam questions posed to address higher levels of application and critical thinking, as well as to cover advanced material presented
- Viewing of additional assigned internet videos/resources
- Independent or school sponsored field trips
- Oral presentations prepared and presented on advanced subject areas

Teachers plan for a portion of class time to be used for direct instruction aimed at the honors level students, as well as for enhancing teaching to all. They also provide additional instructional resources and prepare assignments aimed at independent learning. Honors students may sometimes be grouped together for class projects or activities and be given advanced work as a group. Teachers are required to submit all honors component requirements in advance of the start of class for approval by the administration. They also note specifics related to honors level instruction and educational objectives as a part of their lesson planning each week. The administration will, in turn, assure for consistency in honors level expectations and validity of honors level credit.

Students are given the opportunity to enroll in the Honors Program at the time of course selection prior to the school year. In order to be officially accepted into the program in any individual or group of courses, the following criteria must be met:

- Students must have earned a final grade of B+ or better in the regular subject area course during the previous school year or a B or better in an honors subject area course (may be waived in elective course areas such as Art or Music)
- Student must have the signed approval of parents
- Enrollment must be approved by GBCA administration

Honors classes works as follows:

- It is recommended that qualified students limit the number of Honors Program classes they take each year. The maximum number of honors courses recommended at each grade level is: Freshman – 2, Sophomores – 3, Juniors and Seniors – 4. The availability of Honors Courses will be determined each year. Students should consider their options closely and be prepared to give additional time and effort to school work in any honors level course.
- Students must maintain an average of C+ or better in the honors class on all interim and quarterly grades throughout the 3rd quarter to remain in the program for that course.
- Students may drop the honors level at any time through the end of the 3rd quarter, but all grades earned to date at the honors level will stand. The grade at the time of the change will reflect any honors level tests, quizzes, or assignments for which the due date has passed.
- A parent signature of approval will be required to drop out of the honors level of any class.
- Students may not join into an honors class after the first week of school.
- Transfer students who enroll after the start of the school year may only elect to enroll in an honors class if they were enrolled in an honors level class in the same subject in their previous school and transfer with a standing grade equivalent of a B or better. In the calculation of Grade Point Average, honors classes and advanced math/science classes are weighted by .5 GPA points. Advanced Placement and Dual Enrollment classes are weighted by 1 GPA point.

## **I. HIGH SCHOOL LEADERSHIP/COMMUNITY SERVICE**

GBCA encourages all students to engage in community service work. Students completing community service work will be able to submit written verification on the provided GBCA Community Service Form. Community Service hours will be recorded on students' transcripts. Many colleges look favorably on community service hours during the admissions process. Students are expected to perform 100 hours of community service during their four years of high school at GBCA. Students transferring in will be expected to perform 25 hours per year.

## **J. LIBRARY MEDIA CENTER**

1. Kindergarten students may check out one book per week.
2. First through fifth grade students may check out two books per week. Books are due back at the end of one week.
3. While first through fifth grade students go to Library class as a weekly instructional resource class, students in grades six and above have opportunities to utilize the media center throughout the week. Teachers in the secondary grades incorporate library time in various subject areas, giving students the opportunity to utilize the media center not only for personal reading pleasure, but in support of core academic instruction. Students in the secondary grades may check out two books at a time, with books being due back in

two weeks. Parents are encouraged to also provide time for use of local public libraries outside of the regular school hours.

4. Books can be renewed for one week only.
5. No additional books may be checked out until previous ones have been returned.
6. Only books or materials which are checked out are to leave the library.
7. No eating or drinking in the library is allowed unless orchestrated by the librarian.
8. There is a one day grace period for returning books by the due date. The grace period ends at 3:00 the day following the due date.
9. There is a late fee of \$.05 per day per book.
10. Books that are lost or damaged beyond repair will need to be paid for by the end of the grading period or parents can purchase the replacement. This decision must be coordinated with the Librarian.

## **K. COMPUTERS**

GBCA students are blessed with access to a computer lab. Computers and technology are valuable tools when used appropriately and constructively. Please adhere to the following:

Pertaining to both Elementary and Secondary Levels:

1. All electronic devices are used only with a teacher's permission and according to the teacher's instructions.
2. Do not log on under another person's name.
3. Computers are to be handled carefully and respectfully.
4. Downloading of games, files, copyrighted items, or viruses is prohibited.
5. Do not go to sites/links to which the teacher has not instructed you to go.
6. Computers may not be used for, or related to, any illegal, inappropriate or obscene use. They may not be used to violate laws regarding licensure, privacy, confidentiality, security, etc.
7. Computers may not be used to insult, slander, discriminate, or bully.
8. Students are not to change or modify hardware or software configurations or settings.
9. Proper shutdown procedures must always be followed.
10. The tech team has features on the computers in place to filter material and daily reimaged files to prevent unwanted materials from coming through. However, should students discover something inappropriate, it is their responsibility to immediately avoid it and report it to the supervising adult.
11. Drinks and snacks are not permitted in the computer lab or near classroom computers.

Should a student fail to adhere to the above policies, disciplinary action will take place. Such action is determined by the administrator in accordance with the offence, and may include the discontinuation of computer use privileges. Any/all expenses related to the offence are the responsibility of the student/parent and will be billed accordingly.

## M. HOMEWORK

### 1. Materials

- a. An assignment book is provided through the curriculum fee to record assignments and projects on a daily basis for grades K-5 through 5th. Each student is responsible for having a record of all work assigned, taking this assignment book home every night and completing assignments on a timely basis.
- b. Supply lists are distributed for each grade level and can be found on the GBCA website. Lists vary according to the curriculum needs and the individual teacher's plans. Supplies need to be replaced as used.
- c. Additional supplies and materials may be requested during the year for specific projects and needs as they occur.
- d. Students are responsible for taking needed books and supplies home and returning them and the completed work the following morning.

### 2. Late Work

When work is missed because of an **excused** absence, a student has the number of days missed plus one to make up missed work. A scheduled test missed due to absence will be taken the first day the student is present, unless a prior arrangement has been made with the teacher. If work is not made up on time, a letter grade reduction per day will be assessed.

At the secondary level, missed work following an **unexcused** absence will result in a maximum grade of 64 depending on the type of assignment. Tests, quizzes, projects, and papers due on the day of an **unexcused** absence must be taken or submitted the day the student returns but will receive a maximum grade of 64. If the student is part of a group project or presentation on the day of an unexcused absence, the student may be assessed a grade of zero since the work is time sensitive. Remember, submitting a note of excuse for a valid reason is the difference between excused and unexcused.

Notes to excuse an absence must be emailed to: [attendance@greatbridgefwb.com](mailto:attendance@greatbridgefwb.com)  
Notes are due by the time the student returns and after five days the absence will be permanently recorded as unexcused.

## V. GRADING AND ASSESSMENT

### A. REPORT CARDS AND HONOR ROLL

1. The purpose of reporting is to give parents and students an indication of the progress that is made towards the mastery of academic content. Parents, as well as teachers, are

encouraged to ask for conferences at any time they feel it is necessary. Teachers welcome such opportunities.

2. Parent/Teacher conferences will be available by appointment
3. An Honor Roll is created each nine week period to recognize students with high averages. The following guidelines are used for grades 1 and above: Any student who has all As on his/her report card in all subjects for the nine week period qualifies for the "A Honor Roll". All A's and B's qualifies a student for the "A/B Honor Roll".
4. At the end of each school year, students who have qualified for the "A Honor Roll" all four quarters will be placed on the "Principal's Honor Roll."
5. Students with perfect attendance for the nine weeks and who have no unexcused tardies will also be recognized.
6. Report Cards will not be issued to any student whose account is not current at the end of each quarter. Report Cards will be given when the account is up to date.
7. If there are questions regarding the report card grades, they need to be asked within the week following their issuance. No changes will be made to grades following that time period.

#### **GBCA GRADING SCALE:**

##### Kindergarten

A+ 97-100	B+ 87-92	C+ 77-79	D+ 67-69
A 94-96	B 84-86	C 74-76	D 64-66
A- 90-93	B- 80-83	C- 70-73	D- 60-65

##### Key for Kindergarten Reporting

E = Excellent   G = Good   S = Satisfactory   M = Minimal Progress   U = Unsatisfactory

##### 1st - 12th

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 65-66
A- 90-92	B- 80-82	C- 70-72	F 0-64

#### **B. GRADUATION HONORS**

Typically a graduating class will name both a **valedictorian** and **salutatorian**. In classes with limited enrollment, naming a salutatorian will be at the discretion of the administration. Both will be honored at graduation for their academic standing and will give a speech as a part of the ceremony. Each student chosen will write, and submit for approval, their speech within the timeframe defined by the administration.

Valedictorian and salutatorian status will be granted to the seniors graduating first and second in the class based upon GPA class rank using final grades for all graduation credit courses, including those completed in the eighth grade. GPAs will be calculated through the second semester of senior year. In addition to GPA, the following criteria must be met:

- Students have met minimum course and credit requirements.
- Students have completed all Community Service requirements for each year of attendance in the high school at GBCA.
- GPAs transferred in from previous schools will be calculated in determining a student's final GPA.
- Students named must have been in attendance at GBCA for all of both their Junior and Senior years.
- Student's grades must have been earned without instructional accommodations or modifications related directly to curriculum and or assessment.
- Students cannot have any suspensions on their high school academic record. Frequent office referrals for discipline resulting in repetitive detentions may also disqualify a student for valedictorian and salutatorian status.

In the event of a tie in GPA for valedictorian, co-valedictorians will be named with no salutatorian. In the event of a tie for salutatorian, one valedictorian and co-salutatorians will be named. A tie may be broken in favor of the student who has completed more credits.

### **C. GPA CALCULATION**

The Cumulative Grade Point Average (GPA) will be calculated for all high school students at the end of each school year using final grades for each credit class completed during the 9th through 12th grades. High school credits earned in the eighth grade will be recorded on transcripts and be figured in GPA calculations.

GPA will be calculated by dividing the sum of total GPA points earned by the number of credits attempted. (GPA points for half credit classes will be divided in half for the purpose of calculation). Credits earned for pass/fail courses will not be included in the credit total. The GPA will be calculated to three decimal points and rounded to two for the purpose of honors designations.

GPA points will be assigned as follows:

<b>Grade Earned</b>		<b>GPA Points Awarded</b>	
		<b>Regular</b>	<b>Honors (Weighted by .5)</b>
			<b>AP/Dual Enrollment (Weighted by 1.0)</b>
A+	(97-100)	4.0	4.5
A	(93 - 96)	4.0	4.5
A-	(90 - 92)	3.7	4.2
B+	(87 - 89)	3.0	3.5
B	(83 - 86)	3.0	3.5
B-	(80 - 82)	2.7	3.2
C+	(77 - 79)	2.3	2.8
C	(73 - 76)	2.0	2.5
C-	(70 - 72)	1.7	2.2
D+	(67 - 69)	1.3	1.8
D	(65 - 66)	1.0	1.5
F	(0-59)	0	0
(Pass/Fail course grades earn no GPA points and are excluded from calculation)			

## **D. PROMOTION/RETENTION**

Our priority is the success of our students. There are times when it may be necessary to discuss the retention of a child to give him/her an extra year to appropriately develop skills, concepts, and/or foundations, and/or to further develop emotionally or socially.

Particularly in kindergarten and first grade, a report card grade may not reflect the challenges the student is experiencing; the A Beka curriculum is geared towards building confidence and demonstrating that there is a measure of progress in the emerging student. Therefore, at this level, grades do not always reflect the child's struggles. Retention will be considered under the following circumstances:

### **Kindergarten:**

- Overall struggle to grasp concepts and/or ongoing frustrations
- Below average performance throughout the school year in either math or phonics
- Difficulty communicating thoughts logically

### **Elementary Grades (1-5): An annual average of:**

- An F in Math or Reading
- Ds in Math and Reading
- Two Ds or two Fs in any subjects, or
- The inability of the student to complete grade level work without constant frustration.

### **Middle/High School**

Specific concerns regarding areas of academic deficit will be communicated throughout the school year. Parents will be asked to support remediation attempts through increased supervision of study habits and homework completion, and possibly, formal tutoring.

As the year progresses, and if the risk of failure in one or more subjects remains, parents will be informed regarding concerns about potential retention or the possible need for credit recovery. Formal communication in the form of an email or phone call will be made no later than the end of the first 9-week grading period. As the year progresses, teachers will stay in contact with parents of students at risk of failing. Parents are encouraged to stay informed through the use of RenWeb/FACTS.

Once the year ends and final grades are calculated, a letter will be sent to parents of any student who failed one or more core courses (Math, English, Bible, Science, Social Studies). The letter will outline the recommendation for any of the following: promotion to the next grade (with repeated coursework and tutoring at the high school level or tutoring at the middle school level) or retention in the current grade. That recommendation will be based on the following guidelines:

- Middle School (grades 6-8) – If a student's yearly average reflects 2 Fs or 3 Ds in core subjects, he/she will be recommended for retention. Summer tutoring will be recommended for any student receiving an F in Math or English.

- High School (grades 9-12) – If a student does not meet the minimum requirements for the grade level classification for the next grade, he/she will either be recommended for retention or be required to enroll in another academic institution. If a required course other than English is failed, but the student still meets the credit requirements for promotion, the course can be completed at GBCA the following school year.

## **E. HIGH SCHOOL TRANSFER STUDENTS**

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

## **F. ACADEMIC PROBATION**

A student who receives 2 grades below a C and/or an F on a report card is placed on Academic Probation. The purpose is to bring the parents and the school together to help the struggling student in order to prevent possible failure in the future. A conference or Letter of Academic Probation provides recommendations in which the student can be helped and guidelines to assess future progress. Should this not result in satisfactory improvement, the student is subject to retention, giving him/her an extra year to appropriately develop skills, concepts, and/or foundations at that respective level.

Students participating in any GBCA athletic program, must maintain an acceptable grade level. All students must maintain a “C” average with no grades of “F” on any progress report or report card. The academic probation will remain in effect until the end of the next grading period.

## **G. STANDARDIZED TESTING**

Great Bridge Christian Academy administers a national achievement test to all students in grades 1-11 each spring as a tool to evaluate individual, grade level, and school-wide progress. We currently use IOWA STANDARDIZED ACHIEVEMENT TESTS, a highly regarded nationally used measurement of student performance. This is given over the course of a one week period in April. The dates are given at the beginning of the school year so parents will keep this time period free of appointments and extra activities, ensuring that students are well rested, present, and ready to do their best.

# **VI. COMMUNICATION**

## **A. REPORTING TO PARENTS**

GBCA teachers regularly communicate with parents. This can be through a variety of ways: notes, phone calls, touching base at dismissal, conferences, or email. Feel free to contact the teacher if you have a concern and the teacher will do the same. (Please note: Dismissal time is a great time for very quick feedback. If more time is needed, a conference is more suitable for

that). Keep in mind that teachers have a staff meeting on Tuesday and cannot converse at that time. Some teachers will choose to share their home numbers with parents; teachers with other personal commitments may choose not to do so. Regardless, all teachers make themselves readily accessible in various ways.

## **B. EMAIL**

E-mail may be used to relay information, but is not a forum by which to discuss the progress, behavior of a student, or a concern. This is to be done in person where the need for clarification or evidence of concern or confusion is more easily discerned and, thereby, addressed.

E-mail or batch texting may also be used to:

- Announce any unexpected changes (i.e. cancelation of after school practice) or reminders (i.e. special dress day or School Spirit Day)
- Give pertinent reminders
- Provide information of a timely or sensitive nature
- Communicate classroom information

Parents are strongly encouraged to check emails daily.

Secondary students will be required to submit specific papers by email. Therefore, these students will need to have access to an email account.

## **C. WEBSITE**

The school website, <http://www.greatbridgechristian.com> includes supply lists, calendars,, menus, and sports schedules for you to access from home or work. Revisions to the website will be ongoing and become an important source of information.

# **VII. SOCIAL POLICIES**

## **A. STUDENT CONDUCT**

Students are guided to develop Christ-like characteristics and grow in His likeness. (II Corinthians 3:18b). Great Bridge Christian Academy believes that upholding guidelines where the teacher is the authority in the classroom and students are expected to respect and cooperate with their peers, benefits the student body as a whole. It is impossible to address every choice students make. Neither do we have the desire to make a list of the do's and don'ts concerning behavior. Good behavior is generally based on biblical principles, common sense, courtesy, and thoughtfulness for others.

GBCA students are accountable for their conduct both on and off campus, and on and off school time. Student conduct and attitudes are to reflect positively on the student, the school, and the Lord.

However, it is necessary to establish guidelines so all families understand the expectations and to address concerns which have surfaced in the past. At the same time, situations may arise which are not covered here but require a judgment call. These decisions will be made at the discretion of GBCA's administration.

1. Students are to show respect to staff members and adults in authority, and to treat all people – child or adult – with courtesy.
2. Students are to demonstrate respect for spiritual matters.
3. Classroom rules and instructions provided by the teacher are to be followed when given.
4. No eating is permitted in the classrooms and food should not be left in lockers.
5. Students should consider it a privilege to attend GBCA and do everything possible to treat the building, furnishings, and content with care and respect. Families whose children destroy or deface property will pay for the cost of repairs/replacement, and the student will face disciplinary action.
6. Students are expected to be encouraging and supportive of one another; there is no place for disrespectful behavior/talk, racial innuendo, bullying, harassment, or intimidation. Students need to bring such matters to the teacher.
7. Each student is to do his/her own work. Plagiarism, submitting work completed by a parent, or copying another student's work, a published/written source, or an internet resource are not acceptable and will have consequences.
8. Students are expected to use self-control, to think through their choices and the outcomes, before responding to circumstances.
9. Students do not engage in inappropriate touching of either oneself or of another individual. Neither is there any form of PDA, inclusive of kissing, hugging, and hand holding.
10. Children grow in maturity by learning to work through differences; however, shoving, fighting, hitting, and yelling are not the appropriate responses to disagreements. If a situation escalates to this degree or when a student refuses to stop a negative behavior after being asked repeatedly to stop, the student should solicit the help of the teacher/staff member instead of resorting to the reactions listed above.
11. Students are expected to do their best both academically and in their relationships with others. GBCA retains the right to dismiss any student who persistently and consistently neglects his/her academic work, demonstrates poor citizenship, or whose behavior reflects negatively on GBCA or the Lord and/or affects the academic progress or learning environment of others.
12. GBCA is an educational institution; certain items are not to be brought to school/displayed unless specific permission is granted. These include:
  - Toy or real knives, guns, weapons, fireworks, explosives, lighters, or related items Items designed to scare or promote fear.

- Cell phones, iPods, iPads, hand-held electronic games, pagers/beepers, or other electronic devices.
13. Appropriate speech/communication is expected both on and off campus; there is to be no swearing, vulgar language, name calling, inappropriate pictures, or bashing/disrespect of others. This pertains to all forms of communication including written, printed, verbal and non-verbal, as well as through all forms of social media.
  14. Telling the truth accurately and doing your own work is essential. There is no place at GBCA for lying, cheating, skewing the truth, or manipulation. Maintaining trust is essential.
  15. Horseplay, excessive noise, and running inside the school are unacceptable, as are bullying and/or equivalent forms of intimidation.
  16. Concerns or negative opinions are to be conveyed only to those with whom the situation may be resolved, not to be shared with others who cannot resolve the issue be they parents, students, teachers, or friends.
  17. GBCA students do not use/dispense alcoholic beverages, smoke, or misuse drugs - either over the counter or prescription - on or off campus. It follows that items related to these activities are not permitted on school premises. Additionally, students are not to post, support the use of, or display these items on social media.
  18. GBCA students do not endorse or promote those things that are counter to the Statements of Faith.
  19. Printed, visual, or auditory items/materials brought onto the premises are to be in keeping with the goals, objectives, and character traits described in Section I of this handbook. Materials and items - whether bound, printed, hand-produced, displayed on clothing, or from the internet – are to be wholesome and beneficial for building up character, not lending towards the destruction of character.
  20. Repercussions will occur if a GBCA student does not adhere to the policies both on and off campus

### **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.

Students represent GBCA even when off campus. Therefore, disciplinary actions may take place if students use social media in a way that violates our school's mission, vision, and reputation.

### **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.

### **B. SCHOOL DISCIPLINE**

School discipline begins with the teachers as they strive to establish a learning environment conducive to bringing about learning and positive behavioral choices. Reinforcing the positive is key to this process and is a focus of teachers at GBCA.

The following lists some examples of the ways this has occurred:

- Verbal praise and encouragement
- An appropriate meaningful touch
- Both short and long term rewards
- Notes/calls home
- Name in a jar for a drawing
- "Talk time"
- Candy
- Free homework pass
- Pizza party
- Gift certificate to snack bar
- Extra computer time
- Additional art time
- Extra recess
- Class games
- Casual Fridays for secondary students

These and other methods of reinforcing the positive are utilized in all classrooms and are always the preferred method of establishing and maintaining good behavioral choices. At times, however, negative consequences have to be utilized. The purpose of a negative consequence is to change the behavior so it will not occur again. Because infractions and student response may vary, consequences may vary as well. If a student's choices result in disciplinary measures, both the student and the parents are expected to be cooperative with the consequences that ensue.

Consequences include but are not limited to:

- Warnings
- Time Out
- Removal of a privilege
- Silent lunch
- Making up overdue work during recess
- Parental Contact

- Percentage of grade dropped
- Being withheld from a field trip experience
- Demerits issued
- Detention after school
- A visit to the administrator's office
- Out-of-school suspension
- Withdrawn from enrollment
- Expulsion

Logical consequences may also be assigned, including, but not limited to: making financial restitution, changing of seating arrangement, written apologies, written essays related to the offense, and an increase in accountability or supervision.

### **DEMERITS:**

When a teacher writes a demerit, the teacher will notify the parent by email through Renweb/FACTS. Parents may check the status of their students' behavioral record through Renweb/FACTS at any time by logging in the same way as checking grades.

*This is not an exhaustive list and does not list all offenses. Therefore, it is at the discretion of the teachers and administration when assigning demerits. The following is to serve as a guideline:*

### **General Offenses**

#### **1 Demerit**

- Disorderly conduct
- Dress code violation
- Eating in class
- Inattention in class
- Unprepared for class
- Entering restricted areas

#### **3 Demerits**

- Excessive tardiness
- Disrespect
- Disobedience
- Minor inappropriate language (inappropriate slang, euphemism, etc)
- Unauthorized use of church property

#### **5 Demerits**

- Defacing school property
- Destroying another student's property (demerits plus cost of replacing item)
- Rough housing or inappropriate conduct

- Lying, forgery (notes, test, demerit, etc.)
- Skipping class

### **10 Demerits (minimum)**

- Cheating / Plagiarism (will also receive a grade of “0”)
- Immoral language (profanity, racially motivated remarks, etc.)
- Fighting(pushing, shoving, hitting with intent to harm)
- Bullying
- Social media violation (will vary depending on the seriousness of violation)
- Public display of affection (PDA) (w/ administrative discretion)

### **25 Demerits (minimum)**

- Theft / Stealing
- Any type of smoking, vapes, e-cigs, etc.

### **50 Demerits (minimum)**

- Assault on another student(more serious than fighting with intent to inflict serious harm or injury).
- Pornography

### **Expulsion Offenses:**

- Illegal drug use
- Abuse of prescription drugs
- Distribution of prescription or illegal drugs

### **Incremental Increase of Demerits During the Semester**

- Demerits will be double the original value for the 2nd offense of the same conduct.

Example:

- If a student receives 1 Demerit for disorderly conduct on Monday and does the same thing on Wednesday, he/she will receive 2 Demerits.
- After that, for the rest of the semester, the student will receive 2 Demerits for the same offense.

### **Merits**

- Students can receive Merits for being “caught” displaying exemplary behavior by any teacher.
- Merits can cancel out Demerits.
- Merits will not be issued to students if they ask for them.

## **Detention**

- 10 Demerits = 1 hour of detention. In the event a detention is missed, the student will be required to serve two 1-hour detentions.

## **Suspension / Expulsion**

- 20 Demerits = 1 day of out-of-school suspension
- 35 Demerits = 2 days of out-of-school suspension
- 50 Demerits = 3 days of out of school suspension (cannot make up work missed)
- 60 Demerits = 5 days of out of school suspension (cannot make up work missed)
- 75 Demerits = expulsion

\* Students receiving 45 demerits throughout the school year will not be allowed to attend field trips or extra-curricular activities.

## **C. DISCIPLINARY PROBATION**

It is the desire of the staff of Great Bridge Christian Academy for every student to be successful, not only academically but socially as well. Rules and guidelines are in place to ensure an environment which is conducive to learning. The students are expected to respect and cooperate with their teachers and peers for their own benefit and for the student body as a whole.

If, over a period of time, a student's conduct, behavior, and/or attitude is consistently contrary to the guidelines provided by the teacher/school, or the student's choices interfere with the learning environment of the class, he will be placed on disciplinary probation.

Reasons a student may be placed on disciplinary probation include:

- Receiving 40 or more demerits in a semester.
- Negatively influencing peers to the point that they are drawn into unacceptable behavior
- Repeatedly disrupting the classroom and hindering the learning process

A student remains on disciplinary probation for one semester or the duration of the year, whichever comes first.

Disciplinary probation may also be issued following a single incident of a more serious infraction. In such a case, the parents and school would work together to bring about immediate change in behavior, with the understanding that a second offense would likely result in expulsion.

The goal is to motivate the student to make choices which will benefit him/her, as well as others. Good consistent learning does not take place in a classroom unless self-control and order are practiced.

## **D. PERSONAL PROPERTY**

Personal property should be labeled including coats and sweaters. Valuable items, sums of money, and toys or forms of entertainment not approved by the teacher should not be brought to school. When seen by other students – or misplaced – it is disruptive to academic instruction.

Great Bridge Christian Academy is not responsible for items lost or stolen on the premises or for damage to personal items. If a personal belonging is lost, the main office staff can direct a student or parent to the lost and found.

Periodically, a student will lose/misplace his/her textbook. If a book has been missing for a full week, a new one will be ordered and the cost for book replacement will be placed on the account. A missing book in no way excuses the student from the assigned work.

## **E. ELECTRONICS AND CELL PHONES**

iPods, handheld electronic games, pagers/beepers, and other electronic devices are not to be used in school unless a teacher requests it in writing for a specific purpose. Any electronic device used for a class must be placed in the student's locker for all other class periods. Cell phones are not to be used in class for viewing ebooks. Tablets or laptops should be used for this purpose. If a student brings a cell phone to school, it must be given to the teacher at the beginning of the first period. Phones will be returned at the end of the day.

## **F. STUDENT DRESS**

GBCA believes that it is necessary to dress appropriately and modestly at all times. If a student does not come to school in dress code, the parent will be called and asked to send in appropriate attire. This pertains to clothing that has become too tight, or too short.

### **General Guidelines:**

#### **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.

- Clothing should not be tight.
- No sleeveless or low cut tops or dresses.
- Skirts must come to the mid-knee while standing and at least to the knee while sitting.
- Shirts must cover the whole stomach, even with arms raised.
- Pants must cover the belly and the area below the waist.
- Pants should cover the leg but not be so long the student walks or can trip on the hem.

## **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 color is to look natural. .
- Length—Hair should be off the collar and ears.
- Front—Hair must be 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 look natural in color..
- Front – Hair should not cover the eyes..
- Style – Hair should be neat and feminine.

## **C. Shoes**

- Shoes that are conservative in color and style are acceptable.
- Shoes and socks (or tights for girls) must be worn at all times.
- Girls heels must not be higher than 2 inches

## **Dress Code for the 2020-2021 School Year**

### **Girls in grades 1-12:**

- Girls may wear jeans.
- **Pants are not to be tight or have holes in them.**
- Girls may wear knee length, solid color shorts. Shorts must be dressy/casual and not be athletic shorts. Shorts are not to be form fitting. Shorts may be worn during the months of September, October, April, May, and June.
- Shirts can be polo style shirts (2 or 3 button), button down, blouses, or T-shirts.
- Shirts, blouses and T-shirts must be modest. Blouses need not have collars but no low cut necklines are permitted. All shirts must not contain improper pictures, language, or graphics, etc.
- Shirts must cover the shoulders and back. Sleeveless shirts are not permitted.
- Skirts and dresses must come to the knee when sitting or standing. Kick-pleats and splits must not be more than 2” above the knee.
- Full shoes (no sandals, flip flops, or shoes with straps around the heel) are required for safety reasons.
- Tights, or ankle-length leggings must be (worn under a skirt/dress).
- Tennis shoes/sneakers must be worn for P.E. and all athletic activities.

### **Boys in grades 1-12:**

- Boys may wear jeans.
- **Pants are not to be tight or have holes in them.**

- Boys may wear knee length, solid color shorts. Shorts must be dressy/casual and not be athletic shorts. Shorts are not to be form fitting. Shorts may be worn during the months of September, October, April, May, and June.
- Shirts can be polo style shirts (2 or 3 button), button down, or T-shirts.
- Shirts that are designed to be worn out (have a flat hem across the bottom) may be worn out. Shirts that are designed to be tucked in (the hem at the bottom of the shirt is longer in front and back) must be tucked in at all times.
- Shirts and T-shirts must be modest. All shirts must not contain improper pictures, language, or graphics, etc.
- Pants that tie with a string or have elastic bands around the waist are not approved.
- Pants that have elastic around the ankle or otherwise “gather” around the ankle are not approved.
- Full shoes (no sandals, flip flops, or shoes with straps around the heel) are required for safety reasons.
- Tennis shoes/sneakers must be worn for P.E. and all athletic activities.

#### ***For Chapel Days/Special Days***

- For chapel day and special occasions boys are to wear dress pants with a button-down shirt, dress shoes, and socks.
- Shirts will be worn tucked in.
- May wear a tie. (Not required)

#### **Hair**

- Boys- Hair should be a natural color. Length needs to be off the collar and ears. Style should be neat, fauxhawks or mohawks are not permitted.
- Girls- Hair should be natural color. Barrettes, head bands, and hair accessories are allowed; however, if it becomes a toy, it will be placed in the book bag.

#### **Students in K4-K5**

##### **Clothing**

Boys- Boys may wear pants or shorts to the knee. Shirts, sweatshirts, and sweaters need to be comfortable and fit nicely.

Girls- Girls may wear pants. Girls may also wear shorts, skirts, or dresses to the knees. A tutu is not to be worn as a skirt. Girls must wear shorts under all skirts or dresses. Dresses and shirts may not have thin straps (spaghetti strap) type sleeves. Socks or tights are to be worn.

Boys & Girls- Shirts, sweatshirts, or sweaters should not have gothic, vampires, witches, skull-and-crossbones, etc. or derogatory remarks. Socks or tights are to be worn.

##### **Shoes**

Students must wear closed toe and closed heel shoes. Students are not to wear sandals, flip flops, or heelys. This is mainly to protect their feet on the playground with mulch, small rocks, and small sticks. Due to playing in our gym, we encourage non-marking tennis shoes.

##### **Hair**

Boys- Hair should be a natural color. Length needs to be off the collar and ears. Style should be neat, fauxhawks or mohawks are not permitted.

Girls- Hair should be natural color. Barrettes, head bands, and hair accessories are allowed; however, if it becomes a toy, it will be placed in the book bag.

**Outerwear:**

From time to time, classrooms may be cool. In the event that the room is too cool, students may wear sweatshirts and hoodies. However, hoods are not to be worn over the head in the school. All outerwear must meet the same requirements as other clothing in regards to wording and images. Nothing crude, derogatory, vulgar, offensive, or containing improper images or wording may be worn. In general, sticking to brand names and sports teams is a good rule to follow.

\*Caps and hats are to be worn outdoors but not indoors unless otherwise specified.

**Jewelry/Tattoos/Makeup/Other:**

- 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.
- Girls may have pierced ears; however, no more than two holes per ear is allowed.
- No type of body piercing is acceptable.
- No tattoos (permanent or temporary) are allowed.
- Boys may not wear any type of makeup.
- Products with logos must not be vulgar.

**G. P.E. UNIFORMS**

P.E. Uniforms are required for 1<sup>st</sup> - 9<sup>th</sup> grades and may be purchased through the school office.

**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.

**VIII. HEALTH AND SAFETY**

**A.CHILD PROTECTION POLICIES**

By Virginia law, anyone who has reasonable cause to believe that a child is being physically abused, sexually abused, neglected, or otherwise abused is legally required to report this information. Any staff member of GBCA who has cause to question that a child's physical or emotional health or welfare has been or may be adversely affected by abuse or neglect, must report that possibility to one of the following: the local Child Protective Services or the Child Abuse Hotline (800-752-6200). Child Protective Services will notify the parents of the child. All reports of child abuse or neglect shall be held in absolute confidence. GBCA staff members are charged with not communicating any information concerning the alleged event to any person except as necessary to cooperate with any official investigation.

## B. HEALTH CONCERNS

### 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
  - Do not send a child to school who may have pink eye or who is known to have a contagious or infectious disease which can be transmitted to another student. Consult a healthcare professional when symptoms occur, treat as directed, and bring a doctor's permit to return to school
  - 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 require a physician 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 clinic 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 3:30 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 school until treatment is given. After the treatment and other 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.

### **C. SAFETY CONCERNS**

- A. In the event your child gets hurt and requires more than a "band-aid and a hug", you will receive an Accident Report from GBCA.
- B. If a student has a medical reason for not participating in P.E., recess, and/or other physical activities, the teacher must receive a note stating the reason and the duration. Without a note, the student is expected to participate in physical activities. Should the reason exist for more than two consecutive days, a note is required from the doctor.
- C. In order to aid with the volume of traffic on campus, particularly during school arrival and departure times. Cones, barriers, and people are used to make student entry/exit as safe and smooth as possible. These may be reconfigured as needs present themselves; please respond to the directives of those on traffic patrol. Although there may be minor inconvenience involved, it is essential that adults and students alike work together with grace and goodwill for the benefit of the students.
- D. Possession of explosives, firearms, or dangerous weapons without a permit to carry is prohibited on GBCA/SNC property, even in the trunk of the car. Exceptions as outlined by Virginia law are recognized.
- E. Pets and animals are not allowed on the property. Exceptions for educational purposes or service dogs go through an administrator for approval.
- F. Parents and expected guests are welcome at GBCA. All visitors must sign in and out at the main office and wear visitor badges indicating they have legitimate business at the school. This also serves as a listing of additional persons in the building in case of an emergency situation.

### **D. STUDENT DRIVERS**

High school students with valid driver's licenses may drive to and from school each day with parental approval. Students wishing to drive and park on campus must complete a Student Driver form with their parents and submit it to the main office.

Student drivers will be expected to adhere to the following:

- All cars, motorcycles, and mopeds must be registered in the school office.

- Students are not permitted to leave school grounds until school is dismissed for the day except with parent's permission. Students, when leaving early, must always check out at the school office.
- Students need to exercise caution and avoid interference with traffic flow and dismissal car lines.
- Students must be parked in the designated student parking area during regular school hours (8:00 a.m. to 3:15 p.m.). Students arriving or leaving from campus for athletic practices or other special events during hours of darkness, may park in other parking places closest to their points of entry or exit outside of regular school hours.
- Students may not engage in any horseplay involving vehicles on campus.
- Student drivers may not return to their vehicle during regular school hours, including lunch time.
- Student drivers must follow all GBCA procedures in regards to arrival and dismissal, including signing in and out at the main office for tardy arrivals and early dismissals.
- Campus driving and parking privileges may be suspended for failure to follow the rules outlined above. Disciplinary action may also be taken for repetitive or serious infractions.

Driving privileges may be revoked for the following reasons:

- Allowing an unauthorized student to drive your car without parental permission.
- Driving recklessly
- Exceeding the campus speed limit (10 m.p.h.)
- Transporting unauthorized students
- Excessive tardies
- Leaving campus without permission

## **E. CRISIS MANAGEMENT**

A Crisis Management plan of action has been developed by the school administration in partnership with church personnel with the aim to protect and sustain life, minimize personal injury, reduce emotional trauma, assist in emotional recovery, limit damage to facilities, and prepare for cooperation with local emergency responders in the event of a crisis.

The plan consists of comprehensive crisis management policies and procedures designed to address a range of potential crisis events and critical incidents. It should be noted, however, that no plans can specifically address the limitless, diverse threats and scenarios that may confront Great Bridge Christian Academy and other schools across America. No plans should limit the use of common sense, good judgment, flexibility, and ingenuity, needed to adapt and respond to a wide variety of unpredictable events and complex circumstances. It is the responsibility of each member of the faculty and staff of Great Bridge Christian Academy to participate in crisis preparation and training, and to be ready to respond in the event of a crisis. Crisis Management plans include the training of all faculty and staff in crisis management, as well as for providing resources pertinent to being prepared to respond to a crisis event. It includes the training of select faculty and staff in CPR and emergency first aid. Ongoing training and preparation

includes the discussion of various crisis scenarios and the conducting of scenario drills with faculty and staff.

Students participate in regularly scheduled and documented fire and tornado drills, some of which are announced and some of which are not. Though other potential crisis events are not drilled with students present, students are taught the importance of listening and following directions of their teacher at all times, including when there is an emergency. Discussion of potential crises are limited and tailored to the developmental level of the student. When questions arise on the part of a student or students, teachers give a brief, age appropriate response, then refer the student to their parents to address any concerns that may have given rise to the question. Parents need to be prepared to cooperate with the administration, faculty, and staff in the event of a crisis.

In a crisis situation GBCA:

- First addresses the situation
- Secondly takes the necessary steps to keep the students safe
- Thirdly informs the parents. The mode of communication will be the best mode of communication for the issue at hand. With the variances in potential scenarios, the mode of communication will vary as well.

Since one crisis may vary from another, an exact protocol cannot be given. However, in general, if a parent is on site at the time:

- Stay in the area to which you've been assigned.
- Stay off the parking lot and away from emergency responders or where emergency responders may need to go
- Do NOT find or make a move to find or pick up your child at that time
- Stay away from staging areas such as where administrators are functioning, first aid may be given, or first responders may be gathering
- Do NOT speak with the media; designated personnel will provide the media with the type of information and amount of information that is best given.
- Do NOT call the school or text teachers; all parties first priorities remain the above. If parents are off-site, wait WHERE YOU ARE for communication from GBCA personnel.

Additional people on the premises can result in confusion, cloud the accountability of known persons, and open the possibility of slowing the critical actions of first responders. Plans are in place to address communication with parents during a crisis and to provide for the safe and orderly reuniting of students and parents following a crisis event whether it is on site or at another prearranged location.

## **IX. STUDENT ACTIVITIES**

### **A. OUTINGS AND FIELD TRIPS**

Field trips are planned by the teacher and cleared by the administration. Most trips are primarily educational in nature and chaperoned as the nature of the trip requires. Some trips may occur

for the purpose of rewarding student performance, providing opportunities for community service, or providing celebration/fellowship opportunities for secondary division students. The location, type of trip, and age of the students determine the number of chaperones needed – or even allowed (certain organizations limit the number of adults). The teacher, knowing all factors involved, communicates the number of chaperones for each trip.

Depending on the availability of GBCA vans or the bus, parents may be asked to act as chaperones on a field trip driving their own children in their personal vehicles. Children who are seven or younger who bring a car seat must bring a 5-point car seat with the child's name clearly labeled.

Field trips are a part of the student's education, whether they are aimed at the intellectual, social, physical, or spiritual development of the student. Therefore, it is expected that each student will be present; a nonparticipating student will receive an unexcused absence, unless the reasons fall within the framework of an excused absence.

At the secondary level, students have the opportunity to participate in after school outings, overnight trips, retreats, and mission trips. These are typically optional (some may be mandatory) for students, though participation is beneficial and highly recommended. In the event that a secondary student is excused for such a trip, school attendance is still required.

**Siblings:** Because parents/volunteers are focusing on the needs or activities of the students, siblings are not included at these events. Off-site arrangements should be made for these siblings.

## **B. STUDENT EVENTS**

### **Special Events**

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 unexcused reasons.

**Spectator Conduct** - In some respects, 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 evidence of mature, Christian character.

## **C. CLASS PARTIES**

Elementary classes have the following parties each year:

- Thanksgiving

- Christmas
- Valentine's Day
- Easter
- End-of-the-Year Party

Halloween parties are not allowed.

Classroom parties may not be held at private homes or clubhouses. Parties must be held at school, city parks, or commercial locations and open to the entire class.

## **D. AFTER HOURS SCHOOL PROGRAMS/EVENTS**

Expected Participation

All GBCA students participate in 3 – 4 all school events during the school year which do not occur during school hours. Attendance and participation are expected of students for:

- The Christmas Program (Grades K-6 and Secondary Student Leadership)
- Academic Night (K through grade 6).
- Other programs as announced during the school year.

## **F. ATHLETICS**

### **Sports Program**

1. Interscholastic Program: Boys: Basketball, Baseball, and Soccer (as participation allows).

Girls: Volleyball, Basketball, Soccer, and Cheerleading (as participation allows).

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 for the entire day on the day of the game. The only exception is with a doctor's note or family emergency with a note from parents. If a pattern is found of a student/athlete being tardy on game days, eligibility may be taken away.
- Students that accumulate an excess of 35 demerits during the school year will forfeit eligibility.
- 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.
- 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 a subject.

6. For Fall sports that begin before school starts (volleyball and boys soccer), eligibility will be based on the previous report card. For all other sports, initial eligibility is determined by the previous report card.

## **X. PARENTAL INVOLVEMENT**

### **A. PARENT SURVEYS**

Snapshot Surveys are distributed periodically. Other surveys are done online. Each survey is easy to complete. This provides a quick and easy avenue in which GBCA families can voice their opinions and concerns.

### **B. PARTNERING THROUGH FUNDRAISING**

In an effort to keep tuition and fees as low as possible, all families are strongly urged to participate in fundraising efforts. GBCA generally conducts two large school-wide fundraisers each school year. The typical family raises a certain amount of profit for the school through each fundraiser. Recognizing there are variances at play, GBCA will accept a cash donation for that amount in lieu of participation in the given fundraiser. All students will participate in the auction itself which benefits the students beyond the financial in so many ways. High school classes, athletics, and other groups within the school may raise funds for projects on a smaller scale. By working together we are able to take care of our needs and advance our vision.

### **C. WHEN PROBLEMS ARISE**

At some time during a school year, a problem may arise with your child. Usually this problem can be solved by simply meeting with the teacher or person directly involved. We believe this is a scriptural method of solving any difficulty (Matthew 18: 15-17). Of course, it is never appropriate (and sometimes compounds the issue) to discuss a problem with other parents or other students. If situations are not resolved by addressing the teacher or person directly, the next step is to bring the situation to the attention of the principal for review and resolution. You may call the school office to schedule a meeting with the principal if previous methods of resolution have not been successful. A meeting with the principal should not be viewed as the first option.

Please refrain from using social media as a forum for verbalizing concerns. Concerns are internal matters which need to be addressed internally. Facebook, Twitter, blogs, and other such forums are public domains, and by their nature are not the forums in which to find resolution. Posting issues on social media sites is destructive to the public image of the school. The health of our school, which includes maintaining a positive, effective learning environment, depends heavily on the support of our parents and a willingness to work things out biblically.

## CHANGES

### CHANGES TO THE GBCA HANDBOOK 2019-20 for the new 2020-21 School Year

Pg. 6	ESLR Changed to ESO
Pg. 13	Change office hours to 7:45-4:00
Pg. 24	Remove #10 (Thumb drives used at school)
Pg. 28	Change "Stanford" to "IowaTests"
Pg. 32	Change "The law" to "The policies"
Pg. 36	Remove \$5.00 per student
Pg. 39	Remove "Tie" for chapel dress (now optional)
Pg. 40	Add to girls Chapel dress, (Dress Pants)
Pg. 48	Remove "Race for Education"

### 2020-2021 GBCA STUDENT HANDBOOK SIGNATURE PAGE

Parents *and* students in grades 6-12 are required to read and sign the last page of this handbook (or the signature card in the academy office) signifying they have read and will adhere to the policies therein.

All parents are required to sign the signature card in the academy office signifying they have read the "Wavier of Liability Relating to Coronavirus/COVID-19"

Date: \_\_\_\_\_

Print parent name: \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Print student name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_