

Grace Preparatory Academy of New Braunfels

Handbook of Policies and Procedures

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.

Expectations of Respect

We expect all students and parents to act in a respectful way towards each other, themselves, the staff of Grace Preparatory Academy, the facility, the church members and church staff that utilize our facility, and God—on and off of the Grace Preparatory Academy campus—and the board and administration of Grace Preparatory Academy of New Braunfels 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.

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 5th 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 of New Braunfels. Partial payments must be made IN ADVANCE of the tuition due date.

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 documented in the student's records. 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 or purchasing any assignment.
4. Copying someone else's work.
5. Knowingly 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 or resources 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/administration is the final judge as to whether plagiarism has taken place.
3. Occasionally a case of plagiarism arises in which it can be shown there was no intent to deceive. Such cases are still very serious and the assignment may receive a failing grade.

Cell Phone and Smart Device Policy

Students are permitted to have cell phones on campus, but 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 by the teacher to do so. Smart devices are able to be used in class ONLY if directed or approved 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 turned off or set on airplane mode during class and must be placed face-up in plain view at the front edge of the student's desk or table. Abuse of this policy could result in suspension, probation, or dismissal. Cell phones that are used in class without permission may be confiscated and may be permanently banned.

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 our students and staff. For this reason, designated staff may have access to real-time monitors. Audio/visual records will be maintained for approximately 10 days with the exception of appropriate selected portions of the recorded data relating to specific incidents. These recordings may be retained for an unspecified period of time. Safety for our students and staff is the first priority in any threatening situation.

Attendance, Assignments, and Make-up Work Policies

What to Do in the Event of an Absence

Parents should send an email to the front office at gpooffice.gpa@gmail.com as soon as possible.

Communication should be received by the time a student returns to class.

Check RenWeb for missed assignments.

Contact a reliable student from the class to receive missed instructions or lecture notes (see RenWeb directory).

Contact the teacher, if necessary, after checking RenWeb.

Return to class ready to turn in missed assignments and to make up tests or quizzes in a timely manner.

Tardies

Tardiness is rude and inconsiderate to the class and to the teacher. **Tardies are always unexcused except in highly unusual circumstances.** Trains, construction traffic, oversleeping, and spilled coffee are NOT highly unusual circumstances. Tardiness can affect a student's grade as much as excessive absences because important instruction is being missed. **Any content missed might NOT be able to be made up and may receive a zero.** This would include quizzes, pop quizzes, and/or seat work given at the beginning of class. School attendance is vital to student success, and arriving to school on time is just as important. If a student has three tardies, the student will be marked with 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.

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.** An absence is considered UNEXCUSED until parent communication is received. 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 and/or administration. "Too tired" constitutes an UNEXCUSED absence. Taking a Monday holiday without pre-planning the absence constitutes an UNEXCUSED absence.

Family Trips and Pre-Planned Absences

Family trips and other pre-planned absences must be discussed with the teacher, and a signed note from a parent must be presented, **BEFORE** the class is missed. Academic events and athletic or scholastic competitions do not count as an absence, but these must be discussed with the teacher **BEFORE** the absence takes place.

Homework During Absences

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

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, from responsible classmates, or directly from the teacher. In obtaining missed assignments, students should assume, because of the pace of our classes, that they have missed work, rather than asking, "Did I miss

anything?" 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 have 20 grade points deducted each day until the assignment is completed.

1st day: -20; 2nd day: -40; 3rd 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 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.

Unexcused Absences

An absence is considered UNEXCUSED until parent communication is received at gpooffice.gpa@gmail.com. A student with an unexcused absence is NOT allowed to turn in the work missed and will receive a zero for the day and any assignment due. Taking a Monday "federal" holiday without pre-planning the absence constitutes an UNEXCUSED absence because Grace Preparatory Academy of New Braunfels does NOT observe individual Monday "federal" holidays. Suspension from school results in UNEXCUSED absences with zeroes for assignments.

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. We do NOT offer summer school courses, so it will be up to the student and his or her family to find a suitable replacement course.

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, 83rd 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, which exceeds the TEA Distinguished Level of Achievement, with the successful completion of Algebra II and Pre-calculus, three years of the same Language Other Than English (LOTE), nine weighted courses, and an Endorsement in at least one area.

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 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.*

Students, who have not taken at least four full-year core classes per year with the faculty of Grace Preparatory Academy of New Braunfels, **and/or** who wish to graduate using Texas home school graduation requirements that do not meet at least the Foundation 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 who do not qualify for a Grace Preparatory Academy of New Braunfels 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	St. Mary's University	University of San Diego
Howard Payne University	Texas A & M University	University of Texas San Antonio
John Brown University		
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 YEAR-BY-YEAR 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"/> Algebra I			
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"/> Elective 2 _____	<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"/> IPC: Integrated Phys./Chem. <input type="checkbox"/> World Geography <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 1: Fine Art <input type="checkbox"/> PE	<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"/> Fine Art _____	<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) <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 or Forensic Sci. <input type="checkbox"/> US or World History <input type="checkbox"/> Year 3: Fine Art <input type="checkbox"/> Elective 2 _____	<input type="checkbox"/> English III <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Chemistry or Forensic Sci. <input type="checkbox"/> US or World History <input type="checkbox"/> Fine Art <input type="checkbox"/> Year 3: Bible <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 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"/> Anatomy & Phys. or Physics <input type="checkbox"/> Government (0.5) <input type="checkbox"/> Economics (0.5) <input type="checkbox"/> College Prep or Elective 3 <input type="checkbox"/> (0.5) _____ <input type="checkbox"/> Year 4: Fine Art	<input type="checkbox"/> English IV <input type="checkbox"/> Algebra II <input type="checkbox"/> Anatomy & Phys. 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	TOTAL 26 Credits	TOTAL 26 Credits	TOTAL 26 Credits	TOTAL 26 Credits
Notes: 1) Fine Arts include Choir, Art, Music Theory, Music Theater and Dance 2) (0.5 academic credits equal 52 hours 3) 0.5 PE credits equal 22 hours of vigorous exercise or 20 min. per day for 5 days per week 4) one dual credit (DC) +college semester equals one high school semester.					
Distinguished Honors Level of Achievement <input type="checkbox"/> 3 rd year of language <input type="checkbox"/> 9 weighted credits <input type="checkbox"/> Completion of Algebra II and Precalculus <input type="checkbox"/> Completion of					
Performance Acknowledgements <input type="checkbox"/> Completion of 12 hours of college, academic, dual credit courses <input type="checkbox"/> PSAT National Merit Scholar <input type="checkbox"/> Achieving college readiness on 2 of 4 subject tests, ACT Aspire <input type="checkbox"/> SAT 410 on evidence based-reading and 520 on mathematics <input type="checkbox"/> Earning a state-recognized or nationally or internationally business or industry certification <input type="checkbox"/> composite ACT score of 28					

GRACE PREPARATORY ACADEMY OF NEW BRAUNFELS
DIPLOMA PATHWAY PLANNING BY COURSE CATEGORY

Course Category	Multidisciplinary Studies	STEM Math	STEM Science	Arts and Humanities	Religious Studies (Ministry Only)
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	<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"/> Pre-calculus or Statistics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra 2 <input type="checkbox"/> Pre-calculus or Statistics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra 2 <input type="checkbox"/> Pre-calculus or Statistics	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Geometry or Math Models <input type="checkbox"/> Algebra II	<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"/> Forensic Science <input type="checkbox"/> Anatomy & Physiology <input type="checkbox"/> Physics	<input type="checkbox"/> IPC: Integrated Phys/Chem <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry or Forensic Science <input type="checkbox"/> Anatomy & Phys or Physics	<input type="checkbox"/> IPC: Integrated Phys/Chem <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry or Forensic Science <input type="checkbox"/> Anatomy & Phys or Physics
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)	<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"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 2: 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"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 2: 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"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 2: 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"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 2: 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 <input type="checkbox"/> Elective 3 (0.5)	<input type="checkbox"/> Physical Education <input type="checkbox"/> Year 1: Latin/Spanish/ASL <input type="checkbox"/> Year 2: 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	TOTAL 26 Credits	TOTAL 26 Credits	TOTAL 26 Credits	TOTAL 26 Credits
<p>Notes: 1) Fine Arts include Choir, Art, Music Theory, Music Theater and Dance 2) (0.5 academic credits equal 52 hours 3) 0.5 PE credits equal 22 hours of vigorous exercise or 20 min per day for 5 days per week 4) one dual credit (DC) +college semester equals one high school semester. 5) 100% passing all semester grades on the first try and no repeated coursework necessary</p>					
<p>Distinguished Honors Level of 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"/> 9 weighted credits <input type="checkbox"/> Completion of Algebra II and Pre-calculus</p>					
<p>Performance Acknowledgements <input type="checkbox"/> Completion of 12 hours of college, academic, dual credit courses <input type="checkbox"/> PSAT National Merit Scholar <input type="checkbox"/> Achieving college readiness on 2 of 4 subject tests, ACT Aspire <input type="checkbox"/> SAT 410 on evidence based-reading and 520 on mathematics <input type="checkbox"/> Earning a state-recognized or nationally or internationally business or industry certification <input type="checkbox"/> composite ACT score of 28</p>					
9 th Eval Date _____ Parent / Student _____ Notes: _____	10 th Eval Date _____ Parent / Student _____ Notes: _____	11 th Eval Date _____ Parent / Student _____ Notes: _____	12 th Eval Date _____ Parent / Student _____ Notes: _____		

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/Standard Class GPA	Honor Level 0.3 Weighted GPA	Pre-AP Level 0.5 Weighted GPA	Adv. Placement (AP) Level 1.0 Weighted GPA
98-100 A+	4.0	4.5	4.7	5.2
94-97 A	4.0	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 or Honors Classes:

Pre-AP English I
Pre-AP English II
Physics

GPA-NB's World Geography
GPA-NB's World History

Honors Biology
Anatomy & Phys
GPA-NB's Government
Latin I, II, III
Spanish III

Forensic Science

Pre-Calculus
Calculus

Advanced Placement Classes:

AP English Literature and Composition (III)
AP English Language and Composition (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. In the event of a tie, a determination will be made by the faculty as to which student is valedictorian, based on GPA, level of coursework, and all pertinent factors. 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 Foundation High School Program with an endorsement in an area of study as specified by the Grace Preparatory Academy of New Braunfels graduation guidelines, which exceed TEA requirements, to be eligible. The valedictorian will need to have taken the most rigorous courses available at Grace Preparatory Academy of New Braunfels. 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 graduating class 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. In the event of a tie, a determination will be made by the faculty as to which student is salutatorian, based on GPA, level of coursework, and all pertinent factors. 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 Foundation High School Program with an endorsement in an area of study as specified by the Grace Preparatory Academy of New Braunfels graduation guidelines, which exceed TEA requirements, to be eligible. The salutatorian will need to have taken the most rigorous courses available at Grace Preparatory Academy of New Braunfels. A salutatorian will be chosen **only if** the graduating class has five (5) or more students and an eligible student exists.

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, and **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 will be given three documented warnings before being required to wear a uniform unless the violation is serious enough to require immediate action. Being given a warning does not mean that a student is being labeled, but it is a notification that the student is not in compliance with the policies for attire in our educational atmosphere. 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 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.

Clothing material must be thick enough that it is not revealing (thin, silky gym/basketball shorts are NOT thick enough).

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 that reveal undergarments 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.

(See additional for boys below)

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.

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

Shirts must be **long enough** to cover the waistline of lower garments at all times **even when arms are raised**.

Tank tops and shoulder straps must be at least the width of three fingers.

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 worn with appropriate clothing that fits the dress code underneath (Camis are NOT acceptable under open shirts and sweaters).

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.

Tights, leggings, yoga pants, jeggings, or spandex/elastic pants or shorts are NOT permitted UNLESS worn with a covering that meets the dress code requirements in the front and the back.

Leggings or tights of any type must be covered by an upper garment that falls to within THREE (3) inches of the knee in the front and the back.

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

No cut-off jeans, pants, sweats, shorts, or shirts.

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. The gap from the knee to the hem must not be more than THREE (3) inches.

How to measure the length of a skirt, dress, shorts, or cover for leggings:

Kneel on the floor and, without bending forward, 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.

NO RIPS OR HOLES

Jeans, pants, shorts are NOT allowed to have slashes, rips, tears, or holes 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) ARE acceptable. Shirts may not have slashes, rips, tears, or holes.

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.

Shirts must be worn at all times.

Earrings, gauges, and makeup are NOT permitted.

Boys must be clean-shaven. Period. That includes sideburns, which may be no longer than the bottom of the ear. Razors will be provided for boys who have not shaved.

Additional for Girls:

Strapless garments are NOT permitted.

Immodestly low-cut necklines are NOT permitted.

No cleavage is allowed to show at any time.

Undergarments, including bra straps shall NOT be visible.

Open shirts and sweaters are NOT permitted without dress-code compliant clothing underneath. Camis are NOT acceptable under open shirts and sweaters. Camis do NOT meet the three-finger-width requirement for any clothing item.

Cover-ups may be provided when necessary.

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 and Accessories

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

Pierced jewelry shall be limited to the ear of females.

Earrings and make-up for boys are NOT permitted.

Gauges and open gauge holes are NOT permitted.

Jewelry/accessories that pose a safety concern are NOT permitted.

Clothing for Concerts or Special Performances

Attire must meet ALL dress code requirements. In addition, because of elevated stages, skirts and dresses must be KNEE-LENGTH or below. Slacks are an acceptable alternative.

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 or behavior.

Uniform Policy for FAILURE TO ADHERE to 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 used as an undergarment, and if it is solid with no writing, and if it is tucked in under the uniform shirt.

Lower Garments:

Lower garments will be navy, black, or khaki **pants**. Pants must be properly fitted; leggings/jeggings/tights are NOT acceptable. Waistbands are to be fitted to the waist, as pants will not be allowed to ride down inappropriately. Stretch material or exercise pants are not acceptable for uniforms.

Conduct

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 behavior, and **we expect parents to assist in assuring that their child meets the proper standards of Christian behavior.**

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 believe that discipline does not always require punishment, but may call for coaching of correct behavior. Therefore, minor offenses may be handled by faculty or administration as part of the day's events, while more serious infractions will result in notification to parents. In certain cases, very serious infractions may result in immediate suspension or dismissal and could result in a parent notification to come pick up his or her child from the premises.

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 or disrespectful to staff. 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.

School Offenses

Serious offenses may immediately result in a student being removed from class, being given an additional writing assignment, or being referred to the principal, suspension, or dismissal. Refunds of tuition will NOT be given for students removed as the result of disciplinary action.

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 or staff members; 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, air-dropping, or communicating obscene, lewd, or inappropriate pictures, information, or “jokes” 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
12. 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.

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 in this handbook, and we 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, which exceeds the TEA requirements, with an additional endorsement in an area of study, and to have taken an average of at least four full-year classes per year. The TEA requirements 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 the courses required as described by the guidelines for a diploma from Grace Preparatory Academy of New Braunfels, 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 of New Braunfels, 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, and tuition. 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 above, including: Expectations of Respect; Academic Integrity; Cell Phone and Smart Device Policy; Dress Code; Attendance, Homework and Make-up Work Policies, including Absences and Tardies; Conduct; and School Offenses, including Suspension from School and Disciplinary Philosophy.

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 _____