

Gospel Light Baptist Academy



Contending for the faith

“Beloved, when I gave all diligence to write unto you of the common salvation, it was needful for me to write unto you, and exhort you that ye should earnestly contend for the faith which was once delivered unto the saints.” Jude 1:3

HANDBOOK

We have only
one opportunity
to educate our
children...

MAKE IT
CHRISTIAN!

“All thy children shall be taught of the Lord, and great
shall be the peace of thy children.” Isaiah 54:13

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GENERAL INFORMATION

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Website	www.glbacademy.com
School Colors	Navy blue, white, and gray
School Mascot	Contenders

INTRODUCTION

Purpose and Goal

Since its establishment in 2011, Gospel Light Baptist Academy has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purposes of Gospel Light Baptist Academy are to provide thorough academic instruction from a Biblical worldview, to help students develop socially by teaching patriotism and respect for authority, to encourage students spiritually by emphasizing their personal accountability to God while developing the mind of Christ, and to support the family and the work of the local church. The goal of Christian education is to develop the mind of Christ in each student.

Statement of Faith

Gospel Light Baptist Academy, as a ministry of Gospel Light Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position. We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the prominence of immersion and the sacrament of the Lord's Supper, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked to eternal

damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ. Gospel Light Baptist Academy believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction.

Philosophy of Education

We believe that Christian education is a mandate from God. Failure to instruct our children in God's Word would be disobedience to the will of God. The education of children is a God-given responsibility given to parents. It is the goal of this school to support and assist parents in this vital task through this church school.

Gospel Light Baptist Academy has been founded upon a biblical philosophy of life and learning. Throughout the academy, we teach that Jesus Christ is the source and the center of life, truth, knowledge, and wisdom. "In Him [Christ] are hid all the treasures of wisdom and knowledge." (Colossians 2:3).

We recognize the Bible to be the foundational textbook for this school. The only valid view of life and the world is a Christian, Bible-based worldview. No subject that is taught in GLBA will be based on the philosophy of secular humanism or evolution. Prayer, Bible teaching, and patriotism, including the Pledge of Allegiance, is an everyday experience without restraint or apology.

The school will teach children that they have been created in the image of God for His holy purpose. They will be taught that this same God who created all things has demonstrated His eternal love for them by sending His only begotten Son, the Lord Jesus Christ, to this earth, and that He died for their sins, and that He arose the third day, assuring that all those who believe this truth in their hearts and accept His gift of salvation will inherit eternal life.

The students will be taught that they are to obey and respect their parents and their teachers. It is our purpose to teach children to discern between right and wrong according to God's Word. We desire that they would develop and grow as Jesus did. "And Jesus increased in wisdom and stature, and in favour with God and man." (Luke 2:52).

Christian education should be a conviction, not just an alternative to public education. We are not a reform school for wayward children, and we are not simply a private school, but a Christian school with a Biblical philosophy. Our desire is to teach young people to seek God's calling for their lives.

Accreditation

Gospel Light Baptist Academy is a member of the Alabama Christian Education Association and the American Association of Christian Schools, an organization of 1,200 Christian schools across the country with similar philosophy and direction. Within these associations, our staff

participates in teacher and staff certification and continual training, and our students benefit from opportunities to compete and collaborate with students from other Christian schools.

The academy, which serves parents in Shelby County and surrounding areas, provides preschool, kindergarten, elementary, junior high and high school which meet all of the requirements of the state of Alabama, the local Fire Marshall, and the Health Department.

ADMISSIONS

Admissions Policies

Gospel Light Baptist Academy makes no distinction in the admission of students based on race, gender, nationality, or ethnic origin. As a private, Christian institution, admission to the school is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student and his family are fully supportive of the goals of the school.

The pastor and the administration of the school reserve the right to establish and maintain standards for student conduct, dress, and scholarship. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices established by the administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school. The academy is not equipped to accept students with learning disabilities or behavior disorders.

Admissions Procedures

1. Apply

The first step in the application process is to complete an application form for each child and return it to the school office. Applications are available in the school office and on our website at www.glbacademy.com.

2. Interview

The academy will contact the parents to schedule a parent/child interview. At least one parent (preferably both) must be present at the interview. The interview will consist of a review of the application and school policies and programs.

3. Acceptance

Parents will be informed of their child's acceptance by phone, during the interview, or by letter. Once accepted, parents must submit the following items:

- Registration fee paid immediately upon acceptance.
- Book and supply fee paid by August 31.
- A copy of the child's birth certificate.
- A current immunization certificate. This must be received before the first day of school.

- A signed and notarized affidavit for each preschooler must be turned in no later than September 15. This form is required by the state of Alabama for church-run preschools that are exempt from state licensing and is available in the school office.
- Records will then be requested from the previous school, if applicable.

Church Attendance

A strong, Christ-honoring home and faithful attendance to a Bible-preaching church are vital elements of a Christian education. Every family with students in the graded levels (1st-12th) enrolled in the school must agree to have their children in a Baptist Bible-preaching church each week. Students are encouraged to serve in a local church ministry. As part of the admissions process, prospective students and their parents are encouraged to attend at least one service at Gospel Light Baptist Church.

Communicable Diseases

While it is not the intent of the school to discriminate against any child, a safe environment must be provided for students and staff members. This includes protecting them from exposure to communicable disease. In the best interests of both the sick and the well child, it is the policy of the school not to accept students who have been diagnosed as carrying a communicable or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This also applies to students known to be infected with HTLV-III/LAV and to students testing positive for the presence of antibodies to the AIDS virus.

Grade Placement and Testing

School administrators will review a new student's records from the previous school. If adequate information is not available, applicants in K5 through 8th grade may be given age-appropriate ability and achievement examinations. Scores achieved on these examinations will be used by the administration to determine the grade level best suited to the student's capabilities. For students in grades 9-12, the previous school's report card and transcript will be used to determine the student's grade placement and course of study.

ACADEMICS

The program of the Academy places a strong emphasis on academic fundamentals. All students in K5 through 11th grade are regularly administered the Iowa Achievement Test, and our students usually test well above their actual grade level. Student scores are included in the AACS national testing program as well as in the national norms.

Faculty

Academy teachers are dedicated Christians who are members and serve faithfully in the Gospel Light Baptist Church. Each teacher has demonstrated scholastic achievement and possesses a bachelor's degree or beyond.

Curriculum

The curriculum for all grades is structured so that students receive training in all academic subjects required by the State of Alabama. GLBA uses the King James Version of the Bible and Abeka material for its teaching material. All subjects are taught from a biblical world view. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

Homework

Homework will be regularly assigned in each grade level. Assignments are designed to reinforce classroom instruction, to provide additional enrichment, or to allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education. To encourage faithful attendance to midweek church services, no homework will be assigned on Wednesdays and no tests scheduled on Thursdays.

Report Cards

Report cards are issued at the end of each nine-week grading period. A progress report is sent home each Friday for students in 1st-12th grade, and bi-weekly for K5 students. Students are to get a parent's signature and return the progress report to their teacher the following Monday.

Promotion

Elementary students may not be promoted if they fail two core subjects (Bible, language, math, and reading). Students in 7th-12th grades must pass all major subjects (Bible, language, math, science, and history) for the year to be promoted to the next grade. Students who fail one or more of these subjects must complete an approved summer school course or tutoring schedule in the deficient subject(s) in order to be promoted.

ATTENDANCE

Regular attendance at school is essential for K5-12th grades in order for students to do well and develop a proper work ethic and attitude toward attendance. The academy teachers will keep a record of each child's attendance. This will become a part of their permanent record.

Classes begin at 8:00 a.m. Students arriving after 10:00 a.m. will be considered absent. Students with an excused absence will be allowed to make up missed work, for full credit, within a reasonable amount of time as determined by the teacher.

More than twenty total absences (excused or unexcused) during the school year will seriously jeopardize the student's promotion to the next grade. Exceptions may be made in the case of an extended illness. Special consideration may be made for students who maintain a GPA of 3.0 or higher. When a student returns to school after an absence, they must bring a written

excuse from one of the parents or a legal guardian. This excuse must be given to the teacher to be accepted back into class.

Parents or guardians should contact the school office by 10:00 a.m. to report the student's absence and must submit a note or email to the school office within three (3) calendar days for the student's absence to be considered excused. The note or email should contain the following information: (1) student's name, (2) date(s) of absence(s), and (3) reason for the absence. In the event that absences become excessive, the principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Students who arrive at school between 8:00 a.m. and 10:00 a.m. will be marked tardy. Three tardies constitute one absence. Excused absences include the following: personal illness, doctor appointments, death in the immediate family, and any other unusual circumstance that is considered acceptable by the administrator such as travel or religious observance (with prior approval). If a student misses due to a pre-arranged absence, he must take all essential classwork with him for the days he will miss. All of that classwork will be due when the student returns and all tests missed must be made up within two days. Written excuses are necessary for a doctor's appointment and a doctor's note must be obtained. Doctor appointments need to be made as much as possible before or after school.

If a student participates in a school-sponsored activity such as sports or fine arts competition, the student will not be considered absent for that day, but is expected to make up any assignments that they miss.

Any work requested during the school day for a student who is absent will be available in the school office by 3:00 p.m. Please send requests to the school's secretary by 10:00 a.m. to ensure that assignments are ready for pick up.

CONDUCT AND DISCIPLINE

Discipline: Building a Foundation for Life

The desire of the administration and faculty of the Academy is to develop and nurture an atmosphere of discipline and pleasantness. The Bible clearly states, "Train up a child in the way he should go..." (Proverbs 22:6).

Discipline is not simply punishment for wrong attitudes or actions. It is the biblical, loving correction that leads to a change in thought and behavior. Discipline is administered in an effort to instill in students a personal accountability to God for their attitudes and actions. Open communication between the teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher. If the situation warrants, the administration is willing to assist in any matter.

Discipline may include one or more of the following:

- A warning, a conference with the student, a change of seating, silent lunch, a timeout, a loss of privilege, Scriptural counseling, or other age-appropriate consequence.
- Parental assistance will be sought through discipline reports that are sent home, phone calls, messages, and/or conferences.
- Chronic disciplinary problems and serious disciplinary problems (fighting, stealing, cheating, inappropriate language, failure to respond to teacher's discipline) will be referred to the administration.
- Consequences for serious disciplinary problems may include a conference with the student and parent, loss of privilege, silent lunch, being sent home for the remainder of the day, in school suspension, out of school suspension, or expulsion.

Discipline/Demerit System

Beginning in 5th grade, a demerit system is utilized. Demerits may be issued for offenses that do not warrant more serious discipline. Demerits are accrued on a semester basis and become a part of the student's permanent file. Parents will be notified when their child has accumulated 10, 25, and 40 demerits in a semester. The following actions will accompany the stated accumulation of demerits:

The accumulation of 10, 25, and 40 demerits will result in an after school detention.*

The accumulation of 50 demerits in a semester may result in a one-day suspension.**

The accumulation of 75 demerits in a semester may result in a multiple-day suspension.**

The accumulation of 100 demerits in a semester may result in expulsion.***

*After school detentions will be served from 3:05 p.m. to 4:05 p.m. on the last week of each month. There will be a \$15 detention fee per detention.

**Suspensions will be counted as absences. Work that is missed is due upon the student's return to class. Three points will be deducted from the final grading period average in each class for each day of suspension. In the event that a student accumulates excessive demerits within the final three weeks of the semester, disciplinary action may be deferred to the following semester. Deferred disciplinary action may be in the form of probation or demerits.

***Expulsion will be effective immediately upon the notification of the parent/guardian. Academic consequences may range from not less than the deduction of ten points from the final grading period average in each class to a complete loss of credit for the semester.

Application for reinstatement must be reviewed by the administration.

The following may result in three demerits for the first two violations and five demerits for each subsequent violation:

- Eating outside of designated areas
- Chewing gum or candy
- Disorderly locker/cubby
- Unprepared for class (supplies, assignments)
- Not following instructions
- Behaving inappropriately in lunchroom, restrooms, or halls
- Talking/disturbing class or being off-task

The following may result in five demerits for the first two violations and seven demerits for each subsequent violation:

- Crude or inappropriate language
- Disrespect toward faculty
- Dress code violation

Violations in the following areas will result in more serious discipline at the discretion of the administration, ranging from demerits to legal action. Consequences will be assigned on an individual basis, based on the severity of the offense.

- Dishonesty (stealing, lying, cheating, plagiarizing)
- Fighting, pushing, shoving
- Damaging or destroying school, church, or individual property
- Unauthorized use of electronic devices (mobile phones, electronic games, iPods, etc. are not allowed on campus for student use)
- Breaking the Computer/Internet/Social Media Policy Agreement
- Vulgarity/profanity
- Reckless driving on campus
- Intentional, inappropriate contact with another student
- Exhibiting discrimination of any kind
- Possession or use of tobacco in any form
- Offensive or profane literature
- Theft
- Possession or use of any alcoholic beverage
- Possession or use of a controlled substance
- Possession of a weapon

Students may not have cell phones on school campus. All cell phones must be checked in at the school office upon arrival in the morning. Any violation will result in demerits and the confiscation of the cell phone.

- 1st Offense: The phone may be picked up by a parent in the office after school hours.
- 2nd Offense: 1 day of in school suspension
- 3rd Offense: 2 days of in school suspension
- 4th Offense: 1 day of out of school suspension

Parents and Discipline

Parental support is a vital part of school discipline, therefore if your child is disciplined at school, you should:

1. Remain calm and objective and get all the facts from the teacher, administration, and your child before judging either of them. (Proverbs 18:13, Proverbs 14:17)
2. Support your child's teacher. Remember that the teacher is an experienced professional who loves your child and uses good judgment in disciplining him. (Proverbs 16:20-21)
3. Understand that children do not like discipline and that it is their nature to relate incidents in ways that are favorable to them. (Proverbs 15:10)
4. In discussing a disciplinary incident with the teacher, remember that you and the teacher are on the same side. (Proverbs 15:22)
5. Remember that your response is a model for your children to emulate. Parents should support the teacher in attitude and action. (Proverbs 15:20)

DRESS STANDARD

How We Dress

"Whether therefore ye eat or drink, or whatsoever ye do, do all to the glory of God."

I Corinthians 10:31

Gospel Light Baptist Academy believes that this command has a practical application to the dress and grooming of students. Modesty, neatness, and cleanliness are the foundational principles for the Academy dress code. In this regard, we believe that parents have the primary responsibility for teaching their children this principle and ensuring that students come to school properly dressed.

The biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but to the matter of calling undue attention to oneself as well. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

Students are to be neatly and appropriately dressed for all Academy-sponsored activities. Students violating the dress code at school or at other school activities may, at the discretion of the administration, be asked to leave campus until their appearance meets Academy standards. Parents and guests of students are encouraged to honor the standards of modest dress exemplified by the Academy dress code (skirts or dresses for ladies, long pants or slacks for men) while participating in Academy activities or attending Academy functions.

Parents are asked to dress appropriately at all times while on the campus of Gospel Light Baptist Academy. We ask that you please respect the high standard of modesty that we hold

to. We ask that parents do not drop off or pick up children while wearing pajamas, workout clothes, or revealing/suggestive clothing.

Young Men

- Collared shirts, polo shirts, or dress shirts may be worn. Shirts must be tucked in at all times and no t-shirts or sleeveless shirts are allowed.
- Boys are to wear solid-colored khaki-style pants of any color, or dress pants. Pants must never be tattered or faded. Belts are to be worn with pants that have loops.
- All young men must wear the school navy blue polo on Tuesdays (chapel day), and the school t-shirt to all school field trips unless otherwise specified. Students may also wear school t-shirt on Fridays.
- Haircuts are to be traditional and masculine in nature. Hair should be neat, off the collar, and off the ears. Hair must fall at least one half inch above the eyebrow. Sideburns may not extend below the middle of the ear or be cut above the top of the ear. Hair coloring is not permitted.
- Mustaches and beards are not allowed. Boys must be clean-shaven at all times.
- Boys may not wear jewelry of any type except for watches.
- No earring holes or tattoos are allowed.
- Brown or black casual or dress shoes may be worn. Sandals and flip flops are not permitted. Boys in preschool through sixth grade may wear athletic shoes. Boys in 7th-12th grades may not wear shoes with athletic soles to class.
- Clothing or school supplies with questionable messages, symbols, and pictures will not be allowed.
- Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

Young Ladies

- Girls are not permitted to wear pants, only skirts or dresses. Skirts and dresses must come to the bottom of the kneecap and touch the floor when kneeling. Skirts must not have a slit that goes above the knee.
- The length of a skirt or dress should be no shorter than the bottom of the kneecap whether the student is standing, walking, bending, or sitting.
- Jumpers or sleeveless dresses may be worn, but must be worn with a blouse, shirt, or acceptable cover. Tank tops and sleeveless shirts are not allowed.
- All blouses must be loose-fitting and not excessively tight.
- Necklines of all shirts must be no lower than one inch below the collarbone.
- T-shirts may be worn if they are neat in appearance.
- See-through shirts or shirts with sheer or thin material (including lace) may not be worn.
- Girls are not to wear clothing that exposes the midriff.
- Girls may wear shorts underneath their dresses for playground activities. If wearing shorts, tights, or leggings, skirts and dresses must still be knee-length.

- All young ladies must wear the school navy blue polo on Tuesdays (chapel day) and the school t-shirt to all school field trips unless otherwise specified. Students may also wear school t-shirt on Fridays.
- Hairstyles must be conservative and consistent with a traditionally feminine appearance.
- Proper, age-appropriate undergarments must be worn at all times.
- Girls in kindergarten through 6th grade may not wear make-up or lipstick.
- Make-up may be worn conservatively in 7th-12th grades.
- Nail polish must be traditional in color - reds, pinks, and pastels are permitted. No black or dark colors are permitted.
- Jewelry must be conservative in both quantity and style.
- Clothing or school supplies with questionable messages, symbols, and pictures will not be allowed.
- Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

FINANCIAL POLICIES

Tuition and Prices

Registration Fees

Infants.....	\$100.00
Preschool.....	\$150.00
Kindergarten.....	\$150.00
1st-12th grade.....	\$150.00

The registration fee must be paid at the time of registration and is non-refundable and non-transferable.

Book and Supply Fees

Preschool.....	\$100.00
Kindergarten.....	\$150.00
1st-12th Grade.....	\$325.00

Tuition

Infants-Part-time.....	\$125.00 per week
Infants-Full-time.....	\$209.00 per week
Preschool.....	\$450.00 per month or \$4,500.00 per year
Kindergarten.....	\$340.00 per month or \$3,400.00 per year
1st-12th grade.....	\$399.00 per month or \$3,990.00 per year

*Students may be dropped off as early as 7 a.m. at no extra charge.

After School Care

12:00-3:00 p.m.....	\$150.00 per month
3:00-6:00 p.m.....	\$150.00 per month

Tuition Discounts

Tuition discounts are applied to full-time students only.

- Second oldest child in family - 10%
- Third oldest child in family - 20%
- Active (attending, tithing) GLBC Church Member - 25%
- Active military - 10%
- A 10% discount on tuition is applied when full payment of tuition and book fees is made prior to August 15.
- Scholarships are available to families in which the primary wage earner is employed full-time by a local church as a pastor or assistant pastor. Current tuition and fee schedules as well as detailed information concerning scholarship opportunities are available in the school office.

Payment Policy

It is vital that all parents pay their tuition and fees when due. Consistent cooperation is greatly appreciated.

Monthly tuitions are due on the 1st of each month and late after the 10th. There will be a charge of \$25 for any check returned due to insufficient funds (NSF). There will be a late fee of \$25 if tuition is not paid by the 10th, and the student will not be able to attend school if the tuition is not paid by the 15th. Accounts that do not stay current after the first late fee will be required to enroll for auto-draft payments.

No deduction is made from the tuition payments for a student’s absences. Report cards will not be issued to a student if the school account is delinquent. No student records will be released for students whose family accounts are not current at the close of the school year or upon the student’s withdrawal from the Academy.

Late Pick Up

There is a late pick-up fee of \$1 per minute for the first five minutes and \$5 per minute thereafter. In the event of an emergency, the school must be notified. Late pick-up fees apply to children being picked up at noon, 3:00 p.m., or 6:00 p.m.

Withdrawals

All withdrawals must go through the school office. A child is not considered withdrawn until the parent or guardian has submitted a written notice at least two weeks in advance.

HEALTH

Accidents

Injuries incurred on the campus or during a school-sponsored activity should be reported immediately to the school personnel responsible for supervision.

Forms

All students are required to comply with health department regulations with regard to vaccinations and immunizations or provide an exemption form. All pertinent records must be on file in the school office by the first of September of the current year.

Head Lice

Children with head lice may not attend school. Hair must be totally free of nits before a child may return to class. Before returning to class, the child will be re-checked by a staff member.

Injuries

For minor injuries, basic first aid treatment will be administered in the school office. Supplies are kept on hand to care for minor injuries and accidents. All GLBA staff members are certified in CPR. In the case of a serious injury, emergency medical assistance may be requested. Parents will be notified as quickly as possible.

Medication

All medications are to be turned in to the school office. A medication form must be filled out, signed by a parent and left in the office. The name of the medication, dosage amount, and time to be given should be clearly stated on the form. In case of illness at school, no medication (including aspirin or a non-aspirin product) will be dispensed unless consent is given by the parent, legal guardian, or the child's physician. No medication (including aspirin, vitamins, etc.) is to be kept on a student's person or in their locker.

Sick Policy/Illness

In order to prevent the spread of disease and infection, and to keep our staff and students healthy, we can only allow those who are in good health to attend. We need parents help to maintain this policy.

A child should not attend school if he/she is experiencing any of the following:

- Drainage from the eyes
- Vomiting or diarrhea
- Frequent cough
- Fever of 100.4 degrees or higher
- Contagious disease such as flu, strep throat, chickenpox, hand, foot, and mouth, etc. until 24 hours after beginning antibiotics

If a child develops any of these signs during the day, parents will be contacted and asked to pick up their child within one hour of the contact time.

Children and staff must be symptom-free for 24 hours before returning to school.

GENERAL POLICIES AND INFORMATION

Awards

Several awards will be presented at the graduation and school program at the end of the year.

1. **Principal's Honor Roll** - This award is presented to the students who have all A's on their report card in all subjects throughout the entire school year.
2. **A and B Honor Roll** - This award is presented to the students who have all A's and B's on their report card in all subjects throughout the entire school year.
3. **Bible Reading Award** - This award is presented to the students who complete their Bible reading throughout the school year. The award will be presented to any student who completely reads through the entire Old Testament, New Testament, or both the Old and New Testaments.
4. **No Demerits Award** - This award is presented to students in 5th through 12th grade who receive no demerits throughout the entire school year.
5. **Outstanding Behavior Award** - This award is presented to students in 5th through 12th grade who receive 15 demerits or less throughout the entire school year.

Change of Address, Telephone Number, and Emergency Contact

Families should inform the office promptly of any change of address, telephone number, or emergency contact. In the event of an emergency, school staff members will contact parents or emergency contacts using the telephone numbers that are on file in the office.

Check-In and Check-Out Procedures

Parents of elementary and secondary students arriving on campus after 8:00 a.m. or leaving campus before 2:50 p.m. must check their child in or out through the school office. Office staff will contact the classroom and send for the student. Parents must contact the office if arrangements have been made for students to leave the campus with someone other than the parent or guardian. If someone other than the student's parent is picking them up, they must have a photo ID and be listed on the permission checkout form on file. Messages or deliveries from home must be left in the office.

Emergency School Closings

In the event of inclement weather, delays or closings will be posted on the school's facebook page and an email will be sent to each family. Delays or closings will also be announced by 6:00 a.m. on FOX 6, NBC 13, ABC 33/40, and CBS 42. The announcement will be made on their TV stations, websites, and also on some of their radio affiliates. The number of hours delayed will affect both our regular open time of 7:00 a.m. and our class start time of 8:00 a.m.

Our main concern in inclement weather is the safety of your family and our staff. Our secondary concern is accommodating our parents who are trying to get to work. Because of that, we may possibly open earlier than Shelby County does. If inclement weather develops during the school day, we will notify parents by phone if we close early. In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible.

Emergency Procedures

In the event of an emergency concerning a student, every possible effort will be made to contact the parents or guardians. If the parents cannot be reached, we will contact the person designated by the parent on the emergency form. If necessary, the child's doctor or another qualified physician will be called. In the case of an extreme emergency, we will call 911.

Extended Care

Supervised before school care is available each morning beginning at 7:00 a.m. for no extra charge. After school care is provided from 3:00 p.m. until 6:00 p.m. Students remaining on campus after 3:00 p.m. will be taken to the designated area. Please see the financial policies section for specific information about times and costs. While on campus, students must be under the supervision of a staff member at all times. Parents should sign up for the after school care program at enrollment or at such time during the year that these services will become needed on a regular basis.

Field Trips

Parents will be notified at least one week in advance of field trips. If a student cannot participate for whatever reason, the school will not provide childcare during the time their class is gone. Parents are invited and encouraged to attend field trips with their child. All those who go on field trips should honor the school dress code (see Dress Standard section of handbook). This includes parents and guests.

Students will travel on school-provided transportation to and from the activities unless the administration, the appropriate sponsor, and the parent or guardian agree upon other arrangements. Students must wear school-approved attire. Detailed travel procedures will be explained and implemented by the supervising personnel.

Fire and Tornado Safety

Fire and tornado drills will be conducted on a regular basis to insure the proper and safe movement of all students and personnel should a fire or tornado occur. During a tornado warning, students are not permitted to leave the safe place unless a parent personally comes into the building and signs them out. The student's safety is of great concern to us. No unauthorized persons will be permitted entrance during school hours.

Fundraising Projects

To enable Gospel Light Baptist Academy to keep tuition rates as low as possible, we usually engage in several different types of fundraising projects each year. Some projects involve little

effort on the part of parents or students (ex. purchasing items through the school that you would purchase elsewhere). Some will admittedly require more work (school-wide auction and other special projects). To make Christian education affordable for our families, we set tuition lower than what is really needed. We then plan fundraising projects to make up the difference. We ask that each parent participate and help us so that we will be able to continue to offer the lowest rates possible.

A fundraising fee will be applied to each family that does not meet the minimum requirement for each fundraiser. This fee will be set per fundraiser. The fundraiser, minimum requirement, and fundraiser fee will be announced in a timely manner to give each family ample opportunity to meet the requirement.

Lunches and Snacks

Healthy snacks will be provided by the school in the morning for kindergarten students, and in the afternoon for all students staying past 4:00 p.m.

Children who stay for the afternoon must bring a bag lunch. Kindergarten lunches can be placed in the school refrigerator. 1st-12th grade student's lunches will be kept in the classroom until lunchtime. Any items that need to be microwaved should be labeled and placed in the appropriate cooler in the fellowship hall according to grade.

Please mark student's names clearly on the outside of their lunch boxes. If parents forget to send a lunch for their child, and we cannot get in touch with them, the child will be given food that we have in our snack supply. This cannot be done on any regular basis.

Parents or other guests must secure permission through the school office if joining their student for lunch. To insure student safety, all guests must check in and out through the school office.

Nap Time

Kindergarten students staying for the afternoon are required to rest at nap time. The school will provide nap mats. Parents are to provide a crib sheet and small cover or roll up nap mat for their child to use at nap time. Linens are sent home each Friday for laundering. Parents are responsible for providing fresh linens each Monday. Students may not share or borrow linens if theirs are forgotten.

Parent-Teacher Conferences

Parent-Teacher conferences may be requested at any time during the school year. All such conferences should take place at a pre-arranged time. Please contact the teacher in advance. Teachers are not permitted to take phone calls during class time. Impromptu conferences at the door during class time are discouraged as they divert the teacher's attention from the rest of the students and afford little privacy for the parent and teacher. Any situation that is not adequately addressed through a parent-teacher conference should be referred to the administration.

Parties

Parents may plan with the teacher to have a birthday party during school hours for their child. Parties should be kept simple and not last more than twenty minutes. Teachers may request for parents to assist in parties for Thanksgiving, Christmas, Valentine's Day, and other special occasions.

Pets and Toys

Because toys from home can be lost or misused by other children, they are not permitted except when approved by the teacher for show-and-tell or other class projects. Pets may be brought to school only after permission has been given by the teacher and the administrator. Students are not permitted to bring weapons or replicas of any kind at any time.

Photographs

Pictures taken of students and events may be used for promotional material and online. At the beginning of each school year, parents will sign a permission slip to this end.

Required Meetings

Parents and students are required to attend the following special meetings:

- Parent/Student Orientation
- Fall Revival Academy Night
- World Mission Conference Academy Night
- Gospel Light Baptist Academy Kindergarten Graduation and School Program (K2-K5 students)
- Gospel Light Baptist Academy High School Graduation and School Program (1st-12th grade students)
- Spring and Winter Night of Music

Special Programs

All students with parts in special programs (speech, instrumentals, choir, etc.) are required to attend. Unexcused absences will be reflected in a student's grade.

Telephone

Students may obtain permission to use the telephone in the Academy office for necessary calls. Students do not have permission to use mobile phones on campus during the school day.

Visitor and Volunteer Policy

If a parent or grandparent wishes to volunteer in our school, they are asked to make arrangements with the classroom teacher or administration prior to the day of the visit. All visitors should sign in at the school office, at which time they will be required to show a valid

picture ID.
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Gospel Light Baptist Academy

Earnestly contending for the faith in our generation.
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Code of Conduct

As a student of Gospel Light Baptist Academy, I believe that God has purposefully created me to serve Him with my life, regardless of calling or occupation. I desire to honor Jesus Christ in my pursuit of spiritual, academic, physical, and social excellence. I understand that God created us male and female with differing abilities and gifts. I believe the Bible is the inspired and perfect Word of God and willingly submit myself to obey it.

I pledge, with God's help, to uphold biblical standards against lying, cheating, swearing, smoking, gambling, dancing, using or talking favorably about narcotics, drinking alcoholic beverages, using indecent language, listening to secular or religious rock music, and watching questionable TV programs and videos. I will not embrace the perversion of homosexuality or changing my gender identity. I will not engage in touching, kissing, and hand-holding with those of the opposite sex. I will faithfully attend the meetings of my local church and will not miss meetings for work or entertainment.

I will act in an orderly and respectful manner. I will maintain Christian standards in courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, conduct, and other areas of life.

I agree to abide by these standards of conduct and the other regulations expected of each student enrolled at GLBA. It is my desire to live for Christ and to be a student here. I will not give the impression to other students, parents, or faculty that I am not in harmony with the goals and aims of this school. I also am in agreement with the statement of faith provided.

I understand that these standards are for my personal benefit and that failure to comply may result in my removal as a student of this school.

Student Signature: _____

Parent Signature: _____

Date: _____

