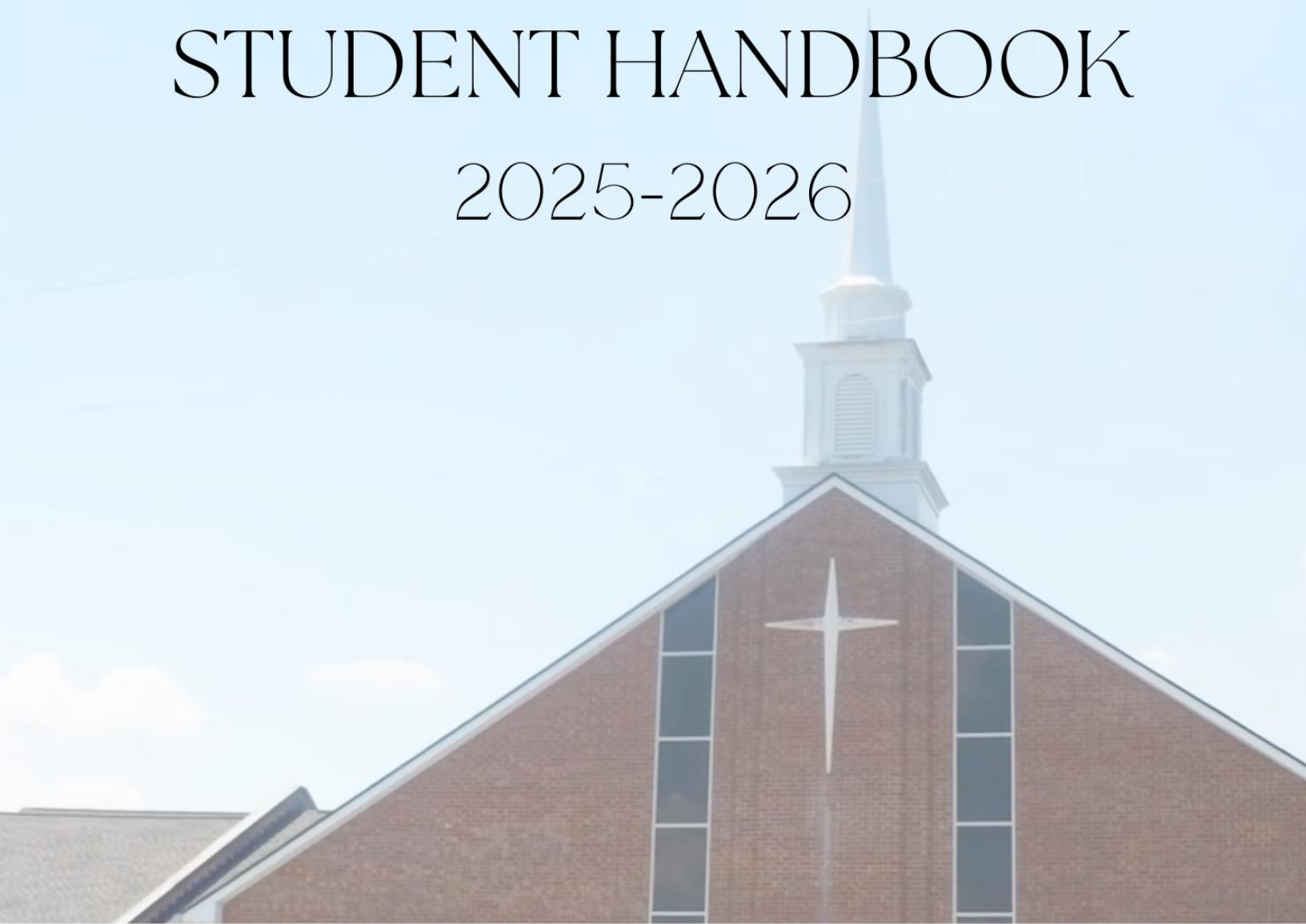


STUDENT HANDBOOK

2025-2026



GRACE BAPTIST
ACADEMY



2025-2026 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 – Elementary & PreK AfterCare

2025-2026 GBA Administration

Dr. Steve Freeman, Senior Pastor

Lynelle Sutton, Principal

Michelle Martin, Assistant Principal/PreK Director

Mandy Ralph, Assistant Principal

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, 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.

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

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.

NON-DISCRIMINATION STATEMENT

Grace Baptist Academy admits students of any race, color, national or 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, or ethnic origin in administration of its educational policies, admissions, policies, tuition assistance programs, athletic programs, or other school-administered programs.

Grace Baptist Academy makes no distinction in admissions or employment concerning race or ethnic background. We recognize that God makes no preferential treatment concerning these things as stated in Romans 2:11.

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.

COMMUNICATION

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 by 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.

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. 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:

Students must be re-enrolled during the annual enrollment period. The parent and/or guardian must complete a reenrollment packet. Reenrollment documentation includes the following:

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

ENROLLMENT FEE

A one-time \$50 enrollment fee is collected with all new student enrollments. It is non-refundable and does not apply to regular tuition costs. A child is not fully enrolled until the enrollment fee is paid.

TUITION & AFTERCARE BILLING

Tuition is billed on the 1st of every month. Families must choose their preferred payment plan at time of enrollment. Tuition is due by the 15th of every month. Tuition may be paid by cash or check in the GBA office, or online electronically through the OnRealm system. Credit or debit card payments online will result in a service charge to the student account with each occurrence.

If total 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 immediately received, the family will receive a written warning letter. Families are allowed 2 late payments per year. After the second late payment, a meeting will be scheduled with the administration and possible suspension and/or expulsion may occur.

AfterCare is available at an additional charge to preschool and elementary students. AfterCare is not included in the monthly tuition charge. To ensure adequate staffing, a student's AfterCare day(s) must be submitted at the beginning of the semester. AfterCare will be billed monthly for the number of weekdays the student is registered for (part-time or full-time), not the number of days on which the student attends. For example, if your child is absent for any reason on a day when he or she would otherwise be in AfterCare, that day is still billed to your account.

AfterCare elections can be changed twice each school year – once at the beginning of the fall semester in August and again at the beginning of the spring semester in December.

The deadline for changes to AfterCare elections for the fall semester is August 1st, and the deadline for spring semester changes is December 15th.

Spring semester changes will be requested through official forms through your student(s)' folders or through correspondence from administration. AfterCare elections cannot be changed during any other periods throughout 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 see the Financial Information page in the enrollment package for specifics regarding the current school year. Please complete and return the applicable Financial Elections page(s).

Financial assistance is available on a case-by-case basis. Financial assistance must be applied for each year and does not roll over from one year to the next. Any families receiving financial assistance are unable to participate in any discount programs or other tuition promotions.

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

SCHOOL WITHDRAWALS

If a student is withdrawn from GBA, whether voluntarily or by administrative decision, all outstanding balances must be paid in full before any student records, including report cards or transcripts, will be released to the receiving school. Student accounts must be current at the time of withdrawal. Additionally, any curriculum materials, classroom supplies, or other items purchased by the school will remain the property of GBA and will not be returned or distributed to the withdrawing family.

ATTENDANCE

Regular attendance is a critical component for success in school and the development of a sense of responsibility for students. TN State Law mandates that all children between the ages of 6-17 must attend school. Studies show a direct correlation between academic success and regular school attendance. Parents should notify the school by 8:00 AM if their child is going to be absent for any reason. A student must attend school for half a day or more (11:30 AM) to be counted present for the day.

Preschool

GBA is run as a school and not a daycare. All age preschool classes begin their day at 8:00. To ensure success and limit disruption in the classroom, all preschool age students must be in their classes by 8:00 AM each day. Tardies can be excused by submitting a doctor's note to your child's teacher. Below is the tardy policy for all preschool classes:

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

Preschool excused and unexcused absences will be tracked by your child's teacher. Absences can be excused with doctor's notes or parent notes stating the reason for the absence. Preschool absences are not regulated by the Tennessee Department of Education; however, it is critical to your child's success at GBA that they be present in class as much as possible.

Elementary & Middle School

State law requires students to attend school daily unless the absence is excused. To ensure student success, students must be in class, in their seat, by 8:00 AM daily. Arrival later than 8:00 AM without a note will result in an unexcused tardy. Unexcused tardies add up to absences. The school day runs from 8:00 AM until 3:00 PM. Students should not be picked up prior to 3:00 PM. Unexcused early dismissals add up to absences.

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

GBA allows 5 excused absences per 9 weeks. Absences can be excused for reasons such as medical/dental appointments, temporary illnesses, injury, and funerals. These absences require a doctor's note or a parental note stating the reason for the absence. GBA will allow 5 parent notes per 9-week period. Any absences beyond that will require a doctor's note to be counted as excused.

Absences will not be excused without a note. Truancy laws are followed when students reach their 5th unexcused absence. Parents will be required to come to an attendance meeting with the principal. After 10 unexcused absences, cases must be turned over to juvenile court by state law.

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

Family vacations can be considered excused if they are PRE-APPROVED by administration and do not exceed 5 school days.

All absences become part of your child's permanent record. Excessive absences will negatively impact a child's learning and academic success.

INCLEMENT WEATHER AND FEDERAL HOLIDAYS

As long as weather and road conditions allow, GBA will strive to remain open on inclement weather days. Parents are required to indicate whether your child will need childcare on inclement weather days. Only students signed up in advance will be allowed to attend on those days. Parents will be informed via text, email, voicemail, ClassDojo, and through social media as soon as possible when GBA is operating on an inclement weather plan, also referred to as a "Snow Plan" Day. If GBA is operating on a "Snow Plan" day, then the school will be open during school hours only: 8:00 AM – 3:00 PM. In the event you have a personal life change and need to make changes to your inclement weather plan, please notify GBA administration so that you can complete a new inclement weather form. If Robertson County Schools are closed for an inclement weather day and GBA remains open, student absences at GBA will be counted as excused.

GBA will be open on some federal holidays. Please see the school calendar for days that GBA will be closed. If Robertson County Schools are closed for a federal holiday and GBA remains open, student absences at GBA will be counted as unexcused.

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

Student report cards will be sent home every 9 weeks. Preschool students K3 and up will receive progress reports which state how they are progressing through benchmarks of their program. Elementary and Middle School grades will be scored based on the grading scale as described 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 at 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 use color charts where students can clip up or down according to behavior and actions.

GBA teachers use positive and negative reinforcements to hold students accountable for their actions and praise for their efforts. Each teacher’s individualized behavior management technique is to be explained to parents through their communication folder at the beginning of the year and maintained throughout the school year. Each teacher maintains a structured classroom setting with clear expectations and procedures.

DISCIPLINARY ACTIONS

If a student frequently misbehaves, the principal or vice principal 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 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 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 3 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 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 issued following the conference.

ELECTRONICS POLICY

Students are not allowed to wear smart watches, bring tablets, or have cell phones on their person. If they are caught with them, the teacher or administrator will collect them, and a parent will have to come pick it up.

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 required to be worn by all students Monday through Thursday. Uniforms can be purchased from a third-party website provided to you by GBA staff. GBA uniforms consist of a GBA crested polo shirt and khaki shorts, khaki pants, or girls' plaid jumpers/skorts purchased from the uniform website. Girls may wear solid color leggings under skorts and may wear solid color shirts under jumpers. Uniforms must be in good condition with no holes or stains. Outer clothing such as jackets and sweatshirts must have the GBA crest.

Middle schoolers are required to wear a belt, tuck in their shirts, and maintain a well-groomed appearance at all times.

Uniforms are not required on Fridays. Students may wear GBA-Lion's Den attire such as a GBA t-shirt with jeans or GBA shorts. All casual wear must be in good condition with no holes, including factory-made holes in jeans.

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

GBA has special occasions where uniforms are not required. Clothes worn on special occasions must adhere to Biblical standards taught at GBA, i.e. no drugs, alcohol, foul language, sexual preferences, etc.

Students will not be addressed for a dress code violation. The teacher will notify GBA administration and administration will make the final determination. If a violation is found, the administration will contact the parents and/or issue a written dress code violation letter. In some circumstances, the administration may request that adequate clothing be brought to the school. If adequate uniform attire cannot be brought to school, clothing from the Lion's Den will be issued and charged to the student's account.

DROP-OFF AND PICK-UP PROCEDURES

Preschool

Drop-Off: BeforeCare begins at 6:30 AM. Students may not arrive earlier than 6:30 AM. All Preschool students should be brought to the GBA office for check-in regardless of arrival time. There the parent(s) or guardian(s) will sign in the student on the respective class list. The students will be checked into the computer system to receive a tag. One security tag is to be placed on the back of the child's shirt; the parent keeps the other sticker for pick-up verification purposes. A GBA employee will be present to take preschool students to the correct class.

NOTE: Any preschool student arriving after 8:00 AM will be considered tardy. Refer to the Preschool Tardy policy for additional information.

Pick-Up: Students may be picked up from 3:00 PM – 5:30 PM. Parent(s) or guardian(s) should come to the GBA office to sign out their student and present the copy of the security tag that was received at morning drop-off. Students will not be released until the security tag is confirmed. It is acceptable to send a picture of the security tag to the person(s) picking up your child in the afternoon. Grace Baptist Academy will no longer accept parental driver's license as a form of identification as a substitute for a security tag code.

Aftercare begins at 3:30 PM. Students must be registered and paid for AfterCare to be present past 3:30 PM. If a student is present after 3:30 PM on a day they are not registered, the account will be charged \$30 for each occurrence.

AfterCare students must be picked up by 5:30 PM. Any students picked up later than 5:30 PM, the account will be charged \$1.00 for every minute late.

Elementary

Drop-Off: BeforeCare begins at 6:30 AM. Elementary students may be dropped off in the GBA office from 6:30 AM – 7:30 AM. During BeforeCare hours, the students will be signed in upon arrival and a GBA employee will be present to ensure the student goes to the designated BeforeCare area.

Parent(s) or guardian(s) dropping off from 7:30 AM – 8:00 AM can join the car rider line and drop off their student in the foyer area. A GBA employee will be present at the double doors to ensure the student goes to their classroom or designated area.

Pick-Up: Elementary students will be issued car tags with their student name that will be used for pickup during car rider line or AfterCare pickup. Parents should ensure that the Approved Pick-Up List always remains up to date. Any non-parents picking up will need to be on the Pickup list, be able to show their driver's license for verification, and present the student tag. If the person is incapable of producing the student number and proof of identity, the child will not be released, and parent(s) will be called.

Car Rider line runs from 3:00 PM – 3:30 PM. Elementary students will be called and released to your vehicle in the car rider line beginning at 3:00 PM. Elementary students should not be picked up prior to 3:00 PM in the GBA office unless a reason for excused early dismissal can be presented.

Aftercare begins at 3:30 PM. Students must be registered and paid for AfterCare to be present past 3:30 PM. If a student is present after 3:30 PM on a day they are not registered, the account will be charged \$30 for each occurrence.

AfterCare students must be picked up and signed out in the GBA office by 5:30 PM. Any students picked up later than 5:30 PM, the account will be charged \$1.00 for every minute late.

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

Middle School

Drop-Off: Middle School study hall begins at 6:30 AM. Middle school students may be dropped off in the GBA office from 6:30 AM – 7:30 AM. During these hours, the students will go to the designated classroom to join the Study Hall.

Parent(s) or guardian(s) dropping off from 7:30 AM – 8:00 AM may drop off their student in the Middle School entrance area. A GBA employee will be present at the double doors to ensure the student goes to their classroom or designated area.

Pick-Up: Middle School students may be picked up in the designated Middle School entrance area from 3:00 PM – 3:30 PM. Students will be called and released to your vehicle beginning at 3:00 PM. Middle school students should not be picked up before 3:00 PM in the GBA office unless a reason for excused early dismissal can be presented.

Middle school extracurricular activities begin at 3:30 PM. Students must be registered and paid for these to be present past 3:30 PM. If a student is present after 3:30 PM on a day they are not registered, the account will be charged \$30 for each occurrence.

AfterCare students must be picked up and signed out in the GBA office by 5:30 PM. Any students picked up later than 5:30 PM, the account will be charged \$1.00 for every minute late.

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

ELEMENTARY CAR RIDER LINE PROCEDURE

All elementary students will be dismissed to the car rider line at 3:00 PM. When parents enter the church campus, they should stay left into the gravel parking lot and continue to the opposite side of the church. Proceed to the car awning over the glass double doors. Parents should display the car rider tag to communicate which student(s) they are picking up. Students will wait in a designated area until they hear their car rider number called by a GBA staff member. Upon hearing their number, they will proceed outside to their designated vehicles. Vehicles will be motioned to move by GBA staff members.

MEALS

GBA does not provide meals or hot lunches.

Lunch: All students should be packed with a nutritious and healthy lunch daily. Lunches 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. 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 is a known virus, parent(s) or guardian(s) will be notified for 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.

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 head lice by designated school staff when demonstrating symptoms of infestation.
- Student will be removed from the classroom if lice or nits are found.
- It shall be the responsibility of the principal or assistant 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 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 have met 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.

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.

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

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.

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)



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