# Grace Baptist Christian Academy

## STUDENT HANDBOOK

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**Established in 2001 as a ministry of Grace Baptist Church**

# 1000 Oak Hill Avenue

### Attleboro, Massachusetts 02703

**508 – 222 – 8675**

**gracebaptistattleboro@hotmail.com**

**gracebaptistchristianacademy.org**

### School Colors

### Scarlet, Black, and Gold

**School Mascot**

### The Centurion

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**School Verse**

**“For the Word of God and for the Testimony of Jesus Christ”**

**Revelation 1:9**

**School Yearbook**

### *The Torch*

**School Seal**



**Printed: 08/27/14**

Word: GBCA / Handbook-Student

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**A. PHILOSOPHY OF MINISTRY** *Page 1*

**A, 1: General Purpose**

Grace Baptist Christian Academy exists as a ministry of the Grace Baptist Church of Attleboro, Massachusetts to provide parents of the church and surrounding communities the opportunity to give their children a Biblical education in a Christian atmosphere. It continues to stand as an aid to parents desiring help in shaping the character of their youth in a pattern consistent with Biblical standards. Therefore, attendance is a privilege extended to those committed to the Godly training of their children.

GBCA seeks to assist parents by developing Christian leadership, integrity, self-discipline and citizenship in each student as they pursue their academic training at the school. Students who know not Christ as their personal Savior are encouraged to receive Him and to live godly lives for His glory.

Academically, GBCA will assist parents in developing the skills of each student in the basic areas of reading, language, arts, mathematics, science, and history. It will also assist in developing skills in other areas such as fine arts and business (as financing, staffing, and facilities permit).

Opportunities will be provided at GBCA to help parents develop in their children the social attitudes and physical abilities necessary for a Christian to relate and respond well to those with whom he/she works and associates throughout his/her life. The discipline standards of the school, the co-curricular activities, and the extra-curricular activities will be important means by which this is accomplished.

**A, 2: Specific Objectives**

***Spiritual***

a. To lead each student to a saving knowledge of Jesus Christ.

b. To establish spiritual truths in each student so that there is a basis for discerning right and wrong, for correct

thinking and for living in the light of God’s Word.

c. To equip each student with Christian principles that he/she will be able to relate to each area of life.

d. To encourage dedication to God’s Word and God’s will.

e. To develop in each student Christian attitudes of respect for people and property.

f. To develop in each student Biblical standards of morality.

g. To help each student grow to spiritual maturity in Christ.

h. To help each Christian young person recognize that God has given them a vocation wherein they are to “walk

worthily” (Eph. 4:1).

***Academic***

a. To provide each student an academic climate conducive to learning.

b. To provide each student with a program of academic excellence that will prepare college-bound students

to further their Christian training and vocational-bound students to serve the Lord in a reputable manner.

c. To develop in each student the computation and communication skills necessary to be the best possible

servant of the Lord.

d. To develop their God-given talents in music and art so that they may be used to glorify and praise God.

e. To help students recognize that all academic areas reveal the truths of God and that He is sovereign over all.

***Social***

a. To develop in each student a sense of individual worth as God’s special creation.

b. To develop a Biblical loyalty to God, family, church, and nation.

c. To develop wholesome social relationships through the Biblical principle of loving thy neighbor.

d. To help each student respect the views of others, interact with them effectively and yet not compromise Biblical

convictions.

e. To develop a loving concern that others receive Christ as their personal Savior.

***Physical***

a. To develop in each student a respect for his/her body as the temple of the Holy Spirit.

b. To give each student an understanding of how to care for the body through proper nutrition, hygiene, exercise,

and rest.

c. To encourage students to yield their bodies and associated physical abilities to God’s use.

d. To warn students of habits and substances that are harmful to a healthy body.

**A, 3: Statement of Faith** *Page 2*

**We Believe:**

1. In the Scriptures of the Old and New Testament as verbally and plenarily inspired by God, and inerrant in the

original writings, and that they are of supreme and final authority in faith and life.

II Timothy 3:16-17; II Peter 1:19-21

2. In one God – the Creator and Rule of the universe, existing in a divine and incomprehensible Trinity – God the

Father, God the Son, and God the Holy Spirit – each possessing divine perfection and personality.

John 1:1; I John 5:9; II Corinthians 13:14

3. That Jesus Christ was begotten of the Holy Spirit, born of the Virgin Mary, and is true God and true man.

Luke 1:35; Isaiah 7:14; I John 5:20

4. That man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but

also spiritual death; which is separation from God; and that all human beings are born with a sinful nature and,

in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

Genesis 1:26-27; Romans 5:12, 19; Genesis 3:3

5. That the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitutionary

sacrifice, and that all who believe on Him are justified on the grounds of His shed blood.

I Corinthians 15:3-4; Romans 5:1, 9, 18-19; Hebrews 9:22

6. In the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there

as our High Priest and Advocate. Matthew 28:5-7; Luke 24:39; John 20:21; Acts 1:9-11

#### 7. In the imminent, pre-millennial, personal return of Christ for His church, and at that moment the dead in Christ

#### shall be raised in glorified bodies, and the living in Christ shall be given glorified bodies, and the living in

#### Christ shall be caught up in the air before the seventieth week of Daniel, also that the Great Tribulation, which

#### follows the Rapture of the Church, will be culminated by the revelation of Christ in power and great glory to sit

#### upon the throne of David and to establish the millennial reign.

I Thessalonians 4:13-18; I Corinthians 15:51-58; Revelation 19:11-20:4

8. That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become the

Children of God. John 10:27-28; I John 5:1; John 1:12

9. That all who are truly born again are kept by God the Father for Jesus Christ.

Philippians 1:6; John 10:28-29; Romans 8:35-39

10. In the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and everlasting

punishment of the lost. I Corinthians 15:51-53; John 5:25, 29

11. In the personality of Satan, and that he is the unholy god of this age, and the author of all the powers of dark-

ness and is destined to the judgment of an eternal justice in the Lake of Fire.

Matthew 4:1-3; II Corinthians 4:3-4

12. In the Genesis account of creation, that man came by direct creation of God and not by evolution.

Genesis 1 & 2; John 1:3; Colossians 1:16-17

13. That the Lord’s Supper is the commemoration of His death until He comes and should be preceded always by

solemn self-examination. I Corinthians 11:23-31

14. That immersion is the correct outward manifestation of our death to sin and resurrection to a new life in Christ

Jesus. Acts 8:36, 28-39; Romans 6:3-5

15. A. Personal Separation: That all believers in our Lord Jesus Christ are called into a life of separation from

worldly and sinful practices and should abstain from such amusements and habits as will cause others

stumble or bring reproach upon the cross of Christ. II Corinthians 6:14-18; Colossians 3:1-12; Romans 12:1-2

B. Ecclesiastical Separation: That the church ought not to cooperate or fellowship with any church involved

with the Ecumenical Movement, or with any church that places a greater emphasis on the “social” gospel

than it does upon the historical Biblical Gospel. John 17; II Corinthians 6:14-18; Matthew 22:21

16. That the supreme mission of the people of God in this age is to preach the gospel to every creature.

Matthew 28:16-20; Acts 1:8

17. That the only proper method of financing the work of the Christian church is by the fee will giving of the

people, as God has prospered. I Corinthians 16:1-2; II Corinthians 9:6-7

18. That God is sovereign in the bestowing of all His gifts; and that the gifts of evangelism, pastor and teacher are

sufficient for the perfecting of the saints today; and that speaking in tongues and working of sign miracles

gradually ceased as the New Testament Scriptures were completed and their authority became established.

I Corinthians 12:4-11; II Corinthians 12:12; Ephesians 4:7-12

19. We believe that God does hear and answer the prayer of faith, according to His will, on behalf of the sick &

afflicted. John 15:7; James 5:13-15; I John 5:14-15

**B. PHILOSOPHY OF ORDER AND DISCIPLINE** *Page 3*

**B, 1: Chain of Command (or Communication)**

The efficiency of any organization depends on an understanding of and an adherence to the established lines of authority. The chain of command (or communication) refers to the established lines of authority where each member of the organization is responsible for those beneath him and accountable to those above him. Every person, whether child or adult, has lines of authority in his life and must be willing to submit to those in authority over him. Hebrews 13:7 demonstrates the importance that God places on both those in authority and those in subjection. With this Scriptural principle in mind, GBCA has established lines of authority, which in operation with the Matthew 18 principle helps provide a communication system that fosters cooperation in the school setting. This line for educational purposes starts with the student as the base and proceeds successively to teacher, administrator, superintendent and school committee. When parental concerns develop, the resolving of these concerns should begin at the lowest level. For student-teacher concerns, the parent will seek solutions from the student and/or the teacher or the teacher from the student and/or the parent. If unresolved, the administrator will be sought for his assistance and successively the procedure follows until the concerns are resolved. For financial concerns, the bookkeeper or administrator is the starting point. The school secretary can usually direct you to the proper person if you do not know where to seek help. She also can answer many informational questions as well as leave messages for teachers. Communication outside these lines of authority is usually unproductive and destructive. It is not in line with the Christian principle of edification.

**B, 2: Discipline**

Discipline is an integral part of the education of children. It is necessary for the child as well as for maintaining an effective learning environment. No learning can take place without discipline. Discipline at GBCA involves “disciple-ing” a student. This means that discipline is viewed as correction not punishment. Out of a loving concern for each student, correction is administered consistently with the expectation that a change will take place. A “self-disciple-ing” should become apparent in the students’ thinking and behavior with consistent correction at home and at school.

Students are taught that a self-disciplined child:

1. Enters the classroom after the removal of coat, boots, etc. and takes their proper place.

2. Is prepared to learn when school opens.

3. Does not talk without permission or when being instructed.

4. Does the best work of which he/she is capable.

The Discipline Policy of GBCA has two levels.

- The first level deals with the **Student Code of Conduct**.

- The second level of discipline deals with our **Safety and Educational Productivity Code**.

**B, 3: Student Code of Conduct**

Our teachers, using discernment and discretion, are empowered to deal with the infractions of this Code. Depend-

ing on the seriousness of the infraction, the remedy may range from a gentle reminder to expulsion.

*Students at Grace Baptist Christian Academy will:*

1. Strive for excellence in every endeavor.

2. Be respectful of authority by treating all GBCA personnel with respect at all times. They will address all per-

sonnel appropriately (Sir, Ma’am, Mr., Mrs., Miss, Pastor, etc.)

3. Be kind and courteous to their fellow students in action as well as speech, preferring others above themselves.

4. Actively seek to promote the Christian unity of the student body according to the principles of I Corinthians 12-13

by making sure that no student is ridiculed, made to feel inferior, or abused in any way.

a) Anti-Hazing Law - Commonwealth of Massachusetts, Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19, Copy of Secs. 17 to 19; issuance to students and student groups, teams and organi-

zation; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recog-nized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seven-teen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of sections seventeen and eighteen to each of its members, pledges, pledges or applicants for membership. It shall be the duty of each such group, team or organiza-tion, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants or hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

b) Harassment, Sexual Harassment, and Bullying

Chapter 622 and 370

Definitions: **Harassmen**t includes communications such as gestures, jokes, comments innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging, e-mailing or in any other way, that shows disrespect to others based upon race, color sex, religion, national origin, sexual, or gender-based bias, age, or disability.

**Sexual Harassment** includes sexual advances, requests for sexual favors, and other physical or ver-bal conduct of a sexual nature. Sexual harassment has the purpose or effect of interfering with a person’s work or

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educational performance by creating an intimidating, hostile, or offensive working or learning environment. Sexual harassment may take many forms, including but not limited to the following:

1) Verbal harassment or abuse;

2) Subtle pressure or requests for sexual activity;

3) Assault, inappropriate touching, impeding movement, comments or gestures, written documents, of a suggestive

or derogatory nature;

4) Continuing to express sexual interests after being informed that the interest is unwelcome;

5) Leering or voyeurism;

6) Displaying sexually explicit, lewd, or pornographic photographs or materials.

**Bullying** is defined as the severe or repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

**Cyber-bullying**, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber harassment and cyber bullying are the transmission of text messages, photos, videos on cell phones, or email, instant messages, social networking blogs, or Web pages to harass, embarrass, and intimidate other students. The harassment takes many forms, from spreading false rumors and posting embarrassing pictures of others to sending offensive messages, repeated harassment (sometimes sexual), stalking, threats, and even extortion.

Bullying/Cyber-Bullying shall be prohibited: on school grounds; on property immediately adjacent to school grounds; at a school-sponsored or school-related activity, function, or program whether on or off school grounds; on any vehicle owned, leased, or used by Grace Baptist Christian Academy; or, through the use of technolo-gy or an electronic device owned, leased, or used by Grace Baptist Christian Academy.

Bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by Grace Baptist Christian Academy if the bullying: creates a hostile environment at school for the target; infringes on the rights of the target at school; or, materially and substantially disrupts the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development, monitoring and updating of a prevention plan, in consultation with all Academy stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying

Prevention and intervention plan shall be updated at least biennially. The Principal is responsible for the implementa-tion and oversight of the bullying prevention and implementation plan within the Academy.

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Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff or ad-ministration. The target shall, however, not be subject to discipline for failing to report bullying.

Students may anonymously report incidents of bullying by leaving a written note in a sealed envelope, addressed to either the Principal, Superintendent, or the Chairman of the School Board in the school office. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false ac-cusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the Academy com-munity, are encouraged to report an incident of bullying as soon as possible.

A member of the school staff shall immediately report any instance of bullying the staff member has witnessed or be-come aware of to the Academy Principal, Superintendent, or the Chairman of the School Board.

Investigation Procedures

The Principal or Superintendent, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The Academy Principal/Superintendent shall promptly investigate the report of the bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, staff members, students, and/or witnesses.

Support staff shall assess an alleged victim’s needs for protection and create and implement a safety plan that shall restore a sense of safety for that student. Confidentiality shall be used to protect a person who reports bullying, pro-vides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the Academy Principal/Superintendent determines that bullying has occurred he/she shall take appropriate disci-plinary action and if it is believed that criminal charges may be pursued against the aggressor, consult with the Attleboro Police Department’s DARE officer to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified. The investigation shall be com-pleted within fourteen (14) school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be fact-ual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a mini-mum, the Principal/Superintendent shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with the disciplinary procedures as described in this handbook. Each incident of bullying that is reported shall be documented and a file shall be maintained by the Principal/Superintendent. Confidentiality shall be maintained to the extent con-sistent with the Academy’s obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or wit-nesses or has reliable information about bullying shall be prohibited.

Counseling and Referral

Grace Baptist Christian Academy does not provide counseling and encourages students that have been affected by bullying (both targets and aggressors) to obtain appropriate services, as necessary, on their own.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruct-tion on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents and guardians, in age-appropriate terms, by way of the student handbook. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff shall

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be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the Academy’s employee handbook.

Definitions

**“Hostile environment”** – a situation in which bullying causes the school environment to be permeated with intimida-tion, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

**“Agressor”** – a student who engages in bullying or retaliation.

**“School grounds”** – property on which a school building or facility is located or property that is owned, leased or used by the Grace Baptist Christian Academy for a school-sponsored activity, function, program, instruction, or training.

**“Target”** – a student against whom bullying or retaliation has been perpetrated.

**“School staff”** – not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, and parapro-fessional.

**“Retaliation”** – any form of intimidation, reprisal, or harassment by a student directed against any student staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation or for taking action consistent with this policy.

It is the policy of Grace Baptist Christian Academy to prohibit harassment by any of its agents, officers, employees, or students and has set forth a process by which allegations of harassment may be filed, investigated, and resolved.

Responsibility:

It is the obligation of each person to report any conduct which violates the harassment policy at Grace Baptist Christian Academy regardless of whether or not the person is a victim; whether the violator is a student, agent or staff member; and regardless of the sex of the offender. This policy also applies equally to all individuals at Grace Baptist Christian Academy, and covers all relationships including, but not limited to, peer relationships, student/staff and student/teacher. Everyone at Grace Baptist Christian Academy is responsible for ensuring that their behavior is free from sexual harassment or any form of harassment and no individual should engage in, condone, or encourage harassing behavior.

Procedures:

Any individual who believes he or she has been harassed, or who has witnessed or learned about the harassment of another person in the school environment, should inform the Academy Principal/Superintendent as soon as possible. If the individual does not address the problem in an effective manner, the individual should inform the Chairman of the School Board.

Grace Baptist Christian Academy will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school’s obligation under law.

Complaints between the alleged victim and the alleged harasser may be handled two ways: through an Informal or Formal Procedure.

A. A student who has a complaint against another student may choose to use the Informal Procedure.

B. A student who has a complaint against an employee shall be handled only through the Formal Procedure.

In certain cases, the harassment of a student may constitute child abuse under state law. Grace Baptist Christian Acad-emy will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

If the student who is the alleged victim or the alleged harasser chooses not to utilize the Informal Procedure, or feels that the Informal Procedure is inadequate or has been unsuccessful, he/she may proceed to the Formal Procedure.

INFORMAL PROCEDURE: (May be chosen in complaints between students.)

It may be possible to resolve a complaint through the voluntary conversation between the alleged victim and the alleged harasser which is facilitated by a school employee. If the alleged victim or alleged harasser is a student under the age of eighteen (18), the Academy Principal/Superintendent will notify the student’s parents/guardians if, after initial consultation with the student, it is determined to be in the best interest of the student. Both the alleged victim

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and the alleged harasser may be accompanied by a person of their choice for support and guidance. If the alleged victim and the alleged harasser feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Principal/Superintendent if the complaint has been resolved through a staff member or to the Superintendent if the complaint has been resolved through the Principal.

FORMAL PROCEDURE: (Must be chosen for complaints between students and employees.)

Step 1

The Principal/Superintendent shall complete a discrimination/harassment complaint form based on the written or verbal allegations of the alleged victim. The complaint form shall be filed and kept in a secure location.

A. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under eighteen (18) years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student, it is determined not be in the best interests of the student.

B. An investigation shall be completed by the Principal/Superintendent within fourteen (14) schooldays from the date of the complaint or report.

Step 2

The investigation may consist of personal interviews with the alleged victim, the alleged harasser, and any other in-dividuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The complainant and/or the alleged victim may be accompanied by a person of their choice. In determining whether the alleged conduct constitutes a violation of this policy, the Principal/Superintendent shall consider the surrounding cir-cumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of be-havior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Wheth-er a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

Grace Baptist Christian Academy may take immediate steps, at its discretion, to protect the alleged victim, alleged harasser, witnesses, and school employees pending completion of an investigation of the alleged discrimination and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc. Police may also be notified when deemed appropriate.

The investigation will be completed as soon as practicable and, if possible, within fourteen (14) schooldays from the complaint or report. The Principal/Superintendent shall make a written report upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

The Principal/Superintendent shall recommend what action, if any, is required. Grace Baptist Christian Academy shall take appropriate action in all cases where the Principal/Superintendent concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to action, including but not limited to repri-mand, suspension, termination/expulsion, or other sanctions as determined by the Administration and School Board.

Step 4

The Principal/Superintendent shall maintain the written report of the investigation and results in a safe and secure location.

The alleged victim and the alleged harasser shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.

APPEALS

A party may appeal the decision of the Principal/Superintendent in writing to the Chairman of the School Board within fifteen (15) work days of receipt of the finding of the formal procedure. The Chairman will review the adequacy of the investigations and the conclusions. Parties will be given an opportunity to present their case to the Chairman.

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REPORTING of POTENTIAL PHYSICAL and/or SEXUAL ABUSE

Several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of a child, including but not limited to in-cest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circum-stances, alleged harassment may also be possible physical and/or sexual abuse under Massachusetts law. Such harass-ment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Social Ser-vices within 24 hours of the time the educator becomes aware of the suspected abuse.

Confidentiality:

Any investigation into allegations of harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the complainant should be interviewed individually in circumstances that will encourage candid comments. The employee or student should be aware that Grace Baptist Christian Academy is obligated to investigate each and every report of harassment and will do its best to maintain total confidentiality as long as possible.

5. Be respectful of the property rights of others, including the GBCA facilities.

6. Honor their parents and their Pastors at all times.

7. Be active in Christian service in their local churches.

8. Honor the doctrinal position of the Academy by not promoting doctrine that is contrary.

9. Be courteous and respectful to Academy visitors at all time, taking care to address them properly (Sir, Ma’am, etc.)

10. Guard themselves from the temptations that accompany the spirit of this age by seeking to live an exemplary

moral life.

11. Guard their Christian testimony by avoiding places and activities that reflect poorly on the Lord, the Academy,

and their local church.

12. Guard their eyes by avoiding images, videos, television programs, stage plays, or movies that contradict in

message or in form, the clear teaching of the Word of God.

13. Guard their minds by refraining from listening to music that in lyrics or form, or by the lifestyle of the performer,

promotes a worldview that is contrary to Scripture.

14. Be exemplary in their attitudes, interactions, and relationships with the opposite sex by refraining from inappro-

priate behavior and displays of affection.

15. Refrain from the use of intoxicating drink as a beverage, tobacco, or the non-medicinal use of drugs and medica-

tions.

1. According to Massachusetts General Laws Chapter 71, there is to be no use of any tobacco products by any student in SCHOOL, on SCHOOL GROUNDS, or in a SCHOOL vehicle (subject to disciplinary code). Additionally: Attleboro Health Dept. Regulation 23, Section 6A, makes it unlawful for any person to smoke on public and private school grounds. Such violation shall be subject to fines and penalties. Attleboro Health Dept. Regulation 23, Section 10 prohibits a minor from possession of a tobacco product in any public place, and/or open public place within the City of Attleboro. Any minor found in possession of any tobacco product shall have the product confiscated and be subject to fine and penalty.
2. It is the policy of Grace Baptist Christian Academy that no person may use, posses, sell, or distribute al-cohol or a controlled substance or prescription medication, nor may use or possess drug paraphernalia nor may conspire to distribute, on school grounds or at school-sponsored events. The terms “alcohol and con--trolled substances” will be construed throughout the policy to refer to the use of all substances including but not limited to: alcohol, inhalants, marijuana, cocaine, designer drugs, LSD, PCP, amphetamines, heroin, steroids, and look-a-likes, including any unauthorized use of prescription medication, as well as non-prescription medication. Additionally, any person exhibiting behavior, conduct, or personal and phy-sical characteristics indicative of having used such substances will be prohibited from entering school grounds and will be subject to disciplinary action.

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Students are not permitted to sell (or represent that they are selling), dispense (or represent that they are dispensing), possess, use, abuse, or be under the influence of alcohol or controlled substances on school property, on their way to and/or rom school, at school-sponsored events, or within 1,000 feet of school property, which is the “drug free zone” established by state law (M.G.L. chapter 94C, section 32J) and federal law (21 USC section 860 (a)). Students in violation of this policy will be subject to suspension or expulsion in accordance with the student handbook and with state law.

Compliance with this policy is made a condition of school attendance. Disciplinary sanctions up to and in-cluding exclusion from school and referral for prosecution, will be imposed on students who violate this standard of conduct. Satisfactory completion of an appropriate rehabilitation program may be made a con-dition for withholding or terminating sanctions.

Exemptions to the Policy

Any medication to be given/taken in school, including prescription and/or over the counter medications, must follow Massachusetts Department of Public Health Guidelines (105CMR 210.00) and requires clear-ance from the Principal/Superintendent, who will be advised by the off-site school nurse, according to the

Administration of Medication Policy (M-JLCD). This requires/but is not limited to: a signed medication order from a licensed prescriber and signed consent by the parent or guardian to give the medication. Medication must be in a pharmacy or manufacturer-labeled container to be delivered by a responsible adult.

b, 1: All school staff are under obligation to report any and all incidents of the use or possession of any drugs/alcohol by students.

b, 2: School personnel are not protected under the confidentiality statutes of the Commonwealth and if called to testify in court, they would be obligated to reveal any information relating to drugs/alcohol even if voluntarily confided to them by the students.

b, 3: Each and every such incident, suspected incident, or suspected pattern of use, possession or traffick-ing is to be reported immediately to the Principal and/or Superintendent.

b, 4: Any student who is suspected of, observed as, or has admitted to being under the influence of a drug/alcohol must be reported to the Principal and/or Superintendent.

b, 5: Incidents, as described in items b, 1-b,3, are considered a violation of school rules and possibly the law if they occur at any time in the school building, on school grounds, at school sponsored events, at activities or events which may be conducted off school grounds, on school vehicles and during loading and unloading.

b, 6: The Principal shall be the party to whom all such incidents re reported and who will coordinate all procedures in these matters. In absence of the Principal, the Superintendent or another administrator or designee shall perform this function.

b, 7 Upon a report to the Principal of an incident, an investigation will be conducted. Parents will be in-formed as soon as possible. Disciplinary hearings will take place in accordance with procedures stated in the student handbook.

b, 8: No disciplinary action will be taken against a student who voluntarily confides a drug or alcohol dependency to a staff member. Such communication about dependency, however, will not excuse, nor will it prevent the student from being disciplined for, what otherwise would be a violation of school rules concerning possession or being under the influence of drugs or alcohol.

b, 9: Being under the influence of drugs or alcohol is a violation of school rules, even if the student is not in possession of such substances. Students who are simply under the influence of drugs or alcohol will be appropriately disciplined, and the police will not ordinarily be summoned. Police will be summoned in cases of disorderly or dangerous conduct. The names of students who have been under the influence of drugs or alcohol may, at the discretion of the Principal, be submitted to the Attleboro Policy Department, subject to provisions of the student record regulations.

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b, 10: If a student is found to be in possession of drugs or alcohol in locations specifically associated with students (school corridor, lockers, personal clothing or other locations or items), the principal, parents, and police will be notified. The case will be turned over to the Attleboro Police Department which will as-sume responsibility for prosecution. Contraband associated with the case (illicit drugs and paraphernalia) will be turned over to the Police Department at well.

b, 11: The Police Department will, where appropriate, pursue criminal action against any student found to be in possession of drugs/alcohol.

b, 12: The Attleboro Police Department will coordinate the department’s actions in cases of students found to be in possession of drugs or drug paraphernalia. Records of all such cases will be maintained by the Police Department.

Video Surveillance

Surveillance cameras that may be located inside and outside the building are placed to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Students observed by video surveillance in acts which break school policy, procedures or disciplinary guidelines will be subject to the conse-quences or sanctions imposed for violating those policies, procedures or disciplinary guidelines. Surveillance footage is for administrative use only.

Search Policy

It is the policy of the Grace Baptist Christian Academy School Board that all lockers, desks, lab areas, and other com-mon spaces (including bathrooms and corridors) are the property of Grace Baptist Christian Academy. As such, they may be searched and inspected at any time without warning. Such inspections, searches (metal detectors and the like), and/or subsequent confiscations shall be conducted at the discretion of the administration. School authorities may search a student, a student’s locker, or a student’s vehicle based upon reasonable suspicion and may seize any illegal, unauthorized or contraband materials discovered in the search. Any student’s refusal to permit a search will be con-sidered grounds for disciplinary action.

Personal searches: A student’s person and/or personal effects (purse, book bag, coat, lunch pail, briefcase, tote, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Parking a vehicle on school property during the school day or when attending or participating in school sponsored activities is a privilege and not a right. As such, vehicles brought on to school property by students may be subject to a search by school officials.

**B, 4: Educational and Safety Productivity Code**

Things contained in this code relate to the safety and the well-ordered discipline of the classroom setting and includes such things as disruptive behavior, tardiness, violations of our “six-inch rule”, homework and assignment completion, and other non-moral issues.

The learning environment at GBCA is enhanced when the classroom is well ordered. To accomplish this, students are required to:

1. Follow directions.

2. Keep hands, feet, and other objects to oneself and in their proper place. (The term “six-inch rule” is used in regards

to this area.) Students are to refrain for public displays of affection between those of the opposite sex.

3. Refrain from deceptive or any other kind of improper behavior such as lying, stealing, forging notes or alteration so

as to deliberately mislead and rebellious or disruptive behavior. Suspension and/or expulsion will be appropriate

disciplinary action for these offenses. A parent-administrator conference will also be necessary.

4. Refrain from cheating and plagiarism. A student will receive a zero for work and no make-up possibilities. Suspen-

sion and/or expulsion may also be appropriate disciplinary action for these offenses. A parent-administrator con-

ference will also be necessary.

5. Refrain from bringing items to school that would be a distraction such as toys that would keep a student from doing

his or her work. Magazines and books brought from home should be in good taste. Any found not to be so will be

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taken from the students and the parents will be notified. Electronic games are not allowed.

6. Refrain from bringing items to school that would be danger to themselves, other students, or items such as knives

(to include pocket-knives), fireworks, or any other kind of firearm. This includes any item defined as a dangerous

weapon by state law (Massachusetts General Laws, C. 269, Section 10: e.g. knives, nunchaku, metallic knuckles,

etc.) as well as guns, look alike guns, bows and arrows, or any device or item potentially dangerous to the health

and safety of others, or that would cause fear in others. Any weapon or ammunition brought into the school will be

confiscated; the police and the Principal/Superintendent will be notified of the incident.

G.L.C. 269 s. 10 by Chapter 150 of the Acts of 1987:

Whoever not being a law enforcement officer, and not withstanding any license obtained by him under the pro-

visions of chapter one hundred and forty, carries on his person a firearms hereinafter defined, loaded or unloaded, in

any building or on the grounds of any secondary school, college, or university shall be punished by a fine of not

more than one thousand dollars or by imprisonment for not more than one year, or both. For the purposes of this

paragraph, “firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet

can be discharged by whatever means.

7. Arson: Any incident of arson will be reported to the student’s parent(s) or guardian(s), to the Attleboro Fire De-

partment, to the Attleboro Police Department, and to the Principal/Superintendent.

8. Incendiary device /stink bombs: Any student who is involved in the causing of a bomb scare will be reported to the

Attleboro Police Department, Attleboro Fire Department, and the Principal/Superintendent. Parents/Guardians will

be encouraged to seek counseling for their child. Students who are found to be either in possession of or igniting

fireworks in school or on school property are subject to disciplinary action.

It is a felony for any person to possess, transport, use, or place, or cause another to possess, transport, use, or place

a fake bomb or “hoax device” with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or

group of persons. The statute defines a “hoax device” as any device that would cause a person reasonably to be-

lieve that it places in danger life or property by fire or explosion. A person convicted under this statue may be

fined up to $5,000 and/or sentenced up to two and one-half years in a house of correction or five years in a state

prison.

9. Refrain from activities that detract from the learning environment such as the selling of items, engaging in gam-

bling, or in the trading of items of value such as sports trading cards.

10. Show respect for GBCA property and equipment as well as the property of our neighbors.

11. Avoid being involved in mischievous behavior that detracts from the learning environment such as the pulling of

fire alarms or pranks on other students or staff.

12. Refrain for threatening a staff member, whether verbal, physical, or implied. Any student who assaults a princi-

pal, assistant principal, teacher, teacher’s aide or other educational staff on school premises or at school-sponsored

or school-related events, including athletic games, may be subject to expulsion from the school by the principal/

superintendent.

13. Proper language is expected from all students at all times. Profanity, cursing and foul/offensive language or

derogatory words/expressions will not be tolerated.

Inappropriate language directed at a teacher/staff member will not be tolerated.

14. Comply with the uniform and grooming standards as put forth in this handbook.

15. Seek to show love and respect for others at all times.

***B, 5: Safety Protocol***

1. Before and after school, students must stay within the designated assigned areas.

2. Sports that require more than inadvertent contact must not be played unless supervised by school staff. Fighting or

“sword-play” with foreign objects is not acceptable due to the possibility of injury.

3. Fire drills & lock-down drills will be conducted at various intervals. The students will be instructed as to proper

behavior during the drills as well as the proper procedures for ensuring safety in an actual emergency. Students are

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to remain with their teacher until the recall is announced.

4. The throwing of snowballs is not permitted on school property.

5. Students are to walk in the buildings at all times.

6. NO student is to ever open a locked entrance door without prior permission from a GBCA Faculty/Staff member.

7. No student is permitted to climb any tree/bush located on school property.

8. No student is permitted to ride bicycles, skateboards, or skates down any staircase, inside or outside of the building.

9. Students are not permitted to be in an unauthorized area.

***B, 6: Demerit System***

To help accomplish the goals for our **Educational and Safety** **Productivity Code**, we use a **demerit system**.

**Advantages of the demerit system:**

1. It is clear. Teachers and students know what each infraction will bring.
2. It provides a system whereby parents are informed of their children’s behavior.
3. Parents are notified as certain plateaus are reached. Notification is sent to parents when a child receives 3, 10, 20, 30, 40, 50, and 60 demerits.
4. It tends to eliminate some of the personal feelings of resentment that students sometimes have toward a teacher who disciplines them.

**Mechanics of the demerit system:**

1. Each teacher has a pad of demerit slips on which he/she writes the name and the offense of the student.

The student is informed of their misconduct and signs the demerit.

1. Both the parents and the school office will receive a copy of the demerit. Demerit slips must be signed by the parent and returned to the School Office **the next school day** or the demerit(s) will be doubled every day that it is not returned.

- Behavior Infraction notification will be given to the parents of any student who reaches a detention plateau as

noted below.

C. Plateaus:

1. Every 3 demerits: 30 minute after school detention (7th-12th grade).

2. Every 10 demerits: One hour after school detention (K-12th grade).

3. 3, 10, 20, 30 demerits: Parents notified by letter and/or on-line grading/communication program

when student reaches each plateau.

4. 40 demerits: Notification letter sent to parents/guardians; Student counseled by Administrator;

Parent/Administrator conference; student put on disciplinary probation. Student will receive one

(1) day in-school suspension.

5. 50 demerits: Notification letter sent to parents/guardians; Student will serve an in-school

suspension for one (1) week after consultation with the parents.

6. 60 demerits: This amount in one semester will result in expulsion from school after consultation

with the parents unless special permission is obtained by the Principal from the Superintendent and

the School Board.

Expulsion is defined as a termination of enrollment.

- If a detention is missed without permission, the student will serve two (2) detentions instead of one.

- If your child must serve a detention, a notice will be sent home (via letter or through an on-line communication

system) to inform the parent of the date to be served.

- Detentions are normally for one (1) hour and all students will sit in complete silence. No work of any kind may be

accomplished by the student during a detention. A student in detention may not lounge, rest their head on a desk, or

fall asleep. Detentions earned at the end of the school year will still be served by the student.

- A student serving an in-school suspension will be required to fulfill all academic requirements, but in isolation. In

addition to said suspension, the student will serve an hour of detention for every assigned day of suspension.

- Students who are suspended are not eligible to participate in any extra-curricular activities during their suspension.

(To include ineligible to practice, play, or travel with his/her team.)

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- It is the responsibility of the parents to retrieve their student who is serving a detention. Students serving a detention

will not be taken home by a GBCA staff or faculty member.

- Demerits are cancelled at the end of the first semester and begin from zero for the second semester, following the

same procedure as the first.

- Any student on disciplinary probation for three consecutive semesters will not be permitted to re-enroll.

- There may be times when the administration issues double-demerit day/week.

**B, 7: Child Abuse Law**

Under Massachusetts General Laws Chapter 119, Section 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen is suffering serious physical o emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Children & Families.

**C. UNIFORMS, DRESS CODES, & GROOMING STANDARDS**

**C, 1: BOYS: School Uniforms** -- All Polo Monogramming is done through the school

-- All Sweater Monogramming is done through Donnelly’s

**A) DRESS UNIFORM:** *For more formal occasions where exact uniformity is desired*

*(i.e, the 1st day of school, picture day, community ministries, and* ***every Chapel Day****).*

**K through 8th Grade:**

\* Slacks: Solid Navy Blue Twill, worn at waist, no cargo \* Undershirt: No writing/image visible

\* Sweater: Monogrammed Red V-neck Pullover \* Dress Socks: solid Navy Blue or Black, crew cut/over ankle

\* Shirt: White Oxford (long/short sleeve), Tucked in \* No necklaces outside of uniform

(All buttons buttoned – do not cut/remove collar buttons) \* Shoes: Solid Black, Closed, Dress; laces tied if applicable

\* Belt: Solid Navy Blue or Black (heel must not exceed 1 ½ inches; no sandals, clogs, moccasins,

\* Tie: Solid Navy Blue black/brown sneakers, slippers, or insulated boots)

**9th through 12th Grade:**

\* Slacks: Solid Khaki Twill, worn at waist, no cargo \* Undershirt: No writing/image visible

\* Sweater: Monogrammed Black V-neck Pullover \* Dress Socks: solid khaki, navy blue, or black, crew cut/over ankle

\* Shirt: White Oxford (long/short sleeve), Tucked in \* No necklaces outside of uniform

(All buttons buttoned – do not cut/remove collar buttons) \* Shoes: solid black, closed dress; laces tied if applicable

\* Belt: Solid Khaki, Navy Blue, Black, or Brown (heel must not exceed 1½ inches; no sandals, clogs, moccasins,

\* Tie: To be announced black/brown sneakers, slippers, or insulated boots)

~ 9th – 12th Grade Musical Groups will wear the School’s Choir Attire with black hosiery and shoes at performances.

~ Apparel requirements at other individual events will be announced as needed (i.e., Sports Banquet).

**B) FIELD TRIP UNIFORM:** *When we travel on field trips as a school.*

\* Slacks: K-6th Grade – Solid Navy Blue or Black Twill (worn at the waist) \* Socks: above the ankle

7th-12th Grade – Solid Navy Blue, Black, Khaki, or Stone Twill \* Belt: Solid Navy Blue or Black

(worn at the waist) \* Shoes: Clean, Casual

\* Shirt: Monogrammed Red Long or Short Sleeved Polo (tucked in) (Sneakers are acceptable if they are clean)

(Teachers may at times allow GBCA T-Shirts/Sweatshirts)

**C)** **CLASS DRESS:** *For everyday wear at the school* ***(except for Chapel Day)*** *unless otherwise noted****.***

\* **SLACKS:** -- All slacks must be Docker-style (no jean material); no cargoes; worn at the waist

Grades K through 6: \* Solid Navy Blue or Black Twill

Grades 7 through 12: \* Solid Navy Blue, Black, Khaki, or Stone Twill

\* **SHIRTS:** **NOTE: All shirts must be tucked in.**

Choice of:

1) Polo: **Monogrammed** Long/Short Sleeve (***No more than 3 buttons***)

(solid colors: white, light blue, yellow, hunter green, red, khaki, black, navy)

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2) Oxford: Long/Short Sleeve

(solid color choices: white, light blue, yellow)

3) Turtlenecks: Turtlenecks may be **worn under** any approved shirt or any of the approved sweater choices.

(solid colors: white, light blue, yellow, hunter green, red, khaki, black, navy)

-- A turtleneck may NOT be worn as a stand-alone shirt. It must be underneath a monogrammed polo, oxford,

or sweater/vest.

4) Sweater/Vests/Fleece: Non-monogrammed Sweater or Sweater Vest **worn over** an oxford, monogrammed polo,

or turtleneck

(solid color choices: white, light blue, yellow, hunter green, red, khaki, black, navy)

(style choices: crew neck, V-neck, or button/zip-up)

-- There MUST be an oxford, monogrammed polo, or turtleneck worn underneath a sweater/vest at all times.

-- If the sweater/vest is removed at any time throughout the day, the student who is wearing a polo **must** be

wearing a monogrammed polo (no exceptions).

-- Hoods on sweaters/vests may not be worn during school hours.

-- Fleece sweaters or jackets must be solid colors with no markings.

5) Sweatshirts: **ONLY** Sweatshirts with a GBCA logo may be worn to classes. See the School Store for

selections.

-- A school approved shirt must be worn under the GBCA sweatshirt at all times.

-- Hoods on sweatshirts may not be worn during school hours.

\* **TIE:** (Optional) Solid Navy Blue or Black – If a tie is worn, the shirt must be buttoned. If not wearing a tie, the

top shirt button may be unfastened. (No necklace may be worn outside the uniform if a tie is worn.)

\* **BELT:** Solid Navy Blue, Black, or Oxblood

\* **SHOES:** Black or Brown-Closed; laces tied if applicable

(heel must not exceed 1 ½ inches; no sandals, clogs, moccasins, black/brown sneakers, or slippers)

(Insulated boots may be worn from November 1st - April 15th)

\* **SOCKS:** Over-the-ankle crew cut (solid color choices: white, black, navy, khaki, brown)

**\* UNDERGARMENTS:** No writing or images to be visible, undergarments are not to be seen outside of the

uniform.

**D) PHYSICAL EDUCATION:**

- K through 6th: Loose fitting T-shirts with no objectionable language/ads - No chains or loose hanging jewelry

(No sleeveless T-shirts or tank tops will be allowed) - Clean sneakers

Loose fitting Sweatpants or knee-length athletic shorts - Socks

(No jeans, cargoes, or spandex) - School approved Swim suit

- 7th through 12th: T-shirts will be assigned to each student by GBCA (if applicable)

Black knee-length athletic shorts/sweatpants supplied by student

(shorts/sweatpants should be loose fitting & sit at waist; no jeans/cargoes/spandex)

\* Recess Clothing: Kindergarten through 6th grade are encouraged to bring a pair of sneakers for recess.

**E) BOY’S GROOMING STANDARDS:**

- Young men should avoid hairstyles that draw attention to themselves. Therefore, male students at GBCA must wear

hairstyles that are off of the ear, eyebrow, and collar. Bowl cuts are not acceptable in that they lend themselves to

abuse. No line should be visible in the student’s haircut. They may not artificially color their hair.

- Jewelry must be modest so as not to distract from schoolwork. Boys are not allowed to wear any kind of body

piercing jewelry.

- No tattoos are allowed. Drawing on oneself is not permitted.

- Male students may not wear fingernail polish at any time.

- Older students must be clean-shaven at all times and keep their sideburns cut above the earlobe.

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**C, 2: GIRLS: School Uniforms** -- All Polo Monogramming is done through the school

-- All Sweater Monogramming is done through Donnelly’s

-- All skirts and jumpers must be purchased through Donnelly’s

**A)** **DRESS UNIFORM:** *For more formal occasions where exact uniformity is desired*

*(such as the 1st day of school, picture day, community ministries, and* ***every Chapel Day****).*

**K through 8th Grade:**

\* Grade K: Plaid jumper \* White/natural colored camisole/full slip & undergarments

\* Grace 1-8: Plaid, below knee, worn at waist (no colored undergarments)

\* Grade 1-8: Monogrammed Red V-Neck Pullover \* Leg Wear: Solid Navy Blue Knee-socks, Tights, or Hose

\* Tie: Solid Navy Blue Criss-Cross \* No necklaces outside of uniform

\* Shirt: White Oxford (long/short sleeve), Tucked in \* Shoes: Solid Black, Closed, Dress; laces tied if applicable

All buttons buttoned, tucked in, & loose fitting (heel must not exceed 1 ½ inches; no sandals, clogs, moccasins,

(Do not cut/remove collar buttons on oxfords) black/brown sneakers, slippers, or insulated boots; no pointed

heels)

**9th through 12th Grade:**

\* Skirt: Khaki, below knee, worn at waist \* White/natural colored camisole/full slip & undergarments

\* Sweater: Monogrammed Black V-neck Pullover (no colored undergarments)

\* Shirt: White Oxford (long/short sleeve), Tucked in \* Leg Wear: Solid Nude Hose or Knee Highs

(All buttons buttoned – do not cut/remove collar buttons) \* No necklaces outside of uniform

\* Tie: To be announced \* Shoes: Solid Black, Closed Dress; laces tied if applicable (heel

must not exceed 1 ½ inches; no sandals, clogs, moccasins, black/

brown sneakers, slippers, or insulated boots; no pointed heels)

~ Musical Groups will wear the School’s Choir Attire with black hosiery and shoes at school performances.

~ Apparel requirements at other individual events will be announced as needed (i.e., Sports Banquet).

**B)** **FIELD TRIP UNIFORM:** *When we travel on field trips as a school.*

\* Slacks: (Docker-style; no cargo; worn at the waist) \* Socks: Above the ankle

K-6th Grade – Solid Navy Blue, Black Twill \* Belt (if needed): Solid Black or Navy Blue

7th-12th Grade – Solid Navy Blue, Black, Khaki, or Stone Twill \* Shoes: Clean, Casual

\* Shirt: Monogrammed Red Long or Short Sleeved Polo (tucked in) (Sneakers are acceptable if they are clean)

(Teachers may at times allow GBCA T-Shirts/Sweatshirts)

**C)** **CLASS DRESS:** *For everyday wear at the school* ***(except Chapel Day)*** *unless otherwise noted****.***

\* **SKIRTS/JUMPERS:** -- All skirts must be below the knee in length and worn at the waist

Kindergarten : \* Plaid jumper \* Navy jumper \* Black jumper

Grades 1st through 6: \* Plaid skirt \* Navy skirt \* Black skirt

\* Plaid jumper \* Navy jumper

Grades 7 through 12: \* Plaid skirt \* Navy skirt \* Black skirt \* Khaki skirt (2 style options)

\* **SHIRTS:** **NOTE: All shirts must be tucked in and loose fitting.**

Choice of:

1) Blouse: Grades K through 12: Long/Short Sleeve Oxford

(solid color choices: white, light blue, yellow)

Polo: (All Grades): **Monogrammed** Long/Short Sleeve Polo Shirt (***No more than 3 buttons***)

(solid colors: white, light blue, yellow, hunter green, red, black, khaki, navy)

2) Turtlenecks: (All Grades)

Turtlenecks may be **worn under** an approved blouse choice or any of the approved sweater choices.

(solid color choices: white, light blue, yellow, hunter green, red, black, navy)

-- A turtleneck may NOT be worn as a stand-alone shirt. It must be underneath a blouse, polo, or sweater/vest.

3) Sweater/Vest/Fleece: (All Grades)

Non-monogrammed Sweater or Sweater Vest **worn over** a blouse, oxford, monogrammed polo, or turtleneck.

(solid color choices: white, light blue, yellow, hunter green, red, khaki, black, navy)

(style choices: crew neck, V-neck, or button/zip-up)

-- There MUST be a blouse, oxford, monogrammed polo or a turtleneck worn underneath a sweater/vest at all times.

-- If the sweater/vest is removed at any time throughout the day, the student who is wearing a polo **must** be wearing

a monogrammed polo (no exceptions)

-- Hoods on sweaters/vests may not be worn during school hours.

-- Fleece sweaters or jackets must be solid colors with no markings.

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4) Sweatshirts: **ONLY** Sweatshirts with a GBCA logo may be worn to classes. See the School Store for selections.

-- A school approved shirt must be worn under the GBCA sweatshirt at all times.

-- Hoods on sweatshirts may not be worn during school hours.

**SHOES:** Navy Blue, Black, or Brown-Closed; laces tied if applicable

(heel must not exceed 1½ inches; no sandals, clogs, moccasins, black/brown sneakers, slippers, or insulated boots;

no pointed heels)

(Insulated boots may be worn from November 1st - April 15th)

**UNDERGARMENTS**: White/natural camisole or slip, no writing or images visible, no colored undergarments visible.

**LEG WEAR:** Hosiery: K-2nd grade: Bobby-socks, Knee-socks, Tights, Hose

(solid color choices: white, light blue, yellow, hunter green, red, black, navy, nude)

3rd -12th grade: Knee-socks, Tights, or Hose (*NO Bobby Socks or no show socks*)

(solid color choices: white, light blue, yellow, hunter green, red, black, navy, nude)

Leggings: (All Grades)

(solid color choices: white, light blue, yellow, hunter green, red, black, navy, nude/camel)

(approved hosiery must be worn with leggings) (no jeans, sweatpants, or pj’s may be worn under skirt)

**TIE:** (Optional) K-8: Solid Navy Blue or Black Criss-Cross / 9-10: To be announced

If tie is worn, the shirt must be buttoned. If not wearing a tie, the top shirt button may be unfastened

No necklace may be worn outside the uniform if a tie is worn.

**D) PHYSICAL EDUCATION:**

- K through 6th: Loose fitting T-shirts with no objectionable language/ads - No chains or loose hanging jewelry

(No sleeveless T-shirts or tank tops will be allowed) - Clean sneakers

Loose fitting Sweatpants or knee-length athletic shorts - Socks

(No jeans, cargoes, or spandex) - School approved Swim suit

- 7th through 12th: T-shirts will be assigned to each student by GBCA (if applicable)

Black knee-length athletic shorts/sweatpants supplied by student

(shorts/sweatpants should be loose fitting, no jeans/cargoes/spandex)

\* Recess Clothing: Kindergarten through 6th grade are encouraged to bring a pair of sneakers for recess.

**E)** **GIRL’S GROOMING STANDARDS:**

- Young women should not wear hairstyles that attract attention to themselves in an improper way. Female students at GBCA

are not allowed to have hairstyles that can be described as masculine. They may not color their hair with any color that is

unnatural or obviously artificial. Hair extensions should be of natural hair color.

- Female students are not allowed to wear any body piercing jewelry other than earrings. Jewelry must be modest so as not to

distract from schoolwork.

- Tattoos are not allowed. Drawing on oneself is not permitted.

- Black nail polish is not allowed.

- Make-up/Lipstick is allowed only in the 7th-12th grades & should be modest & conservative. Lipstick should be a conserva-

tive, natural color (dark shades such as blue or black are not acceptable).

**C, 3:**  **Spectator Attire**

Student spectators who attend athletic events should wear either their School Uniform or Field Trip Dress (including GBCA T-Shirts and GBCA Sweatshirts.

**C, 4: Miscellaneous Dress Code Issues**

\* All students shall come to school and leave the school property properly dressed in school clothes. There will be no

changing of clothes before leaving school grounds prior to 3:30 p.m. Students should also change back to their

dress clothes after P.E., unless otherwise directed.

\* We expect the students to arrive at GBCA with a uniform that is clean, ironed, hemmed, and with the appropriate

buttons.

\* We encourage students to have all clothing clearly labeled. GBCA is not responsible for lost/stolen items of

clothing.

\* A student out-of-uniform because they lent an article of clothing to another student will receive the demerit for being

out-of-uniform.

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\* Coats, hats, gloves, boots, winter scarves, and sunglasses must be removed and hung up upon entering the building.

They may not be worn to class unless the class is held outside.

\* Monogramming is done through the School Office. Dates will be set for drop-off and pick-up of monogrammed

clothes. Allow at least two weeks for monogramming. Payment is due at Drop-Off. Makes checks payable to

PERSONAL TOUCH. Each item sent in to be monogrammed MUST be clearly labeled with Family Name before

drop-off.

\* Special activities to encourage school spirit (i.e., Spirit Week) will be scheduled throughout the school year.

Students may be allowed to wear clothing styles outside the normal class uniform as approved by the Administration.

Flyers will be distributed at the time of the activity to announce the approved apparel change.

\* The Formal Banquet Dress Code is found under Social Events.

\* Students must be in complete school uniform during Finals Week or the student may not take the final & will receive

a 0.

\* The Administration reserves the right to make a determination about the appropriateness of individual outfits and

that determination is considered final.

**C, 5: Used Uniforms**

GBCA sells used uniforms at a reduced rate. All clothing is cleaned, mended, and ironed before being placed on the rack. All purchases are cash-n-carry. If a student/parent is interested in purchasing used uniforms, they must contact the school office to set up an appointment. If a family wishes to donate or sell used uniforms, please see the school office.

**C, 6: Social Events**

At certain times of the year GBCA will host different social events in which the students may take part. Some events will be student run with a school appointed advisor and at other times they will be sponsored by the administration itself. Generally speaking, Class Christmas Parties and the Jr. High and Sr. High Valentine Parties will be coordinated by the students with an advisor. The Sports’ Banquet, Christmas Dinner Program, and Spring Dinner Theatre are sponsored by the GBCA Sports’ and Music Departments and their respective faculty. Games, music, and special speakers must receive the approval of the administration. Dress codes will be posted at the time of the scheduled activity.

**C 7: The Junior/Senior Formal Banquet** is sponsored by the GBC Pastors and Wives, GBC Deacons and Wives, and the GBCA School Board and Spouses. Students are allowed to bring outside escorts but they must follow the dress code guidelines. Please observe the dress code as noted below:

**Gentlemen:**

Tuxedoes are required (to include: dress shoes with dress socks; no boots/sneakers)

Hair: Worn off the ear & collar; no visible line; no artificial color

Must be clean shaven; sideburns not to extend below the earlobe

Jewelry: Modest so as not to attract attention (No body piercing—including earrings; no visible tattoos)

**Ladies:**

Dress/Skirt: Tea length or floor length

\* Somewhat loose fitting – it should not cling to the body

\* If wearing a skirt and top – no midriff should be showing

Slits: Below the knee even when seated

Bodice Front: a) sleeveless acceptable

- no spaghetti straps or tank top straps unless worn under a non-sheer jacket/stole that cannot be

Removed during the evening (including during picture-taking time)

b) no dipping plunge lines allowed

- no more than 4 finger widths below the collarbone

Bodice Back: No open back

Make-up: Modest and conservative (natural colors). Dark blue & Black eyeshadow & lipstick are not acceptable

Nail Polish: Modest and conservative colors will be permitted.

Jewelry: Modest so as not to attract attention (No body piercing – except earrings; no visible tattoos)

Dress Approval: ALL girls must have their dresses approved. They will be required to try them on before the

evening of the formal before appointed women faculty.

\*\* Even girls who are not students at GBCA must be approved \*\*

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* If the dress is unacceptable you will NOT be allowed to wear the dress no matter how much you have spent … check with the store BEFORE you purchase a questionable dress to see if you can take it back.

(Don’t remove any tags until you get the dress okayed.)

\*Girls who are intending to be escorted by their father [or other non-GBCA family member] – may get

special permission for him to wear facial hair.

**D. ATTENDANCE POLICIES AND PROCEDURES:**

**D, 1: School Time Schedule**

**Monday – Friday:** School doors open at 7:00 a.m

Classroom doors open at 8:00 a.m.

Attendance taken at 8:10 a.m.

Classroom instruction begins at 8:15 a.m.

School day ends at 3:00 p.m.

*Early Arrival*: Students arriving before the Classroom Doors are open must immediately proceed to the assigned Early Arrival Room where a staff member will greet them. The student is only allowed to go to their locker after receiving permission and there is to be no loitering in the halls. Students will be dismissed from the Early Arrival Room at the appropriate time to go to their locker and/or respective classroom when the classroom doors open. At the discretion of the PreCare Teacher, students may eat their breakfast during this time.

*Morning Drop-Off Routine*: Parents should proceed to the drop-off area at the Entrance Door in a timely and safe manner. Please observe the 10 mph speed limit in the school parking lot. Students should immediately retrieve their items and enter the school building. Parents should not tie up the drop-off lane for socialization purposes. Once the student(s) has safely exited the vehicle, the driver should use the turn-around at the end of the driveway – please, DO NOT pull into a parking space and back out into traffic as this is unsafe. [See also, Transportation.] Parents who wish to enter the school building in the morning are asked to drop their students off first and then park the car and proceed to check in with the school office.

**D, 2: School Closings / Delays Due to Weather**

If GBCA cancels classes due to inclement weather, all school appointments, athletic events and functions will likewise be cancelled for that particular day. If the school is to close or the opening delayed due to weather or another emergency, it will be announced on:

*Television Stations:* WLNE-TV/ABC6 (www.abc6.com) CW28 (www.cw28tv.com)

WJAR-TV/NBC10 (www.turnto10.com) RI PBS / Channel 36 (www.ripbs.org)

WPRI-TV/CBS12 (www.wpri.com) WNAC-FOX (www.fox64.com)

*Radio Stations:*

FM Dial: 92.3 WPRO (www.92profm.com) AM Dial: 1590 WARV ([www.warv.net](http://www.warv.net))

93.3 WSNE (www.wsne.com) 630 WPRO (www.630wpro.com)

94.1 WHJY (www.whjy.com) 790 WSKO (www.scoreamfm.com)

95.5 WBRU (www.wbru.com) 920 WHJJ (www.whjjam.com)

98.1 WCTK (www.wctk.com) 1110 WPMZ (www.poder1110.com)

99.7 WSKO (www.scoreamfm.com) 1180 WCNX (www.wcnx1180.com)

100.3 WKKB (www.latina1003.com) 1240 WOON (www.onworldwide.com)

101.5 WWBB (www.b101.com) 1290 WRNI (www.wrni.org)

102.7 JAZZ (www.festivaljazz1027.com) 1540 WADK (www.wadk.com)

105.1 WWLI (www.litrock105fm.com) 1590 WARV (www.warv.net)

106.3 WWKX (www.hot1063.com)

1450 WLKW (www.wnbh.com)

**D, 3: Absences**

The administration and teachers at GBCA believe that classroom activities constitute the heart of the educational process. Time lost from class can never truly be regained. In particular, the important benefits derived from teacher explanations and from the interaction among students and between teacher and student cannot be replaced. Demon-strations, laboratory exercises, oral presentations, and debates are particularly difficult to make up outside of the regularly scheduled class. Not surprisingly, studies have shown a correlation between grades and attendance at school.

Generally the more class time missed by a student, the lower the grade; therefore, the intent of the following attend-

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ance policy is to encourage better student attendance so that each student can acquire the necessary skills for future success.

A student who is enrolled at GBCA is expected to be present each time school is in session. If a student is absent for 40 days or more during the school year, GBCA reserves the right to retain the student at the same grade level. No 7th through 12th grade student will receive credit for course in a quarter where he/she has accumulated more than ten (10) unexcused absences in that quarter.

A student is considered absent if he or she is dismissed prior to third period.

If an illness is of a protracted nature we would expect that the parent will come to the school to pick up their child’s assignments and to receive instruction from the teachers as to the nature of the work that is being missed. Schoolwork that is missed during an excused absence must be made up within a time frame established by each teacher.

GBCA reserves the right to request a signed statement from a doctor with specific dates noted upon an extended illness.

\*Massachusetts General Laws, Chapter 76, Section 4: Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than two hundred dollars ($200).

Parents should avoid taking their students out of school for family vacations, but we recognize that with parents’ work schedules being what they are, family vacations cannot always coincide with school breaks. Parents should provide the teaching staff with as much advance notice as possible before the student leaves on a family vacation. Schoolwork should be done ahead of time if at all possible or during the vacation if necessary to avoid the student falling behind academically. While a student may make up missed quizzes or tests, the teacher is under no obligation to give the student extra time to “catch up”. Due to their work load, teachers cannot be expected to teach students on an individ-ual basis due to a child being out for a family vacation. (See also, Homework Policy.)

*A. Excused Absences:*

Absences due to the following reasons will be considered excused absences: \* Job Interview

\* Illness or medical appointments \* Family emergency \* Legal obligations \* Registry of Motor Vehicles appointment

\* Death in the family \* Family obligation \* College visitation \* Church sponsored retreat/activity

In accordance with state law, parents/guardians will provide a written explanation for absence or tardiness of their child from school within three school days. It should include:

#### 1) the students name 3) the date of each school day missed,

2) the reason for the absence 4) and a parent signature.

*B. Unexcused Absences*

Students who do not submit notes for valid excuses to the School Office within three days following the absence will have the absence listed as unexcused. No 7th through 12th grade student will receive credit for a class in a quarter if during the quarter he/she accumulates more than ten (10) unexcused absences.

Going out to eat, employment, missing the bus, shopping, and visiting the library for school work will be considered unexcused absences. A parental note excusing the student will not be accepted as an “excused” tardy/absence.

Note: If full day absence, student loses credit in all classes. If class absence, student loses credit in particular class.

Students with an orthopedic injury requiring the use of crutches, braces, casts, slings, splints, etc., must return to school with a note from a physician which clearly states the nature of the condition, clearance to return to school, any restrictions and/or need for supportive devices and clear tie frames for any special accommodations.

Students missing final exams must have the absence excused in accordance with the attendance policy. No make-ups for exams will be administered without the approval of the Principal and/or Superintendent.

**D, 4: Truancy**

A student is truant if he/she is absent from school without the parent’s or guardian’s consent. It is an unexcused ab-sence and may result in immediate suspension. A truant absence will receive a zero (0) for any missed class work.

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**D, 5: Tardiness**

*A. Tardy to School:*

Being punctual to school is extremely important to start the school day properly and to focus on academics and school activities. Students not in their seat at Attendance Taking Time are considered tardy. When students arrive after the beginning of a class they disrupt the activities of that class and distract the teacher and students from their work.

A student is considered tardy when he/she is not seated in their assigned room at 8:10 a.m. on Monday through Friday. Habitual tardiness will lead to a parent conference.

**Parents must accompany students in grades K to 6th who arrive to school tardy directly to the school office. The office will send each student to class with a pass which must be presented to the teacher.**

**Parents must accompany students in grades 7 to 10 after 10 tardies. Student drivers who are habitually tardy will have their driving privilege revoked.**

Habitual tardiness will lead to a parent conference.

Tardiness will only be excused for:

1. - medical appointments - accidents - extreme inclement weather - job interview

- family emergencies - legal obligations - unusually heavy traffic \*

- illness - driving tests - car problems \*

*\* Students who habitually use car problems or heavy traffic as an excuse for lateness will not be excused.*

- When a vehicle is late, all students arriving in that vehicle will be considered late.

- Oversleeping is not an excused tardy.

- A late bus/train does not constitute a tardiness as long as the student reports directly to the School Office upon

arrival.

2. A note must be received from the parent on the day the student arrives tardy as to which one of the above reasons was the cause for the students’ tardiness in order for the student to receive an excused tardy credit. It should include:

#### a) the student’s name, c) the date of said lateness,

b) the reason for the lateness, d) and a parent signature.

*B. Tardy to Class:*

Students who arrive to class late will be admitted by the classroom teacher, but should present a pass signed by the faculty/staff member who detained the student. In the absence of another teacher’s pass, the teacher will consider the student to be tardy to class unexcused and will take appropriate disciplinary measures. Habitual tardiness will result in the issuance of demerits and/or a loss of class credits, as well as, any further administrative involvement as deemed necessary.

**D, 6: Class Cut**

A student who is not present in class and is not known to be absent for the day will be considered to have cut the class. The teacher will send the student’s name to the office and then he/she will be assigned one (1) detention. Class work missed during this time may not be made up.

**D, 7: Hall Pass**

A Hall Pass may be required of students who are out of the classroom and in the hallway between classes.

**D, 8: Dismissal**

*Regular Dismissal:* Parents must pick up their student(s) by 3:30 p.m. unless the student is involved in a supervised activity or participating in the After-Care Program. Parents should proceed to the pick-up area at the Exit Door in a timely and safe manner. Please observe the 10 mph speed limit in the school parking lot. Students should immedi-ately retrieve their items and exit the school building when their name is called. Parents should not tie up the pick-up lane for socialization purposes. Once the student(s) have safely been loaded into the vehicle, all vehicles should use the turn-around at the end of the driveway – please, DO NOT pull into a parking space and back out into traffic as this is unsafe. [See also, Transportation.]

All students must exit through the Afternoon Dismissal Door. This includes students who transport themselves as well as any siblings traveling with them. Faculty/Staff children must also exit through the Afternoon Dismissal Door if leaving before 3:30 p.m.

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Parents who wish to enter the school building in the afternoon are asked to park their car first and then proceed to check in with the school office and to not let their car sit idling in the pick-up lane.

*Early Dismissal:* A student who leaves school during the day for reasons other than illness, must present an excuse from home stating the student’s name, date, time to leave, and the reason for leaving. The permission slip must be presented when attendance is being taken. The student will be required to contact the teacher(s) in order to complete all assignments as a result of the early dismissal.

- To avoid interrupting a class and the learning process, students and parents should make every effort to avoid remov-

ing a student during the school day. In order to minimize class disruptions, dismissals will only be permitted at the

conclusion of a class.

- To minimize classroom interruption, a student, who knows in advance that he/she is going to be dismissed, should

report at the requested dismissal time to the School Office to wait for his/her parent.

Regular patterns of early dismissal (unless granted Senior Privilege) will not be tolerated.

Parents should report directly to the school office upon entering the building when picking up their child(ren) in order to sign them out. A GBCA staff member will escort the child(ren) to the school office for dismissal.

**D, 9: Senior Privilege**

Seniors may be granted permission to leave early if:

a) They have no class/extra-curricular activity scheduled during/after the time they wish to leave.

b) They have no siblings that are dependent upon them to transport them home.

c) They are not failing any class and are current with all assignments.

**D, 10: Car/Booster Seats & Seatbelts**

Note: Parents should observe the safety protocol as established by the state of Massachusetts in regards to the use of seatbelts and car/booster seats.

**D, 11: After-Care Program**

To ensure the safety of our students, all students (K to 12) who are on school grounds after 3:30 p.m. and are not enrolled in an Approved After-School Activity will be automatically enrolled into the daily Aftercare Program that is teacher/staff supervised. All students will be assessed a daily Aftercare Fee unless otherwise noted. All Aftercare billing will generate from the Aftercare Program.

*Billing:*

There are two billing categories in the Aftercare Program:

*1) Non-Scheduled Drop-In's*

This category is for students who may, from time to time, be delayed in being picked up prior to 3:30 p.m.

A) The following chart represents the Aftercare Fees for Non-Scheduled DROP-IN'S:

3:30pm to: 3:40pm 4:00pm 4:30pm 5:00pm 5:30pm 5:45pm 6:00pm After 6:00pm

Charge: $2.00/child $5.00/child $10/child $15/child $20/child $25/child $30/child $30/child PLUS

$1/min./child

(Example: A child that is picked up at 4:05pm will be charged $10.)

B) A cash or check payment is expected at the time that the student is picked up. Parents that do not pay at pick-up will be assessed a monthly billing fee of 20% of what is owed. No change can be made for bills over $20.

*2) Regular Attendee*

This category is for students who will have regular patterns of staying in the Aftercare Program after 3:40pm.

Students in this category 🡪 must complete an Aftercare Enrollment Form

🡪 are eligible for **Reduced Rates**

🡪 will be required to prepay (ex. October Aftercare fees will be billed in Sept.

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*Policies:*

\* Students with permission to walk home must be off school grounds at/before 3:30pm or they will be admitted to & billed for Aftercare services.

\* Students, whether Drop-In's or Regular Attendees, who have guests joining them in the Aftercare Program will be responsible for the guest's Aftercare Fee.

\* Students who are planning on attending an afterschool function that does not begin directly at 3:30pm, and are not with or working with a chaperone for that activity and continue to remain on school grounds after 3:30pm will be placed in the Aftercare Program and charged accordingly.

\* Students, whose parents are meeting for SCHEDULED Teacher/Parent Conference at 3:30pm, are allowed 15 free minutes. After 15 minutes, the parent's will be charged $5/child for every 15 minute interval.

NOTE: Teacher's should contact the Aftercare Program Director PRIOR to the parent meeting in order to sign-up the attending student(s).

\* Students who are participating in an After-School Academy sponsored activity are to go directly to their respective activity and stay with the Activity Leader until they are picked up. Students that are enrolled in the Regular Attendee Aftercare Program may go to the Aftercare Program after the activity providing that the Aftercare Program is still open; otherwise, the sponsor of the After-School activity will need to stay with the child(ren) until the student(s) are picked up. The Aftercare Program Director must be informed of a Regular Attendee's participation in the After-School function prior to the sponsored activity.

\* Students who participate in the Aftercare Program may bring their own toys at-their-own-risk. Aftercare Staff reserve the right to monitor the number of & the type of toy, as well as reading material. The Aftercare Program is not responsible or liable for the student's toy(s)/reading material. The 'at-your-own-risk' policy includes, but is not limited to, loss, swapping, theft, breakage, etc.

\* Students may work on their homework. Staff may or may not provide aid.

\* The students in the After Care Program will be able to study, read, play table games, talk, etc. At the discretion of the After-Care supervisor, students may play outside under supervision.

\* Students who are present after 4:30pm may eat a snack that they brought from home. Students/staff may not share food.

\* Students must arrive to the Aftercare Program ready to go home (i.e., backpacks, lunchbags, books, coats/hats/boots/mittens, etc.) as students will have very limited access to returning to their locker/classrooms.

\* Staff members who are attending a Staff Meeting are to direct their children to attend the Aftercare Program during this time. Staff member children will not be charged an Aftercare Fee for the time their parent is in the Staff Meeting. Students that obtain transportation from a Staff Member should also be directed to attend the Aftercare Program and likewise will not be charged while the driver attends the Staff Meeting. Staff members should pick up their children & any children they are transporting directly after the close of the meeting

\* Siblings of students who are attending an After-School activity who are not picked up at/before 3:30pm will be placed in the Aftercare Program. After 3:40pm they will be charged 50% less/child than the Non-Scheduled Drop-In Rates.

\* All students must be signed out of the Aftercare Program by a parent or a person who is listed on the GBCA Transportation Card. To make changes, a parent must contact the school office or the Aftercare Director.

\* Students may not be allowed to attend GBCA classes if their Aftercare Program Account is in arrears more than 30 days (see Tuition Payments).

\* Make checks payable to: Grace Baptist Christian Academy (GBCA)

\* A late fee of $20.00 will be charged on accounts that are not paid within 5 days of the due date.

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**D, 12: Permission to Leave School Grounds**

Once a student has arrived on school grounds they are not permitted to leave the school grounds without permission from the office during the day. When a student is given permission to leave, he/she must report back to the office upon returning. Serious violations may be treated as truancy.

**E. TRANSPORTATION / STUDENT PARKING**

**E, 1: Transportation**

Every parent must fill out a **Transportation Card**. Any changes in transportation or transporters should come to the attention of the School Office BEFORE the change is made. Children will not be dismissed to persons other than those listed on the Transportation Card unless the parent has sent a note or called the School Office for notification. A child’s word will not be considered an acceptable means of communication.

In case of an emergency, a phone call to the office is required.

**E, 2: Student Parking**

Any student in grades 10-12 desiring to drive to school must first obtain a permission form from the School Office. All students riding with the driver must be listed on the permission form and each student must bring a note from their parents granting permission to ride with the student driver. The student using a motor vehicle should park in the designated area and stay out of the car until dismissal time. There is to be no loitering in cars, alone or in groups, at any time. GBCA also reserves the right to restrict the passengers who ride in student-driven cars. Remember – driving to school is a privilege which will be removed if it cannot be handled in a responsible way. Students who habitually use car problems or heavy traffic as an excuse for lateness will be subject to revocation of their parking permit. Students who habitually arrive late to school will also have their privilege revoked.

**F. ACADEMICS**

**F, 1: Homework Policy**

Homework is a necessary part of the educational experience. It teaches self-discipline and helps the teacher complete the curriculum requirements. There is no homework given on Wednesdays with the exception of make-up work. We try to schedule home-work according to the time allotments listed below:

K – 2nd: 15 – 30 minutes 3rd – 6th: 30 – 60 minutes 7th – 12th: 60 – 90 minutes

We expect that parents will monitor the student’s work and will report any difficulties to the teacher. We encourage parents to speak with the teacher if they feel the homework is too burdensome for the student.

It is the student’s responsibility to approach the teacher regarding make-up work. The teacher will then inform the student of the date, place, and time for make-up. Extra-curricular activities are NOT an excuse for incomplete home-work assignments.

For additional information regarding make-up homework due to illness, see Absences.

**F, 2: Permission to Drop/Add a Class**

Any student who wishes to Drop or Add a Class to their schedule must obtain a Consent Form for Class Withdrawal/

Addition from the School Office. The student must then complete the form in its entirety and return the form to the School Office. The student must then schedule an appointment with the Principal before he/she is allowed to make the transfer. A student must continue attending the class and doing the homework even if they expect they to drop a class. A class dropped before the end of the 1st Quarter will not appear on a student’s transcript. No class may be dropped after the closing of the first marking period.

**F, 3: Permission to Audit a Class**

Students who wish to audit a class must obtain an Audit Form from the school office. Approval from both the princi-pal and the corresponding teacher as well as the parent’s signature must be given before a student may begin class.

**F, 4: On-line Grading/Communication Program**

Parents will have the opportunity to participate in the on-line grading/communication program by paying a small stipend for monthly access. Parents will have access to their child’s homework assignments via the on-line grading program. They will also be able to obtain scores from work that has been graded. Parents will be notified of any

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demerits that were issued. Incomplete and/or late homework assignments will also posted. No progress reports will be issued. Parents will receive a hard copy of their child’s report card at the end of each quarter.

**F, 5: Parent / Teacher Conferences**

We try to schedule a special evening for Parent / Teacher Conferences at least once throughout the school year. However, if a parent or teacher wishes to set up a meeting on their own we ask that they are scheduled before or after school hours.

**F, 6: Report Cards**

Report Cards will be issued at the end of each 9 week marking period. A Church Attendance Form will be included with the Report Card which requires a parental signature. The Form must be returned within three (3) school days which will signify to the School Office that the parent has received the Report Card. Failure to return the Church Attendance Form will result in the student receiving a demerit. [See also, Church Attendance.]

**F, 7: Grading Scale**

**General Education Grading Scale:**

A+ 98-100 4.0 B+ 88-90 3.33 C+ 78-80 2.33 D+ 68-70 1.33 F 0-63 0

A 94-97 3.9 B 84-87 3.0 C 74-77 2.0 D 66-67 1.0

A- 91-93 3.66 B- 81-83 2.66 C- 71-73 1.66 D- 64-65 0.66

P Pass Wp = Withdraw passing O Outstanding E Excused

F Fail Wf = Withdraw failing S Satisfactory Un Unexcused

Inc Incomplete N Needs Improvement

U Unsatisfactory

**Advanced Placement Grading Scale:**

A 91-100 5.0 C 71-80 3.0 F 0-63 0

B 81-90 4.0 D 64-69 2.0

**F, 8: Incomplete Grades**

All incomplete grades are to be made up by the student and recorded by the teacher no more than 14 calendar days following the end of a Quarter. If extenuating circumstances can be justified, permission for an extension may be granted by the Principal/Superintendent.

**F, 9: Prerequisites for AP Courses**

All of our course offerings are designed to prepare students for the challenges beyond high school whether in a college or career setting. Courses that follow the Advanced Placement curriculum are designated as AP. AP courses provide motivated students the chance to delve more deeply into the content area, and consequently, move at a faster pace with significant student workloads. Although we encourage all students to take risks and attempt more challenging offer-ings, the AP selections are not appropriate for everyone. Students who select these classes should have excellent attendance and work-habits, and a willingness to go beyond the minimum requirements to ensure a mastery of the con-tent and skills required by the course. Students must have a minimum average of 91 prior to being admitted into an AP Course. Once admitted into an AP course, an average of 81 must be maintained.

**F, 10: Dual Enrollment**

Juniors and seniors who have a GPA of 3.0 or higher may be eligible for participation in this program where they can earn both high school and college credit. Information may be obtained from the school office.

**F, 11:** **Class Rank**

All students’ rank or status within their classes is determined by their academic standing. Two class rankings will be reported on a 9th through 12th grade transcript: An Actual class ranking and a Weighted class ranking. The weighted class ranking rewards students who attempt to take more difficult classes.

**F, 12: Standardized Testing**

Students are tested with a national testing program in the spring of each academic year starting in the First Grade. Information regarding GBCA’s National Testing Programs (standardized achievement tests) can be found under separate cover in the school office.

**F, 13: ACT and SAT**

The GBCA school code for taking the SAT’s and ACT’s is: 220080. Contact the school office for more information regarding SAT’s & ACT’s.

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**F, 14: Massachusetts Association of Christian Schools (MACS)**

**American Association of Christian Schools (AACS)**

GBCA is a member of the MACS and AACS. Membership in these organizations allows us to participate in athletic, music, speech, and art competitions both at the state and national levels. Home-school students that are participating in GBCA’s academic program are also permitted to compete in the state and national competitions.

Students in grades 4th – 12th are encouraged to participate in the state competitions. Fees for participation will be an-nounced prior to the events. Students in the 9th – 12th grade who place 1st on the State level are eligible to participate at the National Competition. Fund raising will be done to help alleviate the cost for students attending the National Competition but students may have personal expenses associated with the trip.

**F, 15: Requirements for Graduation**

GBCA has 4 quarters with 9 teaching weeks in each quarter.

*Graduation Requirements*: Total Hours Required - 120

Class Hours Class Hours Class Hours

Bible 16 History/Geog. 20 Language Arts 43

Mathematics 20 Physical Ed. 4 - English Grammar /Composition

Science 10 Electives 12 - Senior Thesis

- Modern Language

- Literature

\* Homeschoolers who are planning to obtain a diploma from GBCA must see the requirements as listed in the school

office.

**F, 16: Making Up A Failed Class**

Students in the 9th – 12th grades who fail to achieve a passing grade in any required subject for graduation must retake and pass the class through the **Credit Recovery Program**. The Credit Recovery Program allows the student to re-cover the necessary Credit Hours needed for Graduation; it does not, however, change the value of the failing grade as it applies to the student’s GPA. The grade earned for a Credit Recovery Program course will appear on the transcript

as “P” for “Pass” and “F” for “Fail”.

GBCA faculty will at times offer summer make-up classes on a per class fee basis to be determined by the adminis-tration. Students may also submit a request to the administration for approval to take the class at/through another facility. GBCA will allow students who fail required classes to make-up a class via an independent study under the supervision of a GBCA faculty member on a per class fee basis to be determined by the administration. Students who make-up a failed class and are able to retake the class by joining in with under-classmen during the school year will also be charged an additional fee to be determined by the administration.

**F, 17: Physical Education**

All P.E. classes are taught by GBCA personnel. P.E. is required K-8. Students in the 9th-12th grade must complete 2 years (4 semesters) of P.E. Students in the 7th through 12th grades are graded for their attendance & participation in P.E. For proper P.E. attire, please see the Dress Code for Boys and Girls. A student who is not properly dressed for a P.E. class will receive a grade reduction for attendance and participation and may be given an assignment to complete during class time.

If a student is to be excused for medical reasons, he/she must present a letter from a physician to the School Office. That student will then be expected to remain in an assigned Study Hall room during the normally scheduled PE hour.

**F, 18: Chapel**

Chapel is held each week during the school year for grades K - 12. Our chapel services are designed to bring the student body together spiritually. Chapel services will consist of group singing, special music, testimonies, special speakers, and student-led assemblies. A student who regularly skips chapel will meet with the Principal. If it continues, the parents will be consulted.

**F, 19: Church Attendance**

All students attending GBCA must be in regular attendance at their own churches. All students are expected to attend church services each week. Valid excuses include sickness, family emergencies, and vacations. We operate this

policy under the “honor” system, but we reserve the right to question the student as to his attendance patterns. [See also, Report Cards.]

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**F, 20: Textbooks**

GBCA has purchased a supply of textbooks for use by students. Students are responsible for the upkeep of books assigned to them. Students are to avoid writing in books, with the exception of workbooks. Torn and tattered pages should be reported as quickly as possible. Students may be required to supply book covers.

When textbooks are returned to the school, they must not show unusual wear or damage. Students will be fined an appropriate amount for books which are damaged while in their care. Books are a valuable and expensive educational tool and it is our desire that students would learn to respect that fact.

Students may also be issued paper readings that are to be read and returned in good conditions so as to be used again. Students will be fined an appropriate replacement fee for paper readings that are damaged while in their care.

**F, 21: School Supplies**

K to 6th Grades: A school supply list will be sent home in the August Packet before the beginning of each school year.

7th to 12th Grades: Plenty of writing implements including pencils. A note-taking & filing system for each class that applies to the child’s personal preferences. A math or scientific calculator for upper levels of math. A KJV Bible must be carried to class by each student. Book covers may be required by individual teachers. An additional supply list may be sent home prior to the first day of school.

**F, 22: Music Lessons**

GBCA encourages all students to participate in the musical program. Choral Music for students K – 8 is required; for grades 9-12 it is an elective. Students in the 7th through 12th grades will be graded in part for their attendance & parti-cipation.

*Private music:* Private music lessons (voice & instrumental) are available to students. Every student has the oppor-tunity to participate in these lessons for a reasonable charge. Lessons are scheduled so the least amount of class time is missed. Students must make up work missed while they are in musical instrument/voice classes. Billing will be done separately.

All students 4th and up will be permitted to enter the state competition whether or not they have participated in the paid private instruction. Students in the 9th – 12th grades that place 1st in their category at the State level may represent the school at the National Competition. [See MACS & AACS for further details.]

**F, 23: Art Lessons**

Students K to 6 will have regularly scheduled art instruction via their classroom teacher during normal school hours. All students in grades 4and up will be permitted to enter a project in the state competition. [See also MACS & AACS.]

All GBCA student artwork that places 1st, 2nd, or 3rd on the state/national level will remain in the possession of GBCA for display at the school’s closing program/graduation. At the conclusion of the program, students and/or their parents may retrieve the art piece.

**F, 24: Competitive Speech Program**

All students 4th and up will be permitted to enter the state competition. Personal instruction is available upon request in addition to the scheduled speech classes offered at GBCA. Students in the 9th – 12th grades that place 1st in their category may represent the school at the National Competition. [See MACS & AACS for further details.]

**F, 25: Graduation / Closing Program(s) & Award Qualifications**

IT IS REQUIRED that ALL students 1st through 12th grade be in attendance at these events. 1st – 11th grade students must be in their Formal Dress Uniform (including students that are not participating in the actual program) unless they are a member of the Jr/Sr High School Choir who will be in Formal Choir Attire. 1st – 11th grade students must be seated in the GBCA Student Section during their assigned program; including students in the 7th through 12th grades who are the siblings of graduates, *whether they are participating in the program or not)*.

NOTE: K-11th grade students who arrive out of uniform will be required to put on a GBCA-owned uniform with a required $20.00 down-payment per item. The money will be returned when the borrowed item is returned.

\* Please see the office for specific graduation protocol for the commencement program.

\* A senior will not receive his/her diploma until all outstanding monies have been paid and GBCA property returned.

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\* A graduate wishing to earn an honor medallion must achieve a 3.25 or higher overall GPA for their 9th-12th

academic work.

*Award Qualifications:*

Principal’s Award – Presented First Semester to students who acquire three or less demerits. Presented Second Semester to students who acquire two or less demerits. Recipients will receive a treat at the end of each semester.

Faithfulness Award – Presented to students who demonstrate their educational commitment through consistent daily attendance that is characterized by punctuality, careful attention to class preparation, and a conscientious effort in completing assignments in a timely manner.

Honor Roll Award – Presented to students with a 3.25 – 3.74 overall grade point average.

Excellence Award – Presented to students with a 3.75 or higher overall grade point average.

Christian Service Award – Presented to students in grades 7 to 12 who are active (4+ hours/month) in ministry in their local churches & community. They encourage their Pastors through faithful attendance and diligent service in Christ.

The following awards are voted on and awarded by the Faculty.

Fortitude Award: Presented to students who demonstrate, through good work habits, a willingness & desire to go beyond their level; a hard worker; one who strives (not necessarily the highest grade point average) and fights through the material without complaint until they grasp it.

Faculty Award: Presented to students who have shown significant improvement in academic endeavors during the course of the school year.

\*\* Additional awards are handed out for athletic endeavors at the Sports’ Banquet held each Spring. The awards are: MVP, Leadership, & Most Improved Player. These awards are voted on by the students who participated in the sport.

\*\* Additional awards are handed out for MACS & AACS competition winners at each respective event.

**G. STUDENT RECORDS**

**G, 1: Retention of Records**

Student records are divided into two sections: the transcript and the temporary record. The transcript includes name, address, course titles, grades, and grade level completed. This transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, and evaluation or comments by teachers and counselors and other persons, as well as other relevant information. The temporary record is destroyed seven (7) years after the student leaves the school system. Notice of this practice will also be provided at the time the student transfers, graduates, or withdraws.

**G, 2: Inspection of Records**

A parent of any student, or any student who is at least 14 years old, has the right to inspect all portions of his or her record upon request: a) the record must be made available to the parent or student as soon as is practicable, but no later than ten (10) calendar days from the date of request; b) the parent and the student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials; c) the parent and the student may request to have the parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them; d) pursuant to MGL Chapter 71, Section 34H, divorced or legally separated parents/guardians who do not have physical custody of their child must meet certain criteria before being allowed access to their child’s records and school information.

**G, 3: Confidentiality of Records**

No individuals (or organization) but the parent, eligible student, and authorized school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible

student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log kept as part of the temporary record.

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**G, 4: Amendment of Record**

The parent and the student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and the student have the right to request that information in the record be amended or deleted. The parent and the student have the right to a conference with the school Principal/Superintendent to make their objections known. Within a week after the conference the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the decision may be appealed in writing to the School Board.

**G, 5: Transfer of Records**

In accordance with the 603CMR28.07(4)(g), the student record may be forwarded to a school to which a student seeks or intends to transfer without a student’s or a parent’s consent. When records are requested and transferred, parents will be notified. Parents may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the Principal/Superintendent.

*Note: GBCA cannot take verbal requests to transfer a students’ transcript.*

E-mailed requests may be accepted if a parent’s or adult-aged student’s (18+) accompanies the request.

In order for GBCA to send a students’ transcript one of the following must be on file:

- A signed “Transfer of Transcript” Form completed by: parent/guardian or adult-aged student (18+), or

- A written request including date, name of student, name and complete address of facility, and a signature by the

parent/guardian or adult-aged student (18+), or

- A signed transfer of transcript request from another facility

- A minimum 48 hour notice must be given to the GBCA registrar. Please take into consideration: holiday closures, summer hours, and vacation time taken by staff/faculty. Furthermore, August and September requests will need a much longer lead time due to the high volume of office work. \*\*Remember: your emergency is not our emergency!

* **All accounts must be settled and all school property returned before a final transcript is sent out**

- Please note: \* More than 5 requests to transfer transcripts will include a $5.00 fee per request to be paid PRIOR to

the transcript being mailed out.

\* GBCA will not be responsible for last minute transcript requests. An Express Mail / Priority Mail fee

of $10.00 and an Overnight mail fee of at least $20.00 must be paid PRIOR to the transcripts being

mailed out -- this includes 1st time requests.

- Any student who wishes their year-end transcripts to be mailed out must complete a new form – final transcripts will

NOT be automatically mailed - a new consent form must being completed.

**G, 6: Laws Governing 18 Year Olds**

Once a person reaches the age of eighteen (18), Massachusetts law holds that he/she is an adult and has reached the age of majority. This means that an eighteen year old is capable of signing legal documents and entering into contracts. Consistent with this definition of “adult” is the ability to sign school related documents including reports, permission slips and absence notes. Grace Baptist Christian Academy will continue to inform parents of grades, absences, etc., but will not require the signature of the parent as a condition for accepting these documents.

In addition, it should be noted that parents do retain the right to access the school records of their children, regardless of age, pursuant to G.L. c.71, s.34E. (This must be done in person.)

This policy does not mean that the dismissal letters, tardy notes, and other such requests will be honored without question. The appropriateness of the request will always be the determining factor on whether or not it will be granted.

**H. EXTRA-CURRICULAR ACTIVITIES**

A student’s participation in extra-curricular activities is a privilege, not a right or an entitlement. Failure to abide by GBCA policies may result in revocation of such privileges.

**H, 1: Field Trips:**

Field Trips may be taken occasionally during the school year. Parents will sign a Field Trip Permission Form that will be handed out several weeks prior to the field trip. The field trip permission form will describe the destination and

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events of the trip and will include any associated costs. If this is not returned by a time designated before the field trip, that student will remain at the school for the day of the trip. If a parent has a legitimate reason for not wishing their child to go on a field trip, a written note is necessary for the child to remain home that day.

All students going on field trips will travel as a class under school supervision. Students are required to maintain the same level of discipline away from the school as required at school. The sponsoring teacher reserves the right to assign homework relating to the field trip or to quiz students regarding the event. Opportunities for students to visit a gift shop will be left to the discretion of the sponsoring teacher. Students may not lend money to other students.

For Field Trip Dress, please see Dress Code for Boys and Girls.

**H, 2: Athletic Participation:**

Any student who wishes to participate in an athletic program must maintain a 2.0 GPA (Grade Point Average). Grades for athletes will be made available to the coach/principal each week in order to de-termine weekly whether each student participating in the athletic program is eligible. Student athletes are required to maintain the same level of discipline away from the school as required at school. A student may be removed from the team at any time by the administration for attitude or behavior problems.

Any student who wishes to participate in an athletic program must turn in an Athletic Participation Permission Slip signed by their parents. There will a fee charged for students who wish to participate in an athletic activity to help defray expenses. The fee must be paid PRIOR to the student’s eligibility to receive a team uniform and play in a game.

All students who participate in an athletic event will travel as a group under school supervision. Parents may take athletes home from games if they inform the coach at the game that they are taking their child home. A student may not travel home with anyone other than their parents unless they have written permission from their parents to do so.

Any student who has been absent from school is not eligible to take part in any practice session or game unless they have specifically received permission ahead of time from the high school administration. A student is considered absent if he or she reports to school after, or is dismissed prior to third period (excep-tions exist for part time home-schooled students).

- Students who are suspended are not eligible for any athletic activities during their suspension.

- A display of unsportsmanlike conduct toward an opponent or official or the use of profanity during a practice or con-

test is unacceptable and may result in suspension from a game and/or from the team.

- Students are expected to be in attendance at all practices and games unless absent due to illness or other reasons for

which permission has been granted by the School Administration.

- It is necessary from time to time to schedule some events with schools that are some distance from Attleboro. As a

result, it may be necessary for members of an athletic team to be dismissed before the end of the school day. In no

way may a student interpret this to mean that he/she is excused from required work for the missed class. It is the stu-

dents responsibility to make arrangements with the teacher(s) involved to keep up with the class.

- Student athletes will wear approved attire for practice and GBCA school team uniforms for games.

*Health and Safety of Athletes:*

\* A student who has been injured and has had medical attention cannot resume participation until the coach has received documentation from the student’s doctor describing the nature of the injury, the prescribed treatment, and the date the athlete can resume practice. The doctor’s and/or parent’s permission must be received before the student can resume playing.

\* Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms or a concussion, shall be removed from the practice or competition immediately and may not return to practice or competition until cleared by an appropriate health-care professional.

For return to play the student must be completely symptom free. Once written clearance from a physician has been received, the student will begin a graduated re-entry to extracurricular activities.

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**H, 3: Drama Club:**

The drama club is for students who love the theater. Participation in any Drama Club event makes one an “active member” for one full year. Practice schedules and rehearsals will be posted by the sponsor.

**H, 4: Yearbook:**

An assigned GBCA staff and/or faculty member will sponsor the school yearbook and will determine which students are eligible to participate in the layout and picture-taking thereof. All students are required to have their pictures taken for yearbook purposes whether purchasing picture-packages or not. Formal school dress is required for yearbook pictures.

\*\* No yearbook will be distributed to a student whose family has an outstanding balance, unpaid fees or unreturned

school property.

**I. STUDENT SERVICES**

**I, 1: Lunch / Snack Programs**

- Eating is not permitted at any time except at snack break, lunch, forum, or on special occasions where permission

has been granted. There will be no eating at the lockers or in the locker rooms or in the hallways.

- Students may be permitted to carry water bottles to certain classes at the discretion of the teacher in charge.

*A. Lunches:*

GBCA provides an a la carte hot lunch program. Students will sign up for the hot lunch before/during homeroom

attendance. All meals are cash-n-carry. All lunches will be eaten in designated eating areas unless otherwise

directed. All students are expected to use good manners while eating and to clean up after themselves.

Students must stow their sack lunches in their assigned locker until lunchtime. If your child forgets his/her sack   
 lunch and you wish to bring it to the school, please drop it off in the office and allow our staff to bring it to the

classroom at an appropriate time. This will keep classroom disruption down to a minimum. (GBCA discourages

parents from dropping off fast food meals for their student.)

Lunches may not be made at school by the parent in the school kitchen. No student will be allowed in the kitchen

during school hours. There will be no use of cooking appliances or use of the refrigerator for students by the

students themselves or by staff/faculty for the student. Remember to include spoons, forks, knives in your child’s

lunch if necessary to eat their food (i.e., soup!!, applesauce, etc.)

*B. Snack Time:*

- Pre-K through 6th grade students are given a 10 minute break for a snack at a designated time throughout the day.

These will be eaten in their respective classrooms. Please pack appropriate quick-to-eat, non-messy food items

for your child’s snack. (Remember to take into consideration the ability of your child to be able to open their

own packaged item(s).)

- A Snack Shop is opened in the afternoon for all students. For more information see FORUM.

*C. Birthday Parties and Planned Celebrations*

- Parents of students in the K through 6th grades who wish to provide a snack for their child’s birthday may do so

after informing the classroom teacher.

- Students in the 7th through 12th grades who wish to have special celebrations must obtain a form from the school

office. The completed form must be returned to the office and submitted to the Principal for final approval a

week BEFORE the event is planned.

*D. Forum*

The afternoon GBCA snack shop/school store is called Forum. It is student-run under the supervision of a GBCA

staff/faculty member. All profit monies will go to a designated project as determined by the Administration. All

items sold are cash-n-carry.

*E. Gum*

Students are not permitted to chew gum while on school property.

**I, 2: Library**

GBCA has a designated Library Center where students are encouraged to check out and read books. Books that are checked out are expected to be returned promptly and in good condition. The School Librarian will oversee the care and maintenance of all library books and equipment.

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When any item on loan to a student becomes overdue for an extended period of time, the item must be paid for at its replacement value. If the item is irreplaceable (out of print), its loss value will be determined by the Librarian and must be paid by the student. Replacement fees can be added to the student’s school bill.

Appropriate behavior is expected in the Library at all times. The use of the library is a privilege which can be lost if abused. This will happen only after the library personnel, teacher(s) involved and administration agree.

GBCA may use the Attleboro Public Library in order to conduct library research and skills education. There may be opportunities given to the students to check out books. Although the attending teachers will do a cursory check, they may not always be able to ascertain the appropriateness of each item that is checked out. Please be advised to carefully screen your child’s choice based upon your family’s standards.

**I, 3: Use of School Computers**

“Under the provisions of the Massachusetts Computer Crime Bill, it is illegal to access any computer system or part of a computer system that you do not have permission to use. This is known as electronic trespass. It is also illegal to alter or destroy electronic data such as files and passwords. This applies to any computer whether it is connected to a network or is not.”

Students who destroy equipment or software or make unauthorized entry into other accounts or files or are found working on programs that affect other accounts without permission will be dealt with severely. Such disciplinary action may include suspension or expulsion from school as well as the student assuming financial responsibility for restoring deleted computer programs if applicable. Students will be responsible for damages as a result of negligence or intentional misuse of a school computer or network.

Students will not use the school computers to send or receive e-mail.

Students will not download any programs without specific direction from the teacher.

Computer software of any nature (including games and personal programs) are not permitted to be brought to school without the prior permission of the faculty member in charge of the school computers or the administration. Any student who, with the use of such programs or by his own personal ability modifies, “bugs” or in any way alters the school computer(s) software or hardware will be dealt with severely. Such disciplinary action may include suspension or expulsion from school.

No student may go into another student’s reserved area within the school computer system without prior approval of a faculty/staff member or the administrator. No student is permitted into a teacher’s reserved area under any circum-stance. Any violation will be dealt with in the same manner as accessing another student’s locker or a teacher’s desk.

**I, 4: Personal Computers**

Students are permitted to bring their personal laptop computers/i-pads to school. Their use, however, will be highly monitored. Students may not use their personal computers to play games. GBCA Faculty and Staff reserve the right to view a student’s screen at any time. If a student’s use of their personal computer/i-pad becomes a distraction to either himself or the class, he/she will be asked to turn it off or to not bring it to future classes.

GBCA will not be responsible for the loss or damage of a student’s personal computer, i-pad, kindle, or any other electronic device.

**I, 5: Phones**

*A. School Phones*

Parents are asked not to contact their students via cell phone during the school day, but rather to call the School Office. A message can be forwarded to any student via the School Office during school hours.

We recognize there may be times when a student needs to call home. Opportunity will be given to the student to place the call.

If a student habitually misuses this privilege, he/she will be denied this privilege on future occasions.

If the school changes the schedule, students will be allowed to call home. Parents need to be diligent in reading notes sent home regarding changes in school schedules. Parents may call the office for unforeseen changes in the student’s schedule. The office will call home if a student grows ill during the school day.

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*B. Cell Phones*

Students my not use cell phones, portable media players, video equipment, or any other electronic devices in the classrooms, unless such a device is considered assistive technology or is part of an approved activity assigned by the classroom teacher. Cell phones may be used in the Lunch Room during a student’s assigned lunch period, and in hallways during passing times only. Cell phones may not be used on stairs or in stairwells for safety reasons.

Massachusetts General Law 272 Section 99 prohibits the audio or video recording of any persons without their express consent; students who record others without consent may be subject to the Cyber Harassment policy and to court action. The inappropriate used of a video or picture cell phone is prohibited at all times, and may also be subject to the Cyber Harassment policy.

The unauthorized use of any cell phone in class will result in its confiscation. The student may pick up the cell phone from the office at the end of the school day. Multiple offenses will be handled as follows:

1. Second offense: A parent must pick up the phone from the school office.

2. Third offense: The student will serve two nights of detention after school.

3. Fourth offense: The student will serve an In-School Suspension.

Students may not tamper with another student’s cell phone even if it is left unattended. Students caught touching, calling/texting, or in any manner using another student’s cell phone without permission will be severely dealt with.

GBCA will not be responsible for the loss or damage of a student’s personal cell phone.

**I, 6: Health Services**

Information regarding the Health Requirements for entering GBCA can be found under separate cover in the GBCA Application Folder.

In preparation for the beginning of each school year, **Emergency Care Forms** are sent home to be completed/updated. After completing the Form carefully, sign and date the Form and return it to the school by the first day of classes.

The Health Office offers immediate first aid to students. One bed is available for students, but following a call to a parent or responsible adult, sick students will be sent home. Parents are asked to keep the school office updated on any change in phone numbers in case of emergency.

Immunization Policy: All Grace Baptist Christian Academy students must meet the state requirements for the necessary immunization inoculations unless they have completed a Religious Objection Form.

If students are taking over-the-counter medication or prescribed medication, every attempt should be made to admini-ster the medication at home. If it absolutely must be administered during school hours, the medication should be sent in its original container, which must indicate the proper dosage and the medication title, to the school office. The stu-dent will report to the office and take the medication at the proper time. Students may not have medications of any kind in their possession. Aspirin, cough drops or other medicines, are to be kept in the School Health Room with a note indicating when they may be administered. A parent or guardian must sign the note. Examples for exceptions may be inhalers and epipens. The school will not provide medications to students under any circumstances. GBCA reserves the right to request a doctor’s note indicating that a child is of good health and may return to school.

From time to time GBCA will schedule the city nurse to perform eye and ear exams. At times local dentists and eye doctors will volunteer their time to make a school visit. Notices will be sent home to inform the parents of pending visits.

Please notify the school office if your child has been exposed to head lice. GBCA reserves the right to perform a “head-check” on any student in order to deter a head lice “epidemic”.

It is important that doctor and dental appointments be made after school hours whenever possible so that valuable instruction time will not be missed.

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Student Health Records: Under 603 CMR 23.00; the original health record and copy shall be destroyed no later than 7 years after the student transfers, graduates or withdraws from the school. Upon graduation the student shall receive

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their original immunization record and the health record will be destroyed. Any student who leaves the system before graduation will have their health record destroyed on or before 7 years from termination. This statement shall serve as written notice that student records will be destroyed upon original graduation date and/or 7 years from leaving the Academy. Please contact the school office if you would like to obtain this record prior to destruction.

**I, 7: Lockers**

Various students will be assigned a locker. Lockers should be kept neat and clean. Decorations must be consistent with the teachings of the school. All items used to decorate a locker must be **adhered via magnets**. NO tape or STICKERS of any form, type, shape, size, etc. No student is allowed to enter into another student’s locker.

The Administration of GBCA reserves the right to check lockers at any time during the school year. Students are fully responsible for missing items. Students should not place items of great value in their locker. If it is necessary for a valuable item to come to school, the student may check it into the School Office, however, the school & office/staff member is not liable.

Students in certain grades may be given permission to use combination locks. The combination must, how-ever, be logged in at the School Office. If the administration is unable to access a student’s locker, that stu-dent may lose the privilege of owning a lock. (No key locks are permitted.)

There will be NO eating at a locker or in the locker room. No open food may be left in the lockers over the weekend.

**I, 8: Lost & Found**

GBCA provides a Lost & Found center from which articles may be reclaimed. Articles not claimed by the end of the school week will be disposed of at the discretion of the administration. The school encourages students to mark all personal items brought to school.

**I, 9: Making Copies**

Copies will be made at the convenience of the Office Staff. Students may bring in personal CD’s or thumbdrives to

obtain copies but please keep in mind, not all personal software programs are interchangeable with GBCA computer programs. The inability of the Office Staff to produce the copies in a timely manner or a malfunction of GBCA equip-ment does not generate an excuse for the student’s paper/homework being turned in late.

**I, 10: Posters, Signs, Etc.**

Nothing is to be posted without the approval of the administration. Removing signs and posters is the responsibility of the one who posted them.

**I, 11: School Store (Forum)**

A member of the faculty or staff of GBCA is in charge of the school store. All prices and products will be controlled by GBCA. All profits will be designated to a project approved by the administration. All purchases are cash-n-carry.

**I, 12: Pre-School Program (*Amazing Grace Pre-School*)**

GBCA offers a pre-school program for children ages 3 - 5. Children must be potty-trained. Please contact the Director at (508) 431-8159 for further details and the fees associated with the pre-school program.

**I, 13: Fund Raising**

Different organizations within GBCA will occasionally hold fund-raisers. All fund-raising activities must be approved by the Fund-Raising Coordinator and the Administration.

\* GBCA is a participant of the Box Top for Education Program sponsored by General Mills/Betty Crocker.

- You may clip and send in your box tops and GBCA will send them in for cash.

- You may shop on line. Log onto www.boxtops4[education.com](http://www.boxtops4education.com) and click on the “earn” link at the top of the page.

Once you have registered with Box Tops for Education, you can “Shop Marketplace” for items you are purchasing

and GBCA will receive a percentage of your purchase. You can also “Shop Reading Room” and purchase books

through Barnes & Noble online. GBCA will receive up to 6% of your purchase.

\* You may send in your empty ink and toner cartridges and we will recycle them for you. Please send the cartridges to

the school office in a Ziploc bag. You may also donate used cell-phones which GBCA can recycle for cash.

\* Stop-n-Shop A+ Bonus Bucks Program. Register your Stop-n-Shop card online and every time you shop, the school

will earn points towards the program which results in cash rewards to the school.

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\* Script Gift Card Program allows you to purchase a gift card from a variety of venues who will then give a percentage

of the sale to GBCA.

**I, 14: Publication Releases**

GBCA may release for publication certain information concerning GBCA students without first obtaining parental consent. The information which may be released includes only the student’s name, class, participation in officially recognized activities and sports, receipt of degrees honors, awards, and post high school plans. If parents do not wish this information concerning their child to be released without consent during the school year, they must notify the School Office in writing.

**J. TUITION, FEES, AND FINANCIAL AID**

**J, 1: Tuition Payments**

GBCA is a ministry of Grace Baptist Church and is supported by the offerings of the membership of the church, as well as, by your tuition fees.

GBCA handles the tuition billing in the school office. Payments for families who wish to receive a paper bill are due on the 20th of each month and are considered late after the 25th of the month. Families who choose the Auto-Deduction Plan (from a bank account or credit card) may choose from the following payment dates: 5th, 10th, or 20th. GBCA accepts Master Card, Discover, and American Express.

Families are not allowed to change the date of their auto-deduction without first getting the signatures of the Principal and/or Superintendent and the Chairman of the School Board’s Financial Aid Committee.

A $20.00 fee will be applied to the student’s bill for each late payment from GBCA. GBCA will also charge a $10.00 fee for unavailable funds and for returned checks.

Families who miss a tuition payment will have until the first of the next month to make a payment or their child(ren) will not be allowed to attend classes. (For example, a student will not be allowed to attend classes on November 1st for a bill that was due on October 20th and a payment was not received by November 1st.) Students will not be allowed to attend class until the account is brought up to date. The Principal/Superintendent and School Board will be notified of all delinquent accounts. Students of families that miss the last tuition payment for the academic year will not be al-lowed to take their Final Exams, resulting in a zero on the test which will be averaged into the student’s overall grade for each subject that the student was enrolled for.

All outstanding monies owed to the school must be paid before the student may begin the next school year. A senior will not receive his/her diploma until all outstanding monies have been paid and school property returned.

For further information regarding tuition, please see the Application Packet.

**J, 2: Financial Aid**

Financial Aid: GBCA offers financial aid. Please contact the school office for the proper paperwork.

**K. METRICULATION**

**K, 1: Application Procedures**

Parents wishing to enroll their students in Grace Baptist Christian Academy should obtain an Information Packet from the school office. Once the parent has become familiar with this information, he/she should fill out and return the forms, and then schedule an appointment for an interview with the principal/superintendent. Application forms must

be filled out in their entirety. Once accepted, medical records and 1st – 11th grade transcripts must be provided to GBCA for admission into classes.

- Students entering Kindergarten must be 5 years of age prior to the first day of school. Only students enrolled in the

Amazing Grace Preschool program will be eligible for early enrollment into the Kindergarten program.

- Homeschooled students must provide appropriate paperwork indicating completed coursework with corresponding

grades and hours.

Incoming students grades 4 and up will be required to take a Math Placement Test.

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Please contact the school office for a list of fees: Application, Enrollment, Supplies, Sports, MACS/AACS, Private Music, etc.

Grace Baptist Christian Academy does not discriminate on the basis of race or ethnic origin and provides equal oppor-tunity and privileges for all students.

**K, 2: Withdrawal / Dismissal from GBCA**

Parents who wish to withdraw their children from school should notify the office, fill out a Withdrawal Form, settle all accounts, and return all school property. A transcript will be forwarded to the transferring school when the above steps have been completed. [See also, Transcripts.]

Students who are dismissed from GBCA will not be considered for re-enrollment during the current school year. Par-ents must meet with the administrator before re-enrollment will be considered for the next year.

**K, 3: Re-Enrollment Procedures**

Parents of students already attending GBCA will be provided with the opportunity to re-enroll their student prior to the start of a new school year. Parents who do not re-enroll their student will not be guaranteed a seat as new applicants will then be provided with the opportunity to take any open seats within the respective grade level.

**K, 4: Home-School Options**

Please contact the school office for more information.

**L. VISITORS**

**L, 1: Visitors to the School**

While Grace Baptist Christian Academy encourages the involvement of parents and volunteers, it has a duty to ensure that the educational process is not unnecessarily disrupted, as well as, to protect the safety and confidentiality of its students. As a result, certain rules and procedures must be followed to ensure that visits are not harmful to the students or the educational process.

All visitors must check in at the school office upon entering the school building. Visitors will be expected to wear a Visitor’s Pass Badge that shall be visible at all times.

A visitor intending to attend classes must obtain a Visitor Request Form, submit the completed request form for attendance three (3) days prior to the visit and have the per-mission of the principal/superintendent. Visitors who wish to attend class must be prospective students. Student visitors must abide by the GBCA handbook policies or they will be asked to leave.

The following is considered appropriate attire for any visitor who attends classes (unless otherwise permitted):

\* Girls must wear a modest skirt/blouse or dress with dress shoes and appropriate hosiery (no sleeveless blouse or

dress).

No sneakers or jean skirt/jumper/dress. No sweatshirts are to be worn to class. Female students are not allowed

to wear any body piercing jewelry other than earrings. Jewelry must be modest so as not to distract. Tattoos

must be covered.

\* Boys must wear dress slacks, a collared shirt, dress shoes and over the ankle crew-length dress socks. No sneak-

ers or jeans. No sweatshirts are to be worn to class. Male students are not allowed to wear any kind of body

piercing jewelry. Jewelry must be modest so as not to distract. Tattoos must be covered.

For further information regarding a visitor, please see the school office.

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GBCA reserves the right to make changes to the Student Handbook throughout the School Year as deemed necessary by the Administration.

Grace Baptist Christian Academy is under the authority of the School Committee of the City of Attleboro and, as such, this handbook contains policies and procedures as issued in the Attleboro High School Student Planner, 2014-15.