



GRACE

BAPTIST ACADEMY

STUDENT

Handbook

2026-2027



LEARN
with purpose



LEAD
with character



SERVE
with humility



SUCCEED
with excellence

2026-2027 GBA School Hours of Operation

6:30 AM – 7:30 AM – BeforeCare

7:30 AM – 8:00 AM - Arrivals

8:00 AM – 3:00 PM – School Hours

3:00 PM – 3:30 PM – Dismissal

3:30 PM – 5:30 PM – AfterCare

2026-2027 GBA Administration

Dr. Steve Freeman, Senior Pastor

Mrs. Mandy Ralph, Principal

Mrs. Amanda West, Administrator

MISSION STATEMENT

The mission of Grace Baptist Academy is the same as Grace Baptist Church:

“Exalt the Savior, Equip the Saints, and Evangelize the Lost.” Matthew 28:17-20

NOTICE OF NONDISCRIMINATION

GBA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national origin and ethnic origin in administration of its educational policies, admissions, policies, tuition assistance programs, and athletic and other school-administered programs.

The School Board of GBA also unanimously adopted the following resolutions, which meet IRS guidelines:

RESOLVED, that the Notice of Nondiscriminatory Policy as to Students, is hereby adopted and approved in all respects and

FURTHER RESOLVED, that upon acceptance of applications of prospective students, the Notice of Nondiscriminatory Policy as to Students shall be published and likely to be read by prospective students and their families in accordance with Internal Revenue Procedure 75-50 and

FURTHER RESOLVED, that the Notice of Nondiscriminatory Policy as to Students be included in all brochures and catalogues published by the school and

FURTHER RESOLVED, that the following notice be included in any written advertisement published by the school: "GBA admits students of any race, color, and national or ethnic origin."

The Nondiscriminatory Policy of GBA also includes "the hiring of faculty or administrative staff."

FOREWORD

On behalf of our Senior Pastor, principal, administrator, faculty, and staff, we would like to thank you for enrolling your child at Grace Baptist Academy. We feel blessed to have this opportunity to partner with you in training the next generation in God's word and academic excellence. In this handbook, you will find general rules and regulations. You are encouraged to contact the administration with any questions. This handbook is not all-inclusive but shall be used as a guideline for day-to-day procedures and decisions. Administration reserves the right to make a final decision based on the best interest of the student(s), school, or church.

VISION STATEMENT

The vision of Grace Baptist Academy is to be a Christ-centered school to promote academic excellence, integrate godly principles for living, and to guide every child toward maturity in Christ in a safe and loving environment.

PURPOSE

The purpose of Grace Baptist Academy is to provide a sound academic education based upon a firm foundation in the authoritative and inerrant Word of God. The Bible is specific in stating the principles which underline Christian education. The apostle Paul stated, "For by Him were all things created, that are in the Heaven and that are in the earth. He is before all things and by Him all things consist." (Colossians 1:16-17). The Gospel of John states, "All things were made by Him and without Him, nothing was made that has been made" (John 1:3).

Functioning as an extension of the Christian home, Grace Baptist Academy supports parents who seek to obey the Bible instructions which gives them ultimate responsibility for the education for their children. This is taught in Deuteronomy, "And these words which I command you today shall be in your heart. You shall teach your children and shall talk to them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorpost of your house and on your gates" (Deuteronomy 6:6-9). Because the Christian approach to learning differs significantly from the secular viewpoint, Grace Baptist Academy offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth. The curriculum taught by a Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church. We make Jesus Christ the center of attention. We teach children the importance of trusting Jesus Christ as their Savior and Lord. We also teach God's principles for living a godly life.

SCHOOL PHILOSOPHY

- Our principles were founded from the Holy Bible.
- Our view of the world is based on the basic truths from God's word.
- We acknowledge that the goal of education is that each student will work out the good, acceptable, and perfect will of God in his or her life.
- We strive to nurture character development in students so they can be the person God wants them to be.
- Our students are held to higher standards of conduct than students at secular schools.
- We recognize the home as the primary influence and learning arena.
- We believe that all staff members should have a personal commitment to Christ Jesus and regularly attend a local, Bible-believing church.

SCHOOL BOARD

Grace Baptist Academy's school board is made up of community members that have a vested interest in the success of Grace Baptist Academy and its students. The board meets monthly to hear the principal's reports and acts as needed.

FACULTY AND STAFF

Grace Baptist Academy staff members are carefully screened to ensure that they meet the academic, spiritual, and personal qualifications. Elementary teachers must hold a minimum of a bachelor's degree from an accredited institution. Our teachers and staff must exemplify Christ's love and power in their lives and attend fellowship at a local church regularly.

ACCREDITATION STATEMENT

Our school is a proud member of the Association of Christian Schools International (ACSI) and has earned full accreditation through Cognia, reflecting our commitment to academic excellence and continuous improvement. Additionally, we are recognized as a Category III school by the State of Tennessee, meeting all standards required for non-public schools operating within the state.

PATRIOTIC EMPHASIS

Patriotism should be encouraged and taught in accordance with the Word of God (Romans 13:1 and 1 Timothy 2:1-2). The curriculum we use teaches respect for authority and the responsibilities each student owes to community, state, and nation. Pledges to the American flag, Christian flag, and Bible, as well as related songs, are an important part of the beginning of each day.

RESOLVING PROBLEMS AND ADDRESSING CONCERNS

We recognize that in any organization, regardless of the best intent and effort, disagreements and misunderstandings may arise. It is not the problems that measure the institution, but how those problems are managed. As a Christian organization, it is important to follow Biblical standards: to take concerns directly to those who are involved (Matthew 5:22-24 and 18:15-20). Before you talk to anyone, pray about the situation.

COMMUNICATION & CHAIN OF COMMAND

GBA communicates with families through ClassDojo, email, and social media to share important updates, special announcements, and inclement weather alerts. All GBA parents are encouraged to stay connected regularly checking these platforms and ensuring their email contact information is up to date. In addition, parents and guardians should visit the school website and follow our social media channels for continued communication. Teachers will also

send home monthly newsletters to keep families informed about upcoming events and classroom activities.

To ensure effective communication and timely resolution of concerns, all staff and families are expected to follow the established chain of command:

LEVEL 1 – Teacher

Concerns related to academics, classroom behavior, assignments, or daily student needs should first be addressed with the classroom teacher.

LEVEL 2 – Administrator

If a concern is not resolved at the teacher level, it should then be brought to the appropriate school administrator for review and assistance.

LEVEL 3 Principal

If further support is needed or the issue remains unresolved, the matter should be escalated to the principal.

ADMISSION POLICY

Grace Baptist Academy makes no distinction in admissions concerning race or ethnic background. Romans 2:11.

New Students:

To enroll a student in Grace Baptist Academy, the parent and/or guardian must complete an enrollment packet and pay a one-time enrollment fee of \$50.00. Initial enrollment documentation includes the below:

- Completed enrollment application
- Parental agreement(s)
- Authorization for Emergency Care to Minors
- Copy of Birth Certificate
- Copy of Immunization Records
- Current student records (if transferring from another school)

Current Students:

Current students must be re-enrolled during the annual enrollment period. Parents and/or guardians are required to complete a reenrollment packet. Reenrollment documentation includes the following:

- Completed reenrollment forms
- Parental agreement(s)
- Authorization for Emergency Care to Minors

TUITION & AFTERCARE BILLING

Tuition is billed on the 1st of each month. Families must select their preferred payment plan at the time of enrollment. Tuition is due by the 15th of each month. Payments may be made by cash or check in the GBA office or electronically through the OnRealm system. Online credit or debit card payments will result in a service charge being added to the student account for each transaction.

If full payment is not received by the 15th of the month, late fees will be added to the account, and the parent(s) or guardian(s) will be contacted. If payment is not received promptly, the family will receive a written warning letter. Families are allowed two late payments per school year. After the second late payment, a meeting will be scheduled with administration, and possible suspension and/or expulsion may occur.

AfterCare services are offered to preschool and elementary students for an additional fee, separate from the monthly tuition. To ensure proper staffing, families must submit their child's AfterCare schedule at the start of each semester.

Billing Information:

- AfterCare will be billed monthly according to the number of weekdays the student is registered, regardless of whether they attend part-time or full-time.
- For instance, if a student is registered for AfterCare but is absent on a particular day, that day will still incur a charge on the student's account.

AfterCare elections can be modified twice a year: once at the start of the fall semester in August and again at the beginning of the spring semester in December.

- **Fall Semester Deadline:** Changes must be made by August 1st.
- **Spring Semester Deadline:** Changes are due by December 15th.

To request changes for a semester, please complete and return the official form available in the GBA office. Please note that AfterCare elections cannot be altered at any other time during the school year.

If a life change causes financial hardship during the year, administration should be contacted to further discuss possibilities and ensure academic success for the student(s).

Please refer to the Financial Information page in the enrollment package for detailed specifics about the current school year. We kindly ask that you complete and return the relevant Financial Elections page(s) each school year.

Financial Assistance is available on a case-by-case basis. Please note that this assistance must be applied for each year and does not carry over. Families who receive financial assistance are not eligible for any discount programs or additional tuition promotions.

Tuition and aftercare payments are non-refundable, even if a student withdraws or unenrolls during the school year.

SCHOOL WITHDRAWALS

In the event that a student withdraws from GBA, whether voluntarily or due to administrative action, all outstanding balances must be settled in full before any student records, such as report cards or transcripts, can be sent to the new school. Student accounts must be up to date at the time of withdrawal. Furthermore, any curriculum materials, classroom supplies, or other items acquired by the school will remain on the property of GBA and will not be returned or distributed to the withdrawing family.

ATTENDANCE

Consistent attendance plays a vital role in achieving success in school and fostering a sense of responsibility among students. According to Tennessee State Law, all children aged 6 to 17 are required to attend school. Research indicates a clear link between regular school attendance and academic achievement.

- Parents should inform the school by **8:00 AM** if their child will be absent for any reason.
- To be counted as present for the day, a student must attend school for at least half a day, which is defined as arriving by **11:30 AM**.

Preschool

GBA operates as a school, which means that all preschool classes at GBA start their day promptly at **8:00 AM**. To promote success and minimize classroom disruptions, it is essential that all preschool-age students arrive on time, by 8:00 AM each day. If tardiness occurs, a doctor's note can be submitted to your child's teacher for an excusal.

Tardy Policy for Preschool Classes:

- **9 unexcused tardies** = Written Warning
- **12 unexcused tardies** = 3-day suspension
- **15 unexcused tardies** = 6-day suspension

Both excused and unexcused absences will be monitored by your child's teacher. Absences may be excused with either a doctor's note or a parent note explaining the reason for the absence. While preschool absences are not governed by the Tennessee Department of Education, it is crucial for your child's success at GBA to attend class as frequently as possible.

Elementary & Middle School

State law mandates that students must attend school daily unless their absence is excused. To promote academic success, students are required to be in class and seated by **8:00 AM** each day. Arriving later than 8:00 AM without a note will result in an **unexcused tardy**, which contributes to overall absences. The school day operates from **8:00 AM to 3:00 PM**, and students should not be picked up before **3:00 PM**. Unexcused early dismissals also count as absences.

5 unexcused tardies or 5 unexcused early dismissals = 1 unexcused absence

GBA permits **5 excused absences** every **9 weeks**. Acceptable reasons for an excused absence include medical or dental appointments, temporary illnesses, injuries, and funerals. For these absences, a doctor's note or a parent note specifying the reason is necessary. GBA allows 3

parent notes per 9-week period; any additional absences must be accompanied by a doctor's note to be considered excused.

Absences cannot be excused without proper documentation. In accordance with truancy laws, if a student reaches **5 unexcused absences**, parents must attend a meeting with the principal. If a student accumulates **10 unexcused absences**, the case will be referred to juvenile court as required by state law.

- **5 unexcused absences = Attendance meeting**
- **10 unexcused absences = Juvenile Court**

Family vacations may be classified as excused absences if they are **PRE-APPROVED** by administration and do not exceed **5 school days**.

All absences will be recorded in your child's permanent record. Excessive absences can adversely affect a child's learning and academic achievements.

INCLEMENT WEATHER AND FEDERAL HOLIDAYS

Grace Baptist does not automatically follow Robertson County School District closures during inclement weather. If road conditions are safe, school will remain in session. Should weather conditions require delayed opening, early dismissal, or school closure, families will be notified through ClassDojo, Facebook, and our automated messaging system.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are held twice a year. A parent may request a meeting with a teacher or administrator at any time throughout the year.

REPORT CARDS

Report cards for students will be sent home every nine weeks. Preschool students in K3 and above will receive progress reports that outline their advancement through the benchmarks of their program. For Elementary and Middle School students, grades will be evaluated according to the grading scale detailed below:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

CODE OF CONDUCT

All students are expected to conduct themselves in an appropriate manner at school, school events, and in the classroom. Respecting others as well as others' property and persons are expected. Grace Baptist Academy strives to encourage students' appropriate and commendable behavior through both positive recognition and corrective consequences.

Corporal punishment is not practiced at Grace Baptist Academy.

BULLYING

Any accusations of bullying will be taken seriously, and we will work to help students resolve issues. If a student or parent suspects bullying, it should be reported to the teacher and/or administration immediately.

BEHAVIOR MANAGEMENT

Proverbs 22:6 instructs us to "train up a child in the way he should go." Grace Baptist Academy will partner with you to do just that. One of the most important reasons for maintaining discipline in the classroom is to provide the framework necessary to build faith in Christ. If we let ungodly attitudes and behaviors to control our classrooms, we will be ineffective in leading our students to Christ. Just as the school must support the home; the home must support the school. It is with these thoughts in mind that GBA exercises a school wide procedure for behavior management. All student corrections must be done in love. Our teachers create a behavior management plan that receives approval from the administration and is shared with families prior to the commencement of each school year.

Behavior plans must incorporate both positive and negative reinforcements to hold students accountable for their actions while also recognizing their efforts. Each teacher's unique behavior management strategy will be conveyed to parents at the beginning of the year and will be sustained throughout the school year. Furthermore, each teacher upholds a structured classroom environment characterized by clear expectations and established procedures.

DISCIPLINARY ACTIONS

If a student frequently misbehaves, the administration will meet with the student upon teacher request. Depending on the severity of the situation and the age of the student, an incident report may be completed. The report will include details regarding the student's behavior and additional consequences that may have taken place. Consequences will be assigned on a case-by-case basis depending on the behavior. A Behavior Incident Report will be signed by the principal, parent, and a copy will be kept in the student's file. If the behavior continues, a meeting will be scheduled with the parents, teacher, and principal to seek a solution to the underlying problem to help the child be successful in the classroom.

Each behavior case is different; therefore, certain corrective measures needed may not be listed in this handbook.

EXTREME BEHAVIOR

Extreme behavior that puts others in danger will be taken very seriously. Episodes of extreme behavior will require a student to be picked up from school immediately.

Extreme behavior examples:

- Striking a teacher or staff member
- Deliberate action that causes injury or endangers another person

If the teacher and principal agree that repeated extreme behavior has occurred, they will begin the process for administering a student's suspension or expulsion. A behavior incident report will be completed and kept in the student's file that notes the suspension period. A copy will be provided to the parent or guardian.

BITING POLICY

Biting is an unacceptable behavior; however, we do realize it is a developmental behavior some preschool students exhibit. In each instance where a student bites, an incident report will be completed for both the offender and the victim. The report should be signed by the staff member who witnessed the bite and the parent. In cases where a student is repeatedly biting, the parents will be asked to help control the biting and, in some cases, asked to meet with the administration to develop a corrective behavior plan.

If a student bites 2 or more times in one day, the parent will be notified to pick up the child immediately.

If the teacher and principal agree that repeated extreme biting behavior has occurred, they will begin the process for administering a student's suspension or expulsion.

APPEAL PROCESS

A parent or legal guardian may appeal the suspension or expulsion to the Senior Pastor. The request must be in writing and received in the principal's office within three business days.

Upon receipt of the written appeal, a conference with the student and parent(s)/guardian(s) will be scheduled within five business days. A decision will be made following the conference.

ELECTRONICS POLICY

Students are expected to keep all personal electronic devices, including cell phones, smart watches, tablets, earbuds, and similar devices, turned off and out of sight during the school day unless otherwise directed by their teacher for instructional purposes. GBA cannot be held responsible for any lost, stolen, or damaged devices.

Teachers will communicate their individual classroom expectations regarding the use of electronic devices, and students are expected to always follow those expectations.

TOYS POLICY

Toys from home are not allowed at school. Exceptions can be made for teacher-planned show and tell days, or stuffed animals used for nap time.

DRESS CODE

Uniforms are mandatory for all students from Monday through Thursday. They can be purchased through a third-party website provided by GBA staff. The GBA uniform includes a polo shirt with the GBA crest, paired with khaki shorts, khaki pants, or girls' plaid jumpers/skorts sourced from the uniform website. Students may wear GBA spirit wear tops on Fridays. Spirit wear should be paired with khaki bottoms. Spirit wear is optional and available through select school sales and some local vendors.

- Girls are permitted to wear solid color leggings beneath their skorts and solid color shirts under jumpers.
- All uniforms must be in good condition, free of holes or stains.
- Outerwear, such as jackets and sweatshirts, must also display the GBA logo or crest.

Footwear Requirements

- Tennis shoes are required for P.E. classes.
- Closed-toed shoes are recommended for daily wear.

Special Occasion Dress Code

GBA designates specific occasions when uniforms are not required. Attire worn during these events must align with the Biblical standards taught at GBA, which prohibits the display of drugs, alcohol, foul language, and sexual preferences.

Dress Code Violations

Students will not be directly addressed for dress code violations. Teachers will notify GBA administration, who will make the final decision. If a violation is confirmed, administration will reach out to parents and/or issue a written dress code violation letter. In certain situations, the administration may ask for appropriate clothing to be brought to the school.

DROP-OFF AND PICK-UP PROCEDURES

Preschool

Drop-Off

- BeforeCare starts at 6:30 AM. Students should not arrive before this time.
- All Preschool students must be taken to the GBA office for check-in, regardless of arrival time.
- Parent(s) or guardian(s) must sign in the student on the appropriate class list.
- Students will be entered into the computer system to receive security tags.
- One security tag should be placed on the back of the child's shirt.
- The parent should keep the other sticker for pick-up verification.
- A GBA employee will be available to escort preschool students to their respective classrooms. Parents and guardians are not permitted past the glass door without signing in and receiving a visitor pass.

Note: Any preschool student arriving after 8:00 AM will be marked as tardy. Please refer to the Preschool Tardy policy for further details.

Pick-Up

- Students can be picked up between 3:00 PM and 3:30 PM.
- Parent(s) or guardian(s) should sign out their student at the GBA office.
- Parent(s) or guardian(s) must present the security tag received during morning drop-off.
- Students will only be released once the security tag is verified.
- A photo of the security tag may be sent to anyone picking up your child in the afternoon.
- Grace Baptist Academy will no longer accept a parent's driver's license as an alternative form of identification for the security tag.

AfterCare

- Students must be registered and have paid for AfterCare to remain past 3:30 PM.
- If a student is present after 3:30 PM without registration, a fee of \$30 will be charged for each occurrence.
- AfterCare students must be picked up by 5:30 PM.
- Any student picked up after 5:30 PM will incur a charge of \$1.00 for every minute late.

Note: If you have children in both preschool and elementary areas, you may pick them up together through the GBA office after 3:00 PM.

Elementary

Before Care:

- Begins at 6:30 AM
- Elementary students can be dropped off at the GBA office from 6:30 AM to 7:30 AM.
- Upon arrival, students will be signed in, and a GBA employee will escort them to the designated BeforeCare area.

Drop-Off:

- From 7:30 AM to 8:00 AM, parents or guardians should use the car rider line to drop off their student(s).
- A GBA employee will be stationed at the double doors to ensure the student reaches their classroom or designated area.

Pick-Up:

- Elementary students will receive car tags displaying their names, which must be used for pickup during the car rider line or AfterCare.
- Parents or authorized pick up individuals must display the schools car tag during dismissal. Vehicles without a visible car tag may be required to verify identification before a student is released.

Car Rider Line:

- Elementary students will be called and released to vehicles starting at 3:00 PM.
- Students should not be picked up before 3:00 PM in the GBA office unless an excused early dismissal reason is provided.
- Any student remaining at 3:30 will be sent to AfterCare.

AfterCare:

- Students must be registered and paid for AfterCare to stay past 3:30 PM. Unregistered students present after this time will incur a charge of \$30 for each occurrence.
- AfterCare students must be picked up and signed out in the GBA office by 5:30 PM. Late pickups will incur a charge of \$1.00 for every minute past 5:30 PM.

Note: If you have children in both preschool and elementary areas, you may pick them up together through the GBA office after 3:00 PM.

Middle School

Drop-Off:

- Middle School study hall starts at 6:30 AM. Students can be dropped off at the GBA office between 6:30 AM and 7:30 AM, where they will go to their designated classroom for Study Hall.
- Parents or guardians dropping off students from 7:30 AM to 8:00 AM should use the Middle School entrance area. A GBA staff member will be at the double doors to ensure students reach their classrooms or designated areas safely.

Pick-Up:

- Middle School students can be picked up at the designated Middle School entrance area from 3:00 PM to 3:30 PM. Students will be called and released to their vehicle starting at 3:00 PM. Please note that students should not be picked up before 3:00 PM from the GBA office unless an acceptable reason for early dismissal is provided.

AfterCare

- Students must be registered and paid for AfterCare to stay past 3:30 PM. Unregistered students present after this time will incur a charge of \$30 for each occurrence.
- AfterCare students must be picked up and signed out in the GBA office by 5:30 PM. Late pickups will incur a charge of \$1.00 for every minute past 5:30 PM.

Note: If you have children in both preschool and elementary or middle school, you may pick them up through the GBA office after 3:00 PM.

MEALS

Lunch: All students should be packed with a nutritious and healthy lunch daily. Lunch should be sent in a container, such as a lunchbox or lunch bag. GBA does not refrigerate or warm up lunches; therefore, please utilize proper insulation for items when needed. All items should be provided by the parents: food, eating utensils such as a fork or spoon, and a beverage (no soft drinks).

Snack(s): Preschool students will have a morning snack time. Parents should provide these snacks in the student's backpack or lunchbox. Please label the snack as "AM".

Both Preschool and Elementary students in Aftercare will have a snack time. Parents are to provide the snack and label it as "PM".

VISITORS

Visitors are welcome at Grace Baptist Academy. Parents or guardians should notify the teacher or administration of the visitors in advance. All visitors will be required to sign in and receive a GBA visitor badge. All visitors should exit through the GBA office to return the badge and sign out.

ADMINISTRATION OF MEDICATION

A GBA staff member may administer nonprescription and prescription medicines with permission from the parent(s) or guardian(s). The school will keep a medication log indicating what medicine was given, the dosage time, and who administered. Medicine will be properly stored and only accessible to the designated staff who are permitted to administer it. Over the counter, medication must be unopened in the original packaging with the child's name written on it with dosage instructions (cough medication, Tylenol, etc.).

Prescription medication requires dosage information, administration instructions, and schedule for administering. Inhalers may stay in student backpacks and be used as needed. A doctor's note should be submitted to be kept in the student file stating the name of the inhaler, dosage, and dosage schedule.

GENERAL ILLNESS POLICY

GBA will not keep actively sick children at school. It is the parents' responsibility to make alternative arrangements in the event of an illness. A child must be picked up within an hour of being notified. A written statement of good health from a doctor will be required to return to school when:

- a. A child has had a diagnosed communicable disease such as Strep, Pink Eye, Impetigo, and head lice (see Lice Policy);
- b. A child has undergone surgery or has been hospitalized.

Children will be sent home if any of the following symptoms exist. If a child is sent home due to the following symptoms, they CANNOT return the following day. They must be symptom free for 24 hours before returning to school.

Fever – Defined as a temperature of 100.4 or more.

Vomiting – Parents will be called to pick up student(s) after one vomiting episode.

Diarrhea – Parents will be called to pick up student(s) after two episodes of diarrhea. If there are a known virus, parent(s) or guardian(s) will be notified to pick up after one episode.

Rash – If a child develops a rash and the cause is unknown; we will ask that a doctor examine the rash and provide information that it is not contagious.

KEEP ME HOME IF...



I have a fever of 100 or more (taken under the arm), and sore throat, rash, vomiting, diarrhea, flu, Covid, or earache.

I have a body rash, especially with a fever or itching. This includes lice or nits.

I have thick mucus or pus draining from an eye or eyes.

I have a fever with swollen glands.

I am unusually tired, pale, lack of appetite, confused, or cranky.

I have vomited two or more times in 24 hours.

I have had diarrhea (three or more watery stools in 24 hours).

When your child is sick:

Have plans for back up childcare. Tell your caregiver what is wrong with your child, even if your child stays home.

Children need to be symptom free for 48 hours without medication that masks symptoms of fever, coughing, sore throat, or body aches.

Students will need to be cleared of any contagious illness by their physician before returning to school.

LICE “NO-NIT” POLICY

No student shall be denied an education solely because of head lice infestation, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

To help prevent the spread of head lice, the following steps should be taken:

- Students will be checked for pediculosis (head lice) by designated school staff when demonstrating symptoms of infestation.
- Students will be removed from the classroom if lice or nits are found.
- It shall be the responsibility of the principal to notify the parents when lice or nits are found to be present in a child's hair. A letter shall be sent home with the child to explain the condition, how to care for the conditions, requirements for readmission and deadlines for satisfactory completion of the treatment.
- To begin the treatment process, parents may be asked to pick up students diagnosed with live pediculosis (head lice) as soon as possible.
- Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to proof of treatment with a pediculicide product (head lice shampoo) or satisfactory examination by a health official.
- A student shall be expected to meet all requirements for treatment and return to school no later than two (2) days following exclusion for head lice.

CHILD ABUSE REPORTING

The State of Tennessee requires school officials and staff members to adhere to all necessary legal provisions enacted to protect children.

Immunization Requirements for GBA

Children enrolling in Preschool:

- Haemophilus influenzae type B (Hib): only if younger than 5 years
- Pneumococcal conjugate vaccine (PCV): only if younger than 5 years
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Hepatitis B (HBV)
- Hepatitis A: 1 dose, required by 18 months of age or older
- Measles, Mumps, Rubella (1 dose of each, normally given together as MMR)
- Varicella (1 dose or credible history of disease)

Children enrolling in Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday required
- Hepatitis B (HBV)
- Hepatitis A: total of 2 doses, spaced at least 6 months apart (recommended 6-18 months)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease)

Children enrolling in 7th Grade:

- Tdap Booster-Tetanus, Diphtheria, and pertussis
- Varicella (Chickenpox)

This handbook is intended to be a guideline to support a positive academic environment and rich educational experience. The administration team reserves the right to make final decisions regarding each situation.



Student Handbook Acknowledgement Form

The parents of _____ have received the

Grace Baptist Academy handbook and will adhere to the policies and procedures set forth by

Grace Baptist Academy.

Parent(s)/Guardian(s) Signature

Date