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August 2009

Dear Parents,

We are excited that you have chosen Grandview Park Baptist School to assist you with the education of your children. This booklet has been prepared to help you with the coming school year. It includes information regarding our corporate mission and philosophy, academics, staff assignments, calendar of events, attendance, standards of conduct, and finances. We ask that you carefully read this material, and if you have any questions, do not hesitate to call.

One of the most important ingredients of the Christian school is communication. It is our goal to clearly communicate with our constituency as much as possible by making all pertinent information readily available.

The school has a signed agreement on file (the Statement of Cooperation included on the registration form) that you have read, understood, and agreed to. We have included another copy in this handbook to remind you of that commitment.

After reading the 2009-2010 Parent Student Handbook, please sign the enclosed postcard and return it to the school office by the first day of school, August 24. Students in grades 7-12 should also read the handbook and sign the postcard.

We are praying for you that God will give you the best school year ever!

In His Service,

Grandview Park Baptist School Administration

Grandview Park Baptist School STATEMENT OF COOPERATION

1. We have read the doctrinal statement of Grandview Park Baptist School. We understand and agree that our child(ren) will be taught these Biblical truths while enrolled in Grandview Park Baptist School.
2. In making application for our child, it is our desire to have him/her complete the school year 2009_-2010. It is also our understanding that the policy of the school is to make no refunds on registration fees. We also give our permission for our child(ren) to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to us or our child(ren) because of any injury to our child(ren) at school or during any school activity.
3. We agree that if our child(ren) should become involved in any difficulty with other children in the school or with any school personnel, we will support the actions of the teachers and administrators. We agree to follow the Biblical principles of confrontation based on Matthew 18:15-17.
4. We agree to support the rules and regulations set forth by the school, and we will support and uphold the principles, practices, and educational policies of the school in every way.
5. We understand that the school reserves the right to dismiss any student who does not cooperate with the educational process, and that all students are accepted on a probationary basis.
6. We agree that the administration has full responsibility for placing our child(ren) in the proper grade. However, GPBS makes no expressed guarantee of re-admission in subsequent years.
7. We agree that this application covers one school year only. Its acceptance is left totally to the discretion of GPBS and is no guarantee of re-admission in subsequent years.
8. We agree to pay our financial obligation to the school on or before the first school day of the month, and realize that a \$20.00 late charge will be assessed if payment is not received by the 10th of the month.
9. We understand that if our tuition is one month in arrears and that if we have not made payment or financial arrangements, our child(ren) will not be allowed to attend school during the month following the month of delinquency. If financial arrangements have not been made by the 10th of that month, the student(s) may not be considered for re-enrollment. Absence as a result of the above named reasons will be considered unexcused.
10. We also understand that if for any reason our child(ren) is/are withdrawn during the school year, the current month's charges are due and will not be refunded.
11. We have read the Parent Student Handbook and agree to its policies and procedures. (rev. 7/2008)

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**PLEASE SIGN BELOW:**

We have read the statements listed above and sign below indicating that we understand and will abide by these guidelines while our children are enrolled at Grandview Park Baptist School.

\_\_\_\_\_  
Father's or Guardian's Signature

\_\_\_\_\_  
Mother's or Guardian's Signature

**STUDENT COMMITMENT (Required in Grades 7-12)**

I certify that it is my personal desire to attend Grandview Park Baptist School and that I am willing to abide by the rules and policies of the school.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Grandview Park Baptist School HISTORY

Grandview Park Baptist School was established as a school ministry of Grandview Park Baptist Church. The original study for a school was started in 1969 by church members. In 1972, the school opened with a staff of five, an administrator, and 85 students in a K-6 program. From 1972-1977, the school added one or two grades for each subsequent year until 1977 when the first graduating class of 12 received its diplomas. In 1975 a new educational wing was added to the original Grandview Park Baptist Church educational wing.

Today Grandview Park Baptist School is recognized by the Iowa Department of Education as a college preparatory school. (revised 8/05)

The school currently has over 930 graduates, many of whom are serving the Lord around the world as pastors, missionaries, doctors, engineers, college professors, high school and elementary school teachers, husbands, wives, and dedicated servants of God. Grandview Park Baptist Church and School praise the Lord for the opportunity to have helped to provide a Christian education for these young people.

## MISSION STATEMENT

Grandview Park Baptist School, established to assist parents in the education of their children, is a ministry of Grandview Park Baptist Church.

We are committed to equipping each student spiritually, academically, socially, and physically. Loving nurture and relevant teaching are based on God's Word, and are used to produce graduates who are able to infuse and integrate biblical truth in all areas of life.

## PHILOSOPHY STATEMENT

Grandview Park Baptist Church commissions and supports the Grandview Park Baptist School as a ministry which assists Christian families with the education of their children. We believe that God has placed the responsibility of the child in the hands of the parents. Therefore, Grandview Park Baptist School functions as an educational support ministry for Grandview Park Baptist Church families as well as for other families of like beliefs.

We believe that all real truth is of God, that Christ is the incarnate Word of Truth, that the Holy Spirit is the Spirit of Truth, and that Scripture is the written Word of Truth. There is no distinction between sacred and secular truth that can be consistent with Scripture. We are committed to the integration of this viewpoint in every area of curriculum.

Grandview Park Baptist School seeks to help its students grow in many areas of personal development. As students move through the school's educational program, each one is expected to grow spiritually, academically, socially, and physically. The first step of this important process is salvation, which brings the student into a right relationship with God. The Holy Spirit is then available to guide the student through the growth process.

The goal of the school is to assist Grandview Park Baptist Church with its mission. The church is a family of believers in the Lord Jesus Christ whose greatest privilege and responsibility is to glorify God. We are committed to living in obedience to the Word of God and to fulfilling our Lord's command to make disciples, with a particular concentration in the greater Des Moines area. To accomplish this goal, the school will employ full-time, born-again Christian teachers who are members in good standing of Grandview Park Baptist Church, exemplify personal Christian living, and are appropriately trained for Christian school teaching. The administrators, teachers, and staff must exhibit love for their students and parents.

The school operates as a non-profit, Biblically-based educational ministry of the Grandview Park Baptist Church of Des Moines, Iowa. This is in accordance with the church's current constitution and by-laws. Grandview Park Baptist School is recognized by the Iowa Department of Education as a college preparatory school. (revised 8/05)

Grandview Park Baptist School welcomes qualified students for instruction. A student is admitted to the school upon the completion of either a satisfactory record in their previous school work and/or an acceptable score on a standardized test of educational development. The school does not discriminate on the basis of race in the administration of its admission, education, financial assistance, or extracurricular policies.

## DOCTRINAL STATEMENT

1. We believe in the Scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life (II Timothy 3:16; II Peter 1:21).
2. We believe in the triune God, that the three Persons of the God-head, Father, Son and Holy Spirit, are co-equal and co-eternal, thus one true God (Genesis 1:1,26; 3:22; Psalms 2:7-8; 110:1; Matthew 28:19; Acts 5:3-4).
3. We believe that Jesus Christ was both God and man. He was begotten by the Holy Spirit and born of the Virgin Mary. (Isaiah 7:14; Matthew 1:18-25; John 1:1, 14; 8:58; Philippians 2:6).
4. We believe in God the Holy Spirit.
  - A. His personality (John 16:8; I John 2:27; Romans 8:26; Acts 13:2).
  - B. His advent.
    - (1) Past (Genesis 41:38).
    - (2) Present (I Corinthians 6:19; Ephesians 2:18-22).
    - (3) Future (Isaiah 11:1-3; Joel 2:28-32).
  - C. His ministry.
    - (1) He restrains the world (II Thessalonians 2:7).
    - (2) He reproveth the world (John 16:7-11).
    - (3) He regenerates (I Peter 1:23; John 3:6).
    - (4) He indwells all believers (Romans 5:5; 8:9; Galatians 4:6).
    - (5) He baptizes (I Corinthians 12:13; 6:17).
    - (6) He seals (II Corinthians 1:22; Ephesians 1:13; 4:30).
    - (7) He fills (Ephesians 5:18; Romans 6:13; Galatians 5:16).
5. We believe that Satan was created holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, he fell and drew after him a host of angels. He is now the corrupting prince of the power of the air and the unholy god of this world (Isaiah 14:12-15; Ezekiel 28:11-19; II Corinthians 11:13-15; Ephesians 2:2; I Peter 5:8).
6. We believe in the Genesis account of creation in 6 twenty-four hour days and that it is to be accepted literally and wholly apart from any evolutionary process (Genesis 1,2; Exodus 20:9-10; John 1:3; Colossians 1:16-17).
7. We believe that man was the direct creation of God, made in His image, but by voluntary transgression fell from his sinless and happy state, in consequence of which, all mankind are now sinners in both nature and practice and therefore under just condemnation without defense or excuse (Genesis 1:27; 2:17; 3:1-6,24; Romans 3:10, 23; 5:12).
8. We believe that the salvation of sinners is divinely initiated and wholly of grace through the mediatorial office of Jesus Christ, the Son of God, who, by the

appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting us an example by His death as a martyr but was a voluntary substitution of Himself in the sinner's place, the just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; and, that having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be and is a suitable, a compassionate, and an all-sufficient Savior.

We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God prompted by the Holy Spirit and is an integral part of saving faith (Ephesians 2:8; Acts 15:11; Romans 2:34-35; John 3:16; Philippians 2:7-8; Hebrews 2:14-17; Isaiah 53:4-7; I John 4:10; I Corinthians 15:3; II Corinthians 5:21; I Peter 2:24).

9. We believe in the resurrection of the body of the crucified Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate (I Corinthians 15:4; Hebrews 4:14; I John 2:1).
10. We believe that to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about by our sovereign God in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the holy fruits of repentance, faith, and newness of life (John 3:33; II Corinthians 5:17; I John 5:1; Acts 16:20-33; II Peter 1:4; Romans 6:34; Ephesians 2:1,5; Colossians 2:13; John 3:8).
11. We believe that all who are truly born again are eternally kept by God the Father for Jesus Christ (John 10:28-29; Romans 8:35-39; Philippians 1:6).
12. We believe in the unity of all true believers in the Church, which is the Body of Christ and was established on the Day of Pentecost, and that all believers, from Pentecost to the rapture, both Jews and Gentiles, are added to this Church by the baptism of the Holy Spirit. We believe that this Church is manifested through the local church which is a congregation of immersed believers associated by a covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and by His Word. Its scripturally designated officers are its pastors and deacons,

whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is to glorify God by living in obedience to His Word and by making disciples, baptizing them, and instructing them as our Lord

commanded (Matthew 16:18; 28:18-20; Acts 1:5; 2:41-42; 11:15-16; Romans 11:36; I Corinthians 11:23-28; 12:13; Galatians 3:26-28; Ephesians 1:6, 11-12, 22-23; 2:14-16; 4:4; 5:23; Philippians 1:1; I Thessalonians 4:16-17; I Timothy 3:1-13).

13. We believe that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the gospel; that every church is the sole and only judge of the measure and method of its cooperation. On all matters of membership, of polity, of government, of discipline, of benevolence, the will of the local church is final (Acts 15:1-30; I Corinthians 5:4-5, 13; 6:1-5).
14. We believe that Christian baptism is the single immersion in water of a believer, in the name of the Father, Son, and Holy Spirit; under the authority of the local church; to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, with its effect, our death to sin and resurrection, to a new life; that in the scriptural order baptism precedes church membership and is the public recognition of the lordship of Jesus Christ (Matthew 28:19-20; Acts 2:41-42; 8:36-39; Romans 6:3-5; Colossians 2:12).
15. We believe that the Lord's Supper is a memorial service and is the setting forth in a sacred and symbolic manner the death of our Lord Jesus Christ upon our behalf. The emblems of the communion service are not literally the body and blood of Christ, nor do they contain His flesh and blood. The service is for believers only, and should be preceded by solemn self-examination. To partake has value only as it is mingled with faith and repentance upon the part of the communicant. We believe that the biblical order of the ordinances is baptism followed by the Lord's Supper and that participants should be immersed believers (Matthew 26:26-30; I Corinthians 11:26-32).
16. We believe in that "Blessed Hope," the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ for His Church, and that at that moment the dead in Christ shall be raised in glorified bodies, the living in Christ shall be given glorified bodies without tasting death, and all shall be caught up to meet the Lord in the air (I Corinthians 15:42-44, 51-54; I Thessalonians 4:13-18; Philippians 3:20; Titus 2:13).
17. We believe that the rapture of the Church saints will be followed by a seven-year period called the Tribulation, during which God's judgment will be poured out upon the earth to punish men's sins and to bring the nation of Israel back to God (Matthew 24:15-21; Revelation 6-19).
18. We believe that Christ will return to the earth with the armies of heaven to defeat His enemies and establish His kingdom of peace on earth for a thousand years (the

Millennium) (Revelation 19:11-16; 20:1-6).

19. We believe in personal holiness of life; that we are to be conformed to the image of Jesus Christ and not conformed to the world; that we are to be holy because God is holy, and that we are to say no to ungodliness and live godly lives (Romans 8:29, 12:1-2; Titus 2:11-12; I Peter 1:15-16).
20. We believe in the bodily resurrection of the just and of the unjust, in the everlasting felicity of the saved, and the everlasting conscious suffering of the lost (John 5:28-29).
21. We believe that civil government is of Divine appointment, for the interest and good order of human society; that government leaders are to be prayed for, conscientiously honored and obeyed, except only in things opposed to the will of the Lord Jesus Christ, who is the only Lord of the conscience, and the coming Prince of the kings of the earth) Matthew 22:21; Acts 5:29; 23:5; Romans 13:1-7; Philippians 2:10-11; I Timothy 2:1-2; Revelation 19:16).
22. We believe that God is the originator of the marriage relationship, and that marriage is a relationship between a man and a woman; that in the marriage relationship both husband and wife are of equal value in the sight of God, and that God has ordained distinct marital roles; that marriage is designed by God to be a picture of the relationship between Jesus Christ and His bride, the Church; and that marriage is a permanent relationship, the marriage bond being broken only by death (Genesis 1:26-27; 2:18-25; Malachi 2:13-16; Mark 10:8-9; Ephesians 5:22-33; I Peter 3:1-7).

## POLICY INFORMATION

## NOTE TO PARENTS

When enrolling your child(ren) in Grandview Park Baptist School, all parents are asked to sign a statement of cooperation. This statement states that the parent agrees that if his/her child(ren) should become involved in any difficulty with other children in the school, with any school personnel, or if he/she has a concern about actions, policies, or decisions of a teacher or administrator (whether stemming from the classroom, extracurricular event, or discipline) that the parent will not complain or discuss these concerns in a negative way with other parents or students, but with a prayerful Christian spirit will register only necessary complaints or concerns with the appropriate school personnel involved in the issue.

It is our goal and intent to solve all problems and difficulties at the lowest possible level. If there is a specific problem in the classroom, please see the teacher. If this is unresolved, see the principal of the school division (elementary, middle school or high school) your child attends. If there is still an unresolved conflict, see the Head Administrator (Matt. 18:15-17). If there is a specific problem with a policy, please see an administrator.

If you feel it is necessary to pursue the matter further than your child's(ren's) teacher or an administrator, you may request to take the issue to the School Board. This request must be made to the head administrator in writing at least one week prior to the board meeting. The board will then hear the question according to board policy and make a decision to settle the matter. The board meets on the fourth Monday of each month.

The Biblical principle being followed in this procedure is found in Matthew 18:15-17.

## POLICY CHANGE

The school board reserves the right to change or revise all school policy, as well as the statements set forth in the handbook. This may be done at any time that is considered necessary.

**GRANDVIEW PARK BAPTIST SCHOOL POLICY -  
IDENTIFYING AND REPORTING CHILD ABUSE**

It is the policy of the Grandview Park Baptist School that any certificated or licensed employee (mandatory reporter) who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse to the head administrator immediately. When this situation occurs:

1. The mandatory reporter will meet with the head Administrator, school nurse, and any other needed school official (including pastoral staff) within the initial twenty-four hour period to determine the reasonableness of the suspected abuse.
2. An administrator will be designated to meet with the parents and pastor (if possible and appropriate) of the allegedly abused child within the initial twenty-four hour period. This time will be used to evaluate the reasonableness of the child abuse allegation.

Following this investigation, a meeting between the mandatory reporter, the head administrator, the school nurse, and any other needed school official (including pastoral staff) will be called to review the reasonableness of the suspicion. At the end of the initial twenty-four hour period, an oral report may or may not be made to the D.H.S. predicated upon a final decision by the mandatory reporter.

In summary, contact with parents and, if appropriate, the pastor will be made unless of course it is determined by the mandatory reporter and the head administrator that such information would place the alleged victim in greater jeopardy.

3. If the oral and subsequent written reports are made and a subsequent investigation is initiated by the D.H.S., access to the child will be given to the D.H.S. officials. However, an administrator and/or school nurse will request the opportunity to accompany the D.H.S. official during all investigations or interviews taking place on school property.
4. If abuse is substantiated, the school administrator and/or pastor will seek, if possible, to recommend or provide help and counseling resources to the families involved. The restoration of troubled relationships is a priority of our church/school ministry, and we will work with parents and their pastors if it is their desire (Galatians 6:1-2).

Biblical References: Genesis 1:28; Psalm 127:3; Psalm 139:13-16; Proverbs 22:6; II Corinthians 12:14; Ephesians 6:1-4; Colossians 3:20-21; I Timothy 5:8

Legal References: Iowa Code 232.68, .69, .70, .71(6).

Revised August 1993

## ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC STANDARDS

"Whatsoever ye do, do all to the glory of God" I Corinthians 10:31. "Excelling" is the key word for every class and activity. The Christian has no excuse for presenting only his average effort. He must strive to excel and to offer the Lord his/her best.

## **ACADEMIC INFORMATION**

The usual courses of study will be taught: including mathematics, English, reading (phonics), spelling, social studies, handwriting, speech, history, and science. In addition, the Bible will be taught daily or as directed by the administration. Also there will be daily prayer, as well as regular chapel services.

Grades and effort ratings are given at the close of each 9-week session and at the end of each semester. Academic Progress Reports are sent home at a convenient mid-point in the 9-week grading period. Their purpose is to update parents of the child's efforts and achievements during the current grading period. All work must be done and handed in on time, and any late work will be handled at the discretion of the teacher.

## **ACADEMIC CODE**

Students will be expected to adhere to the precepts of Proverbs 22:29; Romans 12:11; I Thessalonians 4:11; and II Timothy 2:15 which admonish us to be diligent, not slothful, quiet, mindful of our own business, industrious, and studious to show ourselves approved of God.

Grandview Park Baptist School is primarily designed to help the average or above average child.

## **ACADEMIC PROBATION**

Each student who drops below a GPA of 1.66, as well as other students who drop drastically below their proven potential, will be placed on a probationary status. A student on academic probation will have his/her course work monitored. Parents will be notified of the student's probation period and the prescription for improvement. It is the school's desire to see all of the students succeed academically. Once a student has achieved the designated progress, he/she will be taken off of academic probation.

## **EXTRACURRICULAR ELIGIBILITY**

In conjunction with the Iowa High School Music Association and the Iowa High School Speech Association, if at the end of any semester a student receives a failing grade in any course for which credit is awarded, the student is ineligible to participate in any competitive event sanctioned by the I.H.S.M.A. or I.H.S.S.A. or any I.H.S.M.A. or I.H.S.S.A. event that is not graded (event doesn't affect

course GPA) within a period of 30 consecutive calendar days. (Participation in Sounds of Praise and the School Play are included if within this ineligibility time frame.) The period of ineligibility will begin with the first school day following the day that semester grades are issued by the school district.

In conjunction with the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, if at the end of a semester a student-athlete is given a failing grade in any course for which a credit is awarded the student-athlete is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competition in which the student-athlete is a contestant for 30 consecutive calendar days. (rev. 7/2009)

Effective with the 2006-2007 school year, students are required to take 5 classes to participate in athletic teams, squads, and musical performances/competitions (rev. 7/06). This eligibility will apply to all extracurricular activities including athletic teams and squads and musical performances/competitions.

### GRADUATION REQUIREMENTS

It is the goal of the school to obtain college preparatory status with the Education Department of the state of Iowa. In order to do so, every senior must submit an acceptance letter from an accredited four year college or university. (6/29/00)

Students graduating from Grandview Park Baptist High School must acquire **48 credits**. One (1) semester = 1 credit, which include the following: (rev.8/05) To receive credit, each course must be passed with a D-. It is the parent and students responsibilities to stay well informed of credits/grades, earned/accumulated for graduation. If a student fails a required class, it must be repeated to meet graduation requirements. (6/18/01)

|                                                                                                      |                                                                                                   |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| English 8 credits: 4 semesters of grammar; 4 semesters of literature (9, 10, 11, 12, AP)             | Social Studies 6 credits: US History, World History, American Government/Economics                |
| Science *6 credits: Physical Science, Biology, Physics, Chemistry, Anatomy, Botany                   | Math *6 credits: Pre-Algebra, Algebra 1, Geometry, Algebra II, Pre-Calculus, Calculus, Statistics |
| P.E. 2 credits: 1 semester 9 <sup>th</sup> grade P.E., 1 semester Independent P.E. w/P.E. instructor | Electives 12 credits (see Electives on page 15)                                                   |
| Speech 1 credit                                                                                      | Health 1 or 2 1 credit                                                                            |
| Bible 8 credits: Christian Living, Treasuring the Bible, Theology for Teens 1, Theology for Teens 2  |                                                                                                   |

- effective with the Class of 2010, the state is requiring 6 credits of Science and 6 credits of Math.

**ELECTIVES OFFERED - Total of 12 elective credits required for graduation. (The electives listed are offered providing there are enough students to make the course feasible. Some electives are not offered every year)**

|                                                                                                                       |                                                                                        |                                                                                  |                                                                   |                                                               |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------|
| <u>Computer</u><br>Doc. Processing<br>Digital Present.<br>Adv. Dig. Present.<br>Data Handling<br>Computer Programming | <u>Fine Arts</u><br>Choir<br>Band<br>Music Theory<br>Drama I, II<br>Art I, II, III, IV | <u>Vocational</u><br>Accounting I, II<br>Library Training<br>Child Care Training | <u>Math</u><br>Algebra II<br>Geometry<br>Pre-Calculus<br>Calculus | <u>Social Studies</u><br>Psychology<br>Sociology<br>Geography |
| <u>Science</u><br>Adv. Chemistry<br>Chemistry<br>Physics<br>Botany<br>Anatomy<br>Zoology                              | <u>Foreign Language</u><br>Spanish I, II, III, IV<br>German II, III                    | <u>Language Arts</u><br>Yearbook<br>Media Production<br>Creative Writing         | <u>Bible</u><br>Old Testament<br>Survey                           | <u>Health</u><br>Health I, II                                 |
|                                                                                                                       |                                                                                        |                                                                                  |                                                                   | <u>Miscellaneous</u><br>Driver's Ed.                          |

### HONOR COURSES (Weighted Classes)

(revised 7/2008)

The courses listed below were worthy of the honors distinction and thus the change in GPA weighting.

|             |              |                                  |
|-------------|--------------|----------------------------------|
| AP English  | Pre Calculus | Physics                          |
| Spanish III | Calculus     | Advanced Chemistry               |
| Spanish IV  |              | (Chemistry - ONLY when Advanced  |
| German III  |              | Chemistry is <u>not</u> offered) |

The GPA benefit is intended as an incentive for students to enroll in more difficult courses while allowing them to place less stress upon their GPA. If a student earns a "B" in an honors course, the GPA calculation will not use the regular 3.0 but a 4.0 since they also earn the additional honors point. Likewise if an 'A' is earned, a 5.0 will be used in the calculation. However, the letter grades displayed on report cards will not be increased. That is to say a 'B' grade will still be shown as a 'B'; and 'A' will remain an 'A'.

### WORK STUDY CREDITS (9/1/95)

Grandview will offer one (1) elective credit toward graduation requirements for those students who meet the following conditions:

1. They provide a letter from their employer stating the type of work the student will be involved in and the skills they will be learning.
2. They work at least five (5) hours per week for the approximate length of one (1) semester.
3. They maintain passing grades in all classes taken at Grandview.
4. Their participation in the Work Study Program does not hinder their ability to complete other requirements for graduation.

### GRADING SCALE

Grandview Park Baptist School uses the 4.00 point scale in figuring G.P.A.'s. The scale is as follows:

|   |      |      |      |      |      |      |      |
|---|------|------|------|------|------|------|------|
|   | B+   | 3.33 | C+   | 2.33 | D+   | 1.33 |      |
| A | 4.00 | B    | 3.00 | C    | 2.00 | D    | 1.00 |

A- 3.67                      B- 2.67                      C- 1.67                      D- .67

G.P.A.'s will be figured only on semester grades. They are used to distinguish class rank, valedictorian, salutatorian, and academic letters. Rev. 9/26/97

### GRADING SYSTEM

|    |        |    |       |    |       |    |          |
|----|--------|----|-------|----|-------|----|----------|
| A  | 96-100 | B+ | 90-92 | C+ | 81-83 | D+ | 72-74    |
| A- | 93-95  | B  | 87-89 | C  | 78-80 | D  | 69-71    |
|    |        | B- | 84-86 | C- | 75-77 | D- | 66-68    |
|    |        |    |       |    |       | F  | 65-Below |

### HONOR ROLL

Any student receiving a 3.00 GPA or above is eligible for the GPBS High School and Middle School honor roll. Any student receiving all A, B and S grades is eligible for the GPBS Elementary Honor Roll. Rev. 9/26/97

### REPORTS OF STUDENT PROGRESS

Report cards will be distributed to all students at the end of each nine week grading period. Progress reports are issued at the 4-5 week mid-point of each nine week grading period to all students who are struggling academically. **Incompletes on grade reports** will be given to those students who have not completed the work required for a class because of excused absence(s). The students will then have one week to make up the work. If the work is not turned in at the end of the one week, the work will be recorded as a zero.

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held following the first quarter and following the third quarter. All parents of elementary students are expected to attend the first parent teacher conference. Kindergarten parents are expected to attend both conferences. *(revised 8/05)*

### PHYSICAL EDUCATION NOTES

Physical Education is a required course as outlined in the G.P.B.S. curriculum. The only exceptions are those who have on file in our office a statement from the family doctor stating why the student cannot participate and for how long. This exception must be renewed each semester. A child who just returns from a long illness or who has a unique situation may be excused by a parent's letter for one day; however, this should not be frequent.

Credit will be given to a P.E. student during the excused time missed, but no grade will be assigned for this period of time. If the student missed the entire grading period, his/her report card will be designated with the letter "P".

Students must come to P.E. class with proper equipment. Both boys and girls must wear appropriate P.E. attire approved by the school. Failure to be properly equipped for gym class or to have an excused absence from P.E. class will result in a zero for that day, with subsequent grade reduction.

## ATTENDANCE

ABSENTEEISM AND TARDIES

Absenteeism and tardies are poor habits to develop. Future employers are very interested in an applicant's school attendance record to note the number of absences that particular individual has accumulated. In many cases, a poor habit developed during the school years carries over to later years of employment meaning a poor risk for a possible employer.

## ABSENCES

A student who is absent must submit a note EXPLAINING THE REASON FOR THE ABSENCE to the school office from his/her parent when he/she returns to school. It is preferred that this note be turned in the day the student returns to school; however, he/she will not be penalized if the note is turned in by the third day of his/her return.

If this note is not submitted within the three-day limit, a high school student will lose off-campus lunch and casual day privileges for one-month, and a junior high student will serve an activity period detention. *Phone calls are an acceptable means of letting the office know of an absence; however, a note explaining the absence must accompany the student upon his/her return to school.* (rev. 6/26/06)

Students have three days to make up work for the first day's absence, plus one day for each subsequent day missed. If assignments and/or tests were made before the student was absent, he/she is responsible for them on the day returning. An exception to this is a parental note stating that the student was unable to do any studying at all during his illness. Then the test or assignment could be delayed at the discretion of the teacher. If the student misses school without parental consent, the absence will be considered unexcused, and the student must make up all the work missed and will receive zeros for it.

The following three categories are considered excused absences:

1. Personal illness of the student and/or a doctor's statement
2. Death or emergency in the family
3. Pre-approved family trip (see page 20)

Although parents have the right to keep their child(ren) home for reasons other than those stated above, the school also has the right NOT TO EXCUSE requests that fall outside these categories (i.e. unapproved skip days, tanning sessions, etc.)

The following information must be included in the absentee note:

1. Date(s) of absence
2. Reason for absence (be specific enough for administration to determine if it is excusable, otherwise it will be unexcused.
3. Student's name and grade
4. Signature of parent or guardian

The teacher's record book is the official legal record of attendance. All absences from individual classes shall be recorded by the classroom teacher and become part of the student's permanent record.

It is required that each **high school student** be in attendance for at least 160 days of the 180 days in

the school year. This allows a student to miss up to 20 days of school per year for any reason. The penalty for missing more than 20 days of school will include making up days. This make-up will occur during Saturdays, school vacation or holidays at the discretion of the school administrator.

If the days have not been made up by the end of the school year, the student must make up those days immediately after the school year has ended. (6/29/00)

*If a student is gone from school two to four hours in a given day, it will be considered one-half day of absence. If a student is gone more than four hours in a given day, it will be considered a full day of absence. If a 7-12<sup>th</sup> grade student has three unexcused tardies in one class/semester, that will count as an absence in that class. Seven unexcused tardies/semester in one class may lead to the student being dropped from the class or program.* (rev. 6/06)

## PLANNED ABSENCES

All planned absences should be cleared with the office by a note from the parents **THREE** school days before leaving for that absence. Each high school and junior high teacher will have to initial the planned absence pass. Assigned schoolwork **MUST** be completed **BEFORE** going. If the work is not completed, a high school student will receive zeros for the work not turned in, and a junior high student will serve an after school detention. Elementary make-up work will be planned with teacher direction. (6/29/00)

When students miss school to go on a planned school trip, they must go through the planned absence process. They will not need a note from their parents, but three days before their absence, they must obtain a planned absence pass and receive their teachers' initials and assignments. If a student has not made the proper arrangements by the time the team leaves, that student will not be allowed to go on the trip.

## ABSENCES FROM PLANNED AFTER SCHOOL ACTIVITIES

Students who are members of a group scheduled to perform, minister, or compete must either participate or show a worthwhile cause for not being present. Failure to participate may result in a grade reduction, dropped from the group, and/or appropriate discipline.

## TARDIES TO SCHOOL

1. *A written note from home must be submitted within three school days (required for grades K-12). If this note is not submitted within the three-day limit, a high school student will lose off-campus lunch and casual day for one month, and a junior high student will serve an activity period detention. (revised 6/26/06)*
2. Students in grades 7-12 will be allowed seven unexcused tardies per semester. When a student is tardy (unexcused) for the eighth time he/she will receive an after-school detention. Every tardy after that will result in losing off-campus lunch and casual day privileges for the next month. (revised 6/2004)

## TARDIES TO INDIVIDUAL CLASSES PER SEMESTER

1. High school students will receive one demerit for their first tardy to a class, two demerits for their second tardy, three demerits for their third tardy, etc. This sequence will be used for each individual class.

High school students who arrive late to class without an excused pass will be asked to sign a demerit slip. The student will have one full school day to bring an excused pass to his/her teacher or the demerit will be processed as a tardy. Students will not be permitted to leave class to secure an excused pass to class. After seven unexcused tardies, the student may be **dropped** from the class or program. revised 8/12/99

If a 7-12<sup>th</sup> grade student has three unexcused tardies in one class/semester, that will count as an absence in that class. (revised 6/26/06)

2. Junior high students will be assessed the following penalties:
  - 1-2 tardies - No penalty
  - 3 tardies - One activity period detention
  - 4 tardies - Three activity period detentions
  - 5 tardies - One after school detention
  - 6 tardies - Two after school detentions
  - 7 tardies - Parent and student meet with the administration and the student may be dropped from the class or program.
3. Teachers are responsible for assessing tardies to class (tardy being defined as not in your seat when the bell rings).

#### APPROVED EARLY DISMISSALS

Whenever it is necessary for a student to be dismissed early with approval, a permission slip which states the reason and time for leaving must be brought from home and taken to the office at the beginning of the school day. **The student must sign out in the office before leaving.** Leaving the school grounds (high school students) without bringing a note to the office at the beginning of the school day or failing to sign out, constitutes skipping school, which results in the high school students receiving demerits. Junior high students will serve an activity period detention. Parents must come to the office, not the classroom, to get students.

#### OFF CAMPUS PRIVILEGE (2<sup>nd</sup> Friday of each month)

On the second Friday of each month students are given the privilege of Off Campus Lunch. It is intended for students to go to lunch at an east side restaurant or establishment. Students are not allowed to go to their home. It is advised that students go to a public restaurant or establishment in groups of 3 or more. A bus is also available for students to ride on.

Requests for leaving school at other times during the school year during the lunch hour or a study hall, **will require that a note be brought to the office before the school day starts and is subject to the approval of the administration.** (7/09)

#### SCHOOL CLOSING - WEATHER OR INOPERATIVE FACILITY

If school needs to be cancelled, an announcement will be made on **WHO 1040 AM.** This is the only radio station, which will broadcast information regarding our school. These announcements will be repeated frequently the evening before and/or the morning of possible closing. During inclement

weather, we will keep your child at school until his/her ride arrives, or until you make other arrangements with the school.

## HEALTH INFORMATION

### **FEVER FREE FOR TWENTY-FOUR HOURS**

Before your child returns to school after an illness, he/she must be free of fever for 24 hours. If your

child runs a fever at any time during the school day, you will be asked to come and get him/her. This is important to the health and well-being of others in the school. **The school interpretation of fever is any oral temperature that registers 100 degrees or above.**

## MEDICATION ALERT PROCEDURE

### Rationale for Procedure

To alert teaching staff of need to send a student to the nurse (or school office) so medication (even non-prescription drugs) may be administrated at specified date(s) and time(s) during school hours.

### Procedure

- 1) Obtain written notice from parent or guardian with physician signature specifying medication, dosage, times to be administered, and effective date(s) of consent to administer medication (even non-prescription drugs).
- 2) Parent or guardian responsible for delivery of medication (even non-prescription drugs) to school office. All medication (even non-prescription drugs) needs to be in childproof container and be submitted with consent as referred to in procedure number one. (revised 8/05)
- 3) Upon receipt of consent and medication, school nurse (or office staff) needs to complete the pink "Medication Alert" form and make one copy. Original to appropriate teacher and the copy to school nurse (or office staff). A copy of the "medication alert" form is shown below.
- 4) School nurse (or office staff) immediately completes the medication chart and files it alphabetically with attached consent to the green three ring binder. This chart should record each time the medication is administered to the particular student. (See attached medication chart).

#### MEDICATION ALERT

Date  
Name  
Grade  
Teacher  
Medication  
Times to be given

## NURSE INFORMATION - MEDICAL UPDATE

Please notify the school nurse of any special treatment, changes or additions in medication prescribed during the school year. In the event of any emergency, the nurse or school staff will be the first to assist your student and the medical professionals. Present medication and treatment are the first questions that must be answered. (6/02)

**SUPERVISED SCHOOL HOURS**

School Office Hours: 7:30 a.m. - 4:00 p.m.

|                        |                                                          |                   |
|------------------------|----------------------------------------------------------|-------------------|
| Preschool - 3 Year     | 7:45 a.m. - 11:15 a.m. (Tuesday, Thursday)               |                   |
| 4 Year (1/2 day) -     | 7:45 a.m. - 11:15 a.m. (Monday, Wednesday and Friday) OR |                   |
|                        | 11:30 a.m. - 3:00 p.m. (Monday, Wednesday and Friday)    |                   |
| 4 Year (All day) -     | 7:45 a.m. - 3:00 p.m. (Monday, Wednesday and Friday)     |                   |
| Pre Kindergarten       | 7:45 a.m. - 3:00 p.m. (Monday - Friday)                  | (rev. 7/2008)     |
| Kindergarten -All day: | 8:00 a.m. to 3:00 p.m.                                   | (rev. 7/2008)     |
| Elementary -           | 8:00 a.m. to 3:00 p.m.                                   |                   |
| Junior High -          | 8:00 a.m. to 3:00 p.m.                                   |                   |
| High School -          | 8:00 a.m. to 3:00 p.m.                                   | (revised 6/18/01) |

The school office is open between 7:30 a.m. and 4:00 p.m. Students in the building at 7:30 a.m. must wait in the hallway outside the school office doors.

#### STUDENT ENTRANCE

Students are not to enter or exit the building through the church foyer doors. The school office doors are to be used.

#### EXTENDED CARE HOURS

3:15 - 5:00 p.m. (6/02)

(No AM extended care provided) (6/29/00)

Any students who are not involved in any activity that is directly supervised by a faculty or staff member, must be in the extended care program provided at 3:15 p.m. (6/03)

The cost for extended care is \$3.50 per hour.

## STANDARDS OF CONDUCT

#### BEHAVIOR CODE

As Galatians 5:22 and 6:1-10 imply, we are to display a standard of behavior which demonstrates Christ in our lives; therefore, students will be expected to be helpful, friendly, polite, respectful, obedient, sportsmanlike, and not weary in well-doing. It is also expected that all students should attend regular church services in a fundamental, Bible-believing church. The school will not tolerate disrespect, destruction, fighting, profanity, petting, complaining, slothfulness, and filthy or inappropriate communication. Offenders will be punished accordingly. Students possessing or using any type of tobacco, alcoholic beverage or illegal drug will receive a penalty ranging from forty demerits to expulsion. Any student participating in or attending an activity where alcohol or illegal drug will receive forty demerits to expulsion. This penalty will also apply to those involved in any type of gross sin (outlined in Romans 1 and Galatians 5).

The normal length of an expulsion is a period of time not less than two semesters or one semester and one summer. All suspensions and expulsions are ultimately at the discretion of the school board.

Believing that discipline is necessary for the welfare of the student, as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations. The teachers' classroom discipline programs will be based on Biblical principles and the disciplinary standards of the administration and the school board of Grandview Park Baptist School.

Parents should feel free to consult with school personnel regarding any problems or questions that concern their child's behavior. It is the desire of the administration and the faculty to be of service to both parent and student. While teachers welcome parental visits, we do urge that such visits be made by appointment at a convenient after-school hour.

#### **DEMERIT SYSTEM FOR HIGH SCHOOL STUDENTS**

The demerit system provides a means of discipline and a cumulative record of disciplinary problems that a student may be having. **However, it is not intended that the demerit system provide the only form of discipline for behavior problems.** For example, earrings, visible necklaces, or large, long chains on the belt, worn by male students, may be taken from the student and turned into the office for safe keeping and returned at the administration's discretion.

#### **MECHANICS OF THE SYSTEM**

1. A teacher will write the student's name, grade, infraction, and date on a demerit slip. At the time of the offense, the student will be informed of the reason for receiving the demerit. The student must sign the demerit slip. It may also result in a phone call home to the parents.
2. Demerit slips will be recorded in the office weekly.
3. When deemed necessary, the administration will determine when a faculty committee should be formed to evaluate and counsel students who have accumulated demerits.
4. Further action will be taken as individual students reach certain levels of demerits:
  - A. At the first level of five demerits, the student will meet with the Discipline Committee. A letter will be sent to his/her parents from the Discipline Committee.
  - B. At the second level of ten demerits, the student will meet with the Discipline Committee and a letter will be sent to his/her parents. The student will also lose the privilege of Open Campus Lunch and Casual Day for one month.
  - C. At the third level of fifteen demerits, the student will meet with the Discipline

Committee, and a call will be made to his/her parents. The student will lose Open Campus Lunch and Casual Day privileges for a month and will serve one after-school detention.

- D. At the fourth level of twenty demerits, the student will meet with the Administration with their parents, a letter will be sent to his/her parents. The student will lose Open Campus Lunch privileges for a month and will serve three after-school detentions.
- E. At the fifth level of twenty-five demerits, the student will meet with the Administration. A phone call will be made and a letter will be sent to his/her parents. The student will lose Open Campus Lunch and Casual Day privileges for a month and will serve five after-school detentions OR lose one week of participation in extra-curricular activities.
- F. At the sixth and seventh level of 30-35 demerits, the student will meet with the High School Principal. A call will be made to their parents and a letter mailed to the parents. The student will lose all extra-curricular activity privileges and lose Open Campus lunch and Casual Day privileges for the remainder of the semester. The student will also serve a one-day suspension either in or out of school as determined by the High School Principal. The student will also be placed on Disciplinary Probation for the next semester.
- G. At the level of forty demerits, the student will meet with the High School Principal. A call will be made to the parents and a letter mailed to their parents. The consequences will be the same as outlined in 4F. The student will also serve a two-day suspension either in or out of school as determined by the High School Principal.
- H. At the level of forty-five demerits, the student will meet with the High School Principal. A call will be made to the parents and a letter mailed to their parents. The consequences will be the same as outlined in 4F. The student will also serve a three-day suspension either in or out of school as determined by the High School Principal.
- I. At the level of fifty demerits, the student will be expelled from school.

## DEMERIT RECORD

The following infractions all receive 1 demerit and are not cumulative for the first five occurrences. On the sixth occurrence it then is treated as direct disobedience (five demerits) and falls into the cumulative category.

- BU Books uncovered (1)
- GR Ground rules
  - Ground rules are defined as loitering in hall, being in hall without a pass, littering, running in hall, sitting on desks, having other locker violations, etc.
- GC Gum chewing, eating food or possessing food in an undesignated area, or having beverages open or unopened in an undesignated area.
  - Food may be stored in the locker, but it needs to be eaten at lunch time in the lunchroom. Opened food should not be returned to the locker after lunch.
  - Gum is not to be chewed at any time on the school property.
- H Hair code violation.
  - For boys the hair is to be **above** the ears, eyebrows, and collar (see page 33).
  - No facial hair is allowed.
- NPC Not prepared for class. This includes forgetting book or other materials, not bringing P.E. clothes, etc.
- DS Dress Code:

- For girls: short, tight fitting, or immodest dress or skirt; excessive jewelry; or other dress code violations
- For boys: shirt not buttoned, shoes not tied, or other dress code violations
- Students will be sent home to change or parents will be notified to bring clothes to school if the violation warrants such action. If a student is sent home to change, they will receive zeros for all classes missed.

PL Parking lot violations.

- This includes reckless driving, speeding in the parking lot or on E. 33rd St. These violations may mean a loss of parking privilege at school. (5 demerits or loss of privilege)

The following infractions are cumulative. This means if the infraction is worth one demerit the first time, the second is worth two, the third three, etc., or if the infraction is worth five the first time, the second is worth ten, the third fifteen, etc.

C Cheating: Homework = 5; Test or Quiz = 10; Final = 25

CS The use, possession, distribution, sale or being under the influence of alcoholic beverages, illegal drugs, or look-a-like drugs by GPBS students will not be tolerated. Also, tobacco products, possession of prescription drugs and over-the-counter or non-prescription drugs will not be tolerated anytime or anywhere (forty demerits to expulsion). Participating in or attending any activity where alcohol or illegal

drugs

are used will result in forty demerits or expulsion. All evidence will be turned over to the police. This includes all controlled substances or so called drugs, legal or illegal.

CD Classroom disturbance (3 demerits) for excessive talking, distractions, etc. Rev. 7/01

DD Direct disobedience (five demerits)

-Direct disobedience is defined as failure to comply when given a direct command.

DP Vandalism, defacing, or misusing school property (minimum of five demerits).

In addition, a fine may be assessed the parents, determined by the cost of repair or replacement and the labor involved. This will be placed on the school bill. 8/12/99

DT Disrespect to faculty or staff (minimum of ten demerits)

- Disrespect is defined as mimicking a faculty member or other person in authority, calling by first name, etc.

IL Language (ten demerits)

- The language category includes using inappropriate language such as swearing or profanity, and making a mockery of spiritual things.

IM Immoral activity (forty demerits to expulsion).

- This includes any type of gross sin as outlined in Romans 1 and Galatians 5.

ISD Inter-student discourtesy (minimum of five demerits).

- Inter-student discourtesy included fighting, bullying, playing practical jokes, name-calling, harassment, etc.

L Lying (ten demerits).

PDA Public display of affection. (three demerits).

R Rowdiness in lunchroom or hall (five demerits). Rev. 7/01

SK Skipping school. This includes leaving the building without permission (five demerits per class/twenty-five per day). The student will receive 5 demerits or zeros for all

work missed, or both. Failure to sign out with out permission to leave will result in an activity period detention. Rev. 7/01

ST Stealing (ten demerits to expulsion). Rev. 9/20/97

T Tardy to school.

-A high School Student will receive one demerit for their first tardy to class, two for the second and so one with seven unexcused tardies per semester. (24 Demerits) A written excuse must be submitted by the parent. (See Attendance).

Tardy to class

-Same procedure. 1-28 demerits. Eighth time they may be dropped from class or program. revised 8/12/99

Demerits are tallied on the Monday following the week in which they were earned. Demerits earned during the last week of a semester will be added to the total of demerits for the semester in which they were earned, even though they are tallied during the first week of the new semester.

The penalty for reaching thirty demerits during a semester is that the student is placed on disciplinary probation. If they reach forty demerits for two consecutive semesters, they may not be allowed to return to Grandview Park Baptist School. Rev. 7/01

### Disciplinary Probation

If a student who is placed on Disciplinary Probation receives additional demerits during the probation period, the consequences will be:

- A. 5 Demerits -- see guidelines for 30 demerit level
- B. 10 Demerits -- see guidelines for 35 demerit level
- C. 15 Demerits -- see guidelines for 40 demerit level
- D. 20 Demerits -- see guidelines for 45 demerit level
- E. 25 Demerits -- Student will be expelled from school

If a student has reached a level of 30 demerits for two consecutive semesters, they may not be allowed to return to Grandview Park Baptist School.

A student on Disciplinary Probation who receives less than five during the first nine weeks of probation will be removed from Disciplinary Probation for the remainder of semester and will keep any demerits already received.

### JUNIOR HIGH DISCIPLINE SYSTEM

When working with our junior high students, the teachers try to be as positive with them as possible. However, it is necessary to use consequences at times. Negative behavior of students will be dealt with using the following steps:

#### SEVENTH AND EIGHTH GRADE (Departmentalized classrooms)

Offense Warning, minutes after class, pink slip, & possible separation

Repeated Offense 1 activity period detention

Chronic/Severe Offenses Serve detention, call parents in presence of teacher, and see the principal

Any student who receives three pink slips from any one teacher will automatically serve an after school detention. They will also receive an after school detention for each additional pink slip received from that teacher for the remainder of the quarter. Receiving seven pink slips in one quarter from any combination of teachers will also result in an after school detention.

## Severe Clause Revision

Any time a student is sent directly to the principal, the following steps will be taken:

- 1st time - There will be an automatic after school detention that will be served the following day.
- 2nd time - There will be an in-school suspension for the class the student was from which the student was referred.
- 3rd time - There will be an after school detention that will be served the same day.
- 4th time - There will be a half-day in-school suspension.
- 5th time - There will be an all day in-school suspension.
- 6th time - There will be a three-day out of school expulsion.

## **JUNIOR HIGH DETENTIONS**

Occasionally students are assigned an after-school detention. These are served on a specified afternoon for one hour after school. There are many reasons for which a student may be assigned a detention. Teachers and administrators may assign detentions as discipline for misbehavior. Automatic detentions are assigned for the following reasons: gum chewing, excessive tardies, and inappropriate and/or accumulated classroom misbehavior.

Students who have outstanding after school detentions will not be able to participate in any extra-curricular activities until all detentions have been served.

When a detention is assigned, a "detention sheet" will be sent home to notify parents as to reason the detention was assigned and when it is to be served. This sheet must be signed by a parent and returned to the office before the detention can be served. If a detention is not served at the scheduled time, a second detention may be served along with the first one as a penalty for missing the first detention.

## **BOY/GIRL RELATIONSHIPS**

We believe the fellowship of Christian students is a rich and meaningful asset of the Christian school; however, excessive friendliness in boy-girl relationships is not permitted. There will be no holding hands or other public displays of affection at the school. To preserve testimony, we ask that couples not pair off in vacant rooms or private areas of the building and/or grounds. The rule of three is always a safe standard. Have at least three people in your group whenever you are apart from the crowd.

## **LOCKER GUIDELINES FOR GRADES 6-12**

1. The locks and lockers are the property of the school and may be opened at any time by a school official.
2. If students plan to attach something to the exterior of a locker, it shall be by permission from the office. If students want to decorate a locker assigned to another student, the following guidelines must be observed:

- a. Permission must be received from the principal.
  - b. The decorations must be on the locker only, not on the wall or ceiling.
  - c. Students must use their own materials for the decorating.
  - d. Blue funtak is to be used - absolutely no tape!
  - e. The decorating must be done during a study hall period or during free time. No class is to be missed for this. A maximum of 10 minutes and two people will be allowed. Students must report to study hall first. The principal will write a pass for the 10 minute period which will begin after the study hall has been in session for several minutes.
  - f. The students who decorate the locker are responsible to see that the locker is cleaned off and any mess is cleaned up by 3:15 p.m. If this is not done, a penalty will be assessed. **Any permanent damage to the lockers or locks will result in a fine for damages.** 8/12/99
3. Students may eat in designated areas at designated times only. These areas include the lunchroom or other specially assigned areas. Lunches brought from home shall be consumed during the noon meal period in the lunchroom. Uneaten food should not be returned to the locker for consumption later. Beverages must be consumed in designated areas.
  4. Lockers shall be kept locked at all times. The only locks that are to be used are the school locks that are issued to students. Because of the problem of students getting into other students' lockers, the combinations are to be known only by the student to whom the locks are issued.
  5. Lockers are to be kept neat and clean at all times. Regular locker checks will be made for inspecting the neatness of lockers.
  6. Any damage which occurs to the lock or locker during the course of the school year may be charged to the student to whom the locker is assigned.

#### ITEMS NOT TO BE BROUGHT TO SCHOOL

1. Radios, televisions, electronic devices, etc. Recording devices are allowed only by consent of the teacher.
2. Dangerous articles (matches, lighters, knives, fireworks, guns, live ammunition, etc.) Possession or use may mean suspension or expulsion.
3. Fingernail polish and remover.
4. Students are permitted to bring cell phones to school. *However*, students must keep cell phones in their car, locker, or the school office for safekeeping. Cell phones should be turned off when stored. Students may not use their phone during the school day or school hours including, but not limited to, text messaging, emailing, taking photos, surfing the internet, playing games, or talking. The school reserves the right to confiscate the phone. A phone may also be confiscated at all school events and practices before and after school if the phone is being used in violation of school conduct policies. In addition, the school reserves the right and places the student on notice, that school administration may examine the phones or its contents to determine the extent of unpermitted usage or examine the contents to

determine if the student has violated the conduct standards of the school. The school may take appropriate disciplinary action, including suspension and/or expulsion, based upon the contents. The phone may be returned to the student/parent after a \$10.00 fine is paid in the school office. Each time a phone is confiscated, five demerits will be given for Direct Disobedience. (revised 7/08)

### **SCHOOL COMPUTERS (7/2008)**

The school has made Internet access available for student usage. This access is on school computers and for approved educational purposes only. These approved purposes include, but are not limited to, general topic sites such as search site, religion, job/employment, health, news, sports and entertainment (see Student Internet Policy letter)

All parents must sign and return the Grandview Park Baptist School Student Internet Policy Form, indicating whether they give permission for their student(s) to access the Internet. School administration will monitor computer usage, either directly or thru software. Any student using school computers for non-educational purposes, accessing improper web sites, or otherwise violating the school's student conduct standards is subject to discipline, including suspension or expulsion.

### **CONCERN FOR PROPERTY**

The Lord has given Grandview Park Baptist School a beautiful building in which to meet. Hundreds of people have sacrificed to make Grandview's building and program possible.

The custodial staff has a strong commitment to keeping the building looking neat and clean. Students should consider it a privilege to attend Grandview and honor the Lord by doing all in their power to keep the building attractive and make the utmost use of all the facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to disciplinary action.

### **REGULATIONS FOR STUDENTS DRIVING TO SCHOOL**

Any student wishing to drive to school must get a permission form from the high school office, fill it out, and have it signed by his/her parents. The request is then approved or disapproved by the principal. Students will observe the following guidelines:

1. Compliance with all parking, speed limit and safe driving regulations.
2. Registration of your vehicle/vehicles with the school office.
3. Students are not permitted to be in or use cars during the school day, except for transportation to and from school. Students are asked not to enter the parking area during school hours unless permission has been received from the principal's office or the supervising teacher. Students must sign out at the office when going to their cars during school hours.

Students will be warned only once for careless driving, and then they will lose their driving privileges for one week. Extreme reckless driving or continuous careless driving may result in the student losing his/her driving privilege for a semester.

## **PARKING**

Students will fill the parking spaces along the fence between East 33rd St. and the second light post and the far northwest section of the parking lot. The speed limit for the parking lot is **15 mph**. (see parking map located on page 37 in this handbook)

## **SOLICITING**

Students may sell to other students and staff members only those items approved by the office.

## **Dress Code**

The primary purpose for a dress code is to uphold the Biblical standard of modesty in the Christian

education environment (I Timothy 2:9). In our choice of attire we need to show balance, avoid extremes, and portray the type of personal image scripture indicates as so important. In addition, many studies have been done regarding the affects of dress on student behavior. A more casual appearance leads to a more casual and undisciplined pattern of behavior. Also, it is our desire that someone's extreme appearance does not distract others from the learning opportunity provided for them. Finally, cleanliness and neatness must also be a primary focus. Therefore, considering all these factors, proper dress will encourage self-discipline and prepare the student for future activities requiring proper standards of attire. *The administration reserves the right to interpret the dress code as needed.*

## GENERAL GUIDELINES FOR PRESCHOOL & KINDERGARTEN

Play clothes may be worn that are seasonably appropriate, modest, clean, and in good repair.

## GENERAL GUIDELINES FOR ALL STUDENTS 1-12

1. Students attending or participating in a performance, program, or game must follow the dress code that the teacher in charge of that activity has specified.
2. Sweatshirts, jerseys, undershirt/white t-shirts; or tank shirt may not be worn as an outside or only shirt. Shirts may not be imprinted with questionable messages or pictures. Acceptable examples of pictures and wording on tops include animals and scenery, college or school logos, names of cities, states or countries. (revised 6/2004)
3. All shirts, blouses and other tops designed to be worn inside are to be tucked in and buttoned modestly. (6/2004)
4. Neat, clean, and properly fitted clothing is to be worn. **No low rise fit, midriff exposure or low necklines in front or back.** (revised 6/2004)
5. PE attire includes modest top (no tank top), athletic shorts (no biker shorts), athletic shoes, pants, sweats or slicks. First hour PE students may arrive in athletic clothing with sweatpants/slicks. Eighth hour PE students may leave in athletic clothing with sweatpants/slicks. (revised 6/2004)
6. Outdoor coats, jackets and hats are not to be worn in classrooms during the school day.
7. As a general rule, students are to arrive and leave the school in normal school attire.
8. Footwear must be clean and in good condition. Footwear must be appropriate for school activities, health, and safety. Acceptable footwear includes tennis shoes, loafers, casual shoes and sandals. Flip flops designed for shower, beach or swimming, may not be worn. Laced shoes must be tied; sock/stockings are to be worn with appropriate footwear. (revised 8/05)

## GIRLS' GUIDELINES

1. Modesty is to be the rule governing the length of skirts and dresses when standing and

sitting. (This includes slits and buttons left undone.) In general, the school interprets a modest length to be top of the knee when standing. Dresses and skirts must have a loose enough fit to maintain modesty. (revised 6/2004) **No low rise fit, midriff exposure or low necklines in front or back.** (6/03)

2. Top/blouses are to fit modestly, neither too tight or loose. Midriff is to be covered. No low necklines in front or back. (revised 8/05)
3. Plunging necklines (front or back), spaghetti-straps, ribbon straps, or off the shoulder styles will not be permitted. If wearing an oversized sun-dress/sleeveless dress during warmer weather, a modest top must be worn underneath. If there is a doubt about the clothing's modesty or appropriateness for school wear, the school should be consulted before the item is worn.
4. Excessive make-up, extravagantly colored nails, or distracting jewelry are not to be worn. No visible tattoos or body piercing other than ears. (revised 6/2004)
5. K-6 Grade Girls: Girls are to wear skirts/dresses or pants/jeans with an appropriate top to school that meets the general school guidelines. Walking shorts should be waist high cut, loose modest fit; length should be approaching the knee, and in good/clean condition. No biker style shorts. Elementary students may wear shorts in August, September, May. (revised 6/2004)
6. 7-12 Grade Girls: Girls are to wear dresses/skirts/dress pants or slacks that are neat, clean and properly fitted (pants do not include blue/navy denim jeans, sweats or slicks). No low rise fit. (No leggings)

#### **BOYS' GUIDELINES:**

1. Hair must be neatly trimmed above the ears, eyebrows, and the collar. Mustaches, beards, and excessive sideburns are not permitted. Boys must be clean-shaven at all times.
2. 1- 6 Boys: Neat, clean, and properly fitted pants or jeans are to be worn. Walking shorts should be waist high cut, loose modest fit; length should be approaching the knee, and in good/clean condition. No biker style shorts. Elementary students may wear shorts in August, September, May. (revised 6/2004)  
7-12 Boys: Neat, clean and properly fitted pants (other than navy/blue denim). Socks are to be worn with appropriate footwear. Revised 5/01
3. Earrings and chains from the belt are not to be worn. If confiscated, \$5.00 fine when item is returned. No visible tattoos or body piercing. (revised 8/05)
4. Necklaces may be worn under the shirt. (revised 8/05)
5. 7-12 Boys: Dress/sport shirt with fold-over collar or mock and regular turtleneck shirts (no long/short sleeve T-shirt or henley style shirt). When an approved sweatshirt or sweater is worn, a shirt with a fold-over collar, turtleneck or mock turtleneck, must be worn underneath. Revised 5/01

#### **DRESS CODE FOR EXTRACURRICULAR ACTIVITIES (GRADES K-12)**

1. Students leaving after an athletic practice or contest should leave in appropriate attire.
2. Students attending school performances and athletic events are to wear appropriate, modest and neat attire. A teacher may require special dress for some performances.
3. For parties or field trips, students are to wear appropriate attire. If possible, students should wear normal school attire. Teachers need to check with their principal for dress requirements in situations where they feel that the students need to wear clothing other than normal school attire.

## DRESS CODE FOR FORMAL OCCASIONS

### Girls:

1. Necklines must be modest, both front and back. It should be possible to wear a traditional under garment beneath the formal dress. Strapless, spaghetti straps, or off the shoulder styles should not be worn. Cleavage coverage is essential. Two piece ensembles should permit midriff coverage at all times. The bodice fit should flatter the individual's silhouette, but not draw attention.
2. Dresses should be knee length or longer. Dress/skirt slits should not reach beyond the top of the knee. Tight or extremely straight skirts should be avoided.
3. Appropriate shoes (no athletic shoes) should be worn.

Revised 6/29/00

### Boys:

1. Suit, sport coat/dress sweater and dress slacks, with a dress shirt and tie, or appropriate formal wear (tuxedo) should be worn.
2. Appropriate fit and size of the outfit should compliment the individual, but not draw attention.
3. Appropriate dress or formal shoes (no athletic shoes) should be worn.

Revised 6/29/00

### General

Outdated or theatrical costume clothing should not be worn. GPBS formal activities are not costume events.

Questions regarding appropriateness or modesty of the outfit should be directed to the administration. If an outfit is immodest or a direct violation of the formal dress guidelines, the individual may be excused from the event.

Students who invite others from outside the GPBS student body, are responsible to inform their dates of the dress code. Lack of compliance, may cause the student to lose the privilege of inviting others in the future.

## CASUAL DAY ATTIRE

**General:**

From time to time, the high school students may be awarded a casual day or a student may have earned a casual day pass. This is defined as: a student may dress casually on the designated day. This day is considered a privilege, not a right. This privilege for any student may be revoked at any time. General casual day attire guidelines are: Clothing must be neat, clean, and modest. No questionable message or slang on apparel.

**Girls:**

1. Slacks, or jeans with blouse/shirt.

**Boys:**

1. T-shirts and jeans.

**ENROLLMENT** (revised 8/05)

Grandview Park Baptist School is a private college preparatory Christian school. Admission is based upon required information on the application forms, parent signature on statement of cooperation and doctrinal statement, payment of registration fee, and principal interview with parent and student. One parent will be asked to share a testimony of faith in Christ; Students (grades 7-12) will be asked to share a personal testimony of faith in Christ. Appropriate grade level placement is decided by the administration based upon previous school records and entrance testing.

Parents of each child are required to submit an annual application form accompanied by the registration fee. Although there is no deadline for receipt of applications, the registration fee will increase. Classroom size will be carefully controlled. Therefore, it is urged that applications be submitted as soon as possible. Preschool 3, preschool 4, pre-kindergarten and kindergarten students must be age 3, 4, or 5 respectively by September 15.

**RE-ENROLLMENT** (revised 8/05)

Parents must submit annual re-enrollment application forms and registration fee. If there are any unpaid school bills, academic or behavioral issues, re-enrollment may be delayed or denied. Registration fees increase in April and May.

**FINANCIAL INFORMATION** (revised 8/05)

Tuition is due and payable in advance on an annual basis. There are several payment options available -- by the year; by the semester; by the month in 10 or 12 monthly payments, with each payment due by the first of the month. **If the tuition obligation is one month in arrears, and payment or financial arrangements have not been made with the office, your child(ren) will not be allowed to attend school during the month following this delinquent month.** Because of our financial responsibilities, a late fee of \$20.00 will be charged for all payments made after the 10th of the month. If financial arrangements have not been made within a 10-day period following the due date, the student(s) may be asked to withdraw. Once the account is current, the child(ren) will be considered for re-enrollment. Parents should feel free to contact the office at any time with questions concerning your financial status. We want to work with our parents as much as possible.

**1. REGISTRATION FEE**

|                |                      |        |
|----------------|----------------------|--------|
| Before April 1 | 50.00 per student    |        |
| April 1-May 1  | 75.00 per student    |        |
| After May 1    | \$100.00 per student | (6/03) |

**2. ACADEMIC FEE**

There is an annual academic fee charged for each child in attendance at GPBS, including elementary, junior high, and high school. This money is budgeted to cover such costs as curriculum, activities, and library. The academic fee must be paid according to the parent's individual payment plan. (revised 7/2007)

Elementary (K-6)- \$235.00    Junior High - \$245.00    High School - \$250.00

**3. SPORTS REGISTRATION FEE**

Each student athlete in junior high and high school is required to pay a \$30 non-refundable sports registration fee. This is a once a year fee. No family will be required

to pay more than \$60. This new fee will eliminate the need for athletic fundraisers.

|    |                                 |                                 |                                 |
|----|---------------------------------|---------------------------------|---------------------------------|
| 4. | <b>SPORTS PARTICIPATION FEE</b> | <u>Jr. High</u>                 | <u>High School</u> (rev. 7/08)  |
|    | Basketball                      | \$75.00                         | \$75.00                         |
|    | Volleyball                      | \$75.00                         | \$75.00                         |
|    | Cheerleading                    | \$75.00                         | \$75.00                         |
|    | Football                        | \$250.00 (1 <sup>st</sup> year) | \$250.00 (1 <sup>st</sup> year) |
|    |                                 | \$150.00 (2+ years)             | \$150.00 (2+ years)             |
|    | Baseball                        |                                 | \$75.00                         |
|    | Softball                        |                                 | \$75.00                         |
|    | Golf                            |                                 | \$75.00                         |
|    | Track & Field                   | \$75.00                         | \$75.00                         |
|    | Cross Country                   | \$75.00                         | \$75.00                         |
|    | Soccer                          | \$75.00                         | \$75.00                         |

Participation in sports at Southeast Polk (not offered at GPBS) will require you to pay fees established by Southeast Polk Schools.

**5. HIGH SCHOOL CLASS ACTIVITY FEE** \$100.00 per year (grades 9-12)

This fee is credited to the student’s class general fund. This fee replaces other fund raising projects. It will be used to support social, spiritual, and academic programs of each high school class. This fee is added to tuition.

**6. REFUNDS**

**REGISTRATION FEE:** The registration is non-refundable.

**TUITION**

If for any reason your child(ren) is/are withdrawn during the school year, the current month's charges are due and will not be refunded. For example, if a student attends school through the 9th of October, the entire month's tuition is due.

**6. PAYMENT OF FEES**

Please make all checks payable to Grandview Park Baptist School.

**7. FINANCIAL AID**

A limited amount of financial aid is available at GPBS. If more information is needed for financial aid through our Tuition Assistance Program (TAP) or Student Tuition Organization (STO), parents may call the school office. (rev. 7/08)

**8. LUNCHES**

Students may bring their own lunches, or they may buy hot sandwiches, which are available Monday through Friday. A clean, supervised lunchroom is provided with milk and juice available for purchase.

**9. OTHER SUPPLIES**

Students must provide pencils, pens, erasers, and paper. A supply list is published

annually itemizing the equipment needed by each student in every class. All students should have their own Bibles.

## RESOURCE ROOM LEARNING PROGRAM

The Grandview Park Baptist School provides students with one-on-one teacher assisted learning in a resource room setting. This is an educational programming option, which is designed to help meet the unique needs of students in order to maximize their learning potential. The program focuses on developing higher order thinking skills, problem solving skills, and research skills. Students who have experienced resource room assistance have shown social, emotional, intellectual, and academic growth.

The fee for the Resource Room Learning Program is:

\$12.00 for 30 minutes

\$16.00 for 40 minutes

\$18.00 for 45 minutes

\$24.00 for 60 minutes