

Great Bridge Christian Academy

Preschool, Elementary,
and Middle School Handbook

RIGHTEOUSNESS

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WRITING

A ministry of
Great Bridge Free Will Baptist Church
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Administrator: Rev. Tim Jones

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***A MINISTRY OF GREAT BRIDGE
FREE WILL BAPTIST CHURCH
700 Mt. Pleasant Road
Chesapeake, VA 23322
(757)482-4688
fax (757) 482-4244***

Dear Parent,

*Let me say thank you for placing your child in Great Bridge Christian Academy. **We know that you have done this by choice and sacrifice.** Why do parents make such a financial sacrifice for their child's education? We often find that more and more parents are realizing that the public school system is not providing quality education and environment as it once did.*

There are many reasons why parents choose Christian schools over public schools. Some parents wish their children to have a Christian atmosphere in which to learn. Others wish to escape some of the pressing problems of public schools, such as a lack of discipline, drugs, theft, fights, etc.

We exist primarily to teach children about God as He is revealed in the Bible. We hold that the spiritual part of man is to be foremost in his education. We exist secondarily to offer your child a solid academic education. We believe very strongly in maintaining high academic goals at each grade level. Every subject will be taught from a God-honoring standpoint that is in complete agreement with the Bible.

This handbook will assist you in understanding GBCA's policies and procedures. By reading this booklet you will find the answers to most of your questions. If you have additional questions, please contact me.

We thank God for all of our parents who care enough to give their children the very best education possible. May God bless you throughout this school year.

Sincerely,

|

*Rev Tim Jones
Minister of Education / Administrator
Luke 2:52*

GREAT BRIDGE CHRISTIAN ACADEMY
STATEMENT OF FAITH

- 1. We believe the Bible to be the plenary, verbally, inspired Word of God, the only infallible, authoritative rule of faith and practice.*
- 2. We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit.*
- 3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth and sinless life, in His mercies, in His vicarious death through His shed blood, in His ascension to the right hand of the Father, and His personal pre-millennial return in power and glory.*
- 4. We believe that for the salvation of lost; regeneration by the Holy Spirit is absolutely essential.*
- 5. We believe salvation is by grace through faith alone.*
- 6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.*
- 7. We believe in the resurrection of both the saved and the lost; the lost unto the resurrection of damnation, and the saved unto the resurrection of life eternal.*
- 8. We believe in the Genesis account of the creation of man as opposed to the theory of evolution of man.*
- 9. We believe in the spiritual unity of believers in our Lord Jesus Christ.*

PHILOSOPHY

Great Bridge Christian Academy operates with a traditional philosophy towards education. By traditional education we hold to the following:

1. The teacher is in charge of the classroom.
2. The teacher is responsible for providing a structured atmosphere order in which the students will learn.
3. The teacher has the authority to administer discipline to each child.
4. Homework is assigned regularly and expected to be completed on time
5. Our textbooks are God-centered, teaching spiritual truths, morality, and patriotism.
6. The curriculum is paced for the average student.
7. Drill work and memorization are key tools in instruction.
8. Reading is taught by phonics.
9. The teacher is professional in manner, but servant-minded.
10. The learning takes place in this order:

1 st	Control
2 nd	Communication
3 rd	Learning

11. Rules and standards are not obsolete and outdated.
12. God's Word is truth.

We are in opposition to progressive education in which the emphasis is upon the following:

1. Questioning the answers
2. Experimentation
3. The innate goodness of man
4. The suppressing of discipline
5. The relativity of all things (including morals)
6. Omitting God and His Word from the educational process

We hold that Christian education is a mandate from God for the Christian family (Mathew 28:18-20). Because of Scripture verses like Proverbs 19:27;22:6: Deut. 6:6; Col .2:8, we feel we must provide an atmosphere more conducive to the precepts of the Bible. We support parents that teach their children morals, such as truthfulness, purity, honesty, patriotism, faithfulness, and a high regard for standards. Every subject is taught in light of Bible truth. We accept God's Word as the final authority. Our school is a ministry and a part of Great Bridge Free Will Baptist Church. We exist because of our church, and we operate in harmony with our other church ministries.

ENROLLMENT

1. General

An enrollment form may be obtained in the school office. We accept students regardless of race, creed, or color for those parents seeking a Christian education for their children.

All children enrolling in our K3 program must be potty trained and 3 years old by November 15th. A child enrolling in our K5 program must be 5 years old by November 15th.

All paperwork, for student records, must be up-to-date before the child is allowed to enter class.

2. Financial

Tuition, registration, and all book fee information is available from the school office upon request. The first month's tuition payment is due on **August 1st**.

3. Payment Plan

Tuition is divided into ten (10) equal payments and is due on the first of each month beginning in **August**. Payment must be received within five days of the due date. There are additional charges to all delinquent accounts. If delinquent accounts have not been paid and brought up to date after a total of 30 days has elapsed, the student may be suspended until payment has been paid in full or other arrangements have been made. Any returned checks carry a \$25 service charge. Two returned checks result in the forfeiture of paying with checks and all tuition the remainder of the year must be paid in cash or money order.

In the event of withdrawal, transfer, or expulsion the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for the month in which the withdrawal takes place. The school reserves the rights to withhold report cards and student records until tuition and other fees have been paid in full. By signing the student Handbook Agreement [or the initial Application for Enrollment and/or Application for Re-enrollment], you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full. Should a student enter school during any part of the month, the payments will be prorated so that the fair amount of tuition is paid. Full registration and book fees are due and payable at any time a student enters the school.

SCHOOL BOARD

Because the school is a ministry of our church, the Advisory Board of Great Bridge Free Will Baptist Church is also the administration board for Great Bridge Christian Academy.

The board will decide on such matters as: admission approval, scholarship approval, financial assistance requests, and expulsion due to a delinquent account or unacceptable behavior. The administrator and the pastor will bring all matters before the board for consideration.

CUMULATIVE RECORDS

When a new student enrolls in GBCA and is transferring from another school, a Request for Records form must be completed and signed by one of the parents. Our school or the parent will send this form to the address you provide of the school last attended. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his child's folder only by contacting the administrator. All information is regarded as confidential.

DISCIPLINE

Discipline is a balance of love and control. Discipline and order are necessary to the traditional educational process. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions. Our faculty strives to provide love and special attention to each individual student.

Love is the basis of all discipline at Great Bridge Christian Academy. It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. Our discipline may include, but not be limited to the following: counsel by the teacher, warnings, loss of certain privileges, change of seating, report to the parents, written work, detention hall, suspension and other means as deemed necessary. If in the opinion of the administrator all reasonable disciplinary procedures are exhausted, and the student continues the unacceptable behavior, the student will be expelled. We ask our parents to exercise confidence in the judgment of our teachers in the matters of discipline. We look for full support from all our parents. When that support is not given, it is the right of Great Bridge Christian Academy to expel the student from this church school.

SUSPENSION FROM SCHOOL

Suspension from school is a denial of a student's privilege to attend school or participate in school activities for a specified period of time. It is a step taken when other disciplinary actions have proven ineffective in correcting a student's inappropriate behavior. The suspension could be in-house or out-of-school and will be at the discretion of the school administrator. The suspension could last for a period of up to 10 school days. The school administrator will notify the parent or guardian setting for the reasons for the suspension, the length of the suspension, and to arrange a readmission hearing with the student's parent or guardian.

This parent-administration meeting is required for readmission of the student to school.



HEALTH RECORDS

Parents with children entering K3 (or higher if a new student) must bring their child's immunizations card (or a copy) to the school office by October 15th. A **K5 School Entrance Exam form** is available in the school office.

CHRISTIAN CURRICULUM

Great Bridge Christian Academy has taken pride in what the Lord has done for our students scholastically. We have a traditional approach to education. Our academy will use a combination of Abeka, B.J.U Press, and Saxon curriculum. The academic program is structured for the average child. Children enrolled in K4 will generally be reading words by mid-year and K5 students will be sentence reading by mid-year. We teach reading using the phonetic method.

All of our curriculum is designed to meet the needs of both large and small classes. Each subject is taught in light of God's Word. Christian men and women have written all of the textbooks and workbooks with many years of experience in Christian education.

We hold that the classroom has two immediate authorities- the teacher and the textbooks. Both must be God-centered and challenge not only the mental capabilities of the child, but also the spiritual capabilities.

We hold that truth and reality are one as revealed in God's Word. We do not believe that the Bible contains truth; we believe it is the truth. Therefore we teach every subject from a Christian perspective, in light of God's Word. This does not mean that our school is a "Vacation Bible School." Our academic standards are high. Our students are the product of a Christian education that meets the needs of the whole individual without sacrificing the fundamental skills of reading, writing, and arithmetic.

ACCEPTANCE

When a parent completes and signs the Student Enrollment Form, and submits the necessary documents, then your child is considered enrolled. The administrator or pastor may interview each new applicant's parents (1st grade and above). Admission is then subject to the board's approval. Unless contacted by the administrator the application has been approved. This may take two to three weeks from the date of submitting depending on the date of the next scheduled board meeting.

Great Bridge Christian Academy has a racially nondiscriminatory policy. That is, we do not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.

SUMMER CAMP

A flexible Summer Camp programs run through the summer. Drop-in students will be accepted if the camper application has been approved prior to camp attendance. Charges are made on a weekly basis and on a hourly rate. There is a sign in/out sheet for each camper to record times of care. The parent must sign in/check out each camper every day the camper is utilizing the facility. This procedure helps us adequately protect your child.

**It is the parents responsibility to ensure the proper time of camp usage by signing the daily check-in sheet.

ACHIEVEMENT TESTING

Each spring, Great Bridge Christian Academy will administer a battery of achievement tests. We use the nationally recognized **Stanford Achievement**

Test. This testing period lasts four to five school days. Parents will be sent information of their child's progress. It is suggested that parents set up a conference with the teacher to better understand the interpretation of the test.

The test results are kept in each child's cumulative folder.

GRADING SCALE AND REPORT CARDS

Report cards are issued every nine weeks in K5 and above grades. The school calendar notes the end of the nine weeks. Grades will be based on daily assignments, class participation, and test averages. The report card grades will be designated as numeric numbers:

A 100 — 93

D 77 — 70

B 92 — 85

F 69 and below

C 84 — 78

Two copies of the report card will be sent home. Parents must sign and return one copy to their child's teacher. It should be stressed that a child does his best work when parents monitor progress, however an over-emphasis of achieving high grades often places a child under pressure. Questions concerning the child's progress should be made in an appointment with the teacher at a mutually convenient time.

HOMEWORK

Homework is a vital part of each child's education. All grades will be assigned homework by their teachers and it is expected that parents will cooperate with them by seeing to it that the assignments are completed on time. Parents are not in any way to do homework for their student.

It is our belief that homework should not be given for students to teach them unfamiliar material. Purposes for homework are as follows:

1. For drill
2. For practice
3. For remedial work
4. For special projects
5. For character building in responsibilities

Some ways you can help your child with his studies are as follows:

1. Parents should see that the student has an assignment notebook to record his assignments when given by the teacher. Parents should teach their child that the student is responsible for copying the assignment, and both parents and teachers expect it to be done.
 2. Be sure your child is provided with a quiet, secluded study place.
 3. Keep distractions to a minimum (especially television and cell phones).
 4. Schedule homework hours and keep them as consistent as possible.
 5. Check from time to time to see how much and what kind of work is being done. Showing this interest can be an encouragement itself. The child should, however, be working independently.
- All students in K-5 and above grades are required to have a book bag for transporting homework to and from school.

HELP CLASS

Your child doing well in the academic studies is important to us. Any child that carries a “D” average in a subject will be required to take a help class once a week. Failure to do so could result in suspension from school.

MORNING CARE/AFTER CARE

As a service to working parents with children in the academy, we offer Morning care and after care services. This services involves taking care of children prior to and after school hours.

Morning care is available from 7:00-8:00 am. Children that arrive to school prior to 8:00 MUST go directly to the Morning care room. There is no charge for students arriving after 8:00 am.

After Care is available from 12:00-6:30 pm for preschool students and from 3:00-6:30 pm for 1st grade and above students. Preschool children that are not picked up by 12:30 pm and elementary children that are not picked up by 3:15 pm MUST go into after care until a parent or guardian arrives.

On regular school days and half school days, the rates are based on a 15 minute basis for children and students. For current rates, call the school office. Rates may vary for school holidays and teacher workdays. Rates are also available for the summer months.

These services are billed on a monthly basis. At the beginning of the month parents will receive the previous month's statement. Payment is due by the 5th of the month . If payment has not been made a late fee will be added. If after care statements are more than **30 days in arrears**, the school reserves the right to refuse after care services to the parents.

Checks should be made payable to Great Bridge Christian Academy (GBCA). All **returned checks** will incur a \$25 returned check fee. When two checks have been returned, all future payments must be made in cash or money order.

SCHOOL HOURS

For K3 and K4 students school begins **promptly** at 8:30 a.m. and ends at 12:00 p.m. If preschool students arrive after 8:30, they are marked tardy. Tardies are recorded for anyone arriving to class between 8:30 and 9:00. A student arriving after 9:00 but before 10:00 will be marked absent for half a day. After 10:00 the student will be marked absent the entire day.

For K5, elementary, and middle school students, the school begins at 8:15 a.m. Students arriving after 8:15 a.m. and before 10:00 a.m. will be marked tardy (1st and above) and 1/2 day absent for K5. Students arriving after 10:00 a.m. in K5 are marked absent for the whole day. Elementary and middle school students arriving after 12:00 p.m. will be considered absent the entire day. Also, any elementary and middle school student picked up before 12:00 p.m. will be marked absent the entire day.

It is important that our students learn good character traits. One important trait is promptness in coming to school. Students arriving after 8:15 (grades K-5 and above) **MUST** come to the office for a tardy slip before going to the classroom. Four (4) unexcused tardies or unexcused early dismissals results in a day's absence. Regular and prompt attendance to class is vital to the child's learning and character development.

ABSENCES (K5 & Elementary grades)

Regular attendance is essential for successful class work. A pupil who is absent must bring a written excuse to his teacher. Excused school absences will only be given for the following:

1. Verified illness of the student
2. Bereavements
3. Verified medical, dental, optometric appointments.

A student missing more than twenty-five (25) days of school will be retained.

SICKNESS POLICY

For the well-being of all our students, it is our school policy that a student remain at home 24 hours without a temperature, without vomiting, or after the administration of an antibiotic before returning to school. The only exception to this will be with a doctor's note.

ILLNESS

Children should remain home or will be sent home if the following occurs:

- Fever above 100F
- Rash combined with fever over 101F
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness;
- Diarrhea (Children will not be readmitted until 24 hours after the last bout of diarrhea).
- Vomiting unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration (Children will not be readmitted until 24 hours after the last vomiting episode);
- Mouth sores associated with the child's inability to control his/her saliva, until the child's physician or the local health department states that the child is noninfectious;
- Rash with fever or behavior change unless a physician or the local health department states that the child is noninfectious;
- Rash with fever or behavior change unless a physician has determined the illness to be non-communicable;

- Purulent conjunctivitis (pinkeye) until 24 hours after treatment has been started;
- Impetigo until 24 hours after treatment has been started;
- Strep throat until 24 hours after treatment has been started and until the child has been without fever 24 hours
- Scabies until the morning after the first treatment;
- Chicken pox until at least six days after onset of the rash;
- Whooping cough until five days of antibiotic treatment have been completed;
- Mumps until nine days after the onset of parotid gland swelling;
- Measles until four days after disappearance of rash;
- Other symptoms which indicate a serious or contagious condition.

MEDICATION

Any medication to be given during the hours your child is in attendance requires a Medical Release form to be completed. The form needs to be completed and signed by the parent/guardian for medicines taken for 10 days or less. Medication to be given longer than ten days requires a physician to complete and sign form. This policy applies to *any over the counter and prescription medication*. All medications must be brought to the office in original container with child's name marked on it. **NO MEDICATION IS TO BE KEPT WITH THE STUDENT.**

HEAD LICE

It is the policy at Great Bridge Christian Academy that a child with a sighted case of head or body lice be removed from the school until treatment is given. After the treatment and other disinfectant procedures (I.e., wash all the bedding in hot water, sealing stuffed animals and objects that cannot be washed in trash bags for two weeks, etc...) have been removed from the hair, the child must be rechecked by a staff member upon return to school.

DRESS CODE

General

As we require our faculty to dress in a neat and modest manner, we also expect

our students to meet our guidelines. While the Bible does not specifically mention how to dress in the 21st millennium, it does give vital principles to honor and obey. The principles which serve as guidelines regarding apparel on our young men and women are modesty, separation; and neatness (we believe Christians should give the Lord their best). Some guidelines are for the student's safety.

K5, Elementary and Middle School Girls:

The students may wear jumpers, skirts, or slacks in solid colors of navy, khaki, brown, green, or black. The hemline of all jumpers or skirts are to be no shorter than the top of the knee cap. The skirt length rule applies whether the lady is standing or sitting. The slit of a skirt or jumper may not be higher than the top of the knee and may only be in the front or back of the skirt or jumper; side slits are not permitted. Slacks and Jeans must be full length, straight legged and may be pleated or flat in style and must be worn with a belt. Tight, form fitting or low-rise pants are not acceptable. Slacks and Jeans with embroidered or printed patterns are not allowed. Ladies' attire must always be neat, clean, and modest in appearance. Shorts and capris may be worn on PE days only and must not be above the top of the knee.

Shirts of any solid color may be worn. Shirt style must be traditional blouse, button-down collar or two/three button, short or long sleeved, golf shirt. Parents, please pay close attention to the fit of the shirt. Short blouses or tops that expose the midriff area are not acceptable. Blouses may not be unbuttoned more than two buttons from the top. **All shirts and blouses must be tucked in during school hours.** Sleeveless shirts are NOT allowed.

The dress code is to be adhered to even in the winter months. Sweatshirts, hooded jackets, windbreakers, and coats are not allowed in the classroom unless they are G.B.C.A. attire. The jackets and hooded jackets may be ordered in the academy office. Button-up, sweaters of solid color may be worn.

Dress style shoes are not required. Dress sandals with or without a strap are allowed as long as the toe and heel are covered. Flip-flops or Birkenstock style sandals are NOT allowed. No clogs are allowed. Athletic shoes are permissible. If shoes have laces they must be tied at all times. Shoes must have a conventional soles. NO "HEELIES" ARE ALLOWED.

Make-up is not acceptable for girls in K5 through 5th grade.

Jewelry may be worn as long as it is not extreme in style or distracting. Pierced ears are acceptable; however, excessive piercing (more than two) is not. No type of body piercing is acceptable. Tattoos (permanent or temporary) are not allowed for presently enrolled students. Students wishing to transfer to G.B.C.A. who have tattoos that display vulgar or inappropriate language or pictures may not attend.

K5, Elementary, and Middle School Boys:

Pants may be worn in the solid colors of navy, khaki, brown, green, and black only. Dress corduroys and Jeans are permitted. No “baggy” styles or patch pockets allowed. Hem should not cover shoes or be frayed. Belts must be worn at all times. Gentlemen’s attire must always be neat, clean, and modest in appearance. Shorts may be worn on PE days only and must not be above the top of the knee.

Shirts of any solid color may be worn. Shirt style must be traditional, oxford-style, button-down collar or two/three button, short or long sleeved, golf shirt. **All shirts must be tucked in during school hours.** Sleeveless shirts are NOT allowed.

The dress code is to be adhered to even in the winter months. Sweatshirts, hooded jackets, windbreakers, and coats are not allowed in the classroom unless they are G.B.C.A. attire. The jackets and hooded jackets may be ordered in the academy office.

Athletic shoes are permissible. If shoes have laces they are to be tied at all times. Shoes must have conventional soles. NO “HEELIES” ARE ALLOWED

Boys should keep hair clean and neatly cut at all times. Hair should be off the collar, above the eyebrows, and may not exceed below the top of the ears. Hair that is shaggy, **bleached**, dyed, or cut/styled/colored in a way deemed unacceptable by the administration can cause the student to be unable to attend classes, thus affecting his academic standing. A student who plans to try a new haircut/style/color should seek advice from the Administration before doing so.

Boys are not permitted to wear neck jewelry. Earrings or any other form of piercing are not acceptable, and such jewelry should not be worn on campus. Tattoos (permanent or temporary) are not allowed for presently enrolled students. Students wishing to transfer to G.B.C.A. who have tattoos that display vulgar or inappropriate language or pictures may not attend. Side burns should be no longer than the middle of the ear.

If a student is not in the proper dress attire they will be given an “oops” slip to be signed by the parents and returned to the teacher. The “oops” violation must be corrected within 48 hrs of notification or the student cannot return to class. Three dress code violations per semester will result in a meeting with the Administrator.

SCHOOL PROPERTY

Any student who willfully damages school property will be subject to a suspension on the first offense and expulsion upon any subsequent offense. All damage will be repaired, and the total cost of repairs will be the responsibility of the student. (Any unpaid repair cost will be charged to the students school bill.)

TEACHER QUALIFICATIONS

We employ qualified teachers. Each teacher is a born-again Christian and committed to the will of God for his/her life. Our teachers are required to be faithful to weekly church services and are to be examples to their students. Our teachers regard their positions as a ministry under God and to those whom they serve. They teach at Great Bridge Christian Academy because they are called of God into fulltime Christian work.

CALENDAR

The school calendar will be issued when the **August** tuition payment is made. This calendar will indicate such dates as holidays, teacher workdays, report cards, and other special events.

CLASS PROGRAMS

During the school year Preschool and Elementary grades prepare a program to demonstrate various skills that have been achieved during the school year. Parents, friends, and relatives will find it well worth their time to attend. These programs usually are scheduled on a weekday evening at 7:00 P.M. All students are required to be in attendance at their grade program unless excused by the administration.

PRE-REGISTRATION MONTH

During the last half of February, parents are encouraged to pre-register for the fall. By doing so, parents will be assured that their child will have a place reserved for the following school year. You may contact the school office for current registration fees. Registration fees are non-refundable.

We do not allow “walk ins” (those who are not yet enrolled in our school) to pre-register during the month of February (except for grades K3).

CONFERENCES

Parents who wish to discuss their child’s progress with a teacher may call the teacher at home or send a note by their child. At a mutually convenient time, our teachers will be most happy to help you with any problems your child may have.

SUMMER SCHOOL (Elementary and middle school grades only)

Any student who has a 70%-74% (D) average in math, phonics, reading, or language will be recommended to attend summer school. Any student who has a 69% or below (F) yearly average in math, phonics, reading, or language will be required to attend summer school. A student required to attend summer school must successfully complete the course in order to be promoted to the next grade.

STUDENT DISCHARGE AND PICK UP

To avoid confusion please follow the pick up line route as directed by the traffic cones. Remember to drive slowly. Children may be walking just around the corner that you take a little too fast.

Please be respectful of other parents by not holding up traffic while waiting for your child to exit the building. Please be attentive to and follow the direction of our Traffic Control Teachers as they help direct the traffic.

SCHOLARSHIP PROGRAM

We offer scholarships on the basis of family need and our available funds. Most financing in the scholarship fund is dependant on designated gifts from our school parents and church members. Anyone interested in more information should contact our school office. Scholarships are awarded at the discretion of the school board.

VOLUNTEER FUNDRAISING

Each year we promote a special time of accepting designated gifts into our school ministry through the efforts of voluntary fundraising. This is an opportunity for parents and children to give of their time in a constructive effort to help their school. Those who cannot give monetary gifts to the school will find this an opportunity to give of their time. Proceeds will go to the scholarship fund and to purchase equipment. Participation is strictly on a volunteer basis.

FIELD TRIPS AND SPECIAL DAYS

Occasionally classes will have special days at school such a parties, spirit days, field trips, etc. Often we need parents to serve as helpers for these days. If you would like to be involved in your child's class for one or more such days simply notify the teacher.

Students are required to participate in all field trips. If special circumstances call for your child to be excused, then the teacher must approve this in

