

# *Grace Preparatory Academy of New Braunfels*

## Handbook of Policies and Procedures

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### **Mission Statement**

The mission of Grace Preparatory Academy of New Braunfels is to educate, disciple, and empower each student to be a successful, Godly influence in the world.

### **GPA-NB Motto**

To God be the glory!

### **School Colors**

Navy blue and silver

### **GPA-NB Scripture**

“And God is able to make all grace abound to you, so that in all things at all times, having all that you need, you will abound to every good work” (2 Corinthians 9:8, NIV).

### **GPA-NB Philosophy of Christian Education**

The faculty, administration, and board of directors at Grace Preparatory Academy of New Braunfels believe that there is one Truth—Jesus Christ and His Word, the Bible—and that we must make an uncompromising stand for this Truth, no matter the cost. The faculty members at Grace Preparatory Academy are dedicated to teaching God’s Truth, incorporating it in all we teach, in all we learn, and in all we do. We provide students with numerous opportunities to think critically and creatively, and our ministry exists to support Christian families in the education of their children from a Christian worldview. We have committed ourselves to train up young men and women who will excel in their educational careers and will truly honor God with Christ-inspired, Christ-directed, and Christ-empowered lives.

### **Parent/Teacher Communication**

At Grace Preparatory Academy of New Braunfels (GPA-NB) we encourage communication between teachers and parents. Faculty email addresses may be found through Renweb for parents to communicate concerns or questions. As teachers may not have email access during the school day, please allow ample time for the teacher to return any communication.

### **Tuition**

**Tuition for all classes is due on the first of the month each month**, and is paid on a nine-month payment plan—September through May. Tuition paid after the 5<sup>th</sup> of the month will be considered late, and will be charged a 10% late fee. If tuition is not paid, the board will meet to determine whether the student will be allowed to continue at Grace Preparatory Academy.

### **Academic Integrity**

In all cases of a breach in academic integrity, whether on a homework assignment, a quiz, test, examination, report, or essay assignment, the student's infraction will be reported to his or her parents. In most cases, cheating will result in at least one zero in the grade book, and may also result in dismissal from the school or a period of suspension or probation. Please note that a student who consents to give his or her work to be copied will receive the same consequence.

### **Cheating**

Because cheating undermines the process of learning and teaching, it is a very serious breach of discipline. Cheating includes, but is not limited to, the following:

1. Submitting an assignment done by someone else.
2. Preparing an assignment to be submitted by someone else.
3. Selling any assignment.
4. Copying someone else's work.
5. Allowing someone else to copy.
6. Depending significantly on someone else's ideas in completing an assignment.
7. Unauthorized communications of information during a test or evaluation.
8. Providing any substantive information about a test to other students who have not yet taken the test.
9. Use or possession of unauthorized materials during a test.
10. Any behavior that a teacher can reasonably construe as cheating.

### **Plagiarism**

In order to develop students who are able to assimilate, analyze, synthesize and evaluate information, teachers assign essays, papers, worksheets and other kinds of writing. The student should write the assignment in his or her own words that reflect his or her own understanding. Plagiarism is a serious offense that inhibits this process.

1. Plagiarism is the act a student commits when he gives the impression that he has written or thought something on his own that, in fact, was borrowed from someone else. It is a form of cheating that involves a student's attempt to gain credit for someone else's efforts.
2. When a student is submitting a written paper, that student must clearly document those ideas, interpretations, words, phrases and other expressions that come from an outside source. (Forgetting to cite a source does not excuse a student from the charge of plagiarism.) The teacher is the final judge as to whether plagiarism has taken place.

## **Attendance, Homework, and Make-up Work Policies**

### **Tardies**

School attendance is vital to student success, and arriving to school on time is just as important. If a student has three unexcused tardies, the student will serve a detention or service project selected by the faculty or staff of GPA-NB. If the tardies continue, the student may be removed from the class roster and denied credit in the class. So that a student is not late to first period, he or she should plan to arrive on campus at least five minutes ahead of the start time.

### **Absences**

Students must be in class in order to succeed. **A signed note from a parent or an email from the parent's email account will be required for a student to be excused from class. The signed note should accompany the student upon his or her return to class.** Email notifications should be sent to [gpooffice.gpa@gmail.com](mailto:gpooffice.gpa@gmail.com). Classes will only meet approximately 30 times per semester; therefore, a student may miss **no more than five** classes in a course per semester unless unusual circumstances arise and approval is given by the faculty. Family trips must be discussed with the teacher, and a signed note from a parent must be presented, **before** the class is missed. School field trips and athletic or scholastic competitions do not count as an absence.

### **Homework Requests**

If a student is absent, homework assignments may be obtained by going to Renweb.com. Students need to check their assignments online (Renweb) when they are absent. Because each class will meet only twice weekly, students who are absent will be expected to complete assignments before the next class meets, unless an illness is serious enough to prevent the student from completing the assignment.

**Late Assignments**

Assignments turned in late, or determined by the teacher to be incomplete, will have 20 grade points deducted each day until the assignment is completed. 1<sup>st</sup> day: -20; 2<sup>nd</sup> day: -40; 3<sup>rd</sup> day: 0. **Late assignments are due on the following school day regardless of when the next class meets.** Teachers will give notification to students of any assignment that requires a different late assignment policy. Specified assignments for Advanced Placement® classes may be refused and given a zero if turned in late.

**Make Up Work/Tests/Assignments**

Students out of school due to an excused absence will be allowed one day for each day absent to make up work assigned during the absence; this policy includes testing as well as homework and classroom assignments. **It is the responsibility of the student to secure any and all make up work from Renweb or directly from the teacher.**

**Incomplete Work**

If a student receives an “incomplete” at the end of a semester grading period, he or she will receive an "I" on his or her report card. A student is ineligible to participate in extra-curricular activities until the “incomplete” is cleared up.

**Repeated Courses**

A student is allowed to receive credit for a core course only one time. As a result, if a continuing student or a transfer student has failed a course, he or she may repeat the course, but the student will only receive credit once for the course, and the highest grade earned in the course will be included in the calculation of the student's grade point average.

## Graduation Requirements

Our minimum graduation requirements exceed the Foundation High School Program diploma requirements for Texas public schools as specified by the Texas Education Agency (TEA) and the Texas State Board of Education (Texas SBOE) as found in at <http://tea.texas.gov/graduation-requirements/hb5.aspx> and established by House Bill 5, 83<sup>rd</sup> Texas Legislature, Regular Session, 2013. We offer endorsements in Arts and Humanities, Multidisciplinary Studies, STEM, and Religious Studies. In addition, students may qualify for a Performance Enhancement of Distinguished Level of Achievement with the successful completion of Algebra II, three years of the same Language Other Than English (LOTE), nine weighted courses, and an Endorsement in at least one area. Our current LOTE courses are Latin, Hebrew, and Spanish.

**The State of Texas Uniformed Admission Policy and Texas Education Code (TEC) 51.803 - 51.809 requires all first-time freshmen seeking admission at a public Texas four-year institution to meet one of the following college readiness standards:**

1. Successfully complete the Recommended or Advanced/Distinguished high school programs or a pre-college high school curriculum equivalent in content and rigor; or
2. Satisfy ACT's College Readiness Benchmarks (English-18, Reading-21, Mathematics-22, and Science-24) on the ACT assessment; or
3. Earn at least a 1500 out of 2400 SAT assessment score (score considers: Verbal, Math, & Writing) or the equivalent.

**Under Texas Education Code (TEC) 51.807, the high school is identified as the certifying authority regarding a student's successful completion of the Recommended or Advanced/Distinguished high school programs or a curriculum equivalent.** The student seeking admission to a university program will have successfully met the readiness standard by completing the Recommended or Distinguished high school program as specified by the TEA and the Texas SBOE by the end of his or her senior year.\*

Students, who have not taken a majority of classes with the faculty of Grace Preparatory Academy of New Braunfels, **or** who wish to graduate using Texas home school graduation requirements that do not meet at least the Recommended High School Program as specified by TEA, may participate in the graduation ceremony with Grace Preparatory Academy students **but will not** receive a Grace Preparatory Academy diploma. **Diplomas for those students using home school requirements that do not meet at least the TEA requirements for a recommended diploma will need to be provided and signed by the home school student's parent or guardian.** Additionally, transcripts for home school students, who have not taken the required number of courses with Grace Preparatory Academy of New Braunfels, will need to be provided, signed, and sent to colleges by the parents of the home school students.

## College Acceptances for Graduates from Grace Preparatory Academy of New Braunfels

Abilene Christian University	Lipscomb University	Texas A & M University—Corpus Christi
Baylor University	Marymount Manhattan College	Texas Lutheran University
Belmont University	McLennan College	Texas State University
Berklee College of Music	Missouri Valley College	Texas Tech University
BIOLA University	New Mexico Institute of Mining and Technology	The George Washington University
Concordia University—Austin	Oral Roberts University	The King's College
Concordia University—Seward, NE	Pepperdine University	Trinity University
Embry-Riddle University, AZ	San Diego Christian College	University of Evansville
Dallas Baptist University	Southwestern Assemblies of God University	University of Mary Hardin-Baylor
Hardin Simmons University	University of Texas A & M University	University of San Diego
Howard Payne University		University of Texas San Antonio
Liberty University		

**\*Texas Education Code 51.9241(2) (b)** Because the State of Texas considers successful completion of a nontraditional [non-accredited private school or home school] secondary education to be equivalent to graduation from a public high school, an institution of higher education must treat an applicant for admission to the institution as an undergraduate student who presents evidence that the person has successfully completed coursework in a nontraditional secondary setting according to the same general standards as other applicants for undergraduate admission who have graduated from a public high school.

## Grace Preparatory Academy of New Braunfels Grading Scale

Grades are recorded numerically; letter grades are not used. When a college, university, or scholarship service requires a letter grade, the following scale will be used:

**90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F**

### Grace Preparatory Academy's Grade Point Average Chart

Numerical Grade	On Level Class GPA	Honor 0.3 Weighted GPA	Pre-AP 0.5 Weighted GPA	Adv. Placement 1.0 Weighted GPA
98-100 A+	4.2	4.5	4.7	5.2
94-97 A	4.1	4.4	4.6	5.1
90-93 A-	4.0	4.3	4.5	5.0
87-89 B+	3.7	4.0	4.2	4.7
84-86 B	3.5	3.8	4.0	4.5
80-83 B-	3.0	3.3	3.5	4.0
77-79 C+	2.7	3.0	3.2	3.7
74-76 C	2.5	2.8	3.0	3.5
70-73 C-	2.0	2.3	2.5	3.0
67-69 D+	1.7	2.0	2.2	2.7
64-66 D	1.5	1.8	2.0	2.5
60-63 D-	1.0	1.3	1.5	2.0
<60 No Credit F	0	0	0	0

#### Pre-AP / Honors Classes:

Pre-AP English I  
Pre-AP English II  
Honors Biology  
Anatomy & Phys  
Forensic Science

Physics  
GPA-NB's World Geography  
GPA-NB's World History  
GPA-NB's Government  
Latin I, II, III

Spanish III  
Hebrew  
Pre-Calculus  
Calculus

#### Advanced Placement Classes:

AP English III  
AP English IV

## **Class Ranking**

With the exception of Valedictorian, and Salutatorian for a class of five or more students, Grace Preparatory Academy of New Braunfels is a non-ranking school.

## **Valedictorian and Salutatorian Awards**

The Valedictorian of Grace Preparatory Academy of New Braunfels shall have the highest grade point average (GPA) in the graduating class after successfully completing the 9th through 12th grades. In the event that the student with the highest GPA has taken less-challenging courses than other eligible students, a determination will be made by the faculty as to which student is valedictorian, based on GPA and level of coursework. A student will be eligible for valedictorian only if he or she completes the majority of his or her junior and senior coursework at GPA-NB. In addition, the student must have taken a minimum of eight (8) weighted courses and meet at least the Recommended High School Program as specified by TEA to be eligible. A valedictorian will be chosen **only if** an eligible student exists.

The Salutatorian of Grace Preparatory Academy of New Braunfels shall have the second highest grade point average (GPA) in the school after successfully completing the 9th through 12th grades. In the event that the student with the second highest GPA has taken less-challenging courses than other eligible students, a determination will be made by the faculty as to which student is salutatorian, based on GPA and level of coursework. A student will be eligible for salutatorian only if he or she completes the majority of his or her junior and senior coursework at GPA. In addition, the student must have taken a minimum of eight (8) weighted credits and meet at least the Recommended High School Program as specified by TEA to be eligible. A salutatorian will be chosen **only if** the graduating class has five (5) or more students and an eligible student exists.

## Classes to Take Each Year

These courses are required for receiving a diploma from Grace Preparatory Academy. The listing below is a suggestion for the order of necessary classes.

### Freshman Year:

Math	Geometry or Algebra I (Alg. I taken in 8 <sup>th</sup> grade counts for H.S. credit)
English	Pre-AP English I or II
Social Studies	Geography
Science	Pre-AP Biology
Foreign Language	Language I or II (Language I taken in 8 <sup>th</sup> grade counts for H.S. credit)
Other	Speech, P.E., Fine Arts
Electives	Bible

### Sophomore Year:

Math	Algebra II or Geometry
English	Pre-AP English II or I
Social Studies	History (U.S. or World)
Science	Chemistry (may wait to take chemistry in another year)
Foreign Language	Language II or III
Other	any still needed for 1 P.E., 1 Fine Arts, Speech
Electives	Bible, Driver Ed.

### Junior Year:

Math	Pre-Calculus or Algebra II
English	AP English Literature & Composition
Social Studies	History (World or U.S.)
Science	Anatomy and Physiology
Foreign Language	Language III (optional; required for Distinguished Honors Diploma)
Other	any still needed for 1 P.E., 1 Fine Arts, Speech
Electives	any needed to complete the elective credits

### Senior Year:

Math	Calculus or Pre-Calculus or Consumer Math
English	AP English Language & Composition
Social Studies	Government (full year at Grace Prep) <b>and</b> Economics (1 semester)
Science	Suitable 4 <sup>th</sup> -year options—Physics or Forensic Science
Electives	College Prep, any others still needed for 5 ½ credits

**Every student receiving a Grace Preparatory Academy diploma must meet the requirements for at least a Foundation High School Program diploma and must take an average of at least four full-year classes per year.**

## **Conduct and Dress Code**

A student's style of dress and/or grooming must be modest, and preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. A student's behavior and character must represent the tenets of our Christian faith. The faculty and staff of Grace Preparatory Academy of New Braunfels reserve the right to make the final call on appropriate attire, grooming, and behavior, and **we expect parents to assist in assuring that their child meets the proper standards of modesty, cleanliness, and Christian behavior.**

## **Cell Phone and Smart Device Policy**

Students are permitted to have cell phones on campus, but students should not have cell phones out at any time during class unless there is an emergency. Smart devices are allowed out in class **ONLY** if directed by a teacher. Texting or communicating in any way via cell phone or other device will result in immediate confiscation of the phone or device unless special permission has been granted, or an emergency situation exists. Cell phones are to be off or on airplane mode during class and, at the teacher's discretion, must either be put away in a pocket, purse, or bag, **OR** must be in plain view on the student's desk or table. Abuse of this policy could result in suspension, probation, or dismissal. Cell phones that have left an imprint in the chair from being kept under a leg during class will be confiscated, and may be permanently banned.

## **General Dress Code Rules**

Students will be given three documented warnings before being required to wear a uniform unless the violation is serious enough to require immediate action. We reserve the right to dismiss a student based on violation of the dress code if deemed necessary.

Students must follow basic rules for good hygiene and modesty.

Students must dress in conformance with their biological gender.

Decorations or designs imprinted on clothing that promote anything other than a wholesome lifestyle are prohibited.

Visible tattoos, permanent or temporary, are prohibited.

Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Excessively large or baggy clothes are prohibited, as well as shrink-to-fit clothing.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

Permitted clothing shall be worn as designed/manufactured to include the following:

- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating.

## **Hair**

Hair must be out of the eyes—we must be able to see both of the student's eyes at the same time.

Hair must be clean and groomed for health reasons.

Hair must be one color that is a natural color for human hair. Natural highlights and lowlights are permitted.

Hair may not be cut in extreme styles—Mohawks, long spikes, etc.

### **Additional For Boys:**

Hair may not be longer than the bottom of the collar on a polo or dress shirt.

Hair that grows out, rather than down, may not be grown out to a thickness of more than three inches.

Hair may not be pulled back in a ponytail or boy bun.

## **Head Coverings/Sunglasses**

Caps, hats, sweatbands, or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician or approved by the school's faculty or staff for a special school activity. Sunglasses (unless prescribed by a physician) are not permitted to be worn in class.

## **Facial Hair**

Boys must be clean-shaven. Period. That includes sideburns, which may be no longer than the bottom of the ear.

## **Upper Garments**

The cut of garments must be modest and must not expose undergarments.

Garments must be of appropriate length, cut and/or fit to cover all undergarments while standing, sitting, or bending.

### **Additional for Girls:**

Strapless garments are prohibited.

Shoulder straps of permitted garments must be a minimum of the width of three fingers.

Bare midriffs, immodestly low-cut necklines, off the shoulder, racer-back, or bare backs are prohibited.

No cleavage is allowed to show at any time.

No see-through shirts are allowed unless worn as an over-shirt with appropriate clothing underneath.

## **Lower Garments**

Undergarments shall not be visible. Pants, shorts, and skirts shall be worn in the appropriate area of the waist.

NO tights, leggings, yoga pants, jeggings, or clingy pants or shorts worn without a covering that meets the dress code requirements – an upper garment that falls to the lower thigh.

No spandex, bike shorts, swimwear, sleepwear (including pajamas), etc.

Shorts, skirts, and dresses must be of modest length **defined as no higher than 3" above the knee** of the wearer. No short shorts, skirts, or dresses.

## **Footwear**

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation.

House slippers and bare feet are examples of unacceptable footwear.

## **Jewelry and Accessories**

Jewelry and other accessories shall not convey prohibited messages as defined above.

Pierced jewelry shall be limited to the ear.

Earrings and make-up for boys are prohibited.

Jewelry/accessories that pose a safety concern are prohibited.

## **Penalties/Sanctions**

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions, sanctions, and/or dismissal as deemed necessary by the faculty or staff of Grace Preparatory Academy. A student receiving three warnings will be required to wear a uniform.

## **Unusual Behavior or Circumstances**

If any unusual situation, relative to dress, grooming, or behavior, arises, which is not specifically covered in this policy, the faculty or staff of Grace Preparatory Academy shall have the authority to rule on the appropriateness of the attire.

## **Policy for Those Who FAIL the DRESS CODE**

### **Upper Garments:**

Upper garment will consist of a solid-color polo shirt with a collar or a solid oxford uniform shirt. Shirts must be plain (no writing of any kind). Any undershirt or cami will be allowed **ONLY** if it is solid with no writing and tucked in with the uniform shirt. All uniform shirts will remain tucked in at all times.

### **Lower Garments:**

Lower garments will be navy, black, or khaki slacks/shorts/skirts. Slacks, shorts, and skirts must be properly fitted (not oversized). Waistbands are to be fitted to the waist, as pants and shorts will not be allowed to sag inappropriately. Pants must not flare at the bottoms to an unsafe width. A plaid skirt or jumper may be worn with a white oxford shirt as an optional uniform choice.

Stretch material or wind-pants are not acceptable for uniforms.

## **School Offenses**

Serious offenses may immediately result in a student being removed from class, being referred to the principal, suspension, or dismissal.

Examples of school offenses include, but are not limited to, such activities as:

1. Disrupting class by actions that interrupt the teacher, the class discussion, or that otherwise upset the classroom environment
2. Not following instructions or dress code
3. Not showing respect to other students; rude actions towards or harassment of another student—physically or verbally—**including name-calling done in jest.**
4. Showing disrespect towards a teacher by arguing or mocking, negative body language, ignoring the teacher, complaining about assignments or instructions, etc.
5. Inappropriate behavior in a study hall, classroom, hallway, parking lot, neighborhood street, or restroom

If the disrespectful attitude continues, the student will be removed from the classroom and sent home for further action, and may be permanently removed from the school.

## **Suspension from School**

The following activities/behaviors **may result in suspension or immediate dismissal** from the school as determined by administrators and/or the school board:

1. Fighting
2. Cheating or helping others to cheat
3. Possession or use of tobacco products or illegal drug use
4. Use of profanity, obscene gestures, obscene words, or obscene materials
5. Sending, texting, snap-chatting, sharing, showing, or communicating obscene, lewd, or inappropriate pictures or information by any means
6. Theft, on or off campus
7. Verbal, physical, or sexual harassment
8. Repeated minor infractions
9. Threatening or bullying another student
10. Lying
11. Kissing or other inappropriate activity

## **Disciplinary Philosophy**

Our students, our teachers, and our school board work together to sustain Christian attitudes and high standards of conduct. Students are expected to conduct themselves as Christian ladies and gentlemen

while on the school grounds and in all other places. The faculty and board of Grace Preparatory Academy of New Braunfels expect all students to be honest, to be of good character, and to be respectful of authority, property, and each other. We reserve the right to deny admission to any applicants who have disciplinary records in previous programs or who do not meet the guidelines or values of our Christian faith. We carefully guard the family atmosphere at Grace Prep and have a **zero-tolerance policy** for rebellious, disruptive, or lewd behavior, or for behavior that is physically or emotionally hurtful to other students. We operate as a Christian educational ministry, holding to the tenets of our faith as outlined in the Statement of Faith signed by our students and parents; the Statement of Faith and Morality signed by our faculty, staff, and board; and the by-laws by which we are governed.

This handbook is subject to change without notice, as deemed necessary, by the administration and/or the school board. This handbook does not serve to contractually bind the school in any way.

**After reading the handbook, please return this page with initials and signatures.**

**High School Students Only:**

**Graduation:**

We have read the requirements for graduation as described on pages four through six (4-6) of this handbook, and are fully aware that Grace Preparatory Academy of New Braunfels (GPA-NB) requires all students receiving a GPA-NB diploma to have completed and passed all requirements for at least the Foundation High School Program as prescribed by the TEA and to have taken an average of at least four full-year classes per year. The TEA description of classes may be found at:  
<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074b.html>

**Diplomas and Transcripts:**

We fully understand that students who have not completed and passed at least the TEA Recommended diploma requirements for graduation as listed at <http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074f.html> and/or who have not taken a majority of classes from the faculty at GPA-NB may be allowed to participate in the commencement ceremony with Grace Preparatory Academy, but will not receive a diploma from GPA-NB. The parents will need to supply a diploma from home for participation in the commencement ceremony. In addition, a transcript of courses the student has taken during high school will be provided to the parents, but the transcript will not have the name or logo of GPA-NB on it, and it will need to be signed and mailed to colleges by the parents.

\_\_\_\_\_ Initials of **high school student**                      \_\_\_\_\_ Initials of **parent**

**Middle School and High School Students**

**Understanding and Acceptance of Guidelines and Rules:**

We have read and discussed the handbook for GPA-NB, and we understand and accept the policies for attendance, promptness, dress, behavior, character, assignments, tuition, and graduation. We also understand the consequences for failing to follow these basic guidelines and rules. Pleading ignorance does not change the requirements.

I, the student, have read and accept the policies listed under Academic Integrity; Conduct and Dress Code; Attendance, Homework and Make-up Work Policies; and School Offenses, including Suspension from School and Disciplinary Policy. I also accept the cell phone policy.

Signature of **student** \_\_\_\_\_ Date \_\_\_\_\_

**Printed name of student** \_\_\_\_\_

I, the parent, have read the above information and support the school in its policies.

Signature of **parent** \_\_\_\_\_ Date \_\_\_\_\_

**Printed name of parent** \_\_\_\_\_