

Grace Preparatory Academy  
**Parent/Student Handbook**

2018-19



Accredited by AdvancED & the Southern Association of Colleges and Schools



**Parent/Student Handbook  
2018-19**

**Grace Preparatory Academy**

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## **GREETINGS**

Dear GPA (or prospective GPA) Parents,

Grace Prep is a unique and exciting school, and we believe partnering with parents to provide an excellent Christ-centered education is a privilege. While not everything relevant to our school is contained in this handbook, it is an effective summary of information vital to understanding and navigating life at the Academy; therefore, it is important to read, understand, and be prepared to abide by the policies and procedures expressed.

Most importantly, is it essential that the reader comprehend the rationale for such a handbook—as a voluntary private educational institution, we confidently convey our Christian beliefs, as well as the standards of conduct expected of students, parents, faculty, and staff at GPA. This allows the reader to prayerfully count the cost of that education (in terms of financial, spiritual, and academic commitment) and to know that we desire everyone at GPA to be on the same page, moving toward the common goal of glorifying Jesus Christ in everything we do.

If you have any questions regarding the handbook, please feel free to contact us directly at [info@graceprep.org](mailto:info@graceprep.org).

In His Service,

*The Administrative Staff*

Grace Preparatory Academy

## THE VITAL ROLE OF THE PARENT AT GRACE PREP

We concur with the Scriptural mandate set forth in Deuteronomy 6:6-9:

*“These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates.”*

In context, Moses writes of the commands given to Israel—that in following and teaching God’s word His people would prosper. The same can be said of the discipleship of our children; in following and teaching God’s word and ways to our children, we fulfill our biblical obligation and foster continued blessing from generation to generation.

**In this process of biblical discipleship, there is no more important role than that of the parent.** From spiritual life to social skills, from intellectual awareness to self-identity, the parent is *the* most influential person in a student’s life; this reality is the cornerstone of our educational philosophy. While parents may properly delegate portions of their child’s training to others, ultimately they are accountable to God for the *whole* of that training.

Consequently, at Grace Prep, we take seriously the delegated responsibility placed upon us by parents—to provide students with a Bible-based, Christ-centered

education that will prepare them not only for college but will also promote a healthy relationship with Jesus Christ. Still, we cannot do this without parents taking an active role in the discipleship of their children. Whether it’s working with a younger child at home when not in school, or closely monitoring an older child to ensure his or her success, Grace Prep works best when parents understand and accept the role given to them by God.

Working together, it is our hope to glorify the Lord, encourage the parent, edify the student, and influence the world for Christ. To that end, let us follow God’s word with joy!

## HISTORY AND CONCEPT OF GRACE PREP

In the spring of 1992, a group of parents met to discuss the need for an alternative in education. They were fueled by a desire to be serious and active in carrying out their unique responsibilities as parents in the total education of their children. The known educational alternatives at the time were traditional public schooling (including charter), traditional private schooling, and home-schooling. Having experienced all three, the parents realized that while each had its positive aspects, these traditional options were in some way less-than-ideal for their family’s needs or life situations. Prayerfully, they agreed to work together to start a new school that represented a different alternative—one that incorporated positive aspects from the others while embodying its own special set of distinctives. If they succeeded in addressing their own concerns regarding active parental involvement, it seemed appropriate that they would also begin sharing what they learned with other parents who, like them, were seeking an effective means of educating their children.

The result of their efforts was the formation of Grace Preparatory Academy (“GPA”) in Arlington, Texas—a unique private Christian school that utilizes a university-type schedule and a teacher-parent integrated instructional approach to produce a high level of academic achievement, all the while enabling strong ties between parents and their children. The Academy is the first concrete expression of this new educational model called University-Model® school (“UMSI”) in which two proven elements of educational success, the professional classroom instruction of a teacher and the caring at-home mentoring of a parent, are combined into a single, unified, college-simulated program. The Academy was officially incorporated on December 18, 1992, and

opened for its first day of classes on August 16, 1993. Revised Articles of Incorporation were filed and approved on June 4, 1997, under the name *GPA Ministries, Inc.*, which at the time included the National Association of University-Model® Schools (“UMSI”)—now its own entity dedicated to equipping parents and educators who live beyond the Arlington area with information, seminars, and support as they develop University-Model Schools® in their own communities. In 2004, Grace Prep was honored with official accreditation by the Southern Association of Schools and Colleges (SACS). The school was re-accredited by SACS in March 2010, and again in March 2015. In fact, at the time GPA received its Index of Educational Quality score, it was the highest score awarded in the state of Texas.

Grace Preparatory Academy is now demonstrating that it is indeed possible for parents and teachers to work together effectively for the common goal of providing children with a high quality, Bible-based, Christ-centered education that is both cost effective and strength to families. Grace Preparatory Academy is now one of the most sought after college prep schools in North Texas and continues to forge new territory in this educational model for the glory of Christ.

## OUR MISSION STATEMENT

At Grace Preparatory Academy, our philosophy of education centers around one central mission statement: *GPA partners with parents to provide a Christ-centered, college preparatory education where students are allowed to further develop their God-given talents and virtues and become family-centric, college-worthy character witnesses for Christ.*

From this mission, we have built our methodology around three foundational pillars, focusing on each of three central areas critical to our success as a school in ministering to the needs of both students and parents:

**Academic Excellence: GPA is committed to partnering with parents to achieve outstanding student performance with a Christ-centered and biblically-based educational foundation.**

- GPA will hire professional role models who will inspire excellence and life-long learning.
- GPA will provide a challenging Christ-centered and biblically-based curriculum.

**Spiritual Growth and Leadership Development: GPA is committed to partnering with parents to develop students’ spiritual growth and leadership skills through extra-curricular activities.**

- GPA will teach and model commitment, hard work, and discipline in extra-curricular activities and in life.

- GPA will ensure that a Christian worldview permeates every aspect of our students’ and families’ school-sponsored activities.

**Financial Integrity: GPA is committed to biblical stewardship and providing the resources to support academic excellence and the spiritual and leadership development of our students.**

- GPA will exercise biblically-based stewardship of all resources.
- GPA will submit to regular internal and external audits of all financial records.

## PHILOSOPHY OF EDUCATION

The philosophy of education at GPA is rooted in the biblical example set forth by Jesus, who took ordinary people and did extraordinary things in and through them. Therefore, a student recommended for enrollment in the Academy, regardless of his/her educational background, will be challenged and equipped to move to an even higher level of spiritual and academic accomplishment in preparation for college and for life. Added to this is the fundamental focus on preserving and strengthening the God-ordained family relationships in which Christian faith and education is most effectively fostered. GPA provides provides the “gift of time” to students and families by offering a college-style schedule of classes.

With this in mind, GPA provides a challenging academic environment in the context of biblical values, whose instructors unapologetically teach in a manner consistent with the Academy’s statement of faith, emphasizing the necessity of a personal relationship with Christ and growth in Christ-like character. In addition, the Academy offers academically challenging, college-preparatory courses that integrate an appropriate level of parental involvement into each student’s out-of-class study. The Academy encourages and expects the student to learn the material assigned and provides regular feedback to both the student and parents concerning the student’s progress in each class enrolled. Finally, the Academy integrates the Christian faith and a biblical worldview into the context of the various subject areas offered; such Christian character-building will receive support and enhancement inside and outside the home.

This model of schooling is therefore designed for those families in which parents take an active role in the oversight and implementation of their children’s education. As the level of parental involvement progresses from being a co-teacher in the elementary years, to a guide for dependent study in junior high, to more of a course monitor in the senior high courses,

parents are expected to continue exercising loving and active responsibility for their children through graduation. In partnership with these committed parents, the Academy is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation for college.

## **STATEMENT OF DOCTRINAL FAITH and BELIEFS**

*We believe* the Bible in its original conveyance to be the only inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21), and we adhere to its orthodox interpretation regarding all matters, including but not limited to the sanctity of life beginning at conception, the sanctity of marriage between one man and one woman, the imperative nature of salvation in Jesus Christ alone, et al.

*We believe* there is only one God, eternally existing in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

*We believe* in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His literal, bodily, and personal return to this earth in power and glory (Acts 1:11; Revelation 19:11).

*We believe* in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).

*We believe* in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5: 28-29).

*We believe* in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

*We believe* in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

### ***Statement on Marriage and Human Sexuality***

*We at Grace Prep Academy (GPA) believe* that all matters of faith and conduct must be evaluated on the basis of the Bible, the Word of God, which is our inspired, infallible, and inerrant guide. (2 Timothy 3:16-17). Since the Bible speaks to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

*We believe* God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Based on Holy Scripture and the constant moral teaching of the universal Church, *we at GPA believe*:

- **Marriage** – is the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28; Genesis 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31-33)
- **Sexual Immorality** – sexual acts outside marriage are prohibited as sinful. Consequently, GPA students, faculty, staff, coaches and administration must resist and refrain from any and all sexual acts outside marriage – including but not limited to cohabitation, adultery, fornication, incest, zoophilia, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Matthew 15:19; Matthew 5:27-28; Matthew 15:19; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Thessalonians 4:3; Hebrews 13:4; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5)
- **Sexual Identity** – God created mankind in His image; male (man) and female (woman), sexually different but with equal personal



dignity. Consequently, GPA students, faculty, administration, and staff must affirm their biological sex and must not physically change, alter, or disagree with their created biological sex—including but not limited to elective sex-reassignment, transvestite conduct, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28; Romans 1:26-32; I Corinthians 6: 9-11)

- **Sexual Orientation** – God created and ordered human sexuality for the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, GPA students, faculty, administration, and staff must affirm the sexual complementariness of man and woman and resist the temptations to same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct. (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; I Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2)
- **Sexual Redemption** – all have sinned and fall short of the glory of God and therefore redemption and forgiveness are available for all sins. Consequently, GPA students, faculty, administration, and staff must treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the GPA Statement on Marriage and Human Sexuality. (Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; I Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16; I John 1:9)
- **Celibacy** – the Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within our community. (Genesis 1:27-28; 2:18; 21-24;

Isaiah 54:1; 56:3-5; Matthew 19: 4-6; Mark 10:5-8; Hebrews 13:4; I Corinthians 7:1 Matthew 19:12; I Corinthians 12:12-13; Romans 12:10; I Timothy 5:1-2.

## NON-DISCRIMINATORY POLICY

GPA admits students of any race, color, and national or ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at GPA and does not discriminate on the basis of race, color, and national origin in the administration of educational policies, extra-curricular activities, and other school administered programs (Romans 2:11).

Pursuant to applicable federal and state laws, GPA may discriminate on the basis of religion with respect to students who, in the determination of GPA, possess and exemplify a religion or religious belief philosophy that is a harmful deviation in the belief system of and detrimental to the interests of the academy.

GPA reserves the right to terminate enrollment or disallow re-enrollment of a student if the administration reasonably concludes that the actions of a parent/guardian make such a positive and construction relationship impossible or otherwise seriously interfere with GPA’s mission.

## STATEMENT OF NON-AFFILIATION

GPA neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national, or regional organization that gives Christian recognition to unbelievers or which advocates multi-faith union (Amos 3:3; 2 Corinthians 6:14-17).

## NON-DENOMINATIONAL POSITION

GPA’s *Statement of Doctrinal Faith and Beliefs* is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs,

practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

This is *not* to say that discussion regarding these distinctives is avoided at GPA. However, instructors and administrators will not compel a student or parent to believe one way or another, nor will they be so dogmatic as to pronounce another's opinion of such matters invalid or biblically unsupported.

## ADMISSIONS—OVERVIEW

GPA is a K-12 school that offers primary, elementary junior high and high school courses. A student who successfully completes the required course of study as outlined in the Parent/Student Handbook may graduate from GPA with a high school diploma. Each student who registers for courses at GPA will have a transcript on file with the Academy, and a copy of this transcript will be made available to the student's parents upon request as long as all financial obligations to the Academy have been met. GPA is accountable only for the courses selected and attempted at the Academy—any course instruction received at other schools or provided through home education is the responsibility of the parent. Transfer of credit to GPA for any such instruction may be granted if it is in accordance with GPA's policies concerning credit transfer. (Contact Registrar for Transfer Fee Schedule.)

Since parent involvement and student cooperation is essential if GPA is to fulfill its mission successfully, the parents and students applying for admission must be in agreement with the Academy's doctrinal position, and commit to the following guidelines:

### *Parental and Student Responsibilities*

- Parents must be Christians—i.e., followers of Jesus Christ in submission to Him and God's Word, the Bible, and in complete agreement with the Academy's *Statement of Doctrinal Faith and Beliefs* contained herein.
- Parents and their GPA students must be in agreement with the Academy's purpose and spiritual objectives, and abide by the Academy's rules and regulations.
- Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with the Bible.

- Parents and their GPA students must be active participants in a Christian church that is in keeping with our *Statement of Doctrinal Faith and Beliefs*.
- Parents must agree to use a Christian Conciliation Service if ever necessary to settle legal or financial disputes between GPA and the student, parent(s), or related business entities.
- Parents must provide GPA with a completed application form for each child applying for admission, along with transcripts and report cards and transfer credit requests from previous schools or home school.
- Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
- Parents must provide continually updated immunization records for each child.
- Parents must be willing to have the child's picture in the Academy's yearbook.
- Parents must be willing to have each family's name, phone number, and address listed in the GPA directory.
- New Parents must acknowledge that each of their children at GPA has reviewed GPA's *Code of Conduct* and *Dress Code Policy* and is willing to abide by those policies. Returning students have already signed the *Code of Conduct* and by signing the Contract of Continuous Enrollment, acknowledge that this Code remains in effect as long as the student attends the Academy.
- Parents must accept the primary responsibility for their child's behavior at school and supervision at home.
- Parents must be familiar with and consult the policies of the Academy as published in the current GPA Parent/Student Handbook or its amendments and other official means of communication, and agree to any parent requirements that might be listed in the following *Statement of Parental Responsibility*:

## STATEMENT OF PARENTAL RESPONSIBILITY

*"In enrolling one or more of our children in Grace Preparatory Academy, a school which affirms the comprehensive responsibility of parents for the education of their children, we acknowledge and accept primary responsibility for our child's behavior at school and supervision at home. We also acknowledge that we are responsible to be familiar with and consult the policies of the Academy as*

*published in the current Parent/Student Handbook, its amendments, and other official means of communication before making decisions affecting our child or our family's relationship with Grace Preparatory Academy. We further agree that should difficulties arise from our failure to be familiar with or consult published Academy policies when making decisions affecting our relationship or our child's relationship with the Academy, we will accept full responsibility for the results of our decisions. In addition, we agree to attend parent meetings or individualized conferences that are intended to help parents better understand their role at Grace Prep, and to sign and abide by a Contract of Continuous Enrollment, which will remain in effect until my child graduates from Grace Prep or withdraws from the Academy."*

## **ADMISSIONS PROCESS**

**1. Visit the Campus.** We welcome you to take advantage of the opportunities offered to learn more about our school by attending an Open House or scheduling a personal campus tour.

**2. Review our website, [www.graceprep.org](http://www.graceprep.org).** In addition to reading about all of the academic information and current happenings, we ask that you please access the *GPA Parent/Student Handbook* and carefully review its contents.

**3. Complete an admissions application.** The application is available to complete online. Please visit the Admissions page found at [www.graceprep.org](http://www.graceprep.org).

**4. Schedule testing for each student seeking entrance into GPA with your Admissions Counselor.** All students applying for admission to GPA must be either screened for readiness (grades K-2) or tested (grades 3-12) for potential academic success at the Academy.

**5. Schedule a family interview.** The purpose of this interview is to make certain that each family has a personal opportunity to have their questions regarding GPA answered. Parents are encouraged to come prepared with a list of questions aimed at making certain GPA is the appropriate school for their child (ren). During the interview, the student's testing results are communicated to the parents, along with recommendations from the administration for each student's placement. The interview will also include discussion pertaining to spiritual life in the home as well as the family's plan for organizing the satellite campus days.

## **6. Receive acceptance/non-acceptance or wait pool notification.**

Once the interview process has been completed, each family file is reviewed by the GPA Admissions Council. Acceptance/denial/wait pool is determined, and a letter from the Office of Educational Services is sent to the family. Opportunity to enter the Grace Prep wait pool may be extended to an applying student should space in a particular grade level not be available at the time of admission. The family may decline placement within the wait pool by communicating with the Admissions Counselor. **PLEASE NOTE: An acceptance letter from GPA does not automatically generate a course schedule.**

## **7. Receive enrollment/ materials.**

Students accepted to GPA will receive information with instructions for completing the online enrollment process, which will include the signing of the Contract of Continuous Enrollment. The Office of Educational Services will provide information on recommended courses for enrolling secondary students. All students entering high school are required to undergo academic advising in the fall semester for the purpose of establishing a diploma plan.

**8.** Placement into courses occurs upon successful completion of the enrollment process and priority of course placement and selection is based upon actual date of successful packet submission and qualification for requested courses.

## **FINANCIAL POLICIES**

### ***Tuition and Fees***

GPA sets its annual tuition and fees based on estimated cost of academic and related services to all students enrolled. Tuition varies based on the grade of the student and are updated annually. Families are notified of the subsequent year's tuition during the second week of December.

By signing the *Contract of Continuous Enrollment* in the enrollment process, the parent understands that the student will remain a Grace Prep student from year to year until the student graduates or the parent completes the formal withdrawal process.

The parent/guardian enrolling and registering a child for continuous enrollment at the Academy accepts the financial responsibility for tuition and costs and fees for additional educational items not covered by tuition. These include books, uniforms, school supplies, lunch, travel to and from certain events, various

extracurricular events, and other miscellaneous expenses.

Upon registration, the parent/guardian enrolling and registering the student in GPA agrees, promises, and commits to pay the full school year's tuition and other associated expenses for each student enrolled. GPA relies on each family's commitment for the attendance of the student for the entire school year and the timely payment of its family balance.

Once the Contract of Continuous Enrollment is submitted, tuition is due and payable whether or not the student actually enters school, or if the student withdraws, is expelled, or for any other reason fails to commit to or continue in attendance at GPA for the school year.

### ***Tuition Payment Policies***

Tuition may be paid through a variety of payment plans. The balance may be paid in full (one payment) at the time of registration, bi-annually, bi-monthly, or in equal monthly installments totaling the full amount of tuition and fees due.

Monthly tuition payments will be made through FACTS tuition management system. Monthly tuition draws will be made on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month depending on the date of enrollment and ending no later than May of the school year.

Each year, the administration and board will determine the amount of down payment per student and the date due for that down payment. This down payment reserves a spot for existing students who have signed continuous enrollment contracts. Down payments for new students will be assessed at the time the student enrolls in classes. All down payments will be applied towards the student's net tuition. Down payments are non-refundable.

### ***Past Due Accounts***

Per the GPA *Contract of Continuous Enrollment*, installments for tuition is due and payable on the date specified per the payment plan and the billing statement. Payments received by GPA will be applied to the oldest balance owed at the time of the receipt.

A late payment fee of \$25.00 will be charged each month by FACTS to the account for each past due invoice not received before the due date. In addition GPA will charge \$35.00 per month for each past due invoice.

The Family tuition account will be classed in "Good Standing" if payments are past due for two or more

months. GPA reserves the right to withdraw the student from the Academy or deny re-enrollment for the following term or year, and to withhold the student's grades, testing results, transcripts, or diploma until the Family Account is paid in full. Tuition for graduating seniors must be paid in full prior to graduation to enable the senior to participate in graduation ceremonies and to receive their diploma or official transcripts.

### ***Refund Policies***

Tuition is based on an estimated cost of providing the educational and extra-curricular services of the Academy to all enrolled students. By signing and submitting a *Contract of Continuous Enrollment*, GPA reserves a place for your child in the class (as class space is available). The family's commitment to pay per contract enables GPA to employ faculty, administrative staff, and coaches in accordance with the number of students enrolled. GPA must honor those staff contracts whether or not a student withdraws from the Academy:

Once the continuous enrollment contract is submitted, tuition remains due and payable whether or not the student actually enters school, withdraws, is expelled, or for any other reason fails to commit or continue in attendance at GPA.

The only exception to the aforementioned policy is the student's physical relocation and subsequent change of address to a new residence located greater than 60 miles from GPA.

If a family finds it necessary to withdraw their child after an enrollment contract is executed, they will need to complete and sign a Notification Withdrawal Form and submit this form to the Dean of Educational Services.

For withdrawals, twenty percent (20%) administrative costs will be automatically withheld from the contracted amount, then the remainder of the student's tuition becomes eligible for pro-ration based upon the number of academic days remaining. All withdrawals must be submitted to the Head of School and subsequently approved by the Board of Directors.

### ***Schedule of Fees***

***Application Fee:*** There is a non-refundable/non-transferable application \$125 fee due with each application submitted. This is a per student fee.

**Schedule of Change Fee.** A \$25 schedule change fee will be assessed and added to the tuition account when a class is substituted for another class. A separate form must be used for each student. No fees will be incurred for scheduling changes initiated by GPA or for classes substituted for another prior to July 1<sup>st</sup>. If the student needs to drop a class, GPA encourages the student to replace the class with another. GPA does not issue a refund or credit for classes dropped.

**Late Payment Fee.** A late payment fee of \$25.00 will be assessed for each past due invoice not received before the due date. In addition, a \$30.00 check handling fee will be charged for checks returned by the bank.

**Transcript Request Fee.** Transcripts are available upon request for those that have fulfilled their financial obligations to GPA in accordance with GPA policies. Transcript request forms are available in the Front Office. Transcript requests for current students are free. There is a \$5.00 per transcript fee for GPA alumni or withdrawn students.

### **Financial Aid**

GPA strives to offer the highest quality education with a relatively low tuition and financial burden on its families. Despite the relatively low cost of education, at times, families who students attend GPA find themselves in a temporary financial situation that requires assistance. GPA remains committed to providing financial assistance to those families. All financial aid is measured and appropriated with the following guidelines and criteria:

- GPA's financial aid is designed to help families reduce their monthly education costs. GPA does not offer full tuition financial aid.
- Financial aid is only available as funds are available-*qualifying for financial aid does not guarantee receipt of financial aid.*
- Financial aid is awarded based on the date of the completed verified application as determined by an outside party FACTS.
- Financial aid will appear as a credit on the student's account, and therefore is not available to be refunded, transferred, or used for any other purpose.
- Monies donated to GPA for the purpose of supporting our financial aid program cannot be directed to any one student or classification of student (e.g., academic scholar, athlete, etc.).
- Students receiving financial aid must enter GPA on the same basis and in the same manner as all other students, and must adhere to all GPA policies while enrolled.

- Failure on the part of the student (or family) to adhere to GPA policies, or failure on the part of the student to maintain an overall grade point average of 70% at GPA, may result in a revocation of the financial aid, as determined by the GPA Board.
- Existing GPA families requesting financial aid or having been granted such aid must be or remain current on their student tuition accounts and have their account classed in Good Standing.
- Regardless of the amount of financial aid provided, failure to meet the remaining financial obligations at GPA may result in a revocation of the financial aid, as determined by the GPA Board, as well as the inability to register for the following year or graduate from GPA.
- All applicable GPA financial aid policies must be fully met to qualify for refund consideration.
- The financial aid application MUST be completed and submitted with the guidelines established by FACTS. Financial aid will not be awarded to families with incomplete applications. FACTS notifies GPA when all required information has been submitted and verified.
- Families receiving aid are need to inform the school of events which may positively/negatively impact their financial aid status.
- If in the process of enrollment, a family applies for financial aid and either does not qualify for aid or if funds are not available (resulting in the student not being able to enroll in GPA), the family will not be held liable for any tuition already paid for the upcoming school year, and a full refund of any tuition monies paid will be granted in accordance with GPA general refund policies. Application fees are not refundable.
- Financial aid may be revoked at any time for failure to pay, keep tuition current, or failure to comply with the Parent Student Handbook or disciplinary and academic guidelines.

### **Deadlines for Financial Aid**

Families can apply for financial aid prior to enrolling. The purpose of this is primarily to determine eligibility. No financial aid can be awarded until after the family completes GPA's enrollment contract.

For families choosing to submit the financial aid application at or /after enrollment, the financial aid award will be prioritized based on the verification date that FACTS provides for each application. A new application must be submitted each school year. Upon receiving notification of the financial aid award, families have 5 business days (from the date of the award notification) to respond in writing to the GPA business office to accept the award. Following that date, the award is rescinded and made available to other applicants.

GPA has contracted with FACTS, a third party processor to accept and verify applications in an objective manner. Instructions for applying for financial aid will be posted on the school's website. All applications must be made online. FACTS does charge a fee (payable to FACTS) for all applications. Be advised that financial information will be requested from applicants during the financial aid process.

### ***Textbook Policy***

Parents of students in 3<sup>rd</sup> through 12<sup>th</sup> grades are responsible for purchasing all required textbook materials for each class. Textbooks are procured and provided within the cost of the academic blocks for kindergarten through 2<sup>nd</sup> grade. Textbooks should be procured during the summer prior to the first day of school. In order to facilitate the use of textbooks in the classroom, students will not be allowed to share with siblings or friends.

A textbook list is furnished late in the spring semester to facilitate ordering materials. The textbook list for the upcoming school year will be posted to the school's website. Please use the correct ISBN since substitute editions will not be allowed. MBSDirect, ([www.mbsdirect.net](http://www.mbsdirect.net)) is Grace Prep's official on-line textbook source and offers new and used books for most titles. The MBSDirect on-line store will be "open" in early July. Parents are welcome to search on the internet for a used book by using the ISBN provided on the textbook list. Please note that some textbooks can only be ordered directly from the publisher (i.e. A Beka and Shurley English). Also, on rare occasions, some books are ordered by the school and charged to the family account as noted on the textbook list.

Students will be required to bring their textbooks or proof of purchase to class the first week of school. Teachers will request that the student put his name and the name of the school in the textbook. Students who do not produce their textbooks to their teacher, or proof of textbook purchase to their teacher, will have their textbooks ordered for them and the cost will be placed on the family's financial account.

In order to accommodate newly enrolled students whose textbooks have not arrived by the first day of school, copies of the required material will be provided free of charge the first week of school. Beginning the fourth week of class, a fee of \$.25 per page will be charged to the family account of newly enrolled students requiring copies. Since returning students have had sufficient time to order books, returning students will be charged a fee of \$.25 per page

beginning with the second week of class. The Academy will not provide copies of textbook materials for returning students after the second week of school.

## **STUDENT CONDUCT**

The purpose of GPA's *Student Code of Conduct* is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. The student who violates these guidelines will undergo disciplinary measures designed to address both the heart issue and the behavior issue. The student who demonstrates continued violation of these guidelines places his or her enrollment status in jeopardy. While on-campus concerns are primary, GPA reserves the right to address any off-campus conduct deemed significant by school administration. Thus, with agreement and support from home, GPA students must abide by the following morals clause and Student Code of Conduct, which new parents and students (7<sup>th</sup> – 12<sup>th</sup>) will sign during the enrollment process. This agreement will remain in effect for current students as long as the student is enrolled at the Academy.

### ***Morals Clause:***

Grace Prep professes and proclaims our Christian beliefs as taught in the Bible and as expressed through our Statement of Faith and Beliefs and as outlined in Grace Prep's Statement on Marriage and Human Sexuality (see page 8-9). We respectfully require students to adhere to these accepted values and moral beliefs. Grace Prep reserves the right, consistent with our Policy Manual, to refuse admission of an applicant and/or to discontinue enrollment of a current student that does not conform to and support the qualities and characteristics required of a Biblically-based and Christ-like lifestyle. This includes participating in, promoting, supporting or condoning any violation of these accepted values and moral beliefs as determined at the sole discretion of the school administration. We realize that educational curriculum includes discussing and analyzing ideas and beliefs, some of which are not consistent with our policies and beliefs, but which we allow and encourage as part of the educational process, as long as conducted in a suitable manner and context. Students are also encouraged to discuss all questions and concerns they have regarding their values and beliefs or any other facet of their lives with their parents as well as teachers and administrators at the school in an appropriate setting.

### ***Student Code of Conduct***

- Students are expected to conduct themselves with **INTEGRITY**.
  - Students should not lie, cheat or steal.
- Students are expected to be **RESPECTFUL**.
  - Students must show respect to adults. A title (Mr., Mrs., Coach, etc.) and appropriate tone should be used when addressing an adult.
  - Students must treat each other with respect, kindness, purity, and compassion. Bullying, intimidation, slander, verbal or physical abuse, or harassment in any form is not allowed. Note: This includes text messages and internet social networking.
  - Fighting in any form is not allowed.
- Students are expected to be **MODEST**.
  - Unbecoming behavior or attire is not allowed.
  - Public displays of affection are not permitted at school.
  - Sexual promiscuity (in its many various forms) is not allowed.
- Students are expected to be **MANAGEABLE**.
  - Students will refrain from running (at inappropriate times and locations) or rough play.
  - Students are not to be disruptive in the classroom, in athletics, or in any GPA activity.
- Students are expected to use **DISCERNING COMMUNICATION**.
  - Use of profanity, vulgarity and other inappropriate language, in spoken or written form, or the use of offensive gestures is not permitted.
  - The discovery of inappropriate sensually- or sexually-oriented pictures or language used by Grace Prep students will be considered a violation of the Student Code of Conduct. Parents are urged to be aware of and monitor their child's electronic communication in order not to jeopardize the student's enrollment at the Academy. Parents and students should note that administration will not monitor or police online activity. However, when inappropriate content is brought to the attention of the administration, disciplinary action may take place.
- Students are expected to be **RESPONSIBLE**.
  - Being absent from class or extra-curricular commitments without the knowledge or permission of parents or GPA staff is not allowed.
  - Students shall keep the school facility and grounds clean and orderly, reflecting an attitude of gratefulness and biblical stewardship.
  - Driving on campus is a privilege, not a right. Posted speed signs, direction markers, and parking striping will be observed. A student's on-campus driving privilege may be revoked as deemed appropriate by the administration.
  - GPA students should not carry as passengers other students whose parents are unaware of their riding together.
- Students are expected to be **NON-THREATENING**.
  - Weapons (including but not limited to replicas, paintball guns, slingshots, BB or pellet guns, bows and arrows, knives, martial arts paraphernalia, tear gas, explosives, etc.) are not allowed on campus or at any GPA-sponsored event.
  - Threats of any kind are not allowed.
- Students are expected to be **LAW-ABIDING**.
  - Tobacco products, illicit drugs, alcohol and other items unlawful for minors are not to be used by GPA students (including those 18 years or older)

### ***Student Discipline Procedures***

In cases of violation of these codes, the Academy will employ appropriate forms of reproof, rebuke, and correction in order to encourage cooperation among the student body and compliance with Academy standards (under no circumstances does GPA practice spanking or similar forms of corporal punishment). These measures will be utilized by faculty and staff for the purposes of sound classroom management and appropriate student behavior and relationships. Interpretations of major or minor violations are made after careful investigation of the offense by administration. The following information outlines how inappropriate behavior will be addressed at school.

- Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be

brought immediately to the attention of the administration. It will not be necessary to notify the administration immediately of discipline problems of a routine or non-serious nature. Such problems will be handled in a manner convenient to the administration and in conjunction with faculty and staff.

- An administrative staff member(s) will personally attend to serious, urgent, or potentially dangerous discipline matters. The administrative staff member shall have a broad range of personal authority to act in such cases.

### ***Corrective Discipline Principles and Practices***

- Family: We actively partner with parents in corrective discipline
- Discipleship: Corrective Discipline is a form of Discipleship
- Heart - Head - Hand Approach:
  - Descriptions
    - Hand: what a person does; behavior (Titus 2:7; Ephesians 2:10)
    - Head: what a person thinks; attitude (Romans 12:2; 2 Corinthians 10:5)
    - Heart: what a person treasures; values (1 Samuel 16:7; Matthew 6:21; 2 Corinthians 5:16)
  - Applications
    - While behavior must be addressed (Hands), it is also our desire to address both the attitudes (Head) and values (Heart) as the bigger, longer term issues.
    - We don't simply strive for outward conformity to behavioral standards but for inner transformation by the hand of God.
    - We seek to be redemptive rather than simply punitive.
- Confidentiality: We handle each incident with an appropriate level of privacy for both the student and the student's family.
- Consistency: we strive to take corrective discipline actions in a manner that is consistent with our principles, our handbook, and our previous actions.
- Considerations: while we strive for consistency, we consider each situation on a case by case basis, asking...

- What's best in this situation for this student/family?
- What's best in this situation for the classroom?
- What's best in this situation for Grace Prep?

### ***Corrective Discipline Measures***

The Administration may use one or several (but not necessarily limited to these) of the following corrective discipline measures when dealing with students.

- Verbal admonishment and guidance
- Communications with parents
- Assigned Service Hours
- Sent home for the day
- Loss of privileges:
 

Because participation in extra-curricular activities, including athletics and cheerleading, is a privilege and not a right, students involved in extra-curricular activities may be suspended for a time from activities, practices, or games. Students may also be dismissed altogether from an extra-curricular activity if deemed appropriate by administration.
- Corrective Reminder:
 

Students may be required to perform reasonable cleaning and work improvements to GPA property. This will be no longer than one hour in length. If the student is an athlete, he/she will serve the corrective reminder before attending practice. Reasonable athletic correction to be determined by the Head coach in conjunction with the Dean of Students may be administered for students who participate in athletics.
- Discontinue Enrollment:
 

Grace Prep reserves the right, consistent with our Policy Manual, to discontinue enrollment of a current student that does not conform to and support the qualities and characteristics expected of a Grace Prep student.
- Suspension:
 

There are two types and several durations of suspension governed by the GPA Administration:

  1. Suspension from all GPA classes and activities with no permission to make up work.
  2. Suspension from all GPA classes and activities with permission to make up work.

The duration of a suspension can be up to five successive school days. Suspensions may also



carry with them any number of requirements that the administration deems appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

- **Expulsion:**  
Such action can be recommended by the GPA Administration, but only administered by the GPA Board. There are two types of expulsions:

1. Expulsion without permission to appeal, in which the expulsion must appear on the student's permanent record
2. Expulsion with permission to appeal, in which the student is suspended immediately from all classes and activities and the family's Contract of Continuous Enrollment may be revised (see below)

If the family does not appeal, then the student is officially no longer a Grace Prep student and the record of expulsion will appear on the student's permanent record and transcripts. If the family does appeal, they must submit their formal request for readmission in writing, stating their reasons for requesting a new and more restricted *Contract of Continuous Enrollment* with the Academy. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear before the Board to discuss the appeal. Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised *Contract of Continuous Enrollment*, complete with the Board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.

**PLEASE NOTE:** *A student expelled from GPA is not allowed on campus at any time, or at any GPA-sponsored event, except with approval from the administration for the dropping off and picking up of siblings from the GPA campus or GPA-sponsored event. Furthermore, all tuition/fees owed per the Contract of Continuous Enrollment are due and payable to GPA even when a student is expelled from the Academy.*

### **Student Dress Code**

#### **Purpose of the Dress Code**

- To honor God in our attitudes and appearance (Colossians 3:17)
- To disciple (Matthew 28:19-20) students in the biblical principles of ...
  - Identity (2 Cor. 5:16-17, 1 Sam 16:7)
  - De-emphasize clothing as a significant means of establishing self-identity, gaining attention, social status, etc.
  - Emphasize each person's identity and value in God's eyes, specifically in each person's relationship with Christ.
  - Modesty (1 Peter 3:3-4)
  - Self-discipline (Colossians 3:23)
  - Dignity derived from being made in the image of God (Gen. 1:26-27; 3:1)
  - To show respect and reveal self-respect
- Safety
  - A clearly identifiable uniform helps to distinguish who should be on campus and who should not.

#### **Times When Dress Code Applies**

All elements of the Dress Code are in force on the GPA campus from 7:30 AM to 4:00 PM each day of the school week. While Dress Code enforcement will be limited to school days, provisions and standards relating to modesty and decency should be respected by students and are enforceable by faculty and staff anywhere on campus **as well as at all off-campus, school-sponsored events.**

***Grace Prep Uniforms are required on Mondays, Tuesdays (7:30 am – noon), Wednesdays, Thursdays (7:30 am – noon) and Fridays for Secondary students, grades 7<sup>th</sup> – 12<sup>th</sup>.***

***Grace Prep Uniforms are required on Tuesdays and Thursdays for Primary and Elementary students, grades Kindergarten – 6<sup>th</sup>.***

- **Grace Prep Uniform Shirts**  
Grace Prep uniform shirts (polo or button down) are required. The color choices are navy blue, white, light blue, or yellow. Shirts are required to have the Grace Prep logo. No insignias of any kind are permitted except the GPA logo.
- **Grace Prep Uniform Pants, Shorts, Skirts, and Skorts**  
Only Grace Prep uniform lower body wear for guys (navy blue or khaki) and girls (navy blue, khaki, or plaid) are permitted. Girl's skirt length

must be appropriate. Modesty shorts are required underneath skirts.

- **Grace Prep Uniform Dresses and Jumpers**  
Girls may wear the Grace Prep uniform dress or jumper. The jumper can be Navy blue, khaki or our school's plaid. The dress and jumper length must be appropriate. The jumper is to be worn with either the white Peter Pan blouse underneath or a Grace Prep uniform polo shirt. Modesty shorts are required underneath dresses and jumpers.

### **General Guidelines**

- **Shoes**  
Shoes must be closed-toed with a heel less than 2 inches in height. Students may not wear open-toed shoes, sandals, clogs, mules, flip-flops, or house shoes. Boots are allowed.
- **Leggings, etc.**  
Girl's leggings or tights are only permitted underneath the skirt, skort, dress, or jumper in solid black, navy, gray, brown, or white.
- **Outerwear**
  - Only outerwear purchased through Grace Prep and or GPA vendors are allowed during class hours.
  - Colors: Outerwear must be navy blue, gray, or white.
  - Outerwear must include the Grace Prep logo or name.
  - Outerwear may be a jacket, sweater, hoodie, or pullover.
  - Hoods on outerwear can be worn outside but not inside school buildings.
  - Uniform shirt is not required underneath when student is wearing GP outerwear. Outerwear needs to cover the "shirt" area, not unzipped
- **Other**
  - During school hours, sunglasses, hats, caps, and visors are not to be worn indoors. Hoodies are not to be worn over the head during school hours.
  - Any article of clothing, jewelry, or adornment of any portion of the body, deemed by faculty or administration to be unusually distracting is not permitted.
- **Girls**
  - Hair must be clean and neatly groomed and may not include unnatural coloring or distracting styles.

- Appropriate rings and necklaces may be worn.
- Earrings and nose studs must be modest and small. No other visible jewelry piercing is allowed.
- Nails and polish must be modest.
- Make-up must be modest and only for grades 7-12.
- Visible tattoos are not permissible.

- **Boys**

- Hair must be clean and neatly groomed and may not include unnatural coloring or distracting styles.
- Hair may not extend beyond the bottom of the collar of the shirt, bangs must be off the eyebrows, and the bottom of the ear should be plainly visible.
- Facial hair is allowed, but not exceeding ¼" in length or distracting (administration discretion)
- One earring stud per ear is allowed.
- No other visible piercings are allowed.
- Appropriate rings and necklaces may be worn.
- Pants cannot be worn "sagging".
- Visible tattoos are not permissible.

### **Uniform Exceptions**

- **Jeans Day Attire**

- Shirts
  - The Grace Prep uniform shirt is allowed (navy, white, light blue, or yellow)
  - Only GPA approved t-shirts are allowed.
  - The t-shirt must have the words Grace Prep, Lions, GPA or the Grace Prep Logo on the shirt.
- Pants/skirts
  - The Grace Prep uniform pants, skirts or skorts are allowed.
  - Appropriately fitting (tightness and length) **denim blue jeans** are allowed.
    - **Jeans with excessive holes are not allowed.**
    - **Yoga type pants are not allowed.**
    - **Athletic shorts are not allowed.**
    - **Sweats are not allowed.**

- Designated athletic teams may wear an appropriate upper body jersey/uniform after receiving approval from the Dean of Athletics and/or Dean of Student and Family Ministries.

### ***Dress Code for Groups leaving Campus for School-Sponsored Activities***

- All student groups leaving campus for school-sponsored activities will be dressed according to GPA dress code standards, as specified by the appropriate Dean. Groups leaving for athletic practice or competition will be dressed in the specific practice uniform or the game uniform.

### ***Dress Code Violations***

- Students may be excluded from class for dress code violations.
- Student dress code violations may be resolved on campus or the student may be sent home (unexcused absence) to resolve the violation.
- **Chronic Offenses** A student that, in the eyes of the administration, exhibits a flagrant disregard for GPA dress code regulations is subject to disciplinary action. Such assessment is based not only on the number of violations, but also on the attitude and response of the student to corrective measures.

### ***Student Use of Telecommunication Devices, Electronic Games, and Other Equipment***

The Academy has adopted a zone policy (Green zone, Yellow zone, Red zone) whereby students may or may not use their cell phones within particular zones within the school during school hours. Green zones are public areas like hallways, the lunch room and The Porch. Cell phone usage is allowed in Green zones unless otherwise instructed by a teacher or administrator. Yellow zones are primarily classrooms. Students may use their cell phone in a Yellow zone only if permitted by the teacher. Red zones include places like restrooms and locker rooms. Cell phone usage in Red zones is strictly prohibited.

Regardless of the zone, cell phone usage is to be used only in appropriate ways that are consistent with the Student Code of Conduct.

Cell phone devices may be confiscated by a faculty member, administrator, or staff member. These items will be returned to a parent or guardian.

Enforcement of this policy is as follows:

- First offense-\$20 fee, parent pick up of device in front office.
- Subsequent Offenses-\$40 fee, parent pick up of device after 3 school days.
- Chronic Offenses- The student will be subject to Corrective Discipline Measures.

### ***Student-Campus Policies***

No student will be allowed to walk off the campus.

Primary and Elementary (K-6<sup>th</sup> grades) students are to remain on campus under the supervision of Grace Prep adults for the duration of the school day (Tuesday and Thursday, 8:00-3:15). During the school day, Primary and elementary students may only leave campus with a parent or when on a Grace Prep activity.

Junior High (7<sup>th</sup> - 8<sup>th</sup> grades) students are to remain on campus for the duration of the school day (Monday, Wednesday and Friday, 8:00-3:15). During the school day, junior high students may only leave campus with a parent or when on a Grace Prep activity.

Freshmen & Sophomore (9<sup>th</sup>-10<sup>th</sup> grades) students are to remain on campus for the duration of the school day (Monday, Wednesday and Friday, 8:00-3:15; and some students that have classes on Tuesday/Thursday). During the school day, freshmen and sophomore students may only leave campus with a parent or when on a Grace Prep activity.

Junior and Senior (11<sup>th</sup>-12<sup>th</sup> grades) students are to be on campus during the student's scheduled classes (including the ROAR period). Seniors and juniors may leave campus during lunch. Students in grades 11 and 12 may elect to check out of study hall and leave campus.

The official school hours at GPA are 8:00 AM-3:15 PM, Monday through Friday. Once students have finished classes, or completed athletic practices/events for the day, they become the responsibility of the parents. While GPA policies are in force at all times when students are on campus, the school cannot be responsible for unsupervised students before or after the established school hours (except in the case of special GPA-sponsored events). Therefore, parents must arrange for their student(s) to be picked up from GPA within 15 minutes of completion of the student's day at school.

Students on campus for athletics or other activities are to be present on campus only at the designated times by the Grace Prep coach or staff member. While GPA policies are in force at all times when students are on campus, any student who is on campus apart from the

direction of a Grace Prep staff member, the school cannot be responsible for unsupervised students. In that case, parents are responsible for their student's whereabouts and well-being.

## PARENT CONDUCT

Just as students at GPA are held accountable for their words and actions, so, too, are the parents of those students. Parents should model humility, gentleness, and spiritual maturity to their students by treating the GPA faculty and staff with respect, both publicly and privately. Our communication to and about one another must be seasoned with grace, edifying to others and glorifying to God. If a parent (or student) acts or speaks in an unkind or disrespectful manner to any faculty or staff member at GPA, the matter may be taken up by the school Administration. If the offending party is unwilling to comply with any guidelines set forth by the school Administration, the student(s) of that parent or parents may be withdrawn from the Academy, or barred from admission to the Academy for the following semester. In severe cases of slander or disrespect, a recommendation can be made to the GPA Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with GPA faculty and staff members. *This Code of Parent Conduct also applies to GPA-sponsored events. While enjoying the event, participants and fans should exemplify Christ and therefore be unique in comparison to the world. The GPA Administration will "encourage" participants and fans that act unbecomingly to rethink their words and actions as witnesses of Christ and will ask such participants and fans unwilling to change their behavior to leave the game immediately. Chronic misbehavior on the part of any participant or fan can result in negative consequences.*

## FACULTY AND STAFF CONDUCT

In the same manner, the faculty and staff of GPA are expected to follow the highest standards of integrity, propriety, and Christ-likeness. Students are never consciously to be demeaned, shamed, or humiliated. Students and parents, as well as fellow staff members, are always to be treated with respect, dignity, and professionalism. Any such occurrence of improper conduct by GPA faculty or staff will be addressed by school Administration.

Grace Preparatory Academy's policies are intended to create a safe environment for children—protecting

children, the staff, and the mission of the school. Grace Prep has partnered with Ministry Safe which is a complete safety system designed to reduce the risk of child sexual abuse in an organization. This includes a five-part system of protection:

- Sexual Abuse Awareness Training for staff members and volunteers
- Skillful Screening Training, Processes and Forms
- Appropriate Criminal Background Checks
- Effective Policies and Procedures
- Systems for Monitoring and Oversight

## VISITOR POLICIES

By its very nature, GPA encourages a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, the Academy has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (7:30 AM-4:00 PM on school days). At no time are students allowed to open security gates to visitors. Visitors should be redirected to the Education Building to check in with the Campus Safety Director.

For the purposes of this policy, "visitors" are defined as all individuals other than staff or students (on their respective class days) present in any part of the buildings other than the front foyer or office complex, or on the grounds other than the normal student loading area. Anyone failing to abide by these provisions may be denied access to any and all restricted areas or be required to leave the campus. Persons having no legitimate connection with the Academy, or reason for being present on the school campus, will be expected to leave immediately.

- Other than conducting normal business with the GPA front office, all visitors should call before coming to the school to secure access to academic areas—i.e., all areas of the campus, either inside or outside of the building, other than the front foyer and office complex, as well as normal delivery and student loading areas.
- All visitors, including parents, must check in with the safety desk or office staff upon arriving at the campus. Visitors must present valid state or government issued photo identification card. This identification is scanned into GPA's visitor screening program, and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders in a database maintained by Raptor Technologies. If an individual is found to be on the Registered Sexual

Offender List, he will be directed to the Director of Campus Safety and/or the Head of School.

- At a minimum, visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of the visitor will be recorded and a visitor's badge will be given and must be worn while on campus. Before leaving, the visitor must return to the office, sign out, and return the visitor's badge.
- All visitors including vendors will be required to be screened. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted).
- As a general rule, parents should not attempt to confer with teachers during class periods unless an appointment has been made.
- Any student who is not a current or former (i.e., withdrew or graduated in good standing) GPA student must be accompanied by an adult.
- All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct including appropriate attire.
- Persons who have no legitimate connection with the school or reason for being present on the school campus will be considered trespassers, and will be asked to leave the property immediately.

## ACADEMIC POLICIES

### *Earning Course Credits*

Students earning a passing grade of 60% or higher in each course will receive ½ credit per semester. Beginning in the 2017-2018 school year, student athletes will not earn academic credit for participating in athletics or cheerleading. A high school student may earn 1 academic credit only for taking and completing the Personal Training class.

Any student achieving a final semester grade below 60% in any course does not earn credit for that course. To earn credit, the course must be repeated at GPA or taken via an off-campus course pre-approved by the administration. For pre-approved off-campus courses, if the student completes and passes the course with at least a 70% average, GPA will accept the credits.

Note: Students who receive between a 60-69% as the final semester grade in a class will receive ½ credit at GPA, but in all likelihood will not be able to transfer this ½ credit to another educational institution.

### *Final Grade Reports*

Final grades are posted on RenWeb, where parents can print a copy for their records. **Please Note:** Semester grades are independent of one another—the spring semester final grade is *not* a cumulative grade for the entire school year.

Parents can also review their student's current course grades, updated at least every two weeks, at any time on RenWeb. While instructors will do their best to alert parents of any academic or behavioral issues regarding a student, *parents* are ultimately responsible to monitor their student's grades and to communicate with the appropriate instructor if a concern arises. In response, instructors will work with parents to cultivate the student's success at GPA.

### *Grading Scale for Elementary School (1-6)*

Final Course Score	Letter Grade	Standard Grade Point
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
0-69	F	0.00

### *Grading Scale for Secondary School (7-12)*

Final Course Score	Letter Grade	Standard Grade Point
90-100	A	4.00
87-89	B+	3.67
84-86	B	3.33
80-83	B-	3.00
77-79	C+	2.67
74-76	C	2.33
70-73	C-	2.00
67-69	D+	1.67
64-66	D	1.33
60-63	D-	1.00
0-59	F	0.00

### *General Graduation Requirements*

## **Residency**

GPA offers two high school diploma options. In order to receive either diploma, students must meet residency requirements. Students must successfully complete the following classes in residency at GPA: *English III, US History, English IV, Government and Economics, Worldview Perspective, one upper-division math and one upper-division science. For students transferring into GPA their senior year, the English III and US History requirements may be waived by the Administration.*

***All students must earn a 70% cumulative grade point average for all courses completed through the Academy in order to receive a diploma.***

The **Recommended Diploma** is designed to prepare students for entry into the majority of 4-year colleges and universities.

The **Distinguished Diploma** is designed to prepare students for entry into more demanding colleges and universities and provide them with greater depth and knowledge in selected fields of study. To earn this diploma, students must fulfill the following general requirements:

- A student must successfully complete a minimum of five upper division honors courses (300 level and above), with at least one in the senior year.
- In order for students to be eligible for a *designated* honors course, they must meet eligibility requirements. See the Academic Advising Office for more information.
- All honors-level courses used to satisfy the requirements for earning a Distinguished Diploma must be taken in residence at GPA. Exceptions will be considered on a case by case basis for students completing college-level work.
- In order to receive a Distinguished Diploma, a student must maintain a **cumulative** grade point average of 80% or higher and must be in good academic standing upon graduation.

## **DIPLOMA PLANS FOR STUDENTS**

**RECOMMENDED DIPLOMA**—22 Credit Hours  
(through class of 2020) or 24 Credit Hours (class of 2021 and beyond)

**English** (4 credits from the Freshman, Sophomore, Junior and Senior English courses)

**Foreign Language** (2 credits of the same modern foreign language, Levels I and II)

**Mathematics** (4 credits consisting of Algebra I, Geometry, Algebra 2, and College Prep Math or Pre-Calculus)

**Science** (4 credits consisting of Biology, Chemistry, Physics, and one additional upper-division science)

**Worldview Perspective** (1 credit)

**Social Studies** (4 credits consisting of World Studies I, World Studies II, US History, and Government & Economics)

**Fine Arts and General Electives** (5 credits)

## **DISTINGUISHED DIPLOMA** —24 Credit Hours

**English** (4 credits from the Freshman, Sophomore, Junior and Senior English courses)

**Foreign Languages** (3 credits in the same modern foreign language, Levels I, II, and III)

**Mathematics** (4 credits, consisting of Algebra I, Geometry, Algebra 2, and Pre-Calculus)

**Science** (4 credits consisting of Biology, Chemistry, Physics, and 1 additional qualifying science course)

**Worldview Perspective** (1 credit)

**Social Studies** (4 credits, consisting of World Studies I, World Studies II, US History, and Government & Economics)

**Fine Arts and General Electives** (4 credits)

**Honors Level Requirements** – see Distinguished Diploma information on this page

**Advanced Placement (AP) Courses and Honors Courses**

Students earning an 85 or above in an honors course will receive 10 points added to their weighted grade point average and rank calculations. Advanced Placement (AP) courses offered at GPA are considered honors classes. In addition, students enrolled in an AP course must take at least one designated AP exam. Please note that there are additional fees involved with these courses due to the expenses outlined by the College Board®. These fees are applied to the family account in the spring semester.

## ***Class Rank***

Rank is calculated based on the numerical weighted average in upper division core courses. GPA officially ranks only the top ten percent of students meeting residency requirements. For a list of specific courses counted in class rank and the exact method of calculation, please see the Academic Advising Office. Furthermore, in order to be named the class Valedictorian or Salutatorian, a GPA student must fulfill residency requirements, earn a Distinguished Diploma and not been cited for a major infraction of academic dishonesty.

## ***Adding and Dropping Courses***

Courses may be added to a student's initial registration no later than the Friday of the second full week of classes, provided the student is in good standing with

the Academy and space for him/her is available in the desired course. A student may drop a course as late as six weeks following the first day of classes in any given semester without having the dropped course appear on his/her transcript. Should he/she drop a course after this time, a record of his/her enrollment will appear on the transcript with a Withdraw Passing (WP) or Withdraw Failing (WF). Students who withdraw completely from GPA may, at the discretion of the administration, receive grades of I (incomplete) for all courses dropped at the time of withdrawal. Grades of I, WP, and WF are not calculated into the student's cumulative grade average at any time.

### ***Full-Time Student Status***

A junior high student is considered to be a full-time student at GPA if he/she is enrolled on campus in at least four courses. A high school student is considered to be a full-time GPA student if he/she is enrolled on campus in at least five GPA courses. For freshmen, sophomores, and juniors, *four of these five must be core courses*. Seniors must be enrolled in four GPA courses, *two of which must be core courses*. In order to participate in any event or competition that represents GPA, or to hold a leadership position in any organization, a student must be considered full-time.

## **CREDIT AND TRANSFER OF CREDIT**

### ***Definition of Credit***

In general, one GPA credit is equivalent to a full year's instruction in a given course of study—one-half credit per semester.

### ***Transfer of Credits***

GPA accepts applications for transfer of credits from any student who is currently enrolled at GPA. Classes taken prior to enrollment at GPA will not appear on a GPA transcript. For enrolled students wishing to transfer credit, the following conditions must be met:

- An *Application for Transfer Credit* must be submitted and receive prior approval from the Academic Advisor. The pre-approval deadline is April 30<sup>th</sup>.
- Transfer of Credit Fees will be assessed at time of transfer. Please contact the Academic Advising Office for fee information.
- The course must be equivalent in content and academic level as those offered by GPA.

Public high school summer courses are not considered equivalent to GPA courses.

- The student must receive a passing grade of 70% or above.
- Courses required for residency and therefore a diploma from GPA may not be transferred from another source.
- An official transcript or grade report (for home-school courses) must be submitted.
- For informal (home-school) settings, all assessments must be submitted with final application. GPA reserves the right to request additional documentation and to assess mastery by administering an exam when necessary. Submission of final application for transfer of credit does not guarantee credit will be awarded.
- A student must receive 48 hours of instruction time per one-half credit. For purposes of receiving fine arts credit, instruction time does not include practice, recitals, or performances.
- Hours of instruction for elective credits will **only** begin accruing the summer before the 9<sup>th</sup> grade year.

### ***Credit Equivalents and Transfer of Grades***

Students desiring to transfer high school credit from another accredited private or public school for use toward earning a diploma at Grace Preparatory Academy must provide an official transcript from that school. Students desiring to transfer high school credits from an unaccredited high school, home-school, or umbrella-school program toward a Grace Prep diploma will be individually assessed for transfer of credit based on a general equivalency and mastery of course content—including possible entrance testing in a given course.

While credit may be granted for previous coursework prior to Grace Prep enrollment, GPA will *not* recognize actual course *grades* earned at any other institution, including home-school instruction, nor will the courses appear on the Grace Prep transcript. Thus, a student's cumulative grade point average will be determined from course grades earned *only* at GPA.

## **ATTENDANCE**

### ***Attendance Requirements***

In order to successfully complete a course of study, students must attend that course's regularly scheduled classroom sessions. Other than for a school-related

absence, this means that students may not be absent more than the following unless mitigating circumstances are present:

- Two days during a semester for a course meeting one day a week
- Four days during a semester for a course meeting two days a week
- Six days during a semester for a course meeting three days a week.

The standard per-credit requirement for all secondary courses at GPA is 47-49 hours of course instruction for each ½ credit earned per semester. Students failing to meet this attendance requirement may not be recognized as having completed the course (i.e., they will be given a grade of incomplete and, in the case of credit-bearing high school courses, denied credit for the course). In most cases, failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in sequence. The incomplete can be removed by making up course work prescribed by the school or by administrative variance as determined by the Administration.

**Exceptions:** An exception may be granted by the administrator if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has, in the judgment of the student's instructor and the Academic Affairs Committee, achieved minimum mastery of the course content.

### **Excused Absences**

While students should make every effort to attend class on a regular basis, there may be times when they cannot attend a scheduled class. In most cases, the Academy will validate the following reasons as an excused absence:

- Doctor/dentist appointment (please try to schedule these outside of class time if possible)
- Personal illness
- Sickness or death in the immediate family
- Family emergencies (parents should contact the school if at all possible)
- Car trouble, or weather or road conditions making travel dangerous or impossible
- College visit - one day in the fall, one day in the spring. Please see the college visit policy in the Academic Advising Office.

- School-related activity (game, competition, academic meet, etc.) Please note: an excuse note from home is not required for school-sponsored activities—a timely notification to the faculty from the appropriate coach is sufficient for the absence to be considered excused.

Any long-term absence (longer than 3 consecutive MWF class days or 2 T/TH class days) will be evaluated by the administration.

When a student has been absent from class, it is expected that communication (note, email, phone call) will be received from the parent the first day the student is absent. If communication is not received within two class days, the absence will be counted as unexcused, and the student will not be given credit for make-up work submitted.

The communication should contain the following information:

- Date letter is written
- Name of student
- Date(s) of absence
- Reason for absence
- Name and signature of parent
- Phone number where parent can be reached.

### **Late and Make-Up Work**

**Late work** is defined as work not submitted on time because the student did not have it done or did not bring it to class. **Late work is not accepted by teachers at Grace Prep unless it falls into the major grade/project category, and then only with a penalty applied.** Any unusual circumstances regarding late work will be handled directly with the teacher.

**Make-up work** is defined as work not submitted on time because events above and beyond the control of the student and his or her family prevented the completion of the work. Medical and psychological conditions and family emergencies make up such events. When a student is absent from class due to an excused absence, teachers will expect to receive the homework due the day of the absence on the next regularly scheduled class period. Exceptions may be made on an individual basis due to multiple absences or extended illness, when the student may need extra time to complete assignments. Teachers may, at their discretion, require verification that the student's parents have submitted a note to the front office explaining the reason for a student's absence before giving credit for any make-up work submitted by the student. Elementary teachers may, at their discretion,



allow additional time for a student to submit make-up work.

***School-Related Absences and Make-Up Work:***

A student whose absence falls within the parameters of a school-related absence must follow the following procedures in order to have their make-up work accepted for credit:

1. The student will notify the teacher of an upcoming absence 3-5 school days prior to the planned absence.
2. If the absence will occur on the day a test, quiz, or project is due, the teacher will decide when the work will be due, either before the student's absence or after the student returns to school.
3. If a student who has been absent misses a make-up test, quiz, or project due date set by the teacher, the resulting grade may be a zero.
4. Students traveling for school-related activities should make arrangements to turn in homework due when they will be absent before they leave campus.

Students who will be absent due to family trips, mission trips, etc., must notify their teacher well in advance of their absence, be prepared to complete required assignments in advance, and follow the parameters outlined by the teacher.

***Tardy Policy***

A student is tardy if the student is not in the classroom when the bell rings. An unexcused tardy is treated as a discipline issue as it is a disruption to the teacher and fellow students. Unexcused tardies are cumulative for all classes for a semester. If a student misses more than 15 minutes of class, he or she will be considered absent.

***Early Dismissal***

Any student who needs to leave a class or study hall for a valid reason (doctor's appointment, etc.) should have a note from a parent: (1) explaining the reason for the early release, (2) including the time and date the student should be released, (3) explaining when (or if) the student will return, and (4) including a phone number where the parent can be reached. If a student does not have a note with this information, the parent must talk with someone in the front office validating the student's early dismissal before the student will be released. Please note: parents are not required to send a note requesting early dismissal for school-related activities (games, competitions, etc.); however, a

notification from the appropriate coach is required for the student to be released from class or study hall.

**GRADING AND EVALUATION**

***Grading Standards***

Courses at GPA are graded on a standard percentage scale of 0-100. No course grades in excess of 100 are recorded on official transcripts. The influence of weighted honors grades is reflected in a student's overall weighted grade average and class rank calculation.

***Academic Standing***

Students must earn a cumulative grade average of 70% or above each semester in attendance at Grace Preparatory Academy in order to remain in good academic standing. A student, whose semester grade average falls below 70% at the completion of the semester may, at the discretion of the administration, be placed on academic probation. A student placed on academic probation must raise his/her cumulative grade average to a 70% or above in order to return to good academic standing. If a student should earn a cumulative grade average less than 70% for two consecutive semesters, he/she may be blocked from further enrollment in classes at GPA or be required to retake any classes in which he/she earned a deficient grade.

In most cases, any sequential course required for graduation, which a student fails, must be successfully repeated before the student will be allowed to enroll in the subsequent course. If the student successfully completes the failed course at GPA, the passing grade earned will absolve the failing grade (which is removed from the transcript). If the student successfully completes the failed course through a pre-approved course *outside* of GPA, *both* attempts at taking the course will be noted on the transcript.

Junior high students (7<sup>th</sup> and 8<sup>th</sup> grade) who fail a course may be required to repeat the failed semester's work before continuing with the next course in sequence. Each situation will be reviewed by the Dean of Academics and Dean of Educational Services on a case by case basis.

*NOTE: Students must be careful to accurately account for their diploma credits in order to graduate from GPA. A student who fails to meet residency or graduation requirements because of failure of, or withdrawal from, a course during his/her senior year at*

GPA may jeopardize the possibility of graduating from the Academy. In such cases, the student may consult with the Registrar or Academic Advisor to review graduation requirements and the effect of this failure/withdrawal on his/her diploma plan. Any variance granted must be approved by the Dean of Educational Services and the Dean of Academics.

Courses for which a student earns a score greater than 70% may not be repeated without the approval of the administration. A secondary student who earns a "D" (numerical grade of 60-69 on the 100-point scale) in a course may choose to repeat the affected course before continuing in the course sequence. The grade earned during the first attempt shall be stricken from the student's academic record.

### ***Academic Incompletes***

Students may receive a grade of "I" (incomplete) when circumstances beyond their control prevent them from fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All academic incompletes must be approved by both the course instructor and the administration. All course requirements must be fulfilled by the date determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of "0."

### ***Modifications to Standard Instructional or Evaluation Practices***

Parents seeking accommodations for learning differences should be aware that GPA is not equipped to modify its instructional or evaluation practices or procedures to the same extent as other educational institutions in response to a student's learning disabilities or other special challenges, such as ADD, dyslexia, etc. However, the Academy will attempt to provide reasonable accommodations to individual students on an as needed basis. Parents who desire accommodations for their student should be prepared to provide formal testing documentation. After review of the information provided, allowed accommodations will be determined by the administration. It should be noted that curricular modifications or reduction in workload required will not be considered. All students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individualized standards developed in response to special needs.

### ***Academic Assistance for Students***

Students who are having trouble completing an assignment are encouraged first to ask their parents for

assistance. If a parent is unable to provide assistance, the student should contact the teacher directly. All Grace Prep teachers reply promptly to email. Students should be respectful of their teachers' time and home life and attempt to contact them early in the day rather than during the evening hours. Many Grace Prep teachers are willing to meet with students after class hours to provide assistance. Those students who experience ongoing difficulty with a class are encouraged to arrange a conference time with their instructor to discuss the problem.

In order to assist students, Grace Prep offers math, Spanish, and writing labs throughout the week. Students should contact the front office for lab times and locations. Labs are designed to provide assistance and should not be thought of as tutoring. Parents should monitor their student's progress in each class and realize it may be necessary to seek outside tutoring for their student in some situations.

## **ELIGIBILITY POLICIES**

### ***Academic Performance Standards***

All GPA students in grades 7–12 who are involved in any of the school-sponsored activities listed under *Areas Affected by Eligibility* must meet academic performance standards in all courses taken at the Academy in order to continue participating in school-sponsored extra-curricular activities (including athletics, student organizations, fine arts programs, etc., as listed under *Areas Affected by Eligibility*). A student becomes ineligible if he/she receives a cumulative failing grade in one or more courses at the end of either the first or second six-week term, or at the conclusion of a given semester, and as a result will not be allowed to participate in extra-curricular activities for a period of two weeks following the grade reporting term.

A student's eligibility after dropping a course in which he/she is failing is affected only if the number of remaining courses drops below the minimum required for participation in extracurricular activities. Junior high and high school students desiring to participate in academic, athletic and fine arts competitions must satisfy full-time student status requirements. See full-time student status requirements on page 25 of this handbook. Furthermore, at the discretion of the administration, students on academic probation or those deemed to be in academic jeopardy may not be allowed to participate in affected activities. No refunds, partial or otherwise, will be given to students temporarily barred from participation due to academic or disciplinary problems.

### ***Implementation of Ineligibility***

Implementation of ineligibility will be handled by the administration after each grade reporting term. Families, sponsors, directors, and coaches will be notified of such ineligibility. A seven calendar day grace and waiting period is always applicable after grading periods and periods of ineligibility. (Example) A student is failing one or more classes at the End of Term 1, Friday, September 27th. The student becomes ineligible for competition at 3:30 on Friday, October 4<sup>th</sup>. The student will regain eligibility on Friday, October 18<sup>th</sup> at 3:30. Ineligible students should continue to attend athletic practices. When fine arts performances are a requirement for course grading, academic ineligibility will not require a suspension from participation in these events.

### ***Areas Affected by Eligibility***

Ineligible students involved in any of the following extracurricular activities will be temporarily suspended from their responsibilities and student representation for a period of at least two weeks, in order to provide opportunity for grade improvement to reach a level permitting eligibility:

- Class Officers
- Leadership in GPA Student Clubs
- FCA Officers
- NHS
- Cheerleading
- Athletics
- Interschool Competitions
- Fine Arts Competitions
- Student Council
- ROG Worship Team
- GPA Show Choir

The administration reserves the right to add to the list of affected school-sponsored activities other extracurricular activities, selected courses, student clubs or organizations, programs, etc.,

### ***Beginning High School Classification (9<sup>th</sup> Grade)***

In order to encourage academic advancement at Grace Prep, GPA students in grades 7 and 8 can take courses that earn high school credit without being classified as a high school student. However, there is a maximum of 3 credits that can be earned before their classification changes. Once a student begins his/her 4<sup>th</sup> credit, (including transfer credits), the student will then automatically be classified as a high school student (9<sup>th</sup> grade). From that point, the student will only have

four years of high school eligibility in both academic and athletic competition. In addition, a 7<sup>th</sup> or 8<sup>th</sup> grade student who attends high school level courses must have an equal or greater number of courses classified as 7<sup>th</sup> or 8<sup>th</sup> grade level in order to receive the lower classification.

### ***Age Limitation***

Students also face an age limitation that affects eligibility. Please note that any GPA student who turns 19 by September 1<sup>st</sup> of the senior year is not eligible to participate in any of the affected areas.

## **ACADEMIC DISHONESTY POLICIES**

Academic dishonesty in *any* form is a rejection of biblical values, a serious breach of personal integrity, and a severe hindrance to student learning. We view *any* instance of academic dishonesty as a serious violation of Academy policies, and we will respond accordingly to ensure the integrity of our academic and Christ-centered mission. Academic dishonesty is *broadly* defined as:

*“Any attempt, whether successful or not, on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course, or with regard to any element of that course.”*

This definition includes, but is not limited to, the following:

- Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he/she has not done so
- Using any assistance, including but not limited to copying the work of other students, in taking quizzes, tests, or examinations without the direct and explicit authorization of the course instructor
- Using any resources, including but not limited to solution manuals and teacher-edition textbooks (other than those authorized by the course instructor) in writing papers, preparing reports, solving problems, or completing other course assignments
- Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments, in whole or in part, created by or belonging to an instructor, other staff member,

or the Academy itself, including but certainly not limited to such materials properly used and in the possession of students currently or previously enrolled in the course, without the explicit authorization of the course instructor

- Engaging in plagiarism, which includes but is not limited to "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment" and "the knowing or negligent unacknowledged use of materials prepared by another person or agency" which customarily sells or offers free-of-charge term papers or other academic materials
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade
- Collaborating with another student or students during any quiz, test, or examination or in the fulfillment of any other academic assignment or responsibility without explicit authorization.

### ***The Policy as it Relates to Testing Instruments***

All quizzes, tests, and other examinations, whether conducted in the classroom or in some other location, must be taken at a single setting and without outside assistance of any sort, including but not limited to books, notes, other individuals, reference works, and audio or visual media. Any exception to these guidelines must be given in writing by the instructor on assignment sheets, the evaluation instrument itself, or other written instructions disseminated to all of the students in the class.

Practically, this means that the following actions will be considered events of academic dishonesty should they occur during or after the administration of quizzes, tests, examinations, or any other in-class instrument designed to gauge a student's measure of mastery of a subject:

- The use of any medium (paper, skin, clothing, walls, desktops, etc.) to write on in advance the answers to questions found on the testing instrument. This is commonly known as a "cheat sheet."
- The act of looking on another student's paper, whether or not that results in a change of answer
- The *obvious* act of positioning one's own paper so as to give access to information to another student(s)
- The act of informing, by any means (speech, writing, body signals such as tapping or coughing, electronic devices such as cell

phones, walkie-talkies, etc.), another student(s) about the general or specific content of a testing instrument before, during, or after its administration

- The act of showing a completed and/or graded testing instrument to another student(s) who has yet to be evaluated by performance on that instrument
- A *significant* neglect in grading smaller testing instruments (such as quizzes and homework assignments that are often graded in class by students) with the result that a student receives a higher grade than should have been earned.

### ***The Policy as it Relates to Homework***

Homework should be done by the student alone and without assistance of any sort, including but not limited to information provided in teacher edition textbooks, unless such assistance is authorized, either orally or in writing by the instructor in the course, or an approved course description of the parent role for the course. The course instructor may grant such authorization, either in conjunction with the giving of the assignment or in response to student requests, at any time and for any duration to all of the students in the class or to selected students only, provided that the instructor feels it is in the best educational interests of the student(s) receiving such authorization.

Please be aware that it is understood that all homework assigned is to be completed individually unless otherwise directed by the instructor. Practically, this means that the following actions will be considered events of academic dishonesty should they be determined to have occurred during the completion of homework:

- The act of providing to another student(s) by any means the content of another student's homework
- The act of taking homework from another student, or from a classroom, book bag, binder, workbook, study hall, library, computer, car, room, etc.
- The act of positioning one's self in order to observe and benefit from the work of another student(s) as he completes his homework
- The act of using any resource not authorized by the instructor to be used in the course—examples include teacher's editions of textbooks, solution manuals, answer keys, the papers of siblings who have taken the course earlier, etc.

### ***The Policy as it Relates to Papers and Projects***

Papers and projects should be completed only by the student or by the members of a student group constituted by the instructor for the purpose of completing the paper or project in question, without other assistance of any sort, except as explicitly authorized by the instructor.

Practically, this means that the following actions will be considered events of academic dishonesty should they be determined to have occurred during the completion of major papers or projects:

- The use of another student's work, without written or verbal authorization of the instructor, in the completion of the paper or project
- The use of any resource explicitly prohibited by the instructor by either verbal or written means in the completion of the paper or project
- The use of any resource designed to provide the student with a grasp of material without having to engage that material firsthand (Examples of such resources include Cliff Notes, Spark Notes, and websites that offer the student professional observations and analysis of, and writing pertaining to, a work.)
- The act of plagiarism as defined briefly in the GPA Parent/Student Handbook and in more detail in the handouts available from the English department.

### ***The Enforcement of the Academic Dishonesty Policies—Discovery and Determination Phase***

Determination of academic dishonesty can be made by: (1) the instructor of the course in which the violation occurred; (2) a substitute teacher or proctor of a course in which the violation occurred; or (3) any GPA staff or faculty member. In addition, fellow students may alert staff or faculty members of GPA to the possibility of academic dishonesty among peers; however, the determination of such a claim remains a function of official GPA staff or faculty. Credible evidence can be obtained through eye witness observations, which indicate that cheating, plagiarism, or other dishonest acts have taken place, as well as through written examples of the same (e.g., homework, tests, papers, etc.). Once the instructor has determined that academic dishonesty has indeed taken place, he/she shall inform the proper administrator and, in conjunction with the relevant school officials, shall inform the affected student of his/her discovery.

### ***The Enforcement of the Academic Dishonesty Policies—Appeals Process***

Should a student desire to appeal the determination of the course instructor or other GPA staff member, he/she must request in writing a hearing with the Dean of Academics, who will arrange for a conference with the student, one or both parents (or guardians), and the instructor of or substitute in the course. During this conference, all relevant evidence will be presented and examined. Following the conclusion of the conference, the Dean of Academics, or another administrator should the Dean of Academics be an original party to the case, will render a determination in the matter based on his/her assessment of the weight and credibility of whatever evidence is presented for review. The decision made by the Dean of Academics or appointed administrator will be final.

### ***The Enforcement of the Academic Dishonesty Policies—Penalties***

- **Minor Offense:** A student caught or confessing to a first event of academic dishonesty of a lesser nature, including such assignments as homework and quizzes, may receive an un-droppable zero for that assignment or a significant grade reduction as determined by the teacher and the administration.
- **Major, or Second Minor, Offense:** A student caught or confessing to a second event of academic dishonesty of a lesser nature (see above), or to a major offense, including such things as tests, papers, projects, reports, etc., may be immediately suspended from school for a time to be determined by the GPA Administration and not allowed to return until a meeting between the student's parents and administration takes place. At that meeting, a determination will be made by the administration regarding any make-up work allowed for the student during his/her suspension. The student may receive an un-droppable zero for that assignment or a significant grade reduction, and a report of the event may be made and included in the student's file.
- **Subsequent Major or Minor Offenses:** If at any time during the remainder of an offending student's involvement at GPA he/she is again caught or confesses to academic dishonesty as detailed by the GPA Parent/Student Handbook, the student may be immediately suspended and a recommendation may be made to the GPA Board for the student's expulsion from the Academy. If expulsion

occurs, this infraction becomes a permanent part of the student's academic record.

## STUDY HALL POLICIES

Study halls are an important aspect of academic life at GPA. Because student course schedules can vary substantially, and as a result of the rigorous academic load at GPA, study halls are available throughout the day and are designed to offer a quiet atmosphere. To facilitate this, the following policies are in place:

- Study hall attendance and tardy records are kept. Students enrolled report to their designated study hall classroom.
- Make-up exams do not routinely take place during study hall. The Academy's testing center provides a designated and proctored time each Monday, Wednesday, and Friday afternoon as well as on Tuesday and Thursday afternoons. Make-up exams must be requested by individual instructors under the guidance of the Dean of Educational Services.
- Junior and Senior high school students enrolled in a study hall may request to sign out of Study Hall for the purpose of leaving campus. The Study Hall Monitor will manage the sign out process. (Please refer to our *Open Campus Policies* mentioned earlier in the Handbook.) Students that sign out of a study hall *cannot* remain on campus during that study hall time.

## PARKING LOT POLICIES

Visitors should park in the parking spaces labeled *visitors*.

**Drop-off and Pick-up:** Vehicles pulling into the parking lot must yield to pedestrians and to vehicles pulling *out* of the drop-off lane. Do not park in the drop-off lane or leave your vehicle unattended in the flow of traffic for any amount of time during drop-off or pick-up times. Pick-up and drop-off of students occurs only at the north side of the building. Do not drop-off or pick-up from the second lane of traffic.

### *Student Drivers*

Students with a valid driver's license are allowed to park on campus if they have completed and returned to

the Campus Safety Office a Student Parking Permit and Agreement Form.

All student drivers are required to prominently display the official parking permit in the location designated.

Students are required to abide by the terms and conditions outlined in the Student Parking Permit and Agreement Form.

Students must park in designated areas. Senior parking spaces are available and can be attained by contacting the Dean of Student and Family Ministries office. Senior parking spaces are clearly labeled and reserved for seniors Monday, Wednesday, and Friday from 7:30-3:15.

All parking lot signs must be obeyed. Cars **must** yield to pedestrians.

### *Lunchtime*

Students must either eat within the secure confines of the school fenced in area. Only junior and senior students are allowed to leave campus for lunch, but they must completely depart campus. No students are allowed to remain in their cars to eat lunch or to socialize.

### *After-School Policy*

Elementary students must be picked up within 15 minutes of the student's last class. If a student is not picked up within 15 minutes, the student will be taken to the front office to call their parent. Parents should make every effort for students to be picked up on time. If a parent knows that he/she will be late for any reason, they should make arrangements with another parent for pick-up or notify the front office. Parent who are chronically late picking up their elementary children may be charged a fine.

Secondary students must exit the school building or wait in The Porch at the end of the day so that maintenance and cleaning can be completed.

### *Property Boundaries*

The area around the perimeter of the school campus is off limits to students and parents. This includes areas outside the fences located on the west side of the property (behind the temporary buildings and the Activity Center), the north side of the property (fence separating the hill from the creek), and the wooded areas between the football field and the creek. Students are also restricted from the highway and

access road. Infractions to these boundaries may result in disciplinary action.

## **FACILITIES and EQUIPMENT**

### ***Care of Facilities, Books and Equipment***

The classroom, common areas, and offices occupied by GPA students and families should be used with the highest degree of care and stewardship. Students should clean up their own trash and spills.

Any proposed use of the facilities beyond that required and established for normal operations must be approved by the administration.

GPA students should be good stewards of the books and equipment available to them at school. Therefore, students will be required to pay for damage they cause to equipment, facilities, books, or materials belonging to the school including replacement cost if no reasonable repair can be made.

### ***Lost and Found***

The lost and found will be at an assigned area. Books, lunchboxes, and clothing should be put into this area. Calculators, purses/wallets, eye glasses and other items of value should be turned into the office. Of course, having the name (not initials only) clearly marked on every item assures the return of a lost item. Items left at the end of each month will be donated to Mission Arlington.

### ***Student Academic Lockers***

- Ownership and Respect
  - Lockers are provided as a service for students but remain the property and under the control of Grace Prep.
  - It is expected that students will treat the lockers with respect. If lockers are damaged or defaced, the student/parent will be responsible to pay for the damages.
  - Lockers are subject to search by GPA employees, teachers or by the police. Lockers can be searched without notification to students or parents if deemed necessary by the school administration.
- Assignment of Lockers
  - Student lockers will be assigned by the Grace Prep administration.

- Grace Prep has a limited number of student lockers. Every effort will be made to provide a locker, but there may be occasions when a locker is not available for every student.
- If extenuating circumstances exist (as determined by Grace Prep administration), any possible reassignment of a student's locker will be handled by the Dean of Students office.
  - Students "trading lockers" is not allowed.
- Securing the Locker
  - Each locker will have a Grace Prep carabiner which will be used to keep the locker closed. If the student loses the carabiner, they are required to purchase a new carabiner from the Dean of Students office.
  - Students may choose to use a combination lock if so desired. Students cannot bring their own lock for the locker. Only combination locks provided by Grace Prep are allowed. Combination locks can be rented for the school year from the Dean of Students office. Students will be responsible for the replacement cost of lost locks.
  - Grace Prep is not responsible for lost, damaged or missing items.
- Respecting other students' lockers
  - Students are not to open another student's locker without specific permission from that student.
  - Students are not to open another student's locker or remove another student's carabiner with joking or malicious intent.
- Locker Contents
  - Lockers are to be used to store school supplies and personal items necessary for use at school.
  - Items within the lockers must be consistent with the Grace Prep philosophy and the Student Code of Conduct.
  - No open drinks or open food containers are allowed in the lockers.
  - Students are responsible for keeping their lockers clean and orderly.
- Decorating the locker
  - Students may decorate the interior of their locker according to the following guidelines
    - Items that can be easily removed without causing damage or leaving mark or residue are allowed.
    - Magnets are allowed.

- No tape, adhesive, or sticker that will not be easily removed is allowed.
    - No holes are to be made in the locker of any kind.
    - Students are responsible for cleaning out their decorations at the end of the school year.
  - No decorations (including magnets) are allowed on the outside of the locker.
- Clean out the lockers
  - At the end of the school year, the student must completely vacate the locker.
- Students with rashes, infectious conditions, persistent cough, vomiting, diarrhea, or other conditions that may affect other students should not be sent to school until these conditions are mitigated.
- In the case of head-lice, the child will be readmitted to the school only after he/she has been successfully treated with the proper lice-killing shampoo and has been cleared by a physician—a report of which must accompany the student upon return to the school.

## **ILLNESS, IMMUNIZATIONS, MEDICATION AND FIRST AID**

Many of the GPA administrative and coaching staffs are qualified to provide basic first aid to students with minor injuries. Injuries that are more serious will result in contact with parents and/or trained medical personnel. Regarding medication, recognizing the need for some students to have prescription medication available during the school day, the following policies exist:

- Medication must be in its original container, with the student's name on or attached to the container, and kept in the school's front office.
- If a medication must be administered during the school day, whether prescription or over-the-counter, each must be accompanied by a note signed by the parent/guardian giving specific directions for its administration, including date, time, dosage, and reason for administration.
- Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician and without signed consent from the parent/guardian.
- Texas State Law permits students with asthma to carry and self-administer their own inhalers provided certain conditions are met, including an asthma action plan developed and signed by the student's physician and parent/guardian and kept on file at GPA.
- Sick children (temperature of 100 degrees or higher) will be sent home from school. For fevers lower than 100 degrees, the parents will be notified to discuss the matter. Students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours before returning to school.

The State of Texas requires all students to be vaccinated according to the Texas immunization requirements as stated on the website, [www.immunizeTexas.com](http://www.immunizeTexas.com). Shot records or exemptions must be current in order for a child to attend classes.

## **INCLEMENT WEATHER**

In the event of severe weather while students are on campus, faculty and staff are prepared to move the students to secure locations within the facilities until the threat has passed. At that time, an assessment will be made regarding the safety of continuing the school day, and whether parents should come to the campus to pick up their children.

In the event of inclement weather *preceding* a school day (such as an ice or snow storm), which would result in dangerous road conditions, the administration will contact local TV and radio stations to post school closure information, and if possible, post a voice message on the school's main telephone line. We will also employ an automated call or text system, in which an urgent or important announcement is simultaneously communicated to each GPA family via telephone/email/text. Because of the distance traveled by so many of our families, generally we will not provide late-start or amended class schedules due to inclement weather—the Academy will either be open or closed on those days, and make-up days will be established at the end of the semester if necessary.

## **CRISIS MANAGEMENT PLAN**

GPA has a complete Crisis Management Plan in response to a variety of situations, including but not limited to severe weather, intruder, terrorist threat, et al. Each staff and faculty member is well-versed in ensuring the safety of each student at GPA.



## COMMUNICATION BETWEEN SCHOOL AND HOME

Communication between school and home is vital to the success of students at GPA. Central to this communication are three resources. One is the GPA website ([www.graceprep.org](http://www.graceprep.org)). The website is designed to be the central hub of information for parents, students, faculty and staff at GPA. All stakeholders are encouraged to check it frequently.

Access to RenWeb is the second important communication instrument used by the school as it is the primary way teachers within the Academy communicate academic information to parents and students. Students' academic information is uploaded and grade-book and behavioral activities that occur within the Academy are also recorded in RenWeb. Families are encouraged to review RenWeb often.

Finally, email is the primary method of communication used between all school personnel and parents. Parents are encouraged to check email frequently and should help their student understand how to check email as well, when it is appropriate for the student's age.

The use of these resources for parents and students alike are paramount to the success of the student while attending GPA.

### *Chain of Authority*

In any given day, there are dozens of questions and concerns fielded by our administrative staff. At times parents do not know who to contact to resolve a matter, and by habit go as high up the organizational "ladder" as they can *first*. This often bypasses the very person with the answers, breaks down the flow of communication, and in some cases rejects the biblical mandate to go directly to the person with whom there is a concern. To mitigate this problem, parents and students are encouraged to follow the "chain of authority" in the following order at GPA.

- *Matters pertaining to teachers/classroom, or academics*—(1) Teacher; (2) Department Chairperson (if applicable); (3) Dean of Academics; (4) Head of School; (5) GPA Board
- *Matters pertaining to coaching/athletics*—(1) Coach; (2) Head Coach (if applicable); (3) Dean of Athletics; (4) Head of School
- *Matters pertaining to family tuition accounts/finance*—(1) Family Tuition Account Administrator; (2) Dean of Finance and Operations; (3) Head of School; (4) GPA Board
- *Matters pertaining to admissions, enrollment, diploma planning and graduation*—(1) Director of

Admissions/Enrollment, Registrar or Academic Advisor; (2) Dean of Educational Services; (3) Head of School

- *Matters pertaining to student clubs/activities*—(1) Club Sponsor; (2) Dean of Student and Family Ministries; (3) Head of School
- *Matters pertaining to Cheerleading*—(1) Instructors, (2) Dean of Athletics (3) Head of School
- *Matters pertaining to school transportation*—(1) Transportation Director (Athletic Secretary) (2) Facilities Manager; (3) Dean of Finance and Operations; (4) Head of School
- *Matters pertaining to facilities*—(1) Facilities Manager; (3) Dean of Finance and Operations; (4) Head of School
- *Matters pertaining to the GPA Website*—(1) Director of Media Relations (Athletic Secretary); (2) Webmaster; (3) Head of School
- *Matters pertaining to GPA Student Behavior*—(1) If possible, the student and his/her family; (2) Dean of Student and Family Ministries; (3) Head of School; (4) GPA Board in the case of the Head of School's recommendation for expulsion.
- *Matters pertaining to school safety*—(1) Director of Campus Safety (2) Dean of Finance and Operations; (3) Head of School
- *Matters pertaining to general questions about GPA*—(1) GPA Front Office administration; (2) next one or two levels of supervision depending on specific need as previously detailed; (3) Head of School

By following these prescribed paths, questions and concerns can be resolved more quickly and efficiently. If you do not hear back from someone within 48 business hours of your call or e-mail, you may move up the "ladder" until your concerns are resolved. The more effective the partnership between parents and GPA, the more successful we will be in **helping parent's disciple family-centric, college-worthy, character witnesses of Christ for the next generation.**

