

Granite Baptist Academy

Student & Parent Handbook | 20262027

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INTRODUCTION

HANDBOOK OBJECTIVE:

This handbook is intended as a guide and does not include every policy or belief of Granite Baptist Academy. The administration reserves the right to update it at any time.

MISSION / PURPOSE:

Granite Baptist Academy is committed to helping every enrolled student grow spiritually, academically, socially, and physically through the lens of Scripture.

HISTORY:

The school was founded in 1975 as an educational ministry of Granite Baptist Church. After several years of offering only kindergarten, GBA added one grade per year until graduating its first senior class in 1989.

DOCTRINAL STATEMENT:

- We believe the Old and New Testament Scriptures are verbally inspired by God and without error in the original manuscripts and in the King James Version, which we use as our standard. They are the final authority in all matters of faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that God created the heavens and the earth and all life by direct act, not through the process of evolution.
- We believe man was created in God's image but fell into sin, incurring both physical and spiritual death.
- We believe Jesus Christ died as a representative and substitutionary sacrifice, and all who believe in Him are justified by His shed blood.
- We believe in Christ's bodily resurrection, His ascension, and His current role as our High Priest and Advocate.
- We believe all who place their faith in Christ are born again by the Holy Spirit and become children of God.
- We believe all who are truly saved are eternally secure.
- We believe in the imminent, pretribulation, premillennial return of Jesus Christ.
- We believe in the bodily resurrection of the just and unjust, everlasting life for the saved, and eternal conscious punishment for the lost.

- We believe that God creates each person as male or female and that these distinct, complementary genders reflect the image of God. Marriage is defined as the union of one man and one woman. Sexual intimacy is reserved for that union. All forms of sexual immorality are sinful, including but not limited to adultery, fornication, homosexual behavior, and pornography.
- All employees and volunteers at Granite Baptist Church and Academy are expected to uphold this statement on marriage, gender, and sexuality.
- We believe that redemption is available to all who repent and seek forgiveness through Jesus Christ.
- We believe all people must be treated with love, dignity, and respect. Hateful or harassing behavior is not in accord with Scripture.
- Granite Baptist Academy is an integral part of Granite Baptist Church. Parents understand that Baptist doctrine is taught in our Bible classes and that students of other persuasions may not proselytize.

PHILOSOPHY:

Granite Baptist Academy holds that a biblical philosophy of education must be rooted in three concepts: the primacy of God, the priority of God's Word, and the nature of children as created by God.

1. The Primacy of God

At Granite Baptist Academy, our approach to education is centered on God, guided by the Bible, and shaped by a biblical understanding of children.

- **God Comes First** We believe every subject should point to God as the source of truth and purpose. Whether it's math, science, or history, students are taught to see God's hand in everything they learn.
- **The Bible Guides Everything** God's Word is our standard for right and wrong. We don't just add Bible class to the day — we build every part of school life on Scripture, even when the culture says something different.
- **Every Child is Created by God** We see each student as uniquely made in God's image, with the ability to learn and grow. Some students need encouragement, some need to know Christ — we're here to help both, through strong academics and loving discipleship.

School Spirit

- School Verse:

"Have not I commanded thee? Be strong and of a good courage; be not afraid, neither be thou dismayed: for the LORD thy God is with thee whithersoever thou goest." -Josh. 1:9

- School Motto: "Forging the Next Generation"
- School Colors: Black, Gold, and Maroon
- Mascot: Guardians

Contact Information

- Phone: 410-761-1118 ext. 225
- Aftercare Phone: 410-790-0634
- Website: granitebaptistacademy.org

- Email: gba@granitebaptist.org

SCHOOL GOALS

Student Growth

“And Jesus increased in wisdom and stature, and in favour with God and man.” — *Luke 2:52* At Granite Baptist Academy, student growth is modeled after the example of Jesus Christ. We believe true education nurtures the whole child — intellectually, physically, spiritually, and socially. Each area of development is rooted in biblical truth and guided by our mission.

- **Wisdom** represents intellectual growth — the ability to apply knowledge rightly, especially in relation to God and others.
- **Stature** refers to physical growth — developing self-discipline and a healthy stewardship of the body.
- **Favour with God** reflects spiritual growth — cultivating a personal relationship with Christ through faith, obedience, prayer, and godly living.
- **Favour with man** speaks to social growth — demonstrating kindness, respect, humility, and Christlike character in relationships.

Balanced development in these four areas fosters the formation of well-rounded, Christcentered individuals who are equipped to make a difference in their homes, churches, and communities.

Academically, graduates of GBA will:

- Apply critical thinking skills
- Communicate effectively in writing and speech
- Demonstrate competence in core academic areas including Bible
- Read and comprehend both prose and poetry
- Use research tools such as dictionaries, encyclopedias, and library/internet resources

Spiritually, graduates of GBA will:

- Exhibit genuine love for God and others
- Recognize the primacy of God and priority of His Word in all areas of life
- Understand accountability to God
- Apply a biblical worldview to life's issues
- Demonstrate a burden for the lost
- Be faithful to church attendance
- Show respect for parents, teachers, and pastors

Physically, graduates of GBA will:

- Understand principles of healthy living
- Respect the body God has given them

Socially, graduates of GBA will:

- Develop friendships and practice kindness
- Appreciate the fine arts

- Demonstrate patriotism and respect for America
- Display proper etiquette and manners

Affiliation:

Granite Baptist Academy is a member of the Association of Baptist Church Schools (ABCS). ABCS provides oversight for our athletic and fine arts programs, representation with our state and federal legislators, and organizes our yearly teacher convention.

Accreditation

Granite Baptist Academy is a ministry of Granite Baptist Church and is not funded by the state or federal government. Our teaching staff is certified through the Professional Employee Certification Service and our school is accredited through the North American Christian School Accrediting Agency, and the National Council for Private School Accreditation. We are charter members of the American Christian Honor Society. We are registered with the Nonpublic School Approved Brands of the Maryland State Board of Education. Our Pre-School and Extended Care Programs operate under a Letter of Compliance granted to us by the Maryland State Department of Education through the Office of Child Care. Our graduates have gone on to excel in Christian and secular colleges and universities both in Maryland and around the country. Among our Alumni are teachers, pastors, missionaries, doctors, nurses, police officers, fire fighters, business owners, government employees, members of the armed forces, and graduates of the National Service Academies.

Non-Discrimination Policy

Granite Baptist Academy 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. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

As a ministry of Granite Baptist Church, we affirm that all people are created in the image of God (Genesis 1:27) and are equally valuable in His sight (Acts 17:26). Therefore, we strive to demonstrate Christlike love, respect, and fairness toward all, in accordance with biblical principles and our commitment to honor the Lord in all we do.

OUR ADMISSIONS POLICY

- Apply through the FACTS. Management website www.factsmgt.com. This should include an academic transcript and/or current report card, (1st-12th grade)
- Schedule an interview with the Administrator. The applicant should attend the interview with the parents. If requested by the Administrator, the student may be given an assessment test. An applicant entering the first grade is given a readiness test.
- If given approval after the interview, the family will receive an emailed invitation to enroll. The parents should at that time complete the enrollment process through FACTS Management and pay the Registration Fee. This includes signing the Parent Cooperation Agreement (both parents) and the Student Cooperation Agreement for student's 4th grade and up.

Class sizes are limited. Early registration is strongly recommended. The deposit on the enrollment fee is non-refundable unless the child is not accepted due to academic, church affiliation, or grade-level space limitations. We do not accept students with outstanding balances from other schools. If you are unable to access the website, please call (410) 761-1118 or stop in during business hours (Mon-Fri, 8 AM to 3:30 PM).

Before formal acceptance, all required forms must be completed and submitted, including an official birth certificate, a valid Maryland Certificate of Immunization, and health records. Final acceptance and grade placement are determined by assessment results, church involvement, and the student's behavioral history.

Students in K3 through 1st grade must meet age requirements as defined by the Maryland State Department of Education. No student will be enrolled who is more than two years older than the typical age for their grade level.

Re-enrollment Current students of GBA are not automatically enrolled for the following year but are given preferential consideration. Each returning student must re-enroll for each new school year. Parents will be notified of the re-enrollment dates. At the time of re-enrollment, you will need to complete the enrollment forms and pay the registration fee. All families need to sign and return the Registration Form, Emergency Form and Parent Cooperation Agreement. Returning 4th grade through 12th grade students will need to sign the Student Agreement form. In addition, 7th through 12th grade students need to complete the Church Information/Pastoral Reference form. Due to limited class size and the number of new student requests received, reenrollment should not be delayed.

Attendance Privilege Attendance at Granite Baptist Academy is a privilege and not a right. This privilege is extended to those who are willing to abide by our standards of conduct and academics. The school reserves the right to withdraw the privilege of attendance from any student whose influence is considered harmful or whose behavior is in opposition to the spirit and philosophy of the school, regardless of whether or not there has been a violation of specific rules and regulations.

Financial policies

Granite Baptist School neither solicits nor accepts government funds of any kind, including vouchers. Therefore, it is necessary that tuition and fees be paid when due. The school makes every effort to keep tuition rates and all other fees at the lowest possible level.

All tuition and fee payments should be made online via the FACTS Management system.

A \$25 late fee will be charged ten days after a scheduled payment in which payment has not been received. **If a tuition bill is late for 30 days, the student will be financially withdrawn immediately.**

For withdrawing students, a request to withdraw must be submitted in writing by the parents before charges will stop. Tuition will not be prorated for partial attendance during a month.

Returned checks will incur a \$35 fee. After two returned checks, all future payments must be made via money order or cashier's check.

Discounts for Granite Baptist Church members are available. To be considered current and active, membership must be recorded with the church and attendance must be regular, as determined by pastoral staff.

School day:

Half day K3-K5 8:00am - 11:50am Full

day K3-K5 8:00am - 3:00pm

Grades 1-12 8:00am - 3:00pm

Arrival and dismissal procedures

For the safety and orderly transition of students, the following arrival and dismissal procedures are in place:

Morning Arrival

- Beforecare in the gym begins at 7:00 AM.
- Students may report to their classrooms between 7:45 AM and 8:00 AM.
- Students arriving after 8:00 AM will be marked tardy.

Afternoon Dismissal

- Dismissal begins at 3:00 PM for grades K5–12.
- Half-day students (K3–K5) are dismissed at 11:50 AM.
- Any student remaining on campus at 3:21 PM will be signed into aftercare, no enrollment needed.

Aftercare

Aftercare provides supervised care for students after the school day. Any student remaining on campus at 3:21 PM is signed into aftercare; no advance enrollment is needed. All aftercare charges are billed to the family's FACTS account.

Hours and Billing

- Aftercare operates from 3:21 PM to 6:00 PM.
- 3:21 PM – 4:00 PM: \$8.00
- 4:01 PM – 5:00 PM: \$12.00
- 5:01 PM – 6:00 PM: \$15.00
- An additional \$1 per minute is charged for every minute past 6:00 PM.

Half-Day Students

Half-day K3–K5 students are dismissed at 11:50 AM, and the expectation is pickup at that time. Midday care is available as needed for families who require it and is billed to the FACTS account as follows:

- 12:00 PM – 1:00 PM: \$8.00 • 1:00 PM – 2:00 PM: \$12.00
- 2:00 PM – 3:00 PM: \$15.00

A half-day student who remains into the regular after-school period is billed the standard aftercare rates above in addition to any midday charges.

Late Pickup

Repeated late pickups place a strain on staff and students. Three or more late pickups in a quarter will result in a written notice to the family. Continued late pickups may result in additional fees or the loss of aftercare privileges at the administration's discretion.

Behavior Expectations

Students in aftercare are expected to follow the same standards of conduct and respect required during the school day. Aftercare uses one simple behavior ladder across all settings: first, a verbal reminder and redirection; continued misconduct results in a written warning that requires a parent signature; repeated misconduct may result in the loss of aftercare privileges.

Classroom Aftercare

- Students remain in the assigned classroom and may not wander the building.
- Snack is eaten in the designated area; students clean up after themselves, and drinks must have secure lids.
- A calm, orderly atmosphere is expected — this is a time for homework, reading, and rest. Students who finish their work may use the quiet activities provided.
- Students treat the classroom, furniture, and materials with care and leave the room as they found it.
- Personal devices follow the school's regular technology policy and are used only with staff permission.
- Students follow staff instructions the first time and show aftercare staff the same respect they show their teachers during the day.

Gym Aftercare (Wednesdays)

- The vending machine may be used only before snack.
- Only drinks with secure, screw-top lids are permitted.
- Sports equipment is used only with permission and may be revoked at any time.
- The gym is divided by age: lower elementary students play nearest the locker rooms, and older students at the opposite end.
- Misconduct results in a written warning requiring a parent signature; repeated misconduct may result in the loss of aftercare privileges.

Playground Aftercare

- Students play only in the designated areas and stay within sight of staff at all times.
- Equipment is used safely and properly; rough play, wrestling, and tackling are not permitted.
- Students may not leave the playground area without staff permission.
- Students share equipment and include others kindly.
- Staff decide when weather or conditions require moving indoors.
- Before going inside, students help gather and return all equipment.

Notes

- If someone other than the usual pickup person will be taking a student home, that person must be added to the approved pick-up list through the school office.
- For the safety of all students, please avoid using your phone during drop-off or pickup.
- No aftercare is provided when school closes early due to severe weather.

Lunch Program

Beginning with the 2026–2027 school year, Granite Baptist Academy partners with Lunch Box (by All About Lunch) to provide daily hot and cold lunch options for students in K3–12th grade. Lunch Box is a nut-free, family-owned catering company serving schools throughout Maryland.

How It Works

- Menus are posted online two weeks in advance.
- Parents order and pay for lunches directly through Lunch Box's online system, linked from the parent page on the school website.
- Orders must be placed by midnight the night before the school day.
- Families may continue to send lunch from home as an alternative to ordering through Lunch Box.

Grade-Level Procedures

- K3–2nd Grade: Classroom aides assist students with opening containers and preparing their lunch.
- 3rd–12th Grade: Microwaves are available for students to heat their own lunch as needed.

Daily Verification

Lunch Box orders are verified each day by school staff to ensure every student's order is accounted for and distributed correctly.

Special Lunches

Occasional special lunch offerings will be announced separately throughout the school year.

Allergies & Dietary Needs

Lunch Box offers gluten-free and vegetarian menu options. Parents with specific dietary concerns should select accordingly when ordering, or contact the school office with questions.

Absences Policy

Excused Absence

Reasons for lawful absence are illness, medical or dental appointments, death in the immediate family, hazardous weather conditions, or a family trip.

- **Illness:** Excused absence applies only to personal illness of the student, and not to illness of other family members. In the event of a contagious illness, medical clearance must be given by the family physician before the student may return to class.
- **Medical/Dental Appointments:** As much as feasible, we ask that parents schedule medical/dental appointments at times other than school hours.
- **Death in the immediate family:** Immediate family is defined as parents, grandparents, brother, sister, uncle, aunt.
- **Hazardous weather conditions.**
- **A specially arranged activity by one's own church** (not going with a friend's church youth group).

- Pre-arranged Family Trip: Though parents are discouraged from scheduling family trips or vacations while school is in session, we recognize there may be an occasion where a genuine family need necessitates an out-of-town trip. Such absences will be considered excused if the conditions below are met. Please note that failure to follow pre-arranged family-trip absence procedures may result in the absence being unexcused. Pre-planned absences will apply to the total allowable absences for the entire school year with the following qualifications:
- **No work will be given in advance.** All work assignments will be given to the student upon return.
- Upon return, all missing work, including assignments, tests, and projects, must be completed. The student will be given as many days as he/she was absent to complete the work in order to receive full credit. • The time of absence does not exceed five school days.
- The trip is not during semester/final exams or standardized testing.
- Any exceptions to the excused absence policy must be approved in advance by the Administration.

Unexcused Absence

Absence from school for any reason other than those listed above constitutes an unexcused absence. Examples include:

- Involvement in activities that are not school related such as shopping, babysitting, running an errand for parents, and working.
- Time absent from school beyond the required time for travel to and from a medical/dental appointment and the appointment itself.
- No written excuse received by the Office for absence within two days of return.
- Other absences deemed unexcused by the Administration.
- Truancy and/or leaving campus without permission will not be tolerated and may result in immediate expulsion from school.
- Excessive and flagrant unexcused absences in the K5 through grade 12 may be grounds for dismissal.

Accumulative Absence

1. Students absent for more than five consecutive days due to an illness may be required to bring a medical excuse, signed by the family physician, upon returning to school.
2. After a cumulative absence (whether excused or unexcused) of 20 days per school year, a student will not be promoted or graduated without an official review by the Administration in consultation with all staff involved with the student. The student may be required to complete an acceptable summer school program if the overall academic average is below a C, or 2.0 GPA. A meeting will be held with the parents to discuss the findings.
3. After a cumulative absence (whether excused or unexcused) of 30 days per school year, a student must repeat the grade next year, unless a valid doctor's excuse for an extended or chronic illness is on file in the School Office. Grades must be maintained at a C average or higher.

Absence Notes

A written excuse clearly and specifically stating the date(s) of the absence, the reason for the absence and signed by the parent/guardian must be brought to the school secretary by the

student on the morning of his return to school. When absence is due to a medical/dental appointment, the student should bring to the Office a signed slip from the doctor's office indicating that appointment. All excuse notes will be kept on file by the School Office for the remainder of the school year. Any absence not accompanied by a note will be considered unexcused. **Make-Up Work Due to Absences**

Missing school invariably leads to missing academic work or material. Upon return to class, it is the student's responsibility to see the teacher(s) about assignments, tests, quizzes, and other information that was missed. Arrangements for make-up work should be made the first day upon returning to class. Generally, one day will be given for every day absent to make up the work. When a test is scheduled in advance of a student's absence and the student is in attendance on the day just prior to the test, but not in attendance on the day of the test, the student is required to take the test on the first day back to school whether it be a Monday or a Thursday. Secondary students who miss a test due to an excused absence should plan to stay after school on the day of their return and take the test from 3:00-3:30pm.

Example #1: On Monday, the teacher informs the class that a test will be given on Friday. Any student who is absent on Friday (assuming they were not absent any other days that week) will be expected to take the test on Monday, or the first day back whichever comes first.

Example #2: A teacher announces that a test will be given on Wednesday. A student who was present in class both Monday and Tuesday, but absent on Wednesday, will be responsible to take that test on the first day back to school even if that first day back is a Thursday.

Exception to above examples: If the student is not in attendance the day prior to the test, the student is not required to take the test on the first day back to school. This rule assumes that a review will have taken place in class on the day prior to the test being given. However, if no review or new information was presented in class the day before the test (and the student was aware of that) the student will be responsible to take the test on the first day back to school

Tardiness Policy

Tardiness Defined

It is important that all students arrive at school on time. Learning to be punctual is an important life skill that will serve the student well in whatever endeavors he pursues beyond school. Any student who arrives at school after 8:00 am or is not in his assigned room or location at 8:00 am will be considered tardy to school. Those who arrive after 10:00 am or leave before 1:15 pm will be considered ½ day absent. Students who arrive after 10:15 am will not be allowed to participate in that day's extra-curricular activities.

Excused Tardy

The occasional unavoidable delays such as car trouble, traffic jams, severe road conditions, power failure or doctor/dentist appointment are acceptable reasons for tardiness. All work and tests missed may be made up. Excessive excused tardiness in K5 - 12th grade will require a meeting with the Administration.

Unexcused Tardy

The Administration reserves the right to determine if a tardy should be excused, but unacceptable reasons for tardiness include oversleeping, stopping for gas or other items. Excessive unexcused tardiness in K5 - 12th grade will require a meeting with the Administration.

Secondary students who are unexcused tardy will receive one demerit. Excessive tardiness due to traffic or any unexcused reason (more than 15 per year) will result in the child being given an unexcused absence for every subsequent five occurrences. **After every 3rd**** unexcused tardy, a fee of \$5 will be charged to the student's account.**

i.e. A student is marked as unexcused tardy three times, on the 4th unexcused tardy, \$5 will be charged. The student is marked as unexcused tardy another three times, on the next unexcused tardy, \$5 will be charged again.

Tardy Notes

Any student arriving late must bring to the School Office a note signed by a parent/guardian, (or have the parent/guardian sign them in) with an explanation that clearly and specifically states the reason for being tardy. An admittance slip, which will be marked excused or unexcused depending on the circumstances, will then be given to the student to attend classes. If an excuse note is not brought by the second day following the tardy, the tardy will be marked unexcused.

Perfect attendance

Each year on the last day of school, GBA conducts an awards assembly for grades 1-12. In addition to the academic awards, we also recognize students with perfect attendance for the year. Eligibility for this award is contingent upon the following stipulations:

1. The student has not had any absences (whether excused/unexcused) during the year.
2. The student has one or less unexcused tardy occurrences during the year.

Early dismissal

If a student needs to be picked up during school hours, arrangements should be made in advance with the School Office, preferably via a written request submitted to the attendance secretary by 8:15 am. The parent should come to the School Office and sign the student out. Parents are not to go directly to the classroom to pick up a student. If the student returns the same day, the parent must bring the student to the Office and sign in.

Emergency closings & inclement weather

- Decisions to close school for an impending or occurring weather related event will be made by the School Administration. In most cases, decisions to close school will be made by 5:30 am. We will monitor all relevant weather reports as well as what the Anne Arundel County Public Schools are doing during a particular storm event, **but we do not automatically follow them. It is therefore important to verify GBA openings or closings using the following options:**
 - a. Check your designated communication device (cell phone, email, etc.) that you specified for use by our ***Parent Alert Communication System***.
 - b. Check the GBA website: www.granitebaptistacademy.org
 - c. Call the school at 410-761-1118
 - Press #2 for the School Office
 - After getting School Office, press #2 for weather related information.
 - Please note that late openings are sometimes changed to closings • If we open late, half-day K3, K4 and K5 students do not report to school.

- Once school is in session, we **normally** do not close early, because most of our students are unable to leave early due to the work schedules of both parents. However, if weather conditions are severe enough school will close early, and parents should be prepared with arrangements to pick up their children no later than 3:15 as there will be no aftercare provided during severe storm conditions. In either case, if a parent desires to pick up their children early due to inclement weather, permission will be granted.
- In the event of a State of Emergency declared by the Governor we will close schools in order to follow the Governor's order. If an emergency stay-at-home order is given for longer than one week, we will transition to virtual learning until the State of Emergency is lifted.

Academic policies

Philosophy: Granite Baptist Academy is committed to academic excellence grounded in biblical truth. We aim to challenge students intellectually while helping them develop the discipline, integrity, and work ethic that honor the Lord.

Grading Scale GBA uses a standard percentage-based grading scale:

Percentage	Letter Grade	GPA Value
90–100	A	4.0
80–89	B	3.0
70–79	C	2.0
60–69	D	1.0
Below 60	F	0.0

Homework Policy

- Homework is an essential part of academic growth and time management.
- Elementary students are assigned approximately 10–15 minutes of homework per grade level each day.
- Secondary students are assigned approximately 15–20 minutes of homework per subject.
- Students are expected to complete homework neatly and on time.
- Repeated late or missing assignments may affect academic standing and result in parent notification or detention.

Tests & Quizzes

- Tests are given at the conclusion of major units and announced in advance.
- Quizzes may be given with or without notice to reinforce daily learning.
- Students are expected to make up missed tests or quizzes within the same number of days in which the student was absent.

Academic Integrity

- Cheating, copying, or using unauthorized assistance (including AI without permission) is strictly prohibited.
- Plagiarism — presenting someone else's work or ideas as your own — will result in disciplinary action.
- Repeated academic dishonesty may result in suspension or expulsion.

Progress Reports & Report Cards

- Two progress reports are issued each quarter before the report card.
- Report cards are issued quarterly.
- All progress reports and report cards are delivered via email.
- Parents are encouraged to check the FACTS Family Portal regularly and partner with teachers to support their student's success.
- Students may not use AI tools (such as ChatGPT, Grammarly, or image generators) to complete or assist with school assignments unless explicitly permitted by a teacher.

GRADUATION REQUIREMENTS:

Granite Baptist Academy requires 22 credits ***plus one credit per year in Bible for each year in attendance***. These credits are accumulated during the ninth through the twelfth-grade years (with the exception of Algebra I now offered in 8th grade). A unit of credit is defined as “a planned course of at least 120 clock hours of classroom instruction” or as “the value placed by the school Administration on independent study.” Satisfactory completion of all courses and the receiving of earned credit require the minimum of a “D” letter grade. Except in rare instances, all credit hours will be earned by taking regular classes here at Granite Baptist Academy. GBA does not accept credit hours earned otherwise unless agreed upon in advance by the Administration. Bible credits earned at a previous accredited Christian school are accepted toward the Bible requirement. The following twenty-two units of credit are required, plus Bible:

Subject	Credits
Bible	1 per year of attendance
English	4
History / Social Studies	3
Math	4
Science	3
Spanish	2
Physical Education	1
Speech	½
Health	½
Financial Literacy	½
Academic Track Electives	3½

Course requirements by subject:

- **English** — four years.
- **History / Social Studies** — Geography (½ credit, 9th grade), American History (1 credit, 10th grade), World History (1 credit, 11th grade), and Government & Economics (½ credit, 12th grade).
- **Math** — Algebra I, Algebra II, Geometry, and one math elective. College-bound students are strongly encouraged to take Pre-Calculus and Calculus.
- **Science** — Physical Science, Biology, and at least one credit of Chemistry, Anatomy, or Physics. College-bound students are strongly encouraged to take four years of science.
- **Spanish** — two years.
- **Financial Literacy** — one semester.
- **Academic Track Electives** — 3½ credits chosen according to the student's academic track.

In addition to the above credits, attendance on the senior trip, scheduled in the spring of the senior year, is a requirement for graduation.

Assigning credit by course length. A unit of credit is defined as a planned course of at least 120 clock hours of classroom instruction, or as the value placed by the Administration on independent study. In practice, credit is assigned by the number of days a course meets: a quarter-length course (35–45 class days) earns $\frac{1}{4}$ credit, a semester-length course (65–85 class days) earns $\frac{1}{2}$ credit, and a full-year course (150–170 class days) earns 1 credit.

Community Service

“By love serve one another.” (Galatians 5:13). Serving others is an expression of Christ’s love and a mark of Christian character. As part of graduation, each Secondary student gives of their time in genuine service to others.

Requirement. Students complete 60 hours of approved community service to graduate. Transfer students complete 15 hours for each year of attendance at GBA.

What qualifies. Community service is volunteer work done to help others, beyond the student’s own responsibilities, that is not performed for personal profit. The question to ask is simple: is this serving someone else, or is it something I am already responsible for?

- **Counts:** community outreach, serving at a food pantry, caroling at a nursing home, helping with a downtown clean-up, or setting up for a community event.
- **Does not count:** duties a student already carries (for example, setting up for a school play they are performing in), work done for pay, or activities that mainly benefit the student. Donation-based efforts may count when the student is serving others and not profiting personally.

Approval and verification. All hours must be confirmed by the volunteer leader or supervisor at the event and approved by administration to count. Students record their hours on the school’s Community Service Verification Form, available from the office.

Valedictorian and Salutatorian

The valedictorian and salutatorian are the two graduating seniors with the highest and second-highest class standing. These honors recognize sustained academic excellence and Christian character across a student’s high school years.

- **Class standing** is determined by cumulative, unweighted grade point average across grades 9–12. Courses taken before ninth grade, including high-school-level courses completed in eighth grade, are not counted.
- **Eligibility.** A student must be enrolled at Granite Baptist Academy for all four years of high school (grades 9–12) to be eligible.
- **Good standing.** The honoree must be in good standing in conduct — for example, having no suspensions during the senior year — so that the student recognized also reflects the character of the school.
- **Tiebreaker.** If two students finish with identical grade point averages, the honor is determined first by the most credits earned, and then, if still tied, by the more rigorous course load.

Dual Enrollment

Granite Baptist Academy offers qualified students the opportunity to participate in dual enrollment for approved college-level courses. Dual enrollment allows students to earn both high school and college credit simultaneously, providing an advanced academic experience and preparation for post-secondary education.

- Eligibility: Students may qualify for dual enrollment based on academic performance, maturity, and readiness, as determined in consultation with school administration.
- Approval Process: All dual enrollment courses must be pre-approved by Granite Baptist Academy administration to ensure alignment with our academic standards and mission.
- Tuition: Students participating in dual enrollment are responsible for:
- Granite Baptist Academy tuition at the standard rate.
- All tuition and fees charged by the college or university offering the dual enrollment course(s).
- Consultation Requirement: Students and parents must meet with school administration prior to enrolling in any dual enrollment course to review academic readiness, scheduling considerations, and course approval.
- Course Load: Dual enrollment courses must fit within the student's overall academic plan and may not conflict with required GBA classes, programs, or activities.

GRADE FAILURE IN ELEMENTARY:

Failure of two major subjects will necessitate a review by the Administration to determine whether the student should be promoted to the next grade. In grades one through six, if failure is in language, reading, or math, the Administration will review the student's academic record, and the student may be required to be tutored during the summer months with an approved tutor in order to advance to the next grade level.

No student in K3, K4 or K5 receives failing marks. However, each K5 student will take a readiness test for the 1st grade, and should the student not perform at an acceptable level, or if it is the opinion of the K5 teacher that the student lacks maturity, the Administration reserves the right to not place the student in the first grade.

GRADE FAILURE IN SECONDARY:

Failure of two major subjects will necessitate a review by the Administration to determine whether the student should be promoted to the next grade. In grades seven and eight, if failure is in English or Math, the Administration will review the student's academic record, and the student may be required to be tutored during the summer months with an approved tutor in order to advance to the next grade level.

In grades nine through twelve, any required courses failed will need to be retaken either during the summer months by an approved tutor, or during the following school year as the schedule permits. Home school credits earned during the summer months between academic years will not be accepted. Credits earned will determine the student's grade level. The following serves as a guideline:

- **Sophomore (10th grade):** 6 cumulative credits
- **Junior (11th grade):** 12 cumulative credits
- **Senior (12th grade):** 18 cumulative credits

Fine Arts

All students are encouraged to participate in our fine arts programs, which include music, drama, and visual arts. Participation in these programs is a privilege and carries with it the responsibility of representing Granite Baptist Academy in a manner consistent with our Christian testimony.

Students involved in fine arts events may be required to attend rehearsals and performances outside of regular school hours. Parents will be given advance notice of any additional time commitments.

Specific dress guidelines for fine arts performances will be provided in writing prior to each event. Students are expected to comply fully with these guidelines.

Failure to meet the behavioral, academic, or dress standards for fine arts programs may result in removal from the activity.

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” — Colossians 3:23

DISCIPLINE AND RESTORATION POLICY

Discipline is a vital part of the learning process and is rooted in love, correction, and restoration. Its purpose is to help students grow in character and maturity, and to maintain a safe, Christhonoring school environment.

“He that spareth his rod hateth his son: but he that loveth him chasteneth him betimes.” (Proverbs 13:24) “Whom the Lord loveth he chasteneth...” (Hebrews 12:6)

Students are expected to:

- Show respect to staff, peers, and property
- Obey school rules promptly and with a good spirit
- Speak truthfully and avoid coarse, profane, or hurtful language
- Maintain a spirit of cooperation and humility
- Take responsibility for their actions

Restoration:

When discipline is necessary, it should be handled with humility and grace. Our goal is always restoration, not humiliation. Students may be required to apologize, make restitution, or seek counsel when trust has been broken.

Granite Baptist Academy does not administer corporal punishment. However, we support and respect the right of parents to apply biblical discipline within their own homes.

The administration reserves the right to address behaviors not explicitly listed in this handbook but which violate the school’s biblical standards or spirit of cooperation.

Elementary Discipline System

Each elementary teacher develops an age-appropriate, administration-approved classroom discipline system. While the details may vary between classes, when discipline records are entered into our school management system, FACTS, the term “**demerit(s)**” is used for schoolwide consistency. For elementary students, each office visit equals **three demerits**.

K3–2nd Grade:

- **3 & ** 6 Demerits**** – Verbal warning and parent notification
- **9 Demerits** – Lunch detention and parent notification
- **12 Demerits** – Detention and parent notification
- **15 Demerits** – One-day suspension and parent notification

3rd–6th Grade:

- **3 Demerits** – Verbal warning and parent notification
- **6 Demerits** – Lunch detention and parent notification
- **9 Demerits** – Detention and parent notification
- **12 Demerits** – One-day suspension and parent notification

Notes:

- Parents will be contacted promptly when a student reaches any discipline level listed above.
- Administration reserves the right to adjust consequences based on the nature and severity of the offense, in alignment with the school's overall discipline philosophy.
- Following a one-day suspension, the administration will meet with the student and parents to create a personalized discipline plan. This meeting is intended to address concerns directly, provide support for improvement, and ensure a positive path forward. Prompt cooperation is essential so we can work together to help the student succeed.

Secondary Discipline System The goal of discipline at Granite Baptist Academy is to develop Christlike character, personal responsibility, and respect for authority. While consequences are necessary to correct behavior, our ultimate aim is to disciple the heart and encourage spiritual growth. We will not only correct behavior, but also work to restore the student to a right relationship with God, authority, and peers.

Procedures:

- Demerits are temporarily recorded on a classroom behavior event sheet, initialed by the student to confirm they have been informed of the pending demerits.
- Demerits are then entered into FACTS according to the guidelines outlined in this handbook.
- Major offenses are referred to Administration for review; upon review, the appropriate number of demerits will be entered into FACTS.

Accumulation of Demerits (Demerits reset to zero each semester)

- 9 Demerits – After-School Detention
- 15 Demerits – After-School Detention • 18 Demerits – After-School Detention
- 21 Demerits – After-School Detention
- 24 Demerits – Disciplinary Plan and Suspension*
- For each three demerits beyond 24, the student will serve an After-School Detention
- 40 Demerits – Disciplinary Plan and Suspension*
- 50 Demerits – Expulsion

Secondary offenses / demerits

The offenses below are grouped by the number of demerits assigned. Some carry an additional immediate consequence — such as lunch detention, suspension, or a disciplinary plan — noted with the offense. Major offenses are referred to Administration for review before demerits are entered into FACTS.

Warning (0 Demerits)

- Dress code violation — hair. Mrs. Leeds is notified and sends a letter home; the student does not return to class until the hair is corrected.

1 Demerit

- Disobedience, Tier 1 — failure to follow instructions (no disruption, a single moment)
- Disturbing another student's property
- Dress code violation (minor)
- Eating, drinking, or chewing gum anywhere
- Littering
- Out of class without a pass
- Poor decision-making — talking without permission, being unprepared for class, or honest mistakes that cause small disruptions
- Possession of prohibited items, Class 1 — toys, distractions, and similar non-dangerous items

3 Demerits

- Attitude or speech that is unkind, unreceptive, or critical
- Bullying, Tier 1 — verbal intimidation of a victim who does not defend themselves (lunch detention)
- Disobedience, Tier 2 — disorderly conduct; active disruption affecting the environment, such as excessive talking
- Horseplay — pushing, shoving, and similar, anywhere, including halls, buses, and events
- Inappropriate conduct, Tier 1 — hand-holding, hugging, or non-vulgar language (lunch detention)
- Littering — purposeful (lunch detention)
- Property — defacing that could be accidental
- Tardy to class without excuse

5 Demerits

- Disobedience, Tier 3 — direct disobedience with no attitude given, including prolonged disruptive behavior
- Dress code violation — morality (for example, skirt or short length), anytime on campus and at church events, sporting events, and similar
- Skipping class (suspension)
- Worldly music

9 Demerits

- Any action that endangers the safety of others — must show intent and maliciousness (disciplinary plan)
- Bullying, Tier 2 — verbal intimidation with light physical contact toward a victim who does not defend themselves (in-school suspension; disciplinary plan)
- Dishonesty — lying, cheating, or forging signatures (one-day suspension; for cheating, a failing grade on the assignment)
- Disobedience, Tier 4 — open defiance with attitude; confrontational (suspension; disciplinary plan)
- Inappropriate conduct, Tier 2 — possession of alcohol, cigarettes, vapes, and similar; possession or viewing of indecent or obscene (non-pornographic) material; vulgar language (suspension; disciplinary plan)
- Property — vandalism, minor (disciplinary plan)

20 Demerits

- Bullying, Tier 3 — intent to harm, or actual harm, toward a victim who does not defend themselves (three-day home suspension; disciplinary plan)
- Fighting or physical aggression causing harm, with intent and malice† (suspension; disciplinary plan)
- Inappropriate conduct, Tier 3 — kissing, romantic physical touching, sexual communication, or smoking or drinking alcohol (suspension; disciplinary plan)
- Possession of prohibited items, Class 2 — weapons, obscene material, smoking paraphernalia, and similar (recommended for expulsion; disciplinary plan)
- Property — theft (suspension)
- Property — vandalism, major (suspension; disciplinary plan)
- Skipping school (suspension)

25 Demerits

- Inappropriate conduct, Tier 4 — lewdness; sexually explicit behavior (suspension; disciplinary plan)

50 Demerits — Expulsion

- Alcohol or drugs anytime, anywhere, including summer break (recommended for expulsion)
- Immorality anytime, anywhere, including summer break — pornography, pornographic material, intimate relationships, and similar (expulsion)

† Fighting at this level requires intent and malice. A student who uses reasonable, proportionate action to protect themselves and stops once safe is not treated as fighting.

Note: Demerits apply to all aspects of school life — including the regular school day, field trips, programs, athletic events, and other school-sponsored activities. Penalties are not “skipped over”; when a student crosses an accumulation mark, the consequence for that mark is served (see “Accumulation of Demerits” above).

Definitions of Disciplinary Actions

- After-School Detention – Held from 3:20–4:00 PM, during which the student will clean classrooms or assist with other assigned tasks. Students will miss any extracurricular activities while serving detention.
- Lunch Detention – Students eat in designated seat without social interaction.
- In-School Suspension – The student is assigned to an elementary classroom for the entire day to act as a teacher-helper under staff supervision.
- Out-of-School Suspension – The student is not allowed to attend school or extracurricular activities. Missed work will receive a zero grade unless approved by administration.
- Disciplinary Plan – A formal parent conference where administration, parents, and the student agree on personalized behavioral expectations moving forward. The plan includes specific consequences for violations, which may include expulsion. Administration may implement a disciplinary plan when patterns of behavior indicate that additional structure and accountability are necessary. While a student is on a disciplinary plan, participation in extracurricular activities is at the discretion of administration; the standard athletic eligibility requirements continue to apply regardless.

Anti-Bullying Policy

“Be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you.” (Ephesians 4:32)

Granite Baptist Academy is committed to providing a safe environment where every student is treated with kindness and respect. Bullying of any kind is contrary to the character of Christ and will not be tolerated.

What bullying is. Bullying always involves a victim — a student who does not or cannot defend themselves — and it is addressed according to its severity: verbal intimidation (Tier 1); verbal intimidation joined with light physical contact (Tier 2); and the intent to harm, or actual harm done to another (Tier 3). Bullying may be physical, verbal, social, or online, and each tier is addressed through the discipline process (see the demerit schedule). An isolated unkind comment is addressed as an attitude or speech violation; bullying describes conduct directed at a student who does not or cannot defend themselves.

If you are bullied, or see it happen. Tell a teacher, administrator, or trusted adult right away — reporting is never tattling. Students are encouraged to pray for those who mistreat them and to avoid retaliation, trusting the matter to their teachers and administration.

The school’s response. Reports are taken seriously and investigated. Confirmed bullying is addressed through the discipline process (see the demerit schedule), and administration will involve parents and provide support to the student who was harmed.

DRESS CODE

Philosophy

At Granite Baptist Academy, we believe that dress should reflect modesty, distinction, and a spirit of readiness to learn. Our goal is Christ-honoring personal appearance. The Bible teaches principles of modesty (1 Tim. 2:9), gender distinction (Deut. 22:5), and appropriateness (1 Cor. 10:31), which form the foundation of our dress standards. Students are expected to present themselves in a manner that reflects the values of Granite Baptist Academy. Uniforms must be purchased from our approved vendors to ensure consistency in style, quality, and modesty standards.

General Guidelines for All Students:

- Students must wear approved uniforms, purchased from our approved vendors:
- Tommy Hilfiger Uniforms (Global Schoolwear):
www.globalschoolwear.com/school/GRAN03 | 877.825.2860
- Modesty in Motion: www.modestyinmotion.com | 1-443-846-2561
- Uniforms previously purchased from Lands’ End remain acceptable during the transition.
- Clothing must be clean, neat, modest, and appropriate for a Christian school environment.
- Hair should be neatly groomed and worn in natural colors and styles, avoiding extreme or distracting styles.
- No hats, hoodies, or sunglasses are to be worn inside the classrooms.
- No tattoos, marking your body, or body piercings (other than up to two earrings per ear for girls).

- Students are to arrive at school and remain in full uniform during the entire school day unless directed otherwise by administration.
- Violations of the dress code may result in warnings, demerits, parent contact, or being sent home to change. When a student arrives out of dress code, the school may provide the needed item (shirt, skirt, belt, etc.) and bill the family's account. Final decisions rest with administration.
- **Footwear (all students):** Shoes must be closed-toe and closed-heel and in mostly solid colors; athletic shoes and dress shoes are both acceptable. Socks (or tights for girls) are always required. The following are not permitted: flip-flops, sandals, slides, Crocs, slippers, and slipper-style shoes, including slipper-style Ugg footwear. Weatherappropriate boots may be worn to and from school in inclement weather but must be changed out for classes.

Boys:

- Collared shirts w/logo required (polo or button-down)
- Dress pants or uniform-style khakis (no jeans or joggers)
- Hair should be conservative in style, above the eyebrows, ears, and collar
- Hair should reflect masculinity in a natural color and style; no spikes, Mohawks, or braids
- No facial hair, sideburns to the middle of the ear
- Pants must be worn at the waistline; belts required if pants have belt loops
- Wearing of make-up, necklaces, earrings, and bracelets are not permitted

Girls:

- Jumpers or skirts must cover the knee while sitting and standing
- Blouses and tops must have modest necklines and always cover the midriff
- No sheer, tight, or low-cut clothing
- Leggings may be worn only under skirts, not as pants
- Hair should reflect femininity in appearance and style in a natural hair color
- No heavy makeup or excessive jewelry

PE Uniform (7th through 12th):

- Loose-fitting athletic shorts for the boys or skorts for the girls (must cover the knee)
- T-shirts must have modest necklines; approved Granite branding only
- No yoga pants, leggings as pants, tank tops, or cropped shirts
- Modest, functional footwear required; please, no black soles, open-toed shoes or crocs
Elementary students (K3–6th grade) are not required to change for regular PE, and no gymclothes purchase is required for regular PE.

School Athletic-Wear Outfit

All students have an approved school athletic-wear outfit for designated active days such as field trips, field day, and the Color Fun Run. These days are announced well in advance and appear on the school calendar. The outfit consists of:

- Girls: Modesty in Motion culottes with the approved Granite T-shirt
- Boys: Tommy Hilfiger athletic shorts with the approved Granite T-shirt
- All students: the approved Granite T-shirt

This athletic-wear outfit is distinct from the regular PE uniform and is worn only on the designated days.

Standard Dress Code exceptions:

- Male athletes are required to wear a shirt and tie to school on the day of any away game.
- Dress requirements for school programs, concerts, and performing groups will be specified by the school and sent home in writing as needed.
- Dress for special days like Color Fun Run and Spirit week will be sent home in writing prior to the special day.
- The use of “Dress Down” pass as determined by the pass guidelines.

OUR ATHLETIC PROGRAM

Mission / philosophy:

Granite Baptist Academy endeavors to provide our student athletes with a quality Christian athletic experience that promotes a healthy physical lifestyle and a closer relationship with the Lord and other believers. Our athletic program exists as a part of the whole educational experience of Granite Baptist Academy. The athletic program must always operate in a manner that furthers the academic and spiritual goals of the school. Each individual sport is a part of the whole athletic program, and our student athletes are encouraged to participate in as many sports as possible in order to receive the maximum benefit from the program.

Interscholastic SPORTS:

Granite Baptist Academy provides interscholastic athletics for 7th-12th grade boys in varsity soccer, basketball, and flag football; and for 7th-12th grade girls in volleyball, basketball, soccer, and cheerleading. 6th-8th grade boys are eligible to participate in fall soccer and winter middle school basketball, and 6th-8th grade girls are eligible to participate in fall middle school volleyball, and winter middle school basketball.

Intramural SPORTS:

Granite Baptist Academy provides athletic opportunity known as *Lil' Guardians* for students in grades K5-6th in fall soccer (boys and girls) winter cheerleading (girls only) and spring basketball (boys and girls). Students in *Lil' Guardians* will receive coaching and instruction and compete in a limited season against teams formed from other *Lil' Guardians* students.

Athletic ELIGIBILITY:

Granite Baptist Academy expects its athletes to be leaders in a positive way, both spiritually and academically. Students wishing to participate in the athletic program of GBA must exemplify attitudes and actions that are in harmony with the philosophy and standards of GBA as explained throughout this Handbook. If a player's on-field or on-court conduct, sportsmanship,

or attitude makes him a poor testimony, the Administrator in consultation with the coach and athletic director may suspend or permanently remove a player from the team. Receiving 25 demerits in a semester, or other serious infractions of school discipline, will also result in the loss of eligibility. In addition to these expectations, each student must maintain the minimum of a C average (or 2.0 GPA based on a 4-point scale) with no F's. This average will include all academic courses in which the student is enrolled. Grade check procedures will be as follows:

1. The most recent report card period will be used to determine eligibility for the coming quarter. For the first quarter of the year, the 4th quarter report card from the preceding year will be used.
2. Students who enter a quarter with at least a C average (or 2.0 GPA based on a 4-point scale) with no F's will be eligible to participate fully for that entire quarter (9 weeks) or until the next report card in the case of basketball season, without being subject to the grade check procedures described below.
3. Any student who enters a quarter with less than a C average (or 2.0 based on a 4-point scale) or having received an F in any course, will be placed on probation until the end of the quarter (or until the next report card in the case of the basketball season). Students on probation will have their grades checked beginning at the two week point to see if they currently have at least a C average as described above. Students on probation can still practice and play with the sports team.
4. Students on probation will have their grades checked at regular two-week marks during the season (or until the next report card in the case of basketball). If the average is at least a C (or 2.0 based on a 4-point scale) with no F's, the student will remain eligible until the next check. If at any grade check, the GPA is less than a C, or an "F in any course, the student will be placed on suspension.
5. Students on suspension will not be allowed to practice, play, or travel with the sports team until the GPA is brought up to the aforementioned minimum requirements at the next two-week check.
6. 4 Point Scale explanation : A = 4, B = 3, C = 2, D = 1

To determine the GPA using the 4-point scale, add up the points earned for the letter grade and divide by the total number of classes.

7. Eligibility for students entering the FALL season will be based on the 4th quarter report card of the previous year.
8. Eligibility for students entering the WINTER season will be based on the 1st quarter report card.
9. Eligibility for students entering the SPRING season will be based on the 3rd quarter report card.
10. During the WINTER season the 2nd quarter report card is issued. Any student whose 2nd quarter report card does not meet the above requirements will be ***automatically placed on suspension for at least two weeks.***
11. All grade checks will be done on a Friday.
12. All suspensions will begin and end on the Monday following the grade check.
13. Students with excessive absences from either practice or games will not be permitted to remain on the team.

Practices and Games

Students participating in after-school activities must report directly to the staff member supervising the activity. Students may not leave school and return to the activity without written permission from their parents and the Administrator. ***Parents are expected to provide***

transportation immediately following practices and games. Schedules will be provided for each team member. All team members must ride with the team to away contests (unless otherwise authorized by the Athletic Director and coach). Students who wish to ride home from an away contest with anyone other than their parent or legal guardian must present a written note to the coach before departure.

Missing Classes

Student athletes leaving school early for an athletic event may not leave class prior to the announcement over the P.A. system or being released by their teacher. Any team member who misses a class because a team is dismissed early is responsible for all work missed. The athlete should get all assignments and take tests prior to away games when possible. Athletes are expected to be in school the entire day following a night game. Any athlete who is absent or arrives after 10:15 am on the day of a game will not be permitted to participate in practice, attend an away game or dress out for a home game.

Physical Examinations

All athletes must have passed a physical examination within the last 13 months. Copies of physical examination reports conducted by a qualified MD will be kept on file in the School Office. Students whose physical exams have expired, or are awaiting an appointment to have an exam, may **attend** practices for the purposes of instruction, but may not **participate** in conditioning drills, exercises or games. ** **

TECHNOLOGY USE POLICY

Philosophy Technology is a powerful tool that can enhance learning when used wisely. At Granite Baptist Academy, we encourage responsible, Christ-honoring use of technology while protecting students from distractions, inappropriate content, and misuse.

Personal Devices

- Students may not have personal devices (phones, smartwatches, tablets, etc.) on their person during school hours unless specifically permitted by administration.
- All personal devices must remain powered off and stored in assigned phone lockers during the school day.
- Smartwatches must be set to airplane mode or removed if used as a phone alternative.
- Any unauthorized use will result in confiscation, parent contact, and possible loss of privileges.

School-Issued Technology

- Use of school-owned computers, tablets, or internet access is a privilege.
- Devices must be used only for academic purposes and under teacher supervision.
- Students are not permitted to bypass filters, download unauthorized programs, or access non-academic sites (e.g., games, social media, YouTube, etc.).
- Violations may result in loss of device access or further disciplinary action.

Online Safety & Etiquette

- Students must never share personal information (full name, address, phone number, etc.) online.
- All communication should reflect Christian character — no bullying, gossip, or inappropriate language.
- Any attempt to access inappropriate content will be treated as a major offense.

Photography, Video, & Audio

- Students may not take photos, videos, or audio recordings on campus without teacher approval.
- Any recordings of staff or students without consent are strictly prohibited.

Use of Artificial Intelligence (AI)

- Students may not use AI tools (such as ChatGPT, Grammarly, or image generators) to complete or assist with school assignments unless explicitly permitted by a teacher.
- Using AI to generate content without proper disclosure will be treated as academic dishonesty.
- Teachers may use AI-detection tools if there is concern about the originality of a student's work.
- Students are encouraged to ask questions and seek help — not shortcuts.

MEDICAL & HEALTH POLICIES

Immunizations All students must comply with Maryland state immunization requirements. A current immunization record or exemption form must be on file prior to the first day of school.

Illness Policy

To help protect the health of all students and staff:

- Students must be fever-free (without medication) for **24 hours** before returning to school.
- Students who vomit or experience diarrhea must stay home for **24 hours** after symptoms end.
- Please notify the school office if your child will be absent due to illness.
- In the event of a contagious condition (flu, pink eye, strep throat, etc.), parents are asked to inform the school immediately.

Medications

- All medications (prescription and over-the-counter) must be submitted to the school office with a signed authorization form.
- Students may not carry or self-administer medication without prior approval.
- Medications must be in their original packaging and labeled with the student's name and dosage instructions.

Injuries at School

- Minor injuries (scrapes, bumps, etc.) will be treated by school staff.
- Parents will be notified of any significant injuries or head bumps.

- In case of serious injury or medical emergency, 911 will be called and the parent will be contacted immediately.

Emergency Contact Info

Parents, please keep all emergency contact and medical information current in the school office and FACTS portal.

EMERGENCY PROCEDURES

Fire Drills & ** Evacuations**

- Fire drills are conducted regularly in compliance with state regulations.
- Students are expected to move quickly, quietly, and in an orderly manner to designated exits and meeting points.
- Teachers will review evacuation procedures with their classes at the start of each semester.

Lockdowns & ** Security Drills**

- Lockdown drills are practiced periodically to prepare for potential threats.
- During a lockdown, students are to remain silent, follow teacher instructions, and stay out of sight.
- Exterior doors remain locked throughout the school day, and all visitors must check in at the front office.

Severe Weather

- In case of severe weather or tornado warnings, students will be moved to designated shelter areas inside the building.
- If school is delayed or closed due to weather, families will be notified via text, email, and local news stations.

Medical Emergencies

- In any medical emergency, trained staff will assess the situation, call 911 if needed, and contact the parent/guardian immediately.
- Emergency medical information on file will be used to direct care when parents cannot be reached.

Communication

- Parents must ensure their contact info is current in the FACTS portal.
- Emergency updates will be communicated through FACTS, email, and school-wide text alerts.

FIELD TRIPS & EXTRACURRICULAR ACTIVITIES

Field Trips

Field trips are an extension of the academic program and are designed to reinforce classroom learning through real-world experiences.

- Parents will receive advance notice of any trip and must sign a permission form.
- Students must meet behavioral and academic expectations to participate.
- Modest and appropriate dress is required.
- Transportation is typically provided by school vehicles or parent volunteers approved by administration.

Extracurricular Activities

GBA offers a variety of activities outside the classroom that support student development, including athletics, fine arts, academic clubs, and service opportunities.

- Participation is a privilege and may be revoked if a student's behavior or academics fall below expectations.
- Parents are encouraged to support their child's involvement through encouragement and by attending events.
- Additional guidelines may apply for specific programs and will be communicated by the supervising staff.

PARENT COMMUNICATION & INVOLVEMENT

Communication

GBA is committed to partnering with parents through clear, consistent communication.

- Official school announcements will be sent through FACTS, email, and text alerts.
- Teachers communicate regularly through weekly emails, class announcements, or Friday folders.
- Parents are encouraged to contact teachers with any questions or concerns and should expect a response within 24–48 school hours.
- Parents may request a meeting with staff or administration by calling the school office.

Involvement Opportunities

- Parents are invited to attend chapel services, concerts, sports events, and special school programs.
- Volunteer opportunities may include classroom support, event planning, or chaperoning trips (subject to approval).
- Parents are encouraged to support their child's academic and spiritual growth by attending parent-teacher conferences and reviewing weekly progress.
- Participation in the Parent-Teacher Association (PTA) is encouraged as a way to stay informed, build community, and support school initiatives.

Campus Security

The safety and security of our students, staff, and visitors is a top priority at Granite Baptist Academy. To maintain a secure environment, the following procedures are in place:

- Visitor Sign-In: All visitors, including parents and guardians, must sign in at the school office upon arrival.

- Visitor Identification: After signing in, visitors will receive a visitor identification badge, which must be worn and visible at all times while on school property.
- Parking Lot Guidelines: For safety reasons, parents and guardians should not remain in the parking lot after student drop-off. Vehicles should be parked only in designated areas for official school business.
- Video Surveillance: The school campus is under constant video surveillance for the protection of all students and staff.
- On-Site Security Officer: A full-time security officer is present on campus from 7:30 a.m. to 3:30 p.m. each school day to monitor campus activity and assist in maintaining a safe environment.

These measures are in place to ensure the safety of our school community. Cooperation from all visitors, parents, and staff is essential in maintaining a secure campus.

VISITOR POLICY

- All visitors, including parents and family members, must check in at the front office.
- Visitors must wear a school-issued badge or sticker while on campus.
- Unannounced visits to classrooms during instructional time are discouraged in order to maintain focus and security.
- Parents wishing to meet with teachers or observe a class should schedule an appointment through the office.
- Any individual exhibiting inappropriate behavior or failing to follow school guidelines may be asked to leave the premises.

STUDENT RECORDS & PRIVACY

Student Records

Granite Baptist Academy maintains academic and health records in accordance with state and federal laws.

- Parents may request to view their child's cumulative file by contacting the school office.
- Records will only be released to another institution upon signed request from a parent or guardian.
- Report cards, transcripts, and other official documents may be withheld if financial obligations are unmet.

Student Privacy

- Personal information and student data are treated confidentially and shared only with authorized personnel.
- Photos, names, or student work will not be publicly displayed or published without prior parental consent.
- Digital safety and data security are taken seriously, and student accounts are managed with protections in place.

Acknowledgment & Statement of Agreement

By enrolling at Granite Baptist Academy, parents and students agree to uphold the values, policies, and procedures outlined in this handbook. This includes, but is not limited to, academic

expectations, conduct guidelines, dress standards, attendance requirements, and technology use policies.

We ask each family to partner with us in fostering a Christ-centered environment of growth, safety, and excellence. It is our desire to work together in grace and truth for the benefit of each student.

Each family completes a Handbook Acknowledgment confirming they have received, read, and agreed to the policies in this handbook. For your convenience, the acknowledgment is provided in the following ways:

- **Digitally by email** — a sign-off link is sent to each family to complete online.
- **On our website** — the acknowledgment is available on the parent page to complete at any time.
- **In paper form by request** — contact the school office and a printed copy will be provided.

Please complete the acknowledgment for each enrolled student. If you have any questions about a policy in this handbook, we welcome you to contact the school office.