



# GREATER BOSTON

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A C A D E M Y

“Preparing Students for a Future  
Lived with Godly Intention”

**Parent /Student Handbook**  
**2023-24**

## **Greater Boston Academy Parent/Student Handbook**

This is the official Parent/Student Handbook, hereafter referred to as the “Handbook,” for the current school year. The policies and guidelines contained herein will be used to govern the responsibilities and activities of all parents and students this year.

We strive to maintain the consistency of this handbook and the policies within. We also recognize that there may be times when policies will need to be changed during the school year. The school reserves the right to change any policies within this handbook as deemed necessary during the school year. Proper notification will be given to all concerned parties in a timely manner.

### **Acceptance of Ideals**

By enrolling your child in our school, now yours, you the Parent are agreeing to uphold and support the ideals taught in the school and written in this Student Handbook. Those ideals stated briefly are:

- Christ at the center, a place to find and follow Jesus;
- Academics that challenge;
- Achievement for everyone;
- A safe environment for all;
- Balance among the spiritual, mental, social and physical curricula.



# Greater Boston Academy

108 Pond Street, Stoneham, MA 02180

Tel 781.438.4253

Fax 781.438.6857

[www.gbaedu.org](http://www.gbaedu.org)

## **School Hours**

Monday to Thursday

Early Childhood 8:00 am to 2:45 pm

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

Fridays

Early Childhood 8:00 am to 12:00 pm

Grades 1-8 8:00 am to 12:15 pm



## Mission and Vision Statement

***Our mission is to prepare students for a future lived with Godly intention.***

At Greater Boston Academy, we prepare children for growth beyond grades in a traditional, Christ-centered environment designed to foster academic excellence and personal spiritual growth by putting God first. With its inclusive, nurturing approach, Greater Boston Academy helps students experience vital Christian values in action every day and equips them for a future lived with Godly intention.

## Accreditation

The Stoneham Memorial Seventh-day Adventist Church and the Southern New England Conference of Seventh-day Adventists along with other supporting churches operate Greater Boston Academy.

We are accredited through the North American Division of Seventh-day Adventists.

## Philosophy of Education

Greater Boston Academy was founded and operates upon the belief that God created humanity to enjoy continuous development of the mental, physical, spiritual and social powers, and that the Creator is vitally interested in the destiny of all people. This institution accepts as true the Biblical record of creation, the account of the fall of man, and the subsequent plan of redemption.

Greater Boston Academy places a high esteem on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. The necessity of providing opportunities for students to secure a preparation that will fit them to live successfully and productively is recognized. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural, scientific and technological advances of the age, and to develop a positive attitude toward the service of others and God. Each student is challenged to develop a personal sense of mission for giving the gospel message to the entire world in preparation for the soon return of Jesus.

## School History

**Greater Boston Academy** has a reputation for high academic quality and Christian standards. Since its founding in **1914**, Greater Boston Academy has been committed to quality Christian education.

- **1914** the Everett church school began with thirteen students in the basement of the Universalist Church, on Broadway, Everett, MA.
- **1916** the school was not able to continue in that location and so a large house at 25 Parker Street, Malden, was found. Enrollment had increased to twenty-eight.
- **1920** attendance had grown to 59 as reported by the principal Wilber Armstrong. Previously, the school was operated by the Malden and Everett Churches that had recently merged, but by then practically all the churches in the greater Boston area had taken an active interest in the school and its improvement, so it was renamed the 'Greater Boston Intermediate School'. Grades nine and ten were added this year, which had made necessary an increase in the faculty. Three teachers were now employed.

- **1924** the Boston Intermediate School was moved to the Boston Temple Church, and was held in two large rooms in the church, located at that time on the corner of Warren Avenue and W. Canton St.
- **1940** the Boston Temple Church was sold and the school was moved to 325 Harvard St., Cambridge, in a large house converted to classrooms.
- **1944**, under the leadership of pastor Norval F. Pease, the Boston Temple Junior Academy, as it had become known, became a senior academy with the name Greater Boston Academy. Richard J. Hammond was its first principal. The high school enrollment during its first year as a 12 grade school was 39, and was served by a faculty of four.
- **1946** the school was again moved, this time to 415 Newberry St., Boston. Grades one through eight became the Robert W. Hall School.
- **1965**, the school moved to Stoneham on the grounds of Boston Regional Medical Center where the tradition of "excellence for the purpose of service" continued.
- In June of the year **2000**, the Academy relocated to the grounds of Edgewood School at 108 Pond Street in Stoneham.
- In 2019, grades 9-12 were suspended from operation for the foreseeable future.

**Edgewood Elementary** had its beginning as the Stoneham Seventh-day Adventist School in one classroom on the grounds of the New England Sanitarium and Hospital in approximately **1927**.

- **1936**, the school expanded to two classrooms and moved to the corner of Pond and Summer Streets as the church school for the newly formed Stoneham Church. Enrollment continued to increase.
- **1944**, the Stoneham Church purchased the old South School on Gerry Street from the Town of Stoneham. The four spacious classrooms were adequate until the expansion of New England Memorial Hospital in **1966-1969** brought many new families to the area. Recognizing the need for larger quarters, the two churches joined together to build the present school. The first full year in the new building was **1970-1971**.
- **1975**, the school took a new distinctive name: Edgewood School of Seventh-day Adventists. It stands as a memorial to the dedicated church members who believe in Christian Education.
- In **2000**, Greater Boston Academy joined Edgewood in the building at 108 Pond Street.
- At the Constituency Meeting in November **2009**, the constituency voted to adopt the name Greater Boston Academy for the whole school.

## **School Community**

Greater Boston Academy in Stoneham, Massachusetts fosters growth beyond grades for preschool through 8th grade students in a traditional, Christ-centered environment. Since 1914, the school has provided education with intention to Christian families through the Seventh-day Adventist Church. The program offers a diverse, inclusive student population, a small student-teacher ratio, caring Christian faculty and staff, bilingual instruction, music, art and athletics. Outreach activities like community outreach keep your child connected with the vital Christian values that form the foundation of their life. Students and staff are encouraged to share their faith and witness to others about their relationship with Christ every day. With equal emphasis on excellence in academics and personal spiritual growth, Greater Boston Academy faculty and staff prepare students for a future lived with intention.

### **Expanding Your Family**

The people who walk through our doors every day at Greater Boston Academy are more than just teachers and students: they are family. Our goal is to create an environment that offers steady support, constant communication, and God's love to everyone. When you enroll at GBA, you automatically expand your family to include a team of dedicated Christian educators focused on your child's spiritual and academic success.

### **Education with Intention**

For over 100 years, Greater Boston Academy has offered quality Christian education to its community. From humble beginnings with 13 students in 1914, through today's 4-acre campus in residential Stoneham, GBA provides a solid foundation for your child's future.

### **Teaching Vital Values**

We live in a world that is wonderfully diverse, and our family at Greater Boston Academy is reflective of it. We are proud to have students from different ethnicities and cultural backgrounds. As a result, we have Spanish and Portuguese-speaking staff to support their bilingual educational needs. Daily we are focused on teaching inclusion, tolerance, and the depth of God's love because we believe these values are a vital part of your child's Christian education.

## **Goals**

The GBA faculty and staff have as their goals to:

- Lead students to a personal relationship with a loving God
- Stimulate moral development and the forming of a noble Christian character
- Meet standards of literacy, numeracy, and civic understanding
- Encourage intelligent, individual choices
- Develop self-discipline, discernment, responsibility, goal setting and achievement
- Recognize and encourage individual potential and talents

- Develop analytical reasoning
- Stimulate intellectual curiosity, creativity and scholarship
- Cultivate an appreciation for the arts and the natural world
- Prepare students for further education and independent living
- Promote a healthful life-style
- Nurture self-esteem and dignity
- Develop a respect for the talents and uniqueness of others
- Develop a caring attitude toward one another and a sensitivity to the needs of all people
- Foster cooperation and collaboration
- Promote Christ-like service for others in the local community and in the world
- Avoid wearing or displaying things that promote violence or anti-Christian principles.
- Treat school property as if it were their own.
- Commit to being an owner of your school's positive school climate.



## **The Four Respects**

The school expects students to live in accordance with the Christian standards of the Seventh-day Adventist church. We maintain four basic behavioral principles for our students:

### **Respect for God - Students who respect God will:**

- Not use God's name in vain.
- Be reverent and respectful in places of worship, including the chapel and the Church.
- Actively seek to be of service to others.
- Show respect to presenters during programs.
- Respect God's natural creation.
- Respect others who speak about their relationships with God.

### **Respect for Self - Students who respect themselves will:**

- Live healthfully physically, mentally, socially, and spiritually.
- Daily strengthen your relationship with Christ through devotions and prayer.
- Refuse to use (or to supply others with) drugs (including energy enhancers, such as caffeine tablets), narcotics, alcohol, or tobacco.
- Avoid the occult and occult paraphernalia.

### **Respect for Others - Students who respect others will:**

- Avoid lewd, indecent, and obscene language, conduct, and literature.
- Be honest in class work and in life, and refuse to steal, plagiarize, or deceive.
- Avoid sexual contact with people of either sex.
- Refuse to participate in harassment, initiations, or any other act that injures or degrades a student or faculty member.
- Avoid possessing or using weapons, including guns, knives, explosives, and firecrackers.
- Avoid insubordination.
- Treat others' property as if it were their own.
- Refuse to help or cover for any student violating school policy.

### **Respect for the School - Students who respect the school will:**

- Avoid ideas and attitudes that undermine school philosophies, ideals, objectives, and policies.

## **Admission Policies and Procedures**

### **Statement of Non-Discrimination**

Greater Boston Academy does not discriminate based on race, color or national ethnic origin in the administration of its educational and admissions policies or scholarship, athletic and other school-administered programs.

Since the Seventh-day Adventist Church sponsors this school, most its students are members of that confession. However, no religious commitment is required for admission. Subject to available space, applicants who meet the academic and character requirements of GBA and who express a willingness to cooperate with the school's policies and to adjust congenially to its religious, social, and cultural atmosphere may be accepted.

### **Statement of Compliance**

The administration, staff and Board of Trustees assume that when a student applies for admission, registers and presents him/herself for class attendance, that both the student and parent or guardian agree to abide by and uphold all the provisions of this bulletin, the student handbook and all other written or verbal presentation of the rules and regulations or changes in rules and regulations made at any time during the school year. It is also expected that each student, parent or guardian will make themselves aware of the content of any item published or given verbally that affects the students, individually and collectively. Failure to become familiar with the rules, regulations or procedures of the school will not relieve any person of the responsibility of functioning within the intent of the rules, regulations and procedures.

### **Age of School Entrance**

Experience has shown that students do best in school when they have reached a certain age before beginning their school experience. GBA follows the Stoneham Public School policy for admission age:

- |              |   |
|--------------|---|
| Preschool    | 2.9 or 3 years by September 1 - Students who enter our program and are not 3 by September 1 must spend two years in Preschool or Pre-K                                |
| Pre-K        | 3.9 or 4 years by September 1 - Students who enter our program and are not 4 by September 1 must spend two years in Pre-K.  |
| Kindergarten | 5 years by September 1. According to the Massachusetts Age Requirement Standard, students will not be allowed to start kindergarten if they are not 5 by September 1. |
| First Grade  | 6 years old by September 1  |

Certified proof of age must be submitted on or before the first day of school. All new students may be tested before being placed in a grade. Pre-K and Kindergarten students will be given readiness testing before starting school.

### **Acceptance Process**

To begin the application process, the following items are needed:

- Completed application (completed online at gbaedu.org) with a \$25 per student application fee.
- Copy of current grade report if the student has been in school elsewhere
- Current Health form showing immunization record
- For new students entering grades 1-8, three recommendations, two from teachers and one from a community member for grades 1-8. Recommendations are not needed for students entering Pres, PreK and Kindergarten.
- Records release form given to GBA Office to be sent to the former school (if applicable).

All first-time students and parents must complete an interview with the principal and meet the classroom teacher before acceptance can be finalized. The Admission Committee will consider each application before acceptance is final.

After a student is accepted to attend GBA, parents will be given access online to the enrollment process, which must be completed and submitted prior to the first day of school. Financial clearance from the GBA Treasurer is also necessary to complete the enrollment process.

Students may not attend classes without completing the enrollment process.

### **Medical Examinations**

A complete medical examination is required for students entering grades Pre-school, Pre-Kindergarten, Kindergarten, and Grades 4, 7, and for all new students. A computer printout from the doctor's office is acceptable, if it indicates the student's current health and shows the student's immunization record. All students are required by state law to show authorized proof (physician's signature or clinic stamp) of immunizations against DPT, polio, Hepatitis B, chicken pox (or verified case of the disease), Hib, measles, mumps and rubella before they are allowed to attend school. A copy of this must be submitted before admission is considered complete.

### **Students with Special Needs**

GBA welcomes those students who earnestly desire a Christian education. Unfortunately, the school is not equipped or staffed to deal with students who demonstrate severe learning, emotional, behavioral problems or who have mobility disabilities.

### **Transfer Students**

An official transcript must be sent from the last school attended so that we can accurately plan for the needs of the student. Placement tests may be given. Students who transfer during the school year must present a report card or official school letter explaining their academic status before registration is complete.

### **Unpaid Student Accounts**

All student accounts from prior years must be paid in full prior to admission for the following school year. Financial arrangements will be made at the discretion of the Finance Committee and the School Board.

### **Admission Committee**

The Admission Committee will review all applications and make a decision of acceptance based on a number of factors. The Admission Committee reserves the right to refuse admittance to any pupil it deems unlikely to become an asset to the school or who is out of harmony with its principles. Also, no student is knowingly admitted or retained who uses tobacco, alcohol, or illegal drugs. Applicants will be notified of the Committee's decision once evaluated.

### **Enrollment Required**

All students must be fully enrolled including financial arrangements for tuition and fees before they are admitted to classes.

### **Returning Student Re-enrollment**

**All students must be re-enrolled in school every year.** Instructions will be provided for re-enrollment online through [factsmgt.com](https://factsmgt.com).

## Financial Information

### 2023-24 Tuition and Fee Schedule

#### Pre-School (child must be at least 3 years old by Sept 1, 2023)

Registration.....	\$495.00
Workbooks & Instr. Materials.....	\$85.00
Tuition-Monthly (Aug-May=10 Months=\$6,900).....	\$699.00

#### Pre-Kindergarten (child must be at least 4 years old by Sept 1, 2023)

Registration.....	\$495.00
Workbooks & Instr. Materials.....	\$85.00
Tuition-Monthly (Aug-May=10 Months=\$6,780).....	\$687.00
(3-way Scholarship \$1,400.00)	

#### Kindergarten (child must be at least 5 years old by Sept 1, 2023)

Registration.....	\$495.00
Workbooks & Instr. Materials.....	\$85.00
Tuition-Monthly (Aug-May=10 Months=\$6,750).....	\$675.00
(3-way Scholarship \$1,400.00)	

#### Grades 1-4

Registration.....	\$495.00
Books & Workbooks.....	\$105.00
Tuition-Monthly (Aug-May=10 Months=\$5,820).....	\$582.00
(3-way Scholarship \$1,400.00)	

#### Grades 5-6

Registration.....	\$495.00
Books & Workbooks.....	\$125.00
Tuition-Monthly (Aug-May=10 Months=\$5,930).....	\$593.00
(3-way Scholarship \$1,400.00)	

#### Grades 7-8

Registration.....	\$495.00
Books & Workbooks.....	\$155.00
Tuition-Monthly (Aug-May=10 Months=\$5,880).....	\$598.00
(3-way Scholarship \$1,400.00)	

There is a Church Discount available to Constituent/Operating/Candidate members according to the guidelines in the Greater Boston Academy Constitution and Bylaws..  
Please contact the Finance Office to check on eligibility & amount to be granted.

3-way Scholarship forms are available in the office.

### Other Financial Information

#### Payment Schedule:

1. **All fees and past due accounts must be paid in full prior to the first day of school.**
2. The standard tuition payment plan is ten equal payments. Other options may be available. Please contact the Finance Office for this information.
3. Pre-scheduled payments (automatic monthly deduction) will be processed through automatic deduction through the FACTS program. The use of FACTS for payments is a requirement for those who are planning to make monthly payments; No special cases.
4. FACTS will charge you a **\$50 yearly fee** for your account with the tuition payment program if you pay by the month. If you pay tuition in 2 payments for the year, the fee from FACTS will be \$15. If you pay tuition in full, the fee from FACTS is \$5.
5. FACTS will charge a NSF (non-sufficient funds) fee of **\$30** for each returned check or declined credit card charge.
6. Credit card payments are accepted by FACTS with a convenience fee of 3%.
7. On the 10 month payment plan, the first payment through FACTS is due by August 31 with the last payment to be made by May 31.

Prompt payment of tuition is vital to the operation of GBA. GBA reserves the right to prohibit a student from attending school for past due accounts of more than 30 days. GBA reserves the right to use external collection agencies to recover any outstanding balances.

#### Fees:

1. A student is considered registered and eligible to attend classes only after all fees have been paid, enrollment in FACTS is finalized, and enrollment/reenrollment paperwork has been completed.
2. All athletic fees (Soccer, Basketball, Baseball, etc...) payments are required at the time of signup.

### Discounts and Financial Assistance

#### **Family Discounts**

- Families with more than one child attending Greater Boston Academy will receive a tuition discount as follows:
  - 2 children - 3% tuition discount for each
  - 3 or more children - 5%

### **Prepayment Discount**

- There is a discount of 5% on tuition for families who pay the entire year's tuition in advance.

### **Referral Discount**

- You will receive a one-time \$100 credit to your account for any student that is referred by you and fully enrolls in any grade.

**3-Way Matching Fund**— The Southern New England Conference (SNEC) in partnership with GBA and the local church has made provision to grant student aid funds to all qualified Pre K-12 students attending SNEC Elementary Schools and Academies who qualify on a financial needs basis. Once the local church board determines financial need, the church clerk should send the application to the Conference Treasurer, along with a check for the church's share of \$200 per half year. Once approved by the Conference, a check covering the Conference portion and the church portion will be forwarded to the school for credit to the student's account. These scholarship funds are paid twice each year, toward the end of each semester (during the months of November and April). The business office will credit its portion of student aid to the student's account in ten equal credits. ***The application deadlines are October 31 for the first half of the school year and March 31 for the second half.***

*Note: If for any reason the school does not receive the Matching Funds from the Conference/Church, then the parent would be responsible for the amount we credited your student account. Application forms are available at the Business Office, the main office and online on our school web side.*

**Constituent/Operating/Candidate Church Tuition Discount** - If you are a member of one of the churches who support GBA with a monthly subsidy, you are eligible for a tuition discount. Please contact the Business Office for eligibility and details.

### **Late Transfers**

A student who transfers from another school during a grading period will be charged pro-rated tuition for his time in attendance at GBA.

### **Returned Checks**

A \$30 fee will be charged for each returned check. After a second check has been returned, we will not accept personal checks and payments will have to be made by cash or cashier's check.

### **Refunds**

The school reserves the right to delay settlement of any account credit balance for a period of one month after the student leaves school. This ensures that all charges have been recorded on the account.

### **Transportation**

The school offers transportation to and from the following area:

- Lowell

There is a weekly charge for this service. The van maintains a fairly strict schedule, so it is very important to be on time, otherwise school transportation will not be available.

### **Withdrawals**

Students who voluntarily withdraw must first fill out a withdrawal slip indicating the exact date on which he/she plans to withdraw. Students will not be considered withdrawn (tuition will continue to be charged) until the withdrawal slip is returned to the office. Students withdrawing from school will be charged the full tuition cost for the month in which he/she withdraws.

### **School Hours:**

#### **Early Childhood (Grades PreS, PreK, K)**

Monday-Thursday 8:00-2:45 (dismissal 2:45-3:15)

Friday 8:00-12:00 (dismissal 12-12:15)

#### **Grades 1-8**

Monday-Thursday 8:00-3:00 (dismissal 3:00-3:30)

Friday 8:00-12:30 (dismissal 12:15-12:45)

**Please note: the school doors open at 7:30 am every school day for all students.**

For their safety, please do not leave your children unsupervised before the school doors open. The children are supervised by a staff member from 7:30-7:45 and then go to their classrooms. Thank you for understanding.



## **AFTER SCHOOL CARE (ASC) PROGRAM**

### **RATES AND FEES SCHEDULE**

**IMPORTANT NOTE: AFTER SCHOOL CARE CLOSES AT 5:00PM MONDAY-THURSDAY  
AND 4:00PM ON FRIDAY FOR ALL GRADE LEVELS**

**After School Care Hours:** Early Childhood (Grades PreS, PreK, K)

Monday-Thursday - 3:15-5:00

Friday - 12:15-4:00

#### **Grades 1-8**

Monday - Thursday 3:30-5:00

Friday - 12:45 - 4:00

**After School Care Rates:** \$10 per hour per student

\$15 per quarter hour per student after closing time. Please make every effort to pick up your child before ASC closing each day.

**Very important:** Please sign your child out of After School Care every day that they attend so that you will be charged the appropriate amount and we also know that your child is safe.

After School Care charges will be posted to FACTS.

#### **Forms of payment**

All payments are processed through the business office. Pre-scheduled/pre-paid (automatic monthly deduction) payment will be processed through automatic deduction-FACTS. All other payment methods: check, cash or money order can be accepted through the Treasurer's Office.

A NSF fee of \$30.00 will be charged to the family if a check is returned. A \$10 convenience fee is charge for credit card payments.



## Early Childhood Information

### Uniform Dress Code

Early Childhood follows the school uniform for the elementary, which is navy blue polo shirts with the school logo on Monday-Thursday and a red logo polo on Friday. Khaki or navy skirts, jumpers, or pants may be worn with the shirts. Comfortable black shoes, not sandals, should be worn. In winter, boots may be worn to school but may not be worn in the classroom.

### School Calendar

Early Childhood follows the same calendar as the entire school. We are closed for all holidays and other noted days on the calendar. School begins at 8:00 am and ends at 2:45 Monday-Thursday, 12:00 on Friday. We are not open during the summer months.

### Snacks

We have snack time mid-morning and parents are encouraged to send in a snack for their child. We ask that the snack be healthy and nutritious. The following are suggestions:

Cheese sticks	pre-popped popcorn	carrot sticks
Pretzels	crackers	wheat thins
Graham crackers	raisins	rice cakes
Fresh fruit	yogurt	mini bagels
Small sandwiches	fruit cups	100% fruit roll-ups

### Lunch

Each child treats mealtime differently. Some are very hungry and others want to socialize. We encourage each child to eat their meal and to finish. We can microwave items from

home and we have a hot lunch program 2 days a week with healthy and nutritious meals that you can purchase for your child if you wish.

### **Nap Time**

We have a short naptime after lunch only in the PreS/PreK combination classroom. Every child will need their own small blanket, small pillow and nap mat.

### **Toilet Training**

All children must be toilet trained before entering Pre-School. Accidents can happen and clothes will be changed if they do. We do not rinse out underclothes.

### **Change of Clothing**

An extra set of clothing is required on the first day of school in case of accidents. This set of clothes will be kept at school to be available when needed. This includes pants, underwear, socks and shirt. This does not need to be school uniform. Place clothing in a zip lock bag labeled with your child's name.

### **Personal Labels**

Please label all clothing, shoes, lunch bag, food storage containers, coats, hats, mittens, boots, backpack, blanket, pillow.

### **Pacifiers and Bottles**

No pacifiers or bottles (other than regular water bottles) are allowed in school.

### **Sickness Policy**

Please do not bring your child to school if he/she is displaying sickness or has a fever. Please respect our judgment when we determine that a child should not attend school because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease. Listlessness, diarrhea, fever, severe spastic coughing or crankiness may all be symptoms of illness and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill.

- Fever – do not return to school until 24 hours after a fever has passed.
- Diarrhea – 3 times in one day, the child will be sent home and cannot return for 24 hours after the diarrhea has stopped.
- Nose mucus – green or yellow mucus, child will be sent home.
- Strep throat – child cannot return to school until 24 hours after doctor prescribed medication has been dispensed and a doctor's note must accompany the child when he/she returns.
- Head lice, ticks, fleas – child will not be permitted to attend school until he/she has been treated with over the counter or prescribed medication.

- Conjunctivitis child may not return to school until 24 hours after medication has been given.

### **Medication**

We are not permitted to administer medication. A parent is allowed to come to school and administer the medication to the child.

### **Toys**

No toys may be brought to school unless the teacher has specified a certain day for toys or Show and Tell day. We cannot be responsible for broken or lost valuables.

### **Vacation**

Many families take vacations throughout the year. However, in order to keep your child's spot in Pre-School, you will be responsible for making the usual monthly payments. Please alert the preschool director and the office staff of your vacation intentions.

### **Birthdays**

We celebrate each child's birthday and encourage parents to send in a treat for their child's special day. No invitations need to be delivered to the children. No gifts, please.

### **Jewelry**

We follow the guidelines for the school. No jewelry is to be worn during school hours or for school programs. This includes necklaces, bracelets, earrings, and rings, etc.

### **Newsletters**

Calendars and newsletter will be sent home on a regular basis. Important information is always enclosed to please be sure to read them and take note of upcoming events.

### **Pick-up List**

The Pre-School director and teachers must have a list of all authorized people who will be picking up your child from school. If there is a change in your plans for pickup, you must notify the Pre-School director.

## **Disciplinary Policies & Procedures**

### **Educational Philosophy**

Children have a zest for life and learning and are bursting with energy! Such characteristics make teaching enjoyable and exciting, yet these qualities can also lead to disruptions and difficulties with behaviors.

Proverbs 10:17 says, “Those who accept correction show others how to live. Those who reject correction lead others the wrong way.” It is our desire that our students be salt and light in the world, showing others how to live and not leading others the wrong way.

Children cannot become self-disciplined unless adults teach them right from wrong. At G.B.A., students are taught the expectations for correct behavior while being encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, negative consequences will follow to communicate that there is a price to be paid for misbehavior. This is in line with God’s relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs 3:11-12 says, “My child, don’t reject the Lord’s discipline, and don’t be angry when He corrects you. The Lord corrects and guides those He loves, just as parents correct and guide the children they love.”

### **Disruptive Behavior**

Disruptive behavior, which distracts from the full benefit of the classroom will result in negative consequences. These are disruptive behaviors:

- Requires constant attention from the staff
- Disrespects people and materials provided in the classroom
- Disobeys the rules established to enable a community of learners
- Uses verbal or physical activity that diverts attention away from classroom activities
- Inflicts physical or emotional harm on other children, adults, or self
- Verbally threatens other students or staff

### **Disciplinary Policies and Procedures**

A very important part of the educational experience is helping children learn how to get along in the world and enjoy being with other children as well as following the directions of an adult other than the child’s parents/guardians. Teachers focus on the positive behaviors of the children and reinforce these positive behaviors as often as possible. The following disciplinary steps are employed:

- Encouraging children to use their words when having a disagreement with another child

- Facilitating children in their efforts to settle their disputes.
- Redirecting behavior when it seems potentially effective.
- Separating a child from the group (“time out”) – for the younger children, one minute away for each year of age (e.g., 4 years old = 4 minutes of “time out”). Greater Boston Academy does not use corporal punishment in any form for any reason.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns.
- Addressing serious or chronic disciplinary concerns in an Incident Report. The Incident Report will be completed to document inappropriate behavior that directly negatively impacts other children, staff members, or the classroom. This report will be shared with the parent(s) and will explain the negative behavior and how that behavior has affected others. It will also explain how the negative situation was resolved. The Incident Report will be presented to the parent(s)/guardian(s) at the time of pick-up on the day of the incident. In extreme or chronic situations, a more formal conference with the parent(s)/ guardian(s) will be required. Parents of all children involved in the incident will be notified by note, phone, and/or conference. The Incident Report must be signed by a parent/guardian and returned to the child’s teacher to be placed in the child’s file. (In keeping with our confidentiality practices, parents/guardians should note that information about other children will not be disclosed in their children’s Incident Reports.)
- Asking the Principal to conference with the family and teacher(s) if the negative behaviors are extreme or persist to a chronic state. The purpose of this conference is to find the best solution for the student and classroom as a whole. It may be necessary for the child to be sent home (for a time to be determined during the conference) or dismissed from the school permanently.

### **Reasons for Dismissal**

The school reserves the right to permanently dismiss a student due to a parent’s failure to adhere to school policies or procedures, or when a child’s repeated negative behavior or extensive special needs prevent staff from providing optimal care. Parents will have a two weeks’ notice to prepare for their child’s dismissal from school. Tuition will, of course, be required during the two-week period.

### **Rights & Responsibilities of Parents/Guardians**

We recognize parents’/guardians’ rights to raise your children the way that you deem best. However, please remember that school policies are made for the positive benefit of the entire school community, not for the convenience of one child. Just as you regularly re-evaluate your parenting strategies, we continually refine our policies and procedures. To that end, we welcome your positive suggestions and feedback.

We ask that parents/guardians talk frequently with your children about their school experiences and encourage your children to:

- Be respectful of others
- Obey their teachers
- Follow all of the classroom and playground rules
- Use their words -- not their hands or bodies -- when disagreements or misunderstandings occur
- Speak calmly, respectfully, and kindly, using proper vocabulary
- Wait for their turn
- Share
- Pray for their schoolmates and teachers every day

We value our partnership with all of our families as we work together to prepare our children for meaningful, productive lives on this earth as well as for eternal life with God in Heaven. It is our hope and prayer that your children will see Jesus at school every day in the actions, demeanor, and words of those who are entrusted with their care, education, guidance, and nurturing.

## **Academic Information – (K-8)**

### **Academic Standing Re-enrollment**

The following academic requirements are the minimum qualifications for re- enrollment of a student:

#### Grades 5 –8

If a student earned two F's for the final grade in any of the core subjects (math, science, English, Bible, social studies) in the previous academic year, they will be evaluated for placement.

#### Special Needs Students

Students with clinically diagnosed learning disabilities that fall into one of the two academic categories listed above and have a Modified Academic Plan (MAP) or Individual Education Plan (IEP) will be reviewed by the school admissions committee to determine whether continued enrollment is appropriate for the special needs student.

### Curriculum

Greater Boston Academy offers a state and denominationally approved curriculum that is supervised and accredited through the Education Department of the Southern New England Conference of Seventh-day Adventists. To receive an 8<sup>th</sup> grade diploma from GBA, the pupil must satisfactorily complete the following courses each year of attendance through grade eight.

Bible	Music	Social Studies
English	Physical Education	Spelling
Handwriting	Reading	Witnessing/Service
Mathematics	Science & Health	Computer

### Report Cards

Parent/teacher conferences will be held at the end of the first and third marking periods, at which time parents will receive their child's report card. If there is a need at any time during the year for a conference, please contact the teacher. At the end of the second and fourth nine-week periods, the report card will be sent home with the child or mailed home.

### FACTS Management/FACTS Family Portal

For parents of students in grades 1-8, information is available online so you may track your child's progress. We encourage all parents to be active participants in their child's education by regularly checking on the FACTS Family Portal. **Information on how to access this valuable tool can be obtained through the office.** The login information is the same as you would use to login to complete your child's enrollment. If you have questions or problems with accessing the information, please ask for help in the office.

### Honor Roll for Grades 3-8

First Honors – All A's with up to one B

Second Honors – All A's and B's

Third Honors – All A's and B's with up to one C

### Grade Monitoring and Retention

If a student is having academic difficulty, academic progress will be monitored after the first mid-quarter grading period. A parent conference will be requested so that a plan for improvement can be determined and implemented. Parents and teacher will meet again as needed for an ongoing evaluation to share recommendations for placement for the following year. The school reserves the right to make the final decision in the grade placement of a student. Our policy is to place the student at a level where he/she can function successfully.



### **Promotion and Placement**

A student must have completed grade level requirements or be receiving approved special services to be eligible for promotion. Grade-level achievement tests may be used to determine whether a student is eligible for promotion. New students will be given grade-level achievement tests to determine placement.

### **Elementary Grade Acceleration**

There are many factors that go into the appropriateness of academic acceleration such as social age of the student and academic proficiency. Elementary grade acceleration will be in accordance with *Atlantic Union Education Code 2492.04*. (A complete copy of the Education Code can be downloaded at [www.atlantic-union.org](http://www.atlantic-union.org) under the Education Ministry tab)

### **Transcripts**

If your child is transferring to another school, the transcript must be requested by filling out a signed form. Your child's folder will then be sent to the Education Department at the Southern New England Conference and the transcript will be issued from there.

## **School Uniform Information (PS-8)**

### **Philosophy of Modest Apparel**

GBA requires that its students adhere to a Uniform Dress Code. Students must always wear clothing that is modest, clean, neat, and properly sized. Students are expected to recognize that school is a work environment, not an informal social environment, and to dress accordingly.

The principles of modesty and moral integrity, as well as the responsibility not to offend others apply in the matter of dress, behavior, and physical appearance (body piercing, tattoos, etc.).

The administration has the right to make alterations to the Dress Code as necessary. The determination of what is, or is not appropriate in any instance remains with the principal and the faculty. Any questions on the appropriateness of an article of clothing should be addressed with the administration before wearing it to school.

### **Uniform is Required**

During the academic day, students must wear approved uniform clothing.



**All uniform clothing is to be purchased either through our Tommy Hilfiger website or Lands End Website. All shirts, sweaters, and jackets worn inside the building are required to have the school logo.**

All school clothing must fit the student. Allowance for some student growth is appropriate.

### **Grades PreS-8<sup>th</sup> Uniform Policy**

#### **Regular Uniform Description**

Young Men & Young Women

- Boys- Khaki or navy pants or shorts (with a belt or elastic waist for Early Childhood students)
- Girls- Khaki or navy pants, skirt, skort, or jumper
- Polo shirts with school logo
  - Navy blue shirts are to be worn Monday-Thursday
  - Red shirts are to be worn on Fridays and for Field Trips
- Shoes or sneakers
- Navy blue school logo sweatshirt or jacket

#### **P.E. Uniform** (can be purchased through any store)

- Athletic type clothing that allows for freedom of movement and appropriate for weather conditions.
- Non-marking athletic shoes

#### **General Uniform Guidelines (PS-8)**

The following categories of clothing may NOT be worn in the classroom or field trips: Work attire; military attire; frayed/torn/holey clothing; athletic wear including undershirts, tank tops, jogging attire, soccer pants, headgear, sweats, track pants, PE/Gym shorts, Board, or immodest shorts.

#### **Accessories**

Watches, pins, tie clips/pins, cuff links which are not distracting are acceptable. For safety and uniform appearance purposes, earrings are not to be worn.

#### **Hats/head coverings**

Head coverings, including hats, sweatbands and pulled-up hoods, are not to be worn inside the buildings. Hats may be worn outdoors to protect against the sun and cold. Exceptions are made for religious and medical reasons.

#### **Hair**

Hair is not to be worn in extreme styles or dyed to an unnatural color.

### **Other**

- No body piercings or visible tattoos
- Undergarments are not to be visible
- For additional warmth during cold weather, long-sleeve and short-sleeve shirts, t-shirts and turtlenecks may be worn under the uniform polo shirt. All shirts worn under uniform shirts should have no writing or designs.
- Jackets and coats other than the uniform fleece jackets or uniform sweatshirts are not to be worn inside the buildings.

### **Footwear**

All students must wear shoes or sneakers, may not wear open-toed shoes, sandals or flip flops, and may not wear snow boots in the classrooms.

### **Inappropriate Dress Descriptions**

- Sheer, low V-neck, or low scoop neck blouses/shirts; tank tops, spaghetti straps, and other strap tops; sleeveless shirts/blouses; shirts/blouses that expose the midriff.
- Jewelry is not to be worn at school. (Note Accessories above.)
- Unnatural make-up or nail polish.
- Clothing portraying items that conflict with the values and ideals of GBA.
- Any type of clothing that fits very tightly.

## Attendance Policy: General

### Philosophy and Expectations

The following policies support our philosophy.

- Community and business surveys stress the development of reliability as a high priority objective.
- Students who attend classes regularly receive better grades.
- Regular attendance is the responsibility of the students and parents.

### Attendance Objectives

For the home and school to effectively work together, expectations for all must be clearly understood. GBA's attendance policy is based on the following:

#### Students

- Are expected to know, understand, and abide by this policy.
- Are to be on time and regular in class attendance.
- Be aware of their daily attendance record.



#### Parents

- Are to know and understand the attendance policy.
- Are to support the policy by emphasizing student compliance.
- Are to be aware of the student's attendance record.
- All pre-arranged absences require a letter from the parent notifying the school. Please note that:
  - a) The benefits of the classroom experience that a student loses during an absence cannot ever be replaced by quizzes, tests and assignments.

#### Teachers

- Model on-time behavior in classroom management.
- Take record in each class and maintain a record as well as turn in a daily report.
- Keep track of potential attendance problems and alert students.

## Attendance Policy: K – Grade 8

**Students are expected to be in their seats, ready for class by 8:00 A.M.** Habitual tardiness will be referred to the School Board for further action. Reasonable allowance will be made for unavoidable absence. Acceptable excuses include illness of the student or a death in the immediate family. Whenever you know that your child will be absent, please call the office (781-438-4253) by 9:00 on the morning of the absence. The student is to bring a note to the Office from a parent or guardian or doctor's office stating the reason for the absence.

A student who is absent as many as seven days out of a period of nine weeks, for whatever cause, may forfeit his/her grades unless it is evident to the teacher that his/her work has been satisfactorily made up.

### **Excused Absences**

Absences will only be excused in two situations:

#### 1. Emergencies

If a student misses a class due to an emergency, he or she must, upon returning to school, bring a note to the school office explaining the absence. Students who fail to bring such a note to the office on returning to school will not have absences excused.

#### 2. Pre-arranged Absences

Students must prearrange all non-emergency absences, including those involving school and family trips and medical appointments. Students must notify the office and the teacher in writing **at least two days before** missing class. A written absence notice must include a parental or guardian signature, along with a student's name, the date, and the dates of planned absences.

Students who become sick during the day must report to the office. It will then be determined whether a student needs to go home or rest for a while at school.

Homework Make-up: It is the student's responsibility to arrange for all homework missed during an excused absence to be completed. A student has the number of days absent to complete the work once they return to class (i.e. if a student is absent for two days, they have two school days to make up the work once they return to school).

### **Unexcused Absences**

Unexcused absences include all non-emergency and non-prearranged absences.

If a student's unexcused absence causes him or her to miss a major test or project, he or she may or may not be able to make up the work at the discretion of the teacher involved.

Students must bring a note of explanation to the school office within 24 hours of returning from a non-prearranged absence for that absence to be excused (see *Excused Absence* section for absences that are excusable).

## Disciplinary Process for Grades 1-8

### Unacceptable Behavior Examples

Students at EGBA are expected to show support, in word and in action, for the Christian ethical ideals and morals to which Seventh-day Adventists subscribe. Unacceptable behaviors include, but are not limited to, the following:

- Using profane, rude, or vulgar language, gestures, literature or pictures;
- Intentionally damaging property;
- Being dishonest, including any kind of willful deception, cheating, or stealing;
- Showing disrespect or defiance to any staff member;
- Bullying or harassing (including sexually harassing) behaviors;
- Causing any type of disruption in the classroom that hinders the teaching-learning process;
- Ignoring directions given by faculty and staff;
- Wearing non-uniform attire to school.

Because we want all of our students to feel safe at school, we maintain a hands-off policy between students. Fighting, tussling, kicking, and shoving, are not acceptable behaviors whether in jest or in anger. Students are to keep their hands and feet to themselves at all times.

Because we should treat others as we ourselves wish to be treated, any type of unlawful harassment based on race, ethnicity, sex, national origin, religion, age, disability or other protected characteristics will not be tolerated. Slurs, jokes, verbal or physical intimidation or excessive teasing will be dealt with in a serious manner. Students should report any infraction to a teacher, staff member, or the principal.

## 5 Step Discipline Program

### Grades 1-8

It is the aim of GBA to provide all its students with a safe Christian environment in which to worship, study, socialize, and play. It is also the school's objective to institute a disciplinary process that is redemptive and educational.

5-Step Discipline plan is based on five elements:

**Simplicity:** The plan is easily understood by all concerned and the consequences are clearly defined.

**Consistency:** A standardized program provides a consistent enforcement policy as well as fairness for all students.

**Communication:** Each time a student is disciplined for a violation, parents are notified. Students and their parents are made aware of the student's placement within the step process, as well as the disciplinary action to be expected if the student chooses to move to the next step.

**Parental Involvement:** When a student reaches the third and sixth step of the plan or is suspended a second time for a serious violation, a Guidance Committee meeting is scheduled. The staff and the family form a partnership to encourage the student to modify his or her behavior and make future steps clear should the student continue to make poor choices.

**Progressive Disciplinary Action:** With each successive violation, the student advances to another level. If all interventions fail—assigned detentions, conferencing, counselling and suspensions—the student will be asked to withdraw.



Any student who is repeatedly in conflict with school policies and behavior expectations as presented in this Handbook, plus any printed or announced changes or additions, will be subject to the Disciplinary Process in the following sequence:

**Step 1:** a) Teacher talks privately with the student; b) documents the event (written); c) calls the parent; d) student and teacher sign and date the document.

**Step 2:** a) Teacher calls the parent; b) sends an email (or mail) to the parent; c) sends an email to the principal documenting the conversations.

**Step 3:** a) Teacher completes the school referral form; b) student, teacher, parent and principal meet.

In the event that the parent is unable to set an acceptable, timely date and time for an appointment, the student may be suspended at this step until a meeting has occurred.

**Step 4:** a) Student is suspended for 1 or 2 days (principal's discretion); b) student and family create a written plan of action for behavior change of the student (signed by the student and parent(s)).

After a student reaches Step 4 the first time, a second referral by anyone during the same semester will place the student at Step 3 without repeating Steps 1 & 2.

**Step 5:** A student who accumulates 3 suspensions will be recommended to administration and the board for transfer to another school or expulsion.

### **Suspension**

A suspension will be up to a maximum of two weeks on or off campus. If the suspension is on campus, community service for the school may be required. Studies will be assigned during this time and must be handed in the first-class day after the suspension ends.

Tests missed must be scheduled at the discretion of the teacher. It is understood that some in- class and performance work cannot be made up.

### **Expulsion**

Any practice or attitude, which undermines the standards of the school, is not permitted. Whenever, in the judgement of the faculty, a student's connection with the school is no longer beneficial, or his/her influence becomes detrimental to others, s/he may be dismissed whether s/he has broken specific rules.

An expulsion will be for the remainder of the semester or the remainder of the semester plus one full semester depending on the offense.

### **Disciplinary Visitation to Campus (after suspension or expulsion)**

Students who have been suspended or expelled may be permitted to visit the campus during the current school year at the discretion of the Administration. **APPROVED VISITS MUST BE PRE-ARRANGED WITH THE PRINCIPAL.**

### **Process of Appeal**

It is GBA policy to provide an orderly process for students and parents to appeal decisions regarding students made by the faculty or administrators of the school. It is intended that decisions regarding students be made as close to the classroom as possible without involving the School Board. However, the School Board has the right and responsibility to make the final decision. This policy establishes a process that meets the needs of students and protects their privacy while also protecting the academic and organization integrity of GBA.

When a student or parent is unwilling to accept a decision of the faculty or administration, the following steps should be taken:

1. The student or parent should first meet in private with the teacher and administrator to seek resolution of the issue. A serious attempt should be made to



achieve an acceptable solution at this level. Parents are encouraged to clarify the facts of the situation before proceeding with an appeal. Appeals of administrative decision go to the Chair of the School Board as described in Step #4.

2. When a student or parent is not willing to accept the decision of a teacher, they should prepare a written statement of appeal stating: a) the decision that is being appealed, b) the relevant facts to be considered, and c) the specific action on the part of the school that is desired. This statement should be given to the principal of the school who will then request the person or group making the original decision to reconsider their decision based on the appeal.
3. If the student or parent is unwilling to accept the decision that is made as a result of Step #2, and it is the decision of an individual faculty member that is being appealed, the next step is to request a hearing before the appropriate faculty committee as determined by the principal. The student or parent may request that the original written statement be presented or may write a new statement of appeal. If the student or parent finds the faculty committee decision unacceptable, they may appeal to the full faculty. The principal will present the written statement of appeal to the faculty.
4. If a student or parent is unwilling to accept the decision of the full faculty or an administrative decision, the next step is to appeal to the School Board. The student or parent should direct their appeal to the School Board Chair or in his /her absence to the Vice-Chair who will appoint a three-person subcommittee of the School Board to hear the appeal. The student or parent must submit their appeal in writing along with any supporting information. The student or parent has the right to view the administration's response to their appeal, but because of confidentiality concerns, may be limited in what information they may view.
5. If the decision of the School Board subcommittee is not acceptable to either party, they may appeal to the full School Board, which will follow the same process as in Step #4. The decision of the full board is final.

All appeals should be in writing. However, at each step in this process the student and/or parent may appear in person to present their side of the issue in addition to their written statement if they so desire.

### **Probation**

Under some circumstances after a suspension or expulsion, students may be permitted to return to school on a probationary basis. The Administrative Council will develop the conditions. Each student on probation will be assigned a faculty mentor.

The school opens at 7:30 am. We strongly encourage parents to not leave your child at the school unsupervised before 7:30 am. The school assumes no responsibility for any student before 7:30 am. Students will not be let into the building until 7:30 am.

### After School Care (ASC)

The gym, the lobby and the playground are off-limits to students after dismissal unless they are directly under the supervision of a school employee. Students cannot be unsupervised at any time. No student can sit in the lobby or loiter on the school grounds, the playground or the gym after dismissal. After School Care is available to students in Pre-School – 8th grade. Any students left at school after the dismissal period will automatically be placed in After School Care and will be charged the appropriate fees.

**ASC closes at 5:00 P.M. Monday – Thursday; Friday closing time is 4:00 P.M.** Please see ASC information sheet for additional information. A late fee of \$15.00 per 15 minutes per child will be charged for any child left after closing time. The fee may be increased if lateness becomes a problem.

### **Asbestos**

GBA has asbestos located throughout the building. It is completely sealed and in a non-friable condition. An inspector conducts an inspection of our asbestos every three years to certify its safety. A copy of the report can be viewed in the administrative office.

### **Bicycles**

Students are welcome to ride their bicycles to school, just plan to leave them outside, and preferably locked. Bicycles may only be ridden to and from school and not during school hours or after dismissal except to leave the grounds.

### **Cell Phones & Personal Electronic Devices**

Cell phones and Smart Watches are not to be used by students while at school. Parents needing to contact their children may call the school office.

Laptops/iPads, etc are to be used ONLY for school-supervised projects and are not to be used at school otherwise. The school owns a number of devices for the use of the students for academic purposes. The students are expected to use them wisely and carefully. Any intentional misuse/abuse of school property will come under disciplinary action.

### **Child Protective Services**

All faculty and staff of GBA are considered mandatory reporters when there is a suspicion of child abuse or neglect. A complete description of our responsibilities as mandated reporters can be obtained at the following website:

**<http://www.mass.gov/eohhs/docs/dcf/can-mandated-reporters-guide.pdf>**. Please be aware that once a report has been made, the school is only able to discuss the details with Social Services. The school will cooperate with the Massachusetts Department of Social Services during the investigation of a report of child abuse or neglect.

### **Class Trips**

The 8<sup>th</sup> Grade class takes a class trip once a year. The primary purpose is for further bonding of class friendships. This is an optional trip. Being able to attend the trip is also conditional based on a student's behavior and academic performance.

### **Closed Campus**

Once students arrive at school, they are not to leave the school grounds until school dismissal unless accompanied by a school official, parent, or guardian. The school will not release a student to anyone other than those listed by the parent or guardian on the Transportation Permission Form or with specific permission from the parent or legal guardian.

Students must leave the school premises immediately after their last class or activity unless they are in After School Care. Early dismissal is not encouraged but, when it is necessary, parents must personally grant permission through the school office for students needing an early dismissal. Leaving campus without permission is not an option.

### **Community Service**

As Christians, we are committed to helping others and making a positive contribution to our community. We work towards giving our students opportunities to help the community.

### **Comments and Suggestions**

GBA's success depends on parent-teacher cooperation. The faculty values parents' comments and suggestions. Should there be a misunderstanding or problem, please follow the Process of Appeal explained on page 45. The school administration encourages issues to be brought to the appropriate teacher first then to administration. Due to student confidentiality, the administration encourages teachers and parents to be mindful of sharing information about other students.

### **Custodial Parent**

It is the responsibility of the custodial parent to notify the school if a court has modified the rights of non-custodial parents regarding access to the student, school records and staff in any way.

### **Dismissal/Arrival Procedures**

**Arrival** - Parents are allowed to drop off students no earlier than 7:30. Students arriving at 7:30 or later will be in a supervised area until 7:45, when they will be sent to their classrooms to begin the school day at 8 am. The driveway immediately in front of the porch is for drop-off and pick-up only. Please do not leave your car. Please do not park and leave your vehicle by the fence in front of the playground. If you need to bring your child up to the front door, please park in the parking lot and walk your child up to the school.

**Dismissal** - We stress the importance of safety in our building, which means we minimize the amount of foot traffic in the building and we make sure the right people are picking up our students. When picking up your child after school, you must have a numbered card (given to you by us) in the window of your car and get into the pick-up line. Students will be called down from their classroom according to the order in which you arrive for pickup. Students will be placed in vehicles as their vehicle is in front of the porch area. For the sake of their safety, students may not walk through the parking lot during dismissal unattended.

### **Electronic Usage Policy**

Non-verbal, oral or written communication, on or off campus, including video, pictures and graphics on classroom computers, personal computers, smartphones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication; the student will be subject to disciplinary action. Students and parents may sign a form stating that they understand and will abide by the school's Computer Use & Personal Electronic Device Policy.

### **Fire Drills – Emergency Drills**

State law requires fire drills at regular intervals. It is essential that when the first signal is given, everyone obey orders promptly. The building should be emptied as quickly and quietly as possible, with students proceeding to the designated areas.

We also practice active shooter/intruder drills. Unfortunately, in today's society, this has become necessary. Please be assured, we will do everything within our abilities to keep your children as safe as possible.

### **Food / Gum Chewing**

In keeping with our health standards, Biblically unclean meats (ham or pork products, shellfish, etc.) and beverages with caffeine should not be a part of the student's lunch. We also encourage parents to minimize the level of sugar provided.

Students eat lunch in their classrooms and are expected to clean up their area after lunch.

We do not appreciate finding gum stuck to just about any surface in the school, so we do not want it on campus. GBA is a gum-free zone.

### **Fund Raising Projects**

All fund-raising projects must be approved by the administration. The 8<sup>th</sup> Grade class has priority over choice of fund-raisers. Individual sales by a student for their own profit are **not** allowed.

### **Hazing & Bullying**

GBA follows the policies regarding hazing and bullying as defined in Massachusetts law Chapter 269 Section 17-19. A copy of the law will be provided upon request.

Students should expect respect and fairness from other students and from teachers. Harassment, intimidation, and offensive language, including demeaning jokes, gestures, comments, name-calling, drawings, pictures, and writings, along with deliberate physical or

sexual contact, will be disciplined. STUDENTS HAVE THE RIGHT TO A SAFE SCHOOL ENVIRONMENT. ***Hazing, bullying, harassment in any form are not tolerated.***

Acts of bullying, which include cyber bullying, are prohibited anywhere the school has a presence, and we mean anywhere.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is a huge mistake. You can expect disciplinary action to follow.

Anyone convicted of hazing as defined by the law is subject to suspension and/or expulsion from any or all extra-curricular activities and/or from school.

### **iPad/laptop Policy for school issued devices**

#### Rationale/Benefits

Usage of iPads and laptops in the classroom has skyrocketed due to its ability to serve both as a digital textbook and an interactive learning tool. Greater Boston Academy is committed to academic excellence and is making every effort to be a forerunner in academic achievement in the Greater Boston Area. We are setting the bar high and we are confident that the students will rise to the occasion and reach the standards and expectations of our school.

The use of iPads and laptops in our curriculum will address three major aspects of educational success. The iPads/laptops will deliver assistance in providing organization skills, supply the proper tools and resources for success and provide another outlet for teachers to give differentiated learning in the classroom.

The iPads/laptops address the needs of the students by allowing students to comprehend academic material using several of their senses and learning styles. The device will also be a major resource for research, tutorials, practice and reinforcement in all of our subject areas.

#### General Rules-iPad

- Students may only use the iPad/laptop for approved academic uses only and they must be put away at the direction of the teacher.
- The iPad/laptop should remain as it was distributed to the student. The school, for easy identification purposes, will number each iPad and laptop.
- No non-removable stickers, labels, writing, or other decorations should be put on the iPad or its case.
- No installation of applications, music, books or any other material should be loaded on iPads/laptops without the approval and supervision of a faculty member.

- Any faculty or staff member can request to inspect any iPad/laptop at any time. If offending material is found or if the student refuses to comply, the iPad/laptop will be confiscated and a \$100 fine must be paid before the iPad/laptop is returned.

### Ownership

All iPads/laptops to be used on campus will be the property of Greater Boston Academy. Thus, personal iPads are not allowed on campus.

### Usage

While the iPads/laptops are owned by Greater Boston Academy, the student is responsible to immediately report to their teacher any malfunction or other issue with the iPad/laptop.

### Damage

The iPads are covered by a three-year warranty from SquareTrade, Inc. This warranty covers manufacturer's defects and accidental damage. In the cases of accidental damage or wear, a \$49 deductible will be charged to the student.

## **Illness**

In case of accident or sickness, minimal first aid will be given and the parent notified. Each parent will be expected to authorize medical treatment and release medical information for the benefit of the student. Parents should keep the student at home and notify the school when symptoms of communicable disease are present.

No student may be brought to school with a fever or if he/she has been vomiting!

If a student has been vomiting or running a fever, please keep him/her at home for a full day after the fever has gone down and/or the vomiting has stopped. There are no facilities available to care for a sick student. If a student becomes ill during the school day, a parent will be called to take the sick student out of school until he/she is well again. Parents should send a note to the school following any absence.

## **LGBT Policy**

In its admission practices, Greater Boston Academy does not discriminate based on sexual orientation, but does discriminate on the basis of sexual misconduct, which includes but is not limited to non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Greater Boston Academy and the Seventh-day Adventist Church.

## **Lockers**

Each student in grades 3-8 will be assigned a locker. All personal items and books, when not in use, are to be kept in the locker. Stickers and inappropriate pictures are not to be posted. Periodic inspections may be made. Use only the locker assigned. Nothing is to be



attached to the outside of locker doors other than the name of the student as directed by the teacher. Items that are in keeping with the school standards may be attached inside locker doors with magnets only – no tape or other adhesive.

### **Medications**

The school does not administer any medications, either OTC or prescriptions. If your child takes medication(s) daily, please be sure they know how to administer their own medications. Exceptions will be made for administering emergency Epi Pens or inhalers for students too young to self-administer. If your child requires an Epi Pen or inhaler, please be sure that it is available to school personnel at all times when your child is in school.

### **Parent Teacher Association (PTA)/Home and School Association**

Parents are encouraged to participate in and attend PTA functions. All parents of students and GBA teachers are members of the PTA. They are encouraged to assist in the programs of the school and the PTA for improving the relations between the home and the school.

### **Parent / Teacher Conferences**

Parents should show interest and concern in the daily progress of their child. They should attend all parent/teacher conferences or make other arrangements to confer with the teacher. Fifteen-minute conferences are regularly scheduled after the first and third grading periods. Parents or teachers may schedule a conference whenever there is a need.

### **Parental Responsibilities**

GBA is a co-educational day school. As such, the school undertakes the responsibility of its students during the regular school hours (Early Childhood 7:30 a.m. to 3:15 p.m. Mon-Thurs, 7:30-12:15 Friday, Grades 1-8 7:30 am to 3:30 Mon-Thurs, 7:30 am to 12:45 pm Friday) and during school-sponsored extracurricular activities, unless the students leave the campus without permission. This responsibility for the students also covers those in After School Care.

Students, however, are the responsibility of the parent or guardian during the hours outside the regular school program (see hours above) except for after-school care. This is especially true in the evenings and on weekends. The school requests the cooperation of each parent and guardian in upholding the principles and regulations of the school. Encouraging the student's top performance in all activities is also a parental responsibility.

Parents should be aware of the need of good habits in their child(ren):

- Provide an adequate breakfast;
- Limit the type and amount of time with television, computer and video games;
- See that the child gets sufficient sleep and rest (8-9 hours each night);
- Supervise daily grooming habits;
- Provide a time and place for studying and homework;



- Provide a consistent spiritual environment for the child.

Parents and guardians are welcome to visit GBA during school hours. Appointments may be made to visit with faculty members or visit and observe classes. A 24-hour notice is expected.

### **Playground**

It is mandatory that supervision of children on our school playground be only by a paid employee of the Southern New England Conference. This is due to insurance regulations and for the safety of the children. No one should be on the playground at any time without a SNEC or GBA employee supervising.

### **Prohibited Items**

Fireworks, laser lights, lighters, matches, weapons, all guns, all knives, including look-alikes of any kind, are strictly forbidden anywhere on school grounds, school transportation, or during school-sponsored activities. Immediate discipline will result from any infraction.

### **Protect School Hours**

Parents may confer with teachers in person or by phone after school hours but not in the evening unless it is an emergency. Messages may be left on the teachers' voice mail or with the school office during school hours. In general, phone calls will not be transferred to classrooms during class hours.

### **Search**

The school search policy is in effect for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

The school staff have the right and responsibility to conduct a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law.

A student's personal computer, tablet, smartphone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. Students have no privacy rights or expectation of privacy in the utilization of any school property, including lockers.

### **Scholastic Records**

Parents have a right to review, at reasonable intervals, their child's educational records. Any request to review these records should be made in writing to the principal.

### **School Cancellation**

With the advances in technology, teachers are now able to teach via ZOOM on days that the weather does not allow safe travel to school or in case of any reason for the students not to be present in the school building. As an alternative, if we know in advance that the weather will not permit in-person classes, teachers may send home a packet of work for the day for students to complete at home. If in-person classes are cancelled, this information will be broadcast on TV: WBZ channel 4; WXFT channel 25; WCVB channel 5; and TV channels 7 and 56. It will also be broadcast on radio station WBZ AM 1030. The GBA automated telephone system (One Call Now) will call each home in the event of a cancellation or for other important announcements. **Please do not call the principal or staff members for cancellation information.**

### **School Safety and Security**

The school doors are locked during the day for security reasons. We also have security cameras that record activity in the hallways, the gym, the former computer lab (currently the third grade classroom) the offices and in areas around the outside of the school. Security footage will be reviewed as needed by the administration.

### **Student Accident Insurance**

The school accident insurance program covers students during school activities. It is the obligation of the teacher or supervising adult to report an accident to the office within 24 hours and complete the necessary forms. Insurance forms are available in the school office and should be expedited by the parent. Please note that school insurance is secondary to a student's private insurance. The school insurance will be billed for the portion that is not covered by the student's private insurance. Please note that there is a time limit with our Student Accident Insurance for parents/guardians to file claims. If you need to file a claim, please ask for the paperwork at the school office as soon as possible.

### **Monies**

All monies of all school organizations must be promptly deposited in the Business Office. The teacher or treasurer may withdraw money with proper documentation and authorization. Receipts covering all expenditures must be submitted to the school treasurer upon completion of an activity.

### **Programs**

We want to make sure that all of our school programs represent the Christian principles our school was founded on. That said, administration does pre-approve all components of a program prior to it actually taking place.

### **Substance Abuse Policy**

Because of the deep concern and love we have for our students, we wish to do everything we can to protect them from potentially life-threatening behaviors which are common today. We do this in two ways: First, by educating our students about the perils of certain potentially harmful behaviors and second, by making certain that our own campus is free from the negative influences of these behaviors.

These behaviors do not represent a Christian lifestyle regardless of the time or place they occur. Further, what a student does out of school will eventually influence what the student does in school. Thus, the school's role in guiding, intervening and disciplining students regarding "at-risk" behaviors is not limited solely to school hours or school property.

Therefore, any student engaging in any of the following "at-risk" behaviors at any time will automatically be subject to the school's discipline process, which does include expulsion. "At risk" behaviors include, but are not limited to, the following:

- Possessing or using tobacco in any form
- Possessing or drinking any alcoholic beverage
- Possessing any illegal substance or abusing any drug, inhalant or other substance
- Engaging in any illegal activity for which the student could be formally charged, other than minor traffic offenses.

Since GBA has a responsibility both to the entire school and local community it serves and to the individual enrolled, the following program has been adopted regarding chemical abuse.

If a student becomes involved with chemical abuse, the following steps are mandated to assist in recovery:

- A conference will be held with the principal, student, and parents.
- Student must meet with an assessor and a report from the assessor indicating the student involvement and a recommended course of action will be submitted to the school.
- A contract relating to future behavior and expectations will be submitted to the school by the student.
- A realistic time will be set for the completion of the above steps.

Suspension or requested withdrawal from school may result depending upon the progress or willingness of the student to seek professional help, or the lack thereof. The student may also be subject to other disciplinary measures.

### **Toys**

We like to keep our students focused on the specific tasks and learning opportunities they are given. Toys being brought from home are a distraction. Please leave toys at home unless the teacher has specifically set a day for students to bring toys as a special event.

### **Vandalism**

We want the best possible environment for your student to learn and we work hard to make that happen. If a student decides damage anything deliberately in the school building or on the grounds, it will result in a disciplinary action, a \$50 fine **plus** the expense of repair or replacement, and a sincere apology will be expected.

### **Visitors**

All visitors are required to register in the office to obtain a pass. Arrangements must be made with administration or classroom teacher a minimum of one day before the visit is to occur. During review and examination times, no visitors will be allowed. Only one visitor per student at one time is allowed.

### **Non-printed Regulations**

Regulations not in print that are adopted by the Faculty or Board during the school year and are announced to the students have the same validity as those published in the bulletin. Written announcements will be distributed to the students and will become a permanent part of the official bulletin.

### **COVID Safety Protocols for Greater Boston Academy Per guidelines from the Massachusetts Department of Elementary and Secondary Education**

With the threat of Covid continuing, GBA will follow the guidelines as shown below in order to maintain the safety and health of all students and staff.

1. **Frequent handwashing and hand sanitizing:** All students and staff will be required to engage in frequent handwashing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal.

2. **Maintain distance from each other as much as possible to prevent the spread of Covid.**

3. **Isolation and discharge of students who may become ill during the day.**

If the student or staff member is displaying COVID symptoms, that person will be isolated and sent home, and must be tested either at a testing facility or using a home test and the test results shared with the office. Communication will be sent to the other families in the student's class without naming the student or staff member.

Children and staff who test positive must isolate for at least 5 days. If they are not showing symptoms or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to school after Day 5 and should wear a high-quality mask through Day 10:

4. **All individuals who have been exposed** to someone who has tested positive for Covid may continue to attend school as long as they have no symptoms. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.

In addition to the guidelines provided by the Massachusetts Department of Elementary and Secondary Education, Greater Boston Academy will have the following protocols in place:

1. Students will bring **two** filled water bottles from home every day. Use of the water fountains in the school is restricted.
2. Students will not be allowed to borrow class supplies from a friend, but must come to class with all needed materials every day.
3. Students will be instructed not to touch their faces including eyes, nose, and mouth.
4. Lunches will be eaten in the classroom. School lunch will be available to purchase 2 days a week, with the person preparing the food following all safety protocols including masks, gloves, and hats.
5. A hand sanitizing station will be provided in the lobby. Everyone entering the building will be required to sanitize their hands as they enter the building. School staff will be in the lobby guiding people to follow the necessary procedures during arrival and dismissal.