

GRACE

PREPARATORY ACADEMY

of NEW BRAUNFELS



STUDENT/PARENT
HANDBOOK

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.

Motto

To God be the glory! (Glōria sit Deō)

School Colors

Navy blue and silver

Mascot

Knights

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)

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.

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Important Contact Information

GPA front office	830-400-7021x0	office@gpa-nb.org
New Family Liaison	830-400-7021x1	rcraig@gpa-nb.org
Appointments with Mrs. Pryor	830-400-7021x1	rcraig@gpa-nb.org
Registrar	830-400-7021x0	registrar@gpa-nb.org
Academic Coordinator	830-400-7021x3	ac@gpa-nb.org
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STANDARDS OF CONDUCT, SAFETY, AND DRESS

Expectations of Conduct

A student's behavior and character must represent the tenets of our Christian faith. Our students, our teachers, and our school board work together to sustain Christian attitudes and high standards of conduct. We expect all students and parents to act in a respectful way towards each other, themselves, the staff of Grace Preparatory Academy of New Braunfels (GPA-NB), the facility, the church members and church staff that utilize our facility, and God – on and off campus. We carefully guard the family atmosphere at Grace Prep and have a **zero-tolerance policy** for rebellious, disruptive, destructive, or lewd behavior, or for behavior that is physically or emotionally hurtful to other students or disrespectful to staff. We expect parents to assist in assuring that their child meets the proper standards of Christian behavior.

- The GPA-NB board and administration reserve the right to remove a student for actions or speech by the student or parent, which are considered to be disreputable, dishonorable, or defamatory.
- The GPA-NB board and administration reserve the right to deny admission to applicants who have disciplinary records in previous programs or who do not meet the guidelines or values of our Christian faith.

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.

Disciplinary Philosophy

We believe that discipline does not always require punishment, but may call for coaching of correct behavior.

- Minor offenses may be handled by faculty or administration as part of the day's events.
- More serious infractions will result in notification to parents and appropriate disciplinary action/restitution as determined by school administrators. The incident will be documented in the student's records.
- Very serious infractions may result in a student being removed from class, referred to the principal, sent home, suspended, or immediately dismissed from GPA-NB, as determined by administrators and/or the school board.
- Refunds of tuition will not be given for students who are removed as the result of disciplinary action.

Academic Integrity

Integrity and honesty are foundational to who we are as a Christian school. Therefore, we take any breach in academic integrity very seriously. In all cases of a breach in academic integrity, the incident will be documented in the student's records.

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:

- Submitting an assignment done by someone else.
- Preparing an assignment to be submitted by someone else.
- Selling or purchasing any assignment.
- Copying someone else's work.
- Knowingly allowing someone else to copy one's work.
- Depending significantly on someone else's ideas in completing an assignment.
- Unauthorized communication of information during a test or evaluation.
- Providing any substantive information about a test to students who have not yet taken it.
- Use or possession of unauthorized materials or resources during a test.
- Any behavior that a teacher can reasonably construe as cheating.

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.

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.

- 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 or written by an AI program. It is a form of cheating that involves a student's attempt to gain credit for someone else's or a machine's efforts.
- When a student submits 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/administration is the final judge as to whether plagiarism has taken place.
- Occasionally a case of plagiarism arises in which it can be shown there was no intent to deceive. Such cases are still serious and the assignment may receive a failing grade.

In most cases, plagiarism 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.

Serious Offenses

Serious offenses include, but are not limited to:

1. Possession of firearms
2. Possession of firecrackers or other destructive, disruptive, or harmful devices
3. Possession of, use of, or selling tobacco products, vaping products, or illegal substances (including, but not limited to, alcohol or drugs)
4. Hosting an event with students present where illegal substances are provided or illegal activities occur
5. Verbal, physical, or sexual harassment of others; disrespectful, rude, or aggressive behavior, including name-calling done “in jest.”
6. Sending, viewing, texting, snap-chatting, sharing, showing, air-dropping, participating in, or communicating obscene, lewd, or inappropriate pictures, videos, information, or “jokes” by any means
7. Use of profanity (verbal or written), obscene gestures, obscene words, or obscene materials
8. Kissing, “parasitical” hugging, or other inappropriate physical contact on campus, indoors or outdoors
9. Fighting, shoving, or inciting violence
10. Threatening or bullying another student.
11. Posting, physically or virtually, any material deemed to be harmful or inappropriate, especially as addressed to or concerning another student, staff member, or cultural group.
12. Disrespectful or subversive behavior toward a teacher, staff member, or administrator by arguing or mocking, negative body language, ignoring the teacher, staff member, or administrator, excessive complaining about assignments or instructions, etc.
13. Cheating or helping others to cheat
14. Plagiarism
15. Lying
16. Theft, on or off campus
17. Dangerous, harmful, or hurtful activity on school property or in the area around the school, to include, but not limited to, destruction of property; damage to vehicles on school property; throwing rocks, etc.
18. Disrupting class or the school through actions or pranks that interrupt the teacher, the class discussion, or that otherwise upset the classroom or school environment
19. Reckless driving on the property or in the adjacent school zone
20. Leaving the school property without permission
21. Repeated minor infractions such as dress code violations or disrespectful behavior.
22. Involvement in any activity that undermines the authority of the staff or faculty or discredits the reputation of the school or dishonors the Christian values by which the school operates.

Campus Conduct

Pranking

Grace Preparatory Academy is a prank-free zone. Students are not allowed to pull pranks on staff members or other students. Calling, texting, or posting pranks in any manner from any location to target a staff member or student is not allowed and may result in dismissal.

General Campus Conduct

- A boy and girl (non-sibling) may not be alone in any area of the campus.
- Two or more students may not sit in a vehicle in the parking lot.
- Unless specifically authorized, the GPA sanctuary is off limits as a social or study area.
- Food and drinks other than water may not be brought into the GPA sanctuary.

Study Halls

- Except for during the lunch period, the quiet MS and HS study halls are not social areas. Students should refrain from holding conversations in these areas, except for the purpose of quietly helping each other with homework.
- Headphones or earbuds may be worn in study halls. The volume should be set at a level that will not disturb other students.
- High school students may not use the middle school study hall. Middle school students may not use the high school study hall.

Indoor Social Areas

- The HS Gathering Place and the MS foyer are acceptable places to visit with friends. Volume should remain at a normal conversational level, giving consideration to nearby office areas and classrooms.
- High school students may not linger in the middle school foyer. Middle school students may not use the high school Gathering Place except to heat food in the microwaves, to use the sink, or to pick out a game to play in the middle school foyer.
- Students are welcome to play board games during their free time. Electronic devices are allowed if used appropriately.
- Active games (tag, etc.) are not allowed inside the building.

Playground

The playground is the place for active play, but students should always exercise good judgment to be safe, respectful, and considerate to others.

- Use the playground equipment in the way it is intended to be used. Do not climb on the very top of a playground structure. Do not climb on the fences.
- Do not throw sticks, rocks, or other objects.
- Notify the front office of any unsafe or disrespectful activity.
- An individual student may not be on the playground by himself/herself. A boy and a girl (non-sibling) may not be on the playground unless at least one other person is present.
- Put trash in the trash can. If the trash can is full or missing a liner, notify the front office.

Cell Phones and Smart Devices

Students are permitted to have cell phones on campus. Because cell phones have proven to be highly distracting and a method of cheating in the classroom, students are NOT allowed to use cell phones at any time during class unless there is an emergency, or unless directed or approved to do so by the teacher.

- Cell phones are to be turned off or set on airplane mode during class. They must be placed face-up in plain view at the front edge of the student's desk or stowed securely inside a backpack.
- Texting or communicating in any way via cell phone or smart device is not allowed during class unless special permission has been granted or an emergency situation exists.
- Other smart devices may not be used in class unless directed or approved by a teacher.
- Cell phones and smart devices that are used in class without permission may be confiscated and may be permanently banned. Abuse of this policy may result in suspension, probation, or dismissal.

Campus Safety

The safety of our students is of primary concern. Students are expected to exercise good judgment in order to protect themselves and others.

- GPA-NB is a closed campus for all middle schoolers. Middle school students may not leave campus unless they are picked up by a parent or designated pick-up individual.
- GPA-NB is an open campus for high schoolers; however, high school students must leave campus in a vehicle. Walking along River Road is prohibited for safety reasons.
- The speed limit in the parking lot is **5 mph**.
- Students may not congregate in the parking lot at any time, except for the following areas: under the covered driveway while waiting for a parent or carpool, inside the cordoned sports area, at one of the picnic tables, or at Rally Point A during a drill.
- Skateboards, scooters, roller blades, Razors, Segways, motorized scooters/boards, wheeled shoes, and bicycles are not permitted on campus.
- Knives or other harmful objects are not permitted on campus.
- Running or disruptive activity is not allowed inside the building or in the parking lot.
- While in the building or the parking lot, headphones, earbuds, AirPods or similar devices may only be worn in one ear, unless seated in a study hall or common area. These devices may not be worn in classrooms unless specifically authorized by the teacher.

Security Cameras

Grace Preparatory Academy of New Braunfels uses audio/visual security cameras in public areas throughout the facility, indoors and outdoors, to provide added security for students and staff. Safety for our students and staff is the first priority in any threatening situation. For this reason, designated staff may have access to real-time monitors.

Audio/visual records are maintained for approximately 10 days, with the exception of appropriately-selected portions of the recorded data relating to specific incidents. These recordings may be retained for an unspecified period of time.

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, character, and attire 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. We expect parents to assist in assuring that their child meets the proper standards of modesty, cleanliness, and Christian attire and behavior.

General Dress Code Rules

- Students must adhere to basic standards for good hygiene and modesty.
- Students must dress in conformance with their biological gender.
- Decorations or designs imprinted on clothing, jewelry, or accessories that promote anything other than a wholesome lifestyle are prohibited.
- Visible tattoos and body piercings, permanent or temporary, are prohibited.
- Clothing material must be thick enough that it is not revealing (thin, silky gym/basketball shorts are not thick enough).
- Excessively large or baggy clothes that reveal undergarments, as well as excessively tight or shrink-to-fit clothing, are prohibited.
- Garments shall be clean, in good repair, and shall have no holes, slashes or rips.
- 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 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. Teachers and staff 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.
- Hair that grows out, rather than down, may not be grown out to a thickness of more than three inches.
- Additional requirements for boys:
 - Hair may not be longer than the bottom of the collar on a polo or dress shirt.
 - Hair may not be pulled back in a ponytail or boy bun.
 - Boys must be clean-shaven. Period. Sideburns may be no longer than the bottom of the ear. Razors will be provided for boys who have not shaved.

Head Coverings/Sunglasses

- Caps, hats, sweatbands, hoodies, or other similar head coverings are not permitted to 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.

Upper Garments

- The cut of all clothing must be modest and must not expose undergarments, to include bra straps and camis for girls. Clothing must be of appropriate length, cut and/or fit to cover all undergarments while standing, sitting, or bending.
- No crop tops. Shirts must be long enough to cover the waistline of lower garments at all times *even when arms are raised fully*.
- Tank tops and shoulder straps must be at least the width of three fingers. Strapless garments are not permitted.
- Bare midriffs, off-the-shoulder, racer-back, open-back, and low scoop-back or scoop-neck shirts are not permitted.
- See-through shirts, open shirts, and open sweaters are not permitted unless dress-code-compliant clothing is worn underneath. Camis are NOT acceptable under open shirts and sweaters.
- Girls: Immodestly low necklines are not permitted. Cleavage may not show at any time.
- Boys: Shirts must be worn at all times.

Lower Garments

- The cut of all clothing must be modest and must not expose undergarments.
- Pants, shorts, and skirts shall be worn in the appropriate area of the waist.
- Shorts, skirts, and dresses must be of modest length *defined as no higher than THREE (3) inches above the knee* of the wearer.
- Tights, leggings, yoga pants, jeggings, or spandex/elastic pants are not permitted unless covered by an upper garment that falls to within THREE (3) inches of the knee in the front and the back.
- No spandex shorts, bike shorts, swimwear, sweats, or sleepwear (including pajamas).

Measuring the length of a skirt/dress/shorts or a cover for leggings

Kneel on the floor with legs bent at a 90° angle and body upright. Measure the gap from the floor to the hem of the material. Use the 3-inch side of a 3x5 card if you do not have a ruler. The gap must not measure more than THREE (3) inches. If you are having to measure the garment in this way, it is probably too short.

Rips, Holes, Tears, or Slashes in Garments

- Lower garments may not have rips, holes, tears, or slashes in any portion of the leg or hip area. Period. Not even with leggings or tights underneath.
- Frayed hems at the very bottom of jeans or pants (NOT shorts, dresses, or skirts) are acceptable.
- Upper garments may not have rips, holes, tears, or slashes.

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, socks only, and bare feet are examples of unacceptable footwear.

Jewelry, Makeup, and Accessories

- Makeup should display a positive image and be of natural colors.
- Earrings and make-up for boys are not permitted.
- Pierced jewelry shall be limited to the ears of females.
- Gauges and open gauge holes larger than 6 ga or 4mm are not permitted.
- Nose rings, tongue piercings, and body rings are not permitted.
- Jewelry/accessories that pose a safety concern are not permitted.

Clothing for Special Events

Choir concerts

- Ladies:
 - Black ankle-length skirt, ankle-length dress, or dress pants
 - Blouse (any combination of black and/or white)
 - Black or nude dress shoes
- Gentlemen:
 - Black dress pants
 - Button down long sleeve dress shirt (white or black)
 - Tie (navy or royal blue tie; can be patterned)
 - Shirts must be tucked with pants belted
 - Black dress shoes and black socks.
- If concert attire is modified for a specific event, families will be notified via email.
- All attire must meet the Grace Preparatory Academy dress code as outlined in this Handbook.

Proms and dances

- Dress code requirements may be modified or relaxed somewhat for dances. Refer to the event details for specific dress code modifications.
- In no case should ladies' dresses be strapless, plunging (front or back) "shrink-wrapped," or shorter than 5" above the knee (the longer side of an index card).
- Guests who do not attend GPA-NB must meet dress code requirements for the event.
- Event chaperones reserve the right to deny a student entrance to a dance or event if the student does not meet dress code requirements.

Spirit Week

- Dress code requirements may be modified or relaxed somewhat for school spirit weeks. Refer to the event details for specific dress code modifications.

Clothing for School Athletic Events

- Athletic shorts, such as Running Knights uniform shorts, may be shorter than the standard dress code for lower garments, but may not reveal undergarments or rear end.
- Athletic tops should not gap or plunge so as to reveal undergarments.
- Athletic clothing should not be excessively tight .
- Athletic clothing should not reveal the midriff.

Dress Code Exceptions for Seniors

Seniors in good academic and behavioral standing may be granted specific exceptions to the dress code. These exceptions will be coordinated with school administration. Approved exceptions will be disseminated via email and posted in Family Portal → Resource Documents.

Unusual Circumstances

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

Dress Code Violations

Students who repeatedly elect not to conform to the dress and grooming rules set forth by this Handbook will be subjected to disciplinary actions, sanctions, and/or dismissal as deemed necessary by the faculty or staff of Grace Preparatory Academy.

- Students will be given three documented warnings before being required to wear a uniform. A warning is a notification that the student is not in compliance with the policies for attire in our educational atmosphere.
- If the violation is serious enough to require immediate action, a parent will be called to pick up the student or bring alternate clothing. An unexcused absence will result while the student waits in the office for the parent.
- In certain cases, the student may be given an item of clothing to wear in order to be able to remain on the campus for classes.
- The administration reserves the right to dismiss a student from Grace Preparatory Academy based on violation of the dress code, if deemed necessary.

Uniform Policy for Failure to Adhere to the Dress Code

Students who receive notifications for three dress code violations may be required to wear a uniform for the remainder of their time at GPA-NB.

- **Upper garment** will consist of a solid-color polo shirt with a collar or a solid oxford uniform shirt. Shirt must be plain (no writing of any kind). An undershirt or cami will be allowed **ONLY** if it is used as an undergarment, and if it is solid with no writing, and if it is tucked into the uniform shirt.
- **Lower garment** will be navy, black, or khaki pants. Pants must be properly fitted. Waistbands are to be fitted to the waist, as pants will not be allowed to ride down inappropriately. Leggings, jeggings, tights, and exercise pants are not acceptable.

PROCEDURES AND POLICIES

School/Family Communication

Communication from the school to GPA families

Family Portal and email are the primary means of communication to GPA families.

- Family Portal (FACTS/SIS)
 - ALL STUDENTS must create a *student* Family Portal account prior to the start of the school year. Email office@gpa-nb.org for information about creating an account.
 - Students should monitor their homework in Family Portal each school day.
 - Family Portal can be accessed at factsmgt.com. The Grace Prep NB app (free in both app stores) is a convenient way to access Family Portal from a mobile device.
 - Teachers post homework in Family Portal each week. If an assignment changes during the week, the teacher will notify students in class and/or via email.
- Email
 - Students should check email each school day for information from the school.
 - Parents should check email several times a week.

Information is repeated through the following channels as appropriate:

- *Calendar events* and *announcements* are posted and updated in Family Portal.
- *Resource documents* are uploaded to Family Portal.
- *Facebook*: Selected events and announcements are shared to the Grace Prep Student/Parent Newslink, our private Facebook group for GPA families and staff.
- *Gradebook progress reports* are emailed to parents midway through each quarter. Report cards are sent at the end of each quarter. Upon request, the front office can configure a parent account for daily or weekly auto-emailed reports.

Communication from GPA families to the school

School contact information is listed at the beginning of this handbook and in Family Portal.

- For *absence/tardy reporting*, email the GPA Front Office at office@gpa-nb.org.
- For most *administrative questions*, contact the GPA Front Office (call or email).
- For *class adds, drops, or changes*, email the Registrar at registrar@gpa-nb.org.
- For *tuition and billing questions*, call the GPA Front Office or email the Registrar.
- For *records requests*, email the Academic Coordinator at ac@gpa-nb.org.

Email is the recommended method of communication with teachers and staff. Email addresses are available in Family Portal (School → Directory) or the Grace Prep NB app.

- Most questions can be addressed via email. If a face-to-face meeting with a teacher is requested, email the teacher to coordinate.
- If a face-to-face meeting with the principal is requested, please email Mrs. Rosemary Craig, rcraig@gpa-nb.org, to coordinate.

Campus Arrival and Departure

- Students should not arrive more than 30 minutes prior to their first class unless they are arriving with a sibling or carpool member who has an earlier class.
- Students who have an open period between classes may remain on campus during that period.
- Students must be picked up as soon as their last class has ended.
- Exceptions:
 - Students whose last class ends at lunch may remain on campus through the end of the lunch period, pending good behavior.
 - Students may remain on campus while waiting for a sibling or carpool member to finish classes.
 - Students participating in a GPA-NB student club may remain on campus for a club meeting.
 - If a special circumstance exists, the parent may request a waiver.

Guests on Campus

All guests must sign in at the GPA front office and may not proceed past the front office without clearance from front office staff.

- All guests 18 and older must provide a valid form of ID (driver's license or military ID) at the front desk. Front office staff will scan the ID, run a background check, and provide the guest with an adhesive name tag.
- Guests will wear the name tag while on campus and may also be escorted by a staff member if proceeding past the front office.

Students/minors who do not currently attend GPA-NB may not enter the campus for social visits with GPA-NB students. This restriction includes the playground and other outdoor areas.

Students/minors who do not attend GPA-NB may be on campus in the following cases:

- Siblings of current students, who are dropping off/picking up a sibling.
- Students/minors who are touring the campus with the New Family Liaison.
- Student applicants who are on campus for placement testing or a family interview.
- Students who are invited by GPA-NB to participate in a school event such as chapel.
- Children of current faculty or staff members, while in the company of their parent.

GPA-NB alumni may visit the campus to visit former teachers/staff. They will need to sign in at the front desk.

Attendance Policy

General Information About Absences

Students must be in class in order to succeed. A student may miss no more than five classes in a course per semester unless unusual circumstances exist and approval is given by the school administration.

- If a student misses more than five classes in a semester for a given course, the student may receive an incomplete or failing grade, and might not receive credit for that course.
- Students with excessive absences and/or tardies may be placed on academic probation. The parent will be notified of this action. If the trend of absences and/or tardies continues, the student may be dismissed from the school.

Any absence or tardy is considered unexcused until written parental notification is received by the GPA front office.

- The preferred method of notification is an email from the parent's email account to office@gpa-nb.org. Include the general reason for the absence in your notification.
- Alternatively, a parent may provide a signed note to the GPA front office.
- Phone calls to the front office, although helpful, do not constitute written notification.

An absence or tardy will be marked as unexcused unless it is for a valid reason.

“Too tired” or taking a holiday without giving the required advance notice constitutes an unexcused absence.

What to Do in the Event of any Absence or Tardy

- PARENT:
 - ***Notify the GPA front office in writing*** (office@gpa-nb.org) as soon as possible. Include the general reason for the absence or tardy in your correspondence.
 - Update the front office in writing if the absence continues.
 - The front office will update attendance data in FACTS and will notify teachers of the absence or tardy.
- STUDENT:
 - For preplanned absences, notify your teacher at least 7 days in advance. He/she may have paperwork or instructions to give you prior to your absence.
 - Check Family Portal for missed classwork and assignments.
 - Watch the WebEx class recording, if available.
 - Contact a reliable student from the class to receive missed instructions or lecture notes. If necessary, email the teacher after checking FACTS.
 - Return to class ready to turn in missed assignments and to make up tests or quizzes in a timely manner.

Absence Due to Illness or Other Unforeseen Circumstances

If a student is absent due to illness or other unforeseen circumstance such as a funeral or a family emergency, the parent should notify the GPA front office when able. After parent notification is received, the front office will mark the absence as “absent-excused.”

Families should refer to the Student Illness Decision Tree (downloadable from Family Portal) for guidance on when to stay home from school, and for how long. Students who have a fever should remain home until they are fever-free for 24 hours without fever-reducing medication.

Absence Due to Medical Appointment or Other Personal Appointment

Medical appointments or other personal appointments should be scheduled *outside of school hours*, unless an emergency or urgent situation exists.

- If an appointment occurs during school hours due to an urgent or emergency situation, the parent should notify the GPA front office as soon as possible.
- Routine appointments (dental check-ups, etc.) scheduled during school hours may result in an unexcused absence.

Family Trips and Other Pre-Planned Discretionary Absences

Because of our many days out of school throughout the year and our limited days of instruction, GPA-NB discourages discretionary absences for family trips on school days. ***Please do not plan family trips on school days.***

Athletic or academic events such as competitions or college visits sometimes take place on a school day. When possible, college visits should not be scheduled on a GPA-NB school day.

Whatever the reason for the pre-planned absence, it must be communicated to the school well in advance. This allows teachers and staff the ability to respond appropriately.

- PARENTS must notify the GPA front office as far in advance as possible, but *no fewer than 7 calendar days (1 week) before the planned absence*. Failure to provide advance notice will result in an unexcused absence, unless unique circumstances exist and approval is given by the school administration.
- STUDENTS should discuss the absence with teachers prior to the planned absence. Teachers may provide advance copies of handouts / other paperwork at their discretion.

IF ADVANCE NOTICE OF A PRE-PLANNED ABSENCE IS PROVIDED:

- Athletic or academic events will be marked in FACTS as “present.”
- All other discretionary absences will be marked in FACTS as “absent-excused.”

IF ADVANCE NOTICE OF A PRE-PLANNED ABSENCE IS NOT PROVIDED:

- The absence will be marked in FACTS as “*absent-unexcused.*”

Unexcused Absences

At the teacher's discretion, a student with an unexcused absence ***might not be allowed to turn in the work missed and may receive a zero for the day on any assignment due.***

An unexcused absence is recorded in FACTS when:

- The parent does not provide written notification of the absence to the GPA front office.
- The parent does not provide at least 7 days' advance notice of a discretionary absence (family trip, etc.).
- The absence is due to poor planning (failing to prepare properly for the upcoming school day, lack of sleep/oversleeping, misplacing or forgetting personal items, not accounting for normal traffic conditions, etc.).
- The student is more than 20 minutes late for class or leaves early without permission.
- The student is suspended from school.
- The administration determines that an absence is inexcusable.

Tardies

Tardiness is inconsiderate to the class and the teacher. Tardiness can affect a student's grade as much as excessive absences because important instruction is being missed. School attendance is vital to student success, and arriving at school on time is just as important.

- **Any content missed might not be able to be made up and may receive a zero.** This may include quizzes, and/or seat work given at the beginning of class.
- **Tardies are always unexcused except in highly unusual circumstances.** Trains, pre-announced construction traffic, oversleeping, and spilled coffee are NOT highly unusual circumstances.
- A student who is more than 20 minutes late will be marked as absent.
- Three unexcused tardies will be converted at the end of the semester to an unexcused absence.
- 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 his or her first class, he or she should plan to arrive on campus at least five to ten minutes ahead of the start time.

Homework and Make-Up Work

Make-Up Work/Tests/Assignments

Students out of school with an excused absence due to illness or other unforeseen circumstance 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.

Students out of school with an *excused pre-planned absence* (family trip, etc.) are expected to turn in missed assignments and make up quizzes and tests upon return to class. In addition, at the teacher's discretion, the teacher may require the work to be turned in prior to the absence.

It is the *responsibility of the student* to secure any and all make-up work from FACTS, from responsible classmates, or directly from the teacher. When absent, students should assume, because of the pace of our classes, that they have missed work, rather than asking, "Did I miss anything?"

At the discretion of each teacher, students may be required to watch the WebEx recording of each class missed.

Students are expected to be proactive in completing missed work. Missed work will NOT be accepted beyond a reasonable timeframe and will receive a non-negotiable zero if not completed and turned in.

Late Assignments

Assignments turned in late, or determined by the teacher to be incomplete, will receive grade deductions as follows:

- One class day late: 20% deducted
- Two class days late: 40% deducted
- Three or more class days late: No credit given. The assignment will be marked as zero.

Teachers will give notification to students of any assignment that requires a different late assignment policy. Specified assignments may be refused and given a zero if turned in late. As students are preparing to be successful in college and beyond, they must plan ahead for the occasional technology glitch and learn to navigate around those difficulties. Problems with a computer or printer will NOT excuse a student from the penalty for late work. Families should always prepare in advance with a plan B in the event of a technology glitch.

Incomplete Work

If a student receives an "Incomplete" grade on an assignment, he or she will receive a temporary "I" in the gradebook. If the work is not completed and turned in by the date set by the teacher, the "I" will be changed to a zero and the report card will include the zero.

Tuition Policy

Tuition Charges (effective 1 July 2024)

- As of the 2024-25 school year, yearly tuition per class is \$810, except as noted below.
- Special classes:
 - Music vocal ensemble is an audition-only honors class. Students who are selected for this class do not pay tuition for the class.
 - Single-semester classes, if offered, are \$405 for the semester.
 - Speech is a single-day-per-week class offered in the spring semester. Tuition is \$180 for the semester.
- Yearly tuition is capped at \$4050 (5 full-year classes) per student. Classes beyond the 5-class cap can be added without incurring additional tuition.

Incidental Charges

In addition to tuition, incidental charges may appear on the family billing statement. These may include, but are not limited to:

- Security fee (\$100 per year per family)
- PSAT fee (for 9th-11th graders who do not opt out of the October PSAT)
- AP exam fees (for 11th and 12th graders who sign up for any of these May exams)
- Certain textbooks (specific situations where a book is purchased by the school in bulk to reduce the cost per book)
- Certain class supplies (specific situations where an item is purchased by the school in bulk to reduce the cost per item or to ensure uniformity of product)

GPA-NB will notify families of incidental charges prior to the first scheduled payment.

Tuition Balance and Payment

- Tuition will be auto-drafted per the tuition payment plan chosen by the parent during enrollment. Parents may elect to pay via bank draft or credit card, and may choose from the following payment schedules:
 - The first of each month, September thru May
 - The 5th, 10th, 15th, 25th or last day of each month, August thru April
 - Semi-annually on September 1st and January 1st
 - In full on September 1st
- Tuition may be prepaid at any time, if desired.

- Families who wish to change their payment method, view their balance, or make a manual payment can do so by logging into their FACTS Management tuition account. Note: This is a different account than the Family Portal account.
- Families can contact FACTS Management Customer Support at (866)441-4637 if they have questions about their tuition account.

Financial Commitment

GPA-NB's budget is based upon tuition from all enrolled families for the year. Class drops and withdrawals adversely affect our ability to pay teachers, purchase supplies, and meet our financial obligations. By submitting a student's enrollment packet, the parent is stating a commitment to complete the school year at GPA-NB and pay all associated tuition and fees.

Tuition Policy for Class Drops

- Class add/change/drop requests must be emailed by a parent to registrar@gpa-nb.org.
- *Classes dropped on/before July 1st* are not charged any corresponding tuition.
- *Classes dropped after July 1st but before the start of the school year* incur one month's tuition charge.
- *After the start of the school year, refunds for tuition are not normally given for class drops*, except in the case of military/job reassignments.
 - Any request for a refund must be made in writing to registrar@gpa-nb.org, for review by the administration and board.
- Tuition is unaffected by a class drop if the student remains at or above the tuition cap of five classes per month.

Tuition Policy for Withdrawal from Grace Preparatory Academy

- If a need exists to withdraw a student, the parent shall submit the request in writing to registrar@gpa-nb.org.
- *If the withdrawal request is submitted on/before July 1st*, tuition charges will be waived.
- *If the withdrawal request is submitted after July 1st but before the start of the school year*, the family is responsible to pay the first month's tuition.
- *After the start of the school year, refunds are not normally given for withdrawal*, except for military/job reassignments. This policy also applies to students who are dismissed from the school by school administration as the result of disciplinary action.
 - Any request for a refund must be made in writing to registrar@gpa-nb.org, for review by the administration and board.

High School Prom and School Dances

High School Prom

Prom is planned by a student committee of seniors guided by a parent volunteer. The event is open to Grace Preparatory Academy seniors and juniors and their guests. GPA seniors and juniors may attend solo, with a date of the opposite gender, or with a group of friends.

- Each GPA junior or senior may invite one guest.
- A GPA student may not invite a guest of the same gender.
- Guests do not have to be GPA students, but they must be in 9th grade through freshman in college and no older than 19.

Students and their guests must have valid tickets. All GPA students and their guests must obey the rules of behavior and the dress code. No attendee may leave the event and return to the dance. No one may bring in outside food or drinks.

Fall and Spring Dances

Fall and Spring dances are planned by the Student Council with the assistance of the StuCo sponsor. These events are open only to Grace Preparatory Academy students in 9th through 12th grades. All students must obey the rules of behavior and the dress code. No attendee may leave the event and return to the dance. No one may bring in outside food or drinks.

ACADEMICS

Admissions, Enrollment, Class Changes, and Withdrawal

Registrar

The GPA-NB Registrar facilitates the admissions process, enrolls students in classes, processes class adds/drops/changes, and processes withdrawals.

Registration Dates

Opening dates for returning family registration and new family registration are posted on the GPA-NB calendar.

- Returning families will have the opportunity to re-enroll approximately a month in advance of new families.
- Siblings of returning students may begin the initial application process at the same time as their currently-enrolled family member.

Registration for the coming school year closes on July 1st.

Class Placement

GPA-NB offers classes to full-time students pursuing a GPA-NB diploma as well as part-time students pursuing a homeschool diploma. The Registrar will accommodate all class requests to the maximum extent possible, with the following restrictions:

- If the student is requesting a core class and has not previously taken a course in that core category at GPA-NB, the student must complete placement testing. This is part of the admissions process for new students and is scheduled as needed for returning students. *Note: Core categories are language arts, math, science, and social studies. Spanish is also a core class, but placement testing is not normally required.*
- High school courses: the student must meet the course prerequisites, if any. Course descriptions and prerequisites can be found in the HS Course Catalog, downloadable from Family Portal and gpa-nb.org.
- Students must meet the grade placement guidelines for the requested course. Grade placement guidelines can be found in the MS and HS Course Catalogs, downloadable from Family Portal and gpa-nb.org. Waivers to the grade placement guidelines are granted on a case-by-case basis.
- 6th grade core classes are offered as a complete set. Students wishing to enroll in a 6th grade core class must enroll in all five core classes (language arts, literature, science, geography, and math). 6th grade students may enroll in 6th or 7th math, based on placement testing results.
- The only elective class offered to 6th grade students is MS choir. We encourage students to enroll in this elective class.

- Middle school students may not enroll in high school courses, with the following exceptions:
 - Returning 8th grade students who have successfully completed pre-algebra may enroll in algebra 1. New 8th grade students who have successfully completed a placement test for algebra 1 may enroll in algebra 1.
 - Returning 8th grade students who have taken MS conversational Spanish and have been recommended by the Spanish teacher may enroll in Spanish 1 on a space-available basis.
- If there is limited space available in a class, the Registrar will prioritize placement.
 - Middle school:
 - 6th grade students taking all five core classes take precedence over part-time students.
 - 7th/8th grade students taking at least 5 classes, to include at least 3 core classes, take precedence over part-time students.
 - 8th grade students requesting Spanish 1 will be prioritized after all full-time and part-time high school students.
 - High school:
 - Full-time seniors pursuing a GPA-NB diploma take precedence over all other students.
 - Full-time students pursuing a GPA-NB diploma take precedence over part-time students pursuing a homeschool diploma.
 - Students requesting a class not targeted at their grade level (per the Course Catalog) will be prioritized after other students.

Class Adds, Drops, and Changes

Class adds/drops/changes must be requested by a parent via email to the Registrar.

- Parents may request class adds/drops/changes after July 1st; however, tuition charges may apply. Refer to the Tuition Policy in this Handbook for details.
- As a rule, class additions or changes will not be accepted after the first two class days of the new school year. Exceptions are granted on a case-by-case basis.
- Class drops are accepted after the start of the school year. However, tuition will not normally be refunded (refer to the Tuition Policy for details) and the class drop may impact the student's diploma pathway. If a student drops a class after completing a semester, that semester's grade will remain on the student's transcript.

Withdrawals

Withdrawals must be requested by a parent via email to the Registrar. Tuition charges may still apply. Refer to the Tuition Policy in this Handbook for details.

Academic Planning

Academic Coordinator

The GPA-NB Academic Coordinator meets with **full-time** GPA-NB students and their families, as needed, to discuss coursework, diploma pathways, honors designations, transcripts, etc., in order to provide assistance for matriculation to a college or university.

Homeschool students who attend GPA-NB classes toward completion of a homeschool diploma may use the GPA-NB diploma pathway planning charts and may find helpful information for creating and maintaining a high school transcript at the following websites:

<https://hslida.org/post/free-high-school-transcript-templates>

<https://www.homeschool.com/articles/free-guide-to-creating-homeschool-high-school-transcripts/>

Student and Parent Responsibility

It is the responsibility of the student and parent to see that graduation requirements are met. It is especially important, due to the unique and diverse academic histories of our GPA-NB students, for parents to remain as the primary party responsible for the successful completion of requirements toward a Texas high school diploma. We recommend that every student complete a 4-year graduation plan and update it annually with the Academic Coordinator.

Educational, Medical, and Psychological Accommodations

Disclosure Policy

In order to meet the needs of our students and to ensure we are a good fit for your child, Grace Preparatory Academy must be informed of any educational, psychological, and medical diagnosis at the time of application. Failure to disclose this information will place the student's acceptance to Grace Preparatory Academy in jeopardy and may cause the administration to rescind any acceptance offered.

- Educational, psychological, and medical diagnosis must be fully disclosed in the student's application packet.
- 504 Service Plans, IEPs, ARD evaluations and plans, and medical documentation relating to modifications/accommodations must be provided prior to placement testing.
 - These documents are uploaded to the application packet prior to submission. In rare cases, documents may be provided after submitting the application.
 - If documentation is not provided by the day of testing, placement testing will be postponed.
- Changes to 504 Service Plans, IEPs, ARD evaluations and plans, and medical documentation of modifications/accommodations must be provided to the school as soon as available and will be reviewed for approval by the Assessments Coordinator.

Accommodations Policy

EDUCATIONAL

The principal and the assessment coordinator will review all disclosed documentation to determine if the student's educational needs can be accommodated within Grace Preparatory Academy's accelerated learning environment.

- For students with a diagnosed educational learning disability, Grace Preparatory Academy can offer basic accommodations which may include but are not limited to:
 - Extended time on tests and quizzes
 - Oral Administration: oral reading of tests questions and answer choices
 - Other accommodations will be considered on a case-by-case basis

MEDICAL & PSYCHOLOGICAL

The principal and the assessment coordinator will review all psychological and/or medical diagnoses to determine if Grace Preparatory Academy has the resources to accommodate and manage the diagnosis while maintaining an appropriate learning environment for all our students.

Learning Disability Testing

GPA-NB parents who wish to have their student(s) tested for a possible learning disability may contact the Assessments Coordinator at assessments@gpa-nb.org or 830-400-7021 x708. Assessment testing is conducted at the parent's expense. Testing includes all state required assessments (both formal and informal measures) including reading development, phonological processing, phonological memory, phonological awareness, rapid naming, orthographic processing along with testing in fluency, rate and accuracy, reading of both sight word recognition and phonemic decoding, comprehension, written spelling and cognitive ability. Testing also includes parent consultation before and after testing, parent and teacher input, a student profile, evaluation, and an educational service plan if the student qualifies.

Graduation Requirements

GPA-NB 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 established by House Bill 5, 83rd Texas Legislature, Regular Session, 2013. TEA graduation requirements may be found at <http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074b.html>

Diplomas

Students who wish to receive a Grace Preparatory Academy of New Braunfels (GPA-NB) diploma and official school transcript must satisfy the following requirements:

- Complete all required courses for a Texas Foundation High School Diploma with at least one endorsement (see below for a list of endorsements offered at GPA-NB).
- Take at least four full-year core classes (English, math, science, social studies, or foreign language) for four years with the faculty of GPA-NB.
- *Note: Transfer students are considered on a case-by-case basis, depending on full-time or part-time status and previous courses taken.*

Students who do not meet all of these requirements but take courses at Grace Preparatory Academy of New Braunfels may participate in the Grace Preparatory Academy graduation ceremony **but will not** receive a GPA-NB diploma.

- Diplomas for students who do not qualify for a GPA-NB diploma will need to be provided and signed by the home school student's parent or guardian.
- Transcripts for students who do not qualify for a GPA-NB diploma will need to be provided, signed, and sent to colleges by the parents of the home school students.

Under Texas Education Code (TEC) 51.807, the high school is identified as the certifying authority regarding a student's successful completion of the Foundation High School Program 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 at least the Foundation High School Program with an endorsement in a field of study as specified by the TEA and the Texas SBOE by the end of his or her senior year.

Endorsements for Graduation

GPA-NB offers endorsements in Arts and Humanities, Multidisciplinary Studies, STEM Math, STEM Science, and Religious Studies (only for students going into ministry or missions). Refer to the diploma pathway charts on pages 35 and 36 for details on these endorsements.

GPA-NB Academic Honors Achievement

Students may qualify for a GPA-NB designation of "Academic Honors Achievement" by completing at least one endorsement, precalculus, three years of the same Language Other Than English (LOTE), and nine weighted courses. Students must successfully pass all semester classes on the first try in order to qualify for Academic Honors Achievement. This exceeds the requirements for the TEA Distinguished Level of Achievement, which are described below.

TEA Distinguished Level of Achievement

According to the Texas Administrative Code (TAC) §74.11 (f), A student may earn a TEA “Distinguished Level of Achievement” by successfully completing the TEA curriculum requirements for the Foundation High School Program and the curriculum requirements for at least one endorsement required by the Texas Education Code (TEC), §28.025 (b-15), including 4 credits in English, 4 credits in science, 3 credits in social studies, and 4 credits in mathematics (the highest level of which is Algebra II).

Repeated Courses

A student will receive credit for a course if the final grade for both semesters averages to 70% or greater. This applies even if the student received a failing grade in one semester of the course. A student may receive credit for a core course only one time. If a continuing student or a transfer student has failed a course, he/she may repeat the course, but the student will only receive credit once for the course. The highest grade earned in the course will be included in the calculation of the student's grade point average. GPA-NB **does not** offer summer school. It is up to the student and his/her family to find a suitable replacement course.

Texas Education Code 51.9241 (excerpt)

(b) Because the State of Texas considers successful completion of a nontraditional [non-state-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 a nontraditional secondary education ***according to the same general standards as other applicants for undergraduate admission who have graduated from a public high school.***

(c) An institution of higher education may ***not*** require an applicant for admission to the institution as an undergraduate student who presents evidence that the person has successfully completed a nontraditional secondary education to:

- (1) obtain or submit evidence that the person has obtained a general education development certificate, certificate of high school equivalency, or other credentials equivalent to a public high school degree; or
- (2) take an examination or comply with any other application or admission requirement not generally applicable to other applicants for undergraduate admission to the institution.

(d) If an institution of higher education in its undergraduate admission review process sorts applicants by high school graduating class rank, the institution shall place any applicant who presents evidence that the applicant has successfully completed a nontraditional secondary education that does not include a high school graduating class ranking at the average high school graduating class rank of undergraduate applicants to the institution who have equivalent standardized testing scores as the applicant. [Non-ranked students will be evaluated in the same category as other college applicants scoring in their range on a standardized test.]

College Acceptances for GPA-NB Graduates

IN-STATE

Abilene Christian University
Baylor University
Christ for the Nations Institute
Concordia University
Dallas Baptist University
Hardin-Simmons University
Howard Payne University
LeTourneau University
Northeast Lakeview College
San Antonio College
Schreiner University
Southwestern Assemblies of God University
St. Mary's University (Greehey Scholar)
Tarleton State University
Texas A & M University
Texas A & M University - Corpus Christi
Texas Lutheran University
Texas State University
Texas Tech University
Trinity University
University of Northern Texas
University of Mary Hardin-Baylor
University of Texas at Arlington
University of Texas at San Antonio

OUT-OF-STATE / INTERNATIONAL

Belmont University (TN)
Berklee College of Music (MA)
Biola University (CA)
Concordia University (NE)
Embry-Riddle University - Prescott (AZ)
Florence University of the Arts (Italy)
Frederick College (MD)
Grand Canyon University (AZ)
John Brown University (AR)
Liberty University (VA)
Lipscomb University (TN)
Louisiana State University (LA)
Marymount Manhattan College (NY)
Missouri Valley College (MO)
New Mexico Institute of Mining and
Technology (NM)
Oral Roberts University (OK)
Ozark Christian College (MO)
Pensacola Christian College (FL)
Pepperdine University (CA)
San Diego Christian College (CA)
The George Washington University (D.C.)
The King's College (NY)
Trinity College (CT)
University of Arkansas (AR)
University of Evansville (IN)
University of Oklahoma (OK)
University of San Diego (CA)
University of Southern Maine (ME)

Diploma Pathway Planning Chart – Year by Year

GRACE PREPARATORY ACADEMY OF NEW BRAUNFELS - YEARLY DIPLOMA PATHWAY PLANNING					
Course Category	Multidisciplinary Studies	STEM Math	STEM Science	Arts and Humanities*	Religious Studies* (Ministry Only)
8 th Middle School	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Biology <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> PE <input type="checkbox"/> Elective 1 _____	<input type="checkbox"/> Algebra I <input type="checkbox"/> English I <input type="checkbox"/> Geometry I <input type="checkbox"/> Biology <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> PE <input type="checkbox"/> Fine Art _____	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> Biology <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> PE <input type="checkbox"/> Fine Art _____	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> IPC: Integrated Phys./Chem. <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 1: Bible <input type="checkbox"/> PE	
9 th Freshman	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> Biology <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> PE <input type="checkbox"/> Elective 1 _____	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> Biology <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> PE <input type="checkbox"/> Fine Art _____	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> Biology <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> PE <input type="checkbox"/> Fine Art _____	<input type="checkbox"/> English I <input type="checkbox"/> Algebra I <input type="checkbox"/> IPC: Integrated Phys./Chem. <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 1: Bible <input type="checkbox"/> PE	
10 th Sophomore	<input type="checkbox"/> English II <input type="checkbox"/> Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> US or World History <input type="checkbox"/> Year 2: Latin/Spanish/ASL <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Elective 2 _____	<input type="checkbox"/> English II <input type="checkbox"/> Algebra II <input type="checkbox"/> Chemistry <input type="checkbox"/> US or World History <input type="checkbox"/> Year 2: Latin/Spanish/ASL <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Fine Art _____	<input type="checkbox"/> English II <input type="checkbox"/> Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> US or World History <input type="checkbox"/> Year 2: Latin/Spanish/ASL <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Elective 1 _____	<input type="checkbox"/> English II <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Biology <input type="checkbox"/> US or World History <input type="checkbox"/> Year 2: Latin/Spanish/ASL <input type="checkbox"/> Year 2: Bible <input type="checkbox"/> Speech (0.5)	
11 th Junior	<input type="checkbox"/> English III <input type="checkbox"/> Algebra II <input type="checkbox"/> Forensic Sci. or A&P <input type="checkbox"/> US or World History <input type="checkbox"/> Fine Art <input type="checkbox"/> Elective 3 _____ <input type="checkbox"/> Elective 4 _____	<input type="checkbox"/> English III <input type="checkbox"/> Precalculus <input type="checkbox"/> Forensic Sci. or A&P <input type="checkbox"/> US or World History <input type="checkbox"/> Elective 2 _____ <input type="checkbox"/> Elective 3 _____	<input type="checkbox"/> English III <input type="checkbox"/> Algebra II <input type="checkbox"/> Anatomy & Physiology <input type="checkbox"/> Forensic Science <input type="checkbox"/> US or World History <input type="checkbox"/> Elective 2 _____ <input type="checkbox"/> Elective 3 _____	<input type="checkbox"/> English III <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Chemistry <input type="checkbox"/> US or World History <input type="checkbox"/> Year 3: Bible <input type="checkbox"/> Fine Art <input type="checkbox"/> Elective 1 _____	
12 th Senior	<input type="checkbox"/> English IV <input type="checkbox"/> Precalculus or Statistics* <input type="checkbox"/> Anatomy & Phys. or <input type="checkbox"/> Physics <input type="checkbox"/> Government (0.5) <input type="checkbox"/> Economics (0.5) <input type="checkbox"/> College Prep or Elective 5 <input type="checkbox"/> (0.5) <input type="checkbox"/> Elective 6 _____	<input type="checkbox"/> English IV <input type="checkbox"/> Calculus <input type="checkbox"/> Physics <input type="checkbox"/> Government (0.5) <input type="checkbox"/> Economics (0.5) <input type="checkbox"/> College Prep or Elective 4 <input type="checkbox"/> (0.5) <input type="checkbox"/> Elective 5 _____	<input type="checkbox"/> English IV <input type="checkbox"/> Precalculus or Statistics* <input type="checkbox"/> Physics <input type="checkbox"/> Government (0.5) <input type="checkbox"/> Economics (0.5) <input type="checkbox"/> College Prep or Elective 4 <input type="checkbox"/> (0.5) <input type="checkbox"/> Elective 5 _____	<input type="checkbox"/> English IV <input type="checkbox"/> Algebra II <input type="checkbox"/> For. Sci. or A&P or Physics <input type="checkbox"/> Government (0.5) <input type="checkbox"/> Economics (0.5) <input type="checkbox"/> College Prep or Elective 2 <input type="checkbox"/> (0.5) <input type="checkbox"/> Year 4: Bible	
					
Total Credits		TOTAL 26 Credits Minimum	TOTAL 26 Credits Minimum	TOTAL 26 Credits Minimum	TOTAL 26 Credits Minimum
Notes: 1) Fine Arts include Choir, Art, Music Theory, Music Theater and Dance 2) 1.0 PE credit equals 100 min per week of moderate to vigorous exercise for a school calendar year 3) One dual credit (DC) college course equals one (1.5 credit) high school course at GPA _____ 4) Arts & Humanities and Religious Studies path do not qualify for GPA Academic Honors Achievement 5) Taking Statistics on the Multidisciplinary or STEM Science Pathway does not qualify for GPA Academic Honors Achievement					
Grace Prep Academy Academic Honors Achievement <input type="checkbox"/> Completion of at least one Endorsement <input type="checkbox"/> 3 rd year of language <input type="checkbox"/> 100% passing all semester grades on the first try and no repeated coursework necessary <input type="checkbox"/> Completion of Algebra II and Precalculus <input type="checkbox"/> 9 weighted credits					
Additional TEA Performance Acknowledgements <input type="checkbox"/> Completion of 12 hours of college, academic, dual credit courses <input type="checkbox"/> Achieving readiness benchmark on 3 of 5 subject tests, ACT Aspire <input type="checkbox"/> SAT total score of at least 1310 <input type="checkbox"/> Earning a state-recognized or nationally or internationally business or industry certification <input type="checkbox"/> composite ACT score of 28 <input type="checkbox"/> PSAT National Merit Scholar					

Diploma Pathway Planning Chart – by Course Category

GRACE PREPARATORY ACADEMY OF NEW BRAUNFELS – DIPLOMA PATHWAY PLANNING BY COURSE CATEGORY				
Course Category	Multidisciplinary Studies	STEM Math	STEM Science	Arts and Humanities
English Language Arts	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV
Mathematics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra 2 <input type="checkbox"/> Precalculus or Statistics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra 2 <input type="checkbox"/> Precalculus or Statistics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Algebra 2 <input type="checkbox"/> Precalculus or Statistics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Geometry of Math Models <input type="checkbox"/> Algebra II
Science	<input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Forensic Science or A&P <input type="checkbox"/> Anatomy & Phys or Physics	<input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Forensic Science or A&P <input type="checkbox"/> Physics	<input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Anatomy & Physiology <input type="checkbox"/> Forensic Science <input type="checkbox"/> Physics	<input type="checkbox"/> IPC: Integrated Phys/Chem <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Forensic Science or Physics <input type="checkbox"/> Anatomy & Physiology
Social Studies	<input type="checkbox"/> World Geography <input type="checkbox"/> US History <input type="checkbox"/> World History <input type="checkbox"/> Gov't (0.5) <input type="checkbox"/> Econ (0.5)	<input type="checkbox"/> World Geography <input type="checkbox"/> US History <input type="checkbox"/> World History <input type="checkbox"/> Gov't (0.5) <input type="checkbox"/> Econ (0.5)	<input type="checkbox"/> World Geography <input type="checkbox"/> US History <input type="checkbox"/> World History <input type="checkbox"/> Gov't (0.5) <input type="checkbox"/> Econ (0.5)	<input type="checkbox"/> World Geography <input type="checkbox"/> US History <input type="checkbox"/> World History <input type="checkbox"/> Gov't (0.5) <input type="checkbox"/> Econ (0.5)
Other	<input type="checkbox"/> Physical Education <input type="checkbox"/> Year1: Latin/Spanish/ASL <input type="checkbox"/> Year2: Latin/Spanish/ASL <input type="checkbox"/> Fine Art <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Elective 1 <input type="checkbox"/> Elective 2 <input type="checkbox"/> Elective 3 <input type="checkbox"/> Elective 4 <input type="checkbox"/> Elective 5 (0.5) <input type="checkbox"/> Elective 6	<input type="checkbox"/> Physical Education <input type="checkbox"/> Year1: Latin/Spanish/ASL <input type="checkbox"/> Year2: Latin/Spanish/ASL <input type="checkbox"/> Fine Art <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Elective 1 <input type="checkbox"/> Elective 2 <input type="checkbox"/> Elective 3 <input type="checkbox"/> Elective 4 (0.5) <input type="checkbox"/> Elective 5	<input type="checkbox"/> Physical Education <input type="checkbox"/> Year1: Latin/Spanish/ASL <input type="checkbox"/> Year2: Latin/Spanish/ASL <input type="checkbox"/> Fine Art <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Year 1 Fine Art <input type="checkbox"/> Year 2 Fine Art <input type="checkbox"/> Year 3 Fine Art <input type="checkbox"/> Year 4 Fine Art <input type="checkbox"/> Elective 1 <input type="checkbox"/> Elective 2 <input type="checkbox"/> Elective 3 (0.5)	<input type="checkbox"/> Physical Education <input type="checkbox"/> Year1: Latin/Spanish/ASL <input type="checkbox"/> Year2: Latin/Spanish/ASL <input type="checkbox"/> Fine Art <input type="checkbox"/> Speech (0.5) <input type="checkbox"/> Year 1 Bible <input type="checkbox"/> Year 2 Bible <input type="checkbox"/> Year 3 Bible <input type="checkbox"/> Year 4 Bible <input type="checkbox"/> Elective 1 <input type="checkbox"/> Elective 2 (0.5)
Total Credits	TOTAL 26 Credits Minimum	TOTAL 26 Credits Minimum	TOTAL 26 Credits Minimum	TOTAL 26 Credits Minimum
Notes:	1) Fine Arts include Choir, Art, Music Theory, Music Theater and Dance 2) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 3) One dual credit (DC) college course equals one (1.5 credit) high school course at GPA _____ 4) Arts & Humanities and Religious Studies path do not qualify for GPA Academic Honors Achievement 5) Taking Statistics on the Multidisciplinary or STEM Science Pathway does not qualify for GPA Academic Honors Achievement	1) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 2) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 3) One dual credit (DC) college course equals one (1.5 credit) high school course at GPA _____ 4) Arts & Humanities and Religious Studies path do not qualify for GPA Academic Honors Achievement 5) Taking Statistics on the Multidisciplinary or STEM Science Pathway does not qualify for GPA Academic Honors Achievement	1) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 2) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 3) One dual credit (DC) college course equals one (1.5 credit) high school course at GPA _____ 4) Arts & Humanities and Religious Studies path do not qualify for GPA Academic Honors Achievement 5) Taking Statistics on the Multidisciplinary or STEM Science Pathway does not qualify for GPA Academic Honors Achievement	1) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 2) 1.0 PE credits equals 100 min per week of moderate to vigorous exercise for a school calendar year 3) One dual credit (DC) college course equals one (1.5 credit) high school course at GPA _____ 4) Arts & Humanities and Religious Studies path do not qualify for GPA Academic Honors Achievement 5) Taking Statistics on the Multidisciplinary or STEM Science Pathway does not qualify for GPA Academic Honors Achievement
Grace Prep Academy Academic Honors Achievement	<input type="checkbox"/> Completion of at least one Endorsement <input type="checkbox"/> 100% passing all semester grades on the first try and no repeated coursework necessary <input type="checkbox"/> 3 rd year of language	<input type="checkbox"/> Completion of Algebra II and Precalculus <input type="checkbox"/> 100% passing all semester grades on the first try and no repeated coursework necessary	<input type="checkbox"/> Completion of Algebra II and Precalculus <input type="checkbox"/> 100% passing all semester grades on the first try and no repeated coursework necessary	<input type="checkbox"/> 9 weighted credits <input type="checkbox"/> Achieving readiness benchmark on 3 of 5 subject tests, ACT Aspire <input type="checkbox"/> composite ACT score of 28 <input type="checkbox"/> PSAT National Merit Scholar
Additional TEA Performance Acknowledgements	<input type="checkbox"/> Completion of 12 hours of college, academic, dual credit courses <input type="checkbox"/> Earning a state-recognized or nationally or internationally business or industry certification	<input type="checkbox"/> Completion of 12 hours of college, academic, dual credit courses <input type="checkbox"/> Earning a state-recognized or nationally or internationally business or industry certification	<input type="checkbox"/> Completion of 12 hours of college, academic, dual credit courses <input type="checkbox"/> Earning a state-recognized or nationally or internationally business or industry certification	<input type="checkbox"/> Achieving readiness benchmark on 3 of 5 subject tests, ACT Aspire <input type="checkbox"/> composite ACT score of 28 <input type="checkbox"/> PSAT National Merit Scholar
First Evaluation Date	_____/_____/_____ _____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____ _____/_____/_____
Third Evaluation Date	_____/_____/_____ _____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____ _____/_____/_____

GPA-NB 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

Grade Point Average Chart

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

Honors Courses

Biology
Chemistry
Anatomy & Physiology
Forensic Science

Physics
Precalculus
Calculus
Latin I, II, III

Spanish III
Music Ensemble
Dual credit courses

Pre-AP Courses

Pre-AP English I

Pre-AP English II

Advanced Placement Courses

AP English Literature and Composition (III) AP English Language and Composition (IV)
AP U.S. History

Class Ranking

With the exception of Valedictorian, and Salutatorian for a graduating class of five or more students, Grace Preparatory Academy of New Braunfels is a non-ranking school. However, GPA-NB considers a cumulative high school unweighted grade point average (UGPA) of 3.9 to qualify a student for graduation in the “Top 10%” of their graduating class. Additionally, we consider a cumulative unweighted grade point average (UGPA) of 3.6 to qualify a student for graduation in the “Top 25%” of their graduating class. A parent may contact the Academic Coordinator at ac@gpa-nb.org to obtain his/her student’s high school UGPA.

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 followed a different course pathway than other eligible students, a determination will be made by the faculty as to which student is valedictorian, based on GPA, grades, scores, and levels of coursework. In the event of a tie, a determination will be made by the faculty as to which student is valedictorian, based on GPA, grades, scores, levels of coursework, and all pertinent factors.

The Salutatorian of Grace Preparatory Academy of New Braunfels shall have the second-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 second highest GPA has followed a different course pathway than other eligible students, a determination will be made by the faculty as to which student is salutatorian, based on GPA, grades, scores, and levels of coursework. In the event of a tie, a determination will be made by the faculty as to which student is salutatorian, based on GPA, grades, scores, levels of coursework, and all pertinent factors.

In order to be eligible for valedictorian or salutatorian, a student must complete the requirements for a GPA-NB diploma with Academic Honors Achievement.

- If the student is a transfer student, he/she must complete the requirements for a GPA-NB diploma with Academic Honors Achievement and must complete his or her junior and senior coursework at Grace Preparatory Academy of New Braunfels.

A valedictorian and salutatorian will be chosen **only if** eligible students exist.

Changes to the GPA-NB Handbook

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.