

# GRANDVIEW PARK BAPTIST SCHOOL

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## **School Administration**

Superintendent, Mr. Richard C. McWilliams, Jr.  
Junior and Senior High School Principal: Mr. Richard C. McWilliams, Jr.  
Elementary Principal: Mrs. Dottie Van Hooser

## **Church Staff**

Mr. Robert Smith, Pastor  
Mr. Danny Capon, Assistant Pastor  
Mr. Dan Wahlstrom, Business Administrator



## WELCOME FROM THE SUPERINTENDENT

June 2011

Dear Parents,

The 2011-2012 school year is quickly approaching. Much prayer and preparation have gone into planning for another successful year. We are excited about all that the Lord has for us this year at Grandview Park Baptist School, and we are looking forward to greeting each of our students and parents very soon.

This year's school theme is "Defenders of the Faith" (Philippians 1:7, Ephesians 6:17). It is our prayer that Grandview students, parents, teachers, staff, and administration will "defend the gospel" as we work together to assist each student to make full use of the educational and spiritual opportunities that will be available throughout this school year. Let's make this the best year ever at Grandview.

Our Parent Student Handbook is designed to provide parents and students with a ready resource of easy to understand information on the current school policies, rules, processes, and procedures. For your convenience, an updated copy of the Parent Student Handbook is now available online at [www.grandviewparkbaptist.org](http://www.grandviewparkbaptist.org). (If you do not have computer access to the handbook, please stop by the school office for a paper copy.)

Please read this newest version of our Parent Student Handbook, sign the enclosed postcard, and return it to the school office by the first day of school on August 22<sup>nd</sup>. This card must be on file in the school office as part of your records for this school year. Also, if you have students in grades 7-12, please have them read the handbook and sign the postcard. We appreciate your taking time to read and familiarize yourselves with the contents of the Parent Student Handbook.

Thank you for your on-going support of Grandview Park Baptist School. It means so much to us. We ask that you pray daily for Grandview, that God may be glorified throughout the coming year.

**GO DEFENDERS!!!**

Mr. Richard McWilliams  
Superintendent



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## **NOTE TO PARENTS FROM THE SCHOOL BOARD**

When enrolling your child(ren) in Grandview Park Baptist School, the school board asks all parents to sign a statement of cooperation. We take our responsibility to assist parents in the education of their children very seriously. In order to fulfill that responsibility, it is important that we work together – home and school – in a God-honoring manner.

With this statement, you, the parent, agree that if your child(ren) should become involved in any difficulty with other children in the school, with any school personnel, or if you have a concern about actions, policies, or decisions of a teacher or administrator that you will respectfully approach the appropriate school personnel. We also request that you not complain or discuss these concerns in a negative way with other parents or students, but with a prayerful Christian spirit work with us to resolve the concern.

It is our goal and intent to solve all problems and difficulties at the lowest possible level following the Biblical principles found in Matthew 18:15-17. Therefore, if there is a specific problem in the classroom, please see the teacher. If the problem is unresolved, see the principal of the school division (elementary, junior high, or high school) your child attends. If there is still an unresolved conflict, see the Head Administrator. 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 the head administrator, you may request to bring the issue to the school board. This request must be made to the head administrator in writing within five (5) working days of the head administrator's decision. 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.

## **POLICY CHANGE**

The school board reserves the right to change, eliminate, 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 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 my child, it is my desire to have him/her complete the 2011-2012 school year. It is also my understanding that the policy of the school is to make no refunds on registration fees. **We understand that our child(ren) will be expected to participate in all aspects of the educational program including chapel and other school activities.** I also give permission for my child 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 me or my child because of any injury to my child at school or during any school activity. **(Revised 1/2010)**
3. We agree that if our child 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 my child 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 15<sup>th</sup> of the month.** **School fees are not refundable.** 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 throughout the 9<sup>th</sup> of October, the entire month's tuition is due.
9. We understand that if our tuition obligation is one month in arrears, 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 15<sup>th</sup> of the 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.

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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

## HISTORY OF THE SCHOOL

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 operates in compliance with Iowa laws regarding non-public instruction. The preschool operates under the Quality Preschool Program Standards (QPPS) of the Iowa Department of Education. Kindergarten through grade eight is generally accredited by the state of Iowa, and grades nine through twelve are specially approved by the state of Iowa under college preparatory status. **(Revised 8/10)**

The school currently has 1,034 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. More than 30% of all our graduates are employed in fulltime Christian ministry. 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 primary responsibility for 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 faith.

We believe that all truth is of God, that Christ is the incarnate Word of Truth, that the Holy Spirit is the Spirit of Truth, and that the Bible is the written Word of Truth. There is no distinction between sacred and secular truth. 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 progress 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 school seeks to assist Grandview Park Baptist Church with the furtherance of its mission. The church is a family of believers in the Lord Jesus Christ whose greatest privilege and responsibility is to glorify God. The church and school are committed to living in obedience to the Word of God and to fulfilling our Lord's command to make disciples, especially in the greater Des Moines area. The school will employ born-again Christian teachers who exemplify personal Christian living, and who are appropriately trained for Christian school teaching. Administrators, teachers, and staff must exhibit love for their students and parents, as well

as for each other.

All full-time employees will be members of Grandview Park Baptist Church. In addition, all school employees who are members in good standing will be eligible to maintain their school employment provided they continue their church membership. The school board must approve any exceptions to this practice.

The school provides preschool through grade twelve which operates as a non-profit, educational ministry of the Grandview Park Baptist Church of Des Moines, Iowa. This is in accordance with the church's current bylaws. The preschool operates under the Quality Preschool Program Standards (QPPS) of the Iowa Department of Education. Kindergarten through grade eight is generally accredited by the state of Iowa, and grades nine through twelve are specially approved by the state of Iowa under college prep status.

## 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 the resurrection of the crucified 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).
5. 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 reproves 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).
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 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; that 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).
8. 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).

9. 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.
10. 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 3:21-22; 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).
11. We believe that in order 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).
12. 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).
13. 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).
14. We believe in the unity of all true believers in the Church, which is the Body of Christ, which 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 exercising the gifts, rights and privileges invested in them 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).
15. 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).
16. 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).

17. 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, and 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).
18. 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).
19. 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 24:1, 5-21; Revelation 6-19).
20. 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).
21. 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).
22. 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).
23. 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).

(Revised 4-08)

# ACADEMICS

## ACADEMIC STANDARDS

"Whatsoever ye do, do all to the glory of God" (I Corinthians 10:31). "Striving for excellence" is the goal of every class and activity at Grandview Park Baptist School not for our own glory, but for God's glory. A Christian has no excuse for presenting only average effort. We must strive to excel and to offer the Lord our very best.

Students are expected to follow the principles 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.

## ACADEMIC RESOURCE ROOM

The Resource Room Program is currently being evaluated and reviewed. The program will be offered next year. More specific information will be available in July.

## CURRICULUM OFFERINGS

Students are taught that all truth is of God and the Bible is the written Word of God. The educational program at every grade level is built on the unchanging truths and principles found in the Bible. Our goal is to teach students to think Biblically and to apply the truths of God's Word in every aspect of their daily lives.

### ELEMENTARY (Preschool - Grade 6):

The basic educational program includes Bible, English-language arts, social studies, mathematics, science, health, human growth and development, and physical education, music, visual art, and technology education.

### JUNIOR HIGH (Grades 7 & 8):

The basic educational program includes Bible, English-language arts, social studies, mathematics, science, health, human growth and development, physical education, music, visual art, and technology education.

### HIGH SCHOOL (Grades 9-12):

The basis educational program includes:

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

► **HIGH SCHOOL ELECTIVE OFFERINGS** – 12 elective credits are required for graduation.

Note: The electives listed below are offered if there is sufficient enrollment. Some electives are not offered every year.

| Computer                                                                                                                                                                                                      | Fine Arts                                                                                                                                              | Vocational                                                                                                                                                                                  | Math                                                                                                                                                 | Social Studies                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Doc. Processing</li> <li>• Digital Present.</li> <li>• Adv.Dig.Present</li> <li>• Data Handling</li> <li>• Computer Programming</li> <li>• Graphic Design</li> </ul> | <ul style="list-style-type: none"> <li>• Choir</li> <li>• Band</li> <li>• Music Theory</li> <li>• Drama I, II</li> <li>• Art I, II, III, IV</li> </ul> | <ul style="list-style-type: none"> <li>• Accounting I, II</li> <li>• Consumer Math</li> <li>• Library Training</li> <li>• Child Care Training</li> <li>• Teacher Apprenticeship</li> </ul>  | <ul style="list-style-type: none"> <li>• Algebra II</li> <li>• Geometry</li> <li>• Pre-Calculus</li> <li>• Calculus</li> <li>• Statistics</li> </ul> | <ul style="list-style-type: none"> <li>• Psychology</li> <li>• Sociology</li> <li>• Geography</li> </ul> |
| Science                                                                                                                                                                                                       | Foreign Language                                                                                                                                       | Language Arts                                                                                                                                                                               | Bible                                                                                                                                                | Health                                                                                                   |
| <ul style="list-style-type: none"> <li>• Adv. Chemistry</li> <li>• Chemistry</li> <li>• Physics</li> <li>• Botany</li> <li>• Anatomy</li> <li>• Zoology</li> </ul>                                            | <ul style="list-style-type: none"> <li>• Spanish I, II, III, IV</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>• Written Communication</li> <li>• Creative Writing</li> <li>• Classical Film Analysis</li> <li>• Novels</li> <li>• Practical Composition</li> </ul> | <ul style="list-style-type: none"> <li>• Old Testament Survey</li> <li>• Scientific Thought</li> </ul>                                               | <ul style="list-style-type: none"> <li>• Health I, II</li> </ul>                                         |
|                                                                                                                                                                                                               |                                                                                                                                                        |                                                                                                                                                                                             |                                                                                                                                                      | Miscellaneous                                                                                            |
|                                                                                                                                                                                                               |                                                                                                                                                        |                                                                                                                                                                                             |                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Driver Ed.</li> </ul>                                           |

**Driver Education** - Driver Education is offered during the summer as an extension of Grandview Park Baptist School through an approved driver education agency called **StreetSmarts**. The instructor is a GPBS teacher who is a qualified driving instructor with the agency. Course credit for driver education is optional. Each student is responsible to secure a valid instruction permit from the Iowa Department of Transportation prior to beginning driver education.

► **HONOR COURSES** (Weighted Classes)

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

|                                                                                                             |                                                                                                            |                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• AP English</li> <li>• Spanish III</li> <li>• Spanish IV</li> </ul> | <ul style="list-style-type: none"> <li>• Pre-Calculus</li> <li>• Calculus</li> <li>• Statistics</li> </ul> | <ul style="list-style-type: none"> <li>• Physics</li> <li>• Advanced Chemistry</li> <li>• Chemistry (ONLY when Advanced Chemistry is <u>not</u> offered)</li> </ul> |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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'.

► **STUDENT INTERNSHIP**

When mutually acceptable arrangements can be made among a student, an employer of a local business, and the school, high school students may earn one (1) elective credit toward graduation requirements if they meet the following conditions:

1. Provide a letter from the employer stating the type of work the student will be doing and the skills he/she will be learning.
2. Work a minimum of five (5) hours per week for the approximate length of one (1) semester (18 weeks).
3. Maintain passing grades in all classes taken at Grandview.
4. Participation in the Student Internship cannot hinder the student's ability to complete other graduation requirements successfully.

### ► **SHARED TIME**

Students in grades 9 through 12 may enroll in classes at other high schools when a comparable class is not offered at Grandview Park Baptist School and if taking the off-campus class does not interrupt the student's schedule at GPBS. Off-campus classes are taken at the student's expense and must be pre-approved by the high school principal. Grandview tuition and fees are not reduced for students taking classes at other educational institutions.

### ► **DUAL ENROLLMENT**

Students in grades 11 and 12 may earn academic or vocational-technical credits that count toward graduation requirements for courses successfully completed from accredited post-secondary educational institutions when a comparable course is not offered at Grandview Park Baptist School. Courses are taken at the student's expense and must be pre-approved by the high school principal. Grandview tuition and fees are not reduced for students taking classes at other educational institutions.

### ► **DUAL COLLEGE CREDIT COURSES**

A GPBS student passing A.P. English will receive credit for **Composition 1** and **Composition 2** from DMACC. Mrs. Barbara Burn is a certified DMACC instructor. Each year, the English department recommends students for the A.P. English course based on their previous 3 years of English coursework and grades.

DMACC and area high schools have formed a partnership to offer high school students opportunities to earn college credit while still in high school. Juniors and seniors are able to enroll and complete DMACC courses at their local high school. At this point, GPBS offers these two courses for dual college/high school credit.

- Career Advantage courses supplement high school courses.
- DMACC course competencies, course materials and textbooks are used in the classroom.
- Courses are the same quality as the courses taught on the college campus.
- Instructors are certified through DMACC
- Composition 1 is a 3 credit hour college course. (1<sup>st</sup> semester A.P. English)
- Composition 2 is a 3 credit hour college course (2<sup>nd</sup> semester A.P. English)
- The DMACC cost for Composition 1 dual credit is \$100.
- The DMACC cost for Composition 2 dual credit is \$100.

### ► **HOME SCHOOL**

For the 2011-2012 school year, home schooled students in grades 7-12 will be eligible to take high school classes and participate in sports, music, and drama. Enrollment requirements as well as applicable tuition and fees will be required.

## FIELD TRIPS and SCHOOL SPONSORED TRIPS

Field trips and school-sponsored trips may be authorized by administration when such events contribute to achieving the educational and spiritual goals of the school. Students are expected to attend class field trips. Absences from other classes or school activities due to attendance on field trips or school-sponsored trips are considered excused. Students are expected to conduct themselves as ambassadors of Christ and representatives of the school at all times.

Students may be charged a reasonable fee for field trips and school sponsored trips. Prior to a trip, parents will be provided with written information explaining the details of the trip. Written parental permission and an *Authorization for Health Care Form* will be required prior to the event.

## GRADING

### ► GRADE REPORTS (EDLINE)

Students receive grade reports at the end of each nine-week grading period. Progress reports are issued to all students at the 4-5 week mid-point of each nine-week grading period.

Parents have access to quarterly and semester grades through Edline, our online grade reporting system.

### ► GRADE SCALE

Grandview Park Baptist School uses the 4.00 point scale in figuring Grade Point Average (GPA). 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  |

GPA's will be figured only on semester grades. They are used to distinguish class rank, valedictorian, salutatorian, and academic letters.

### ► GRADING SYSTEM

All Grandview teachers use the following grading system for all graded work including report cards.

|    |        |    |       |    |       |    |          |
|----|--------|----|-------|----|-------|----|----------|
| 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 |

### ► HOMEWORK

Teachers assign homework as a reinforcement or extension of classroom work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade or loss of course credit.

### ► HONOR ROLL

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

### ► ACADEMIC PROBATION

It is the school's desire for all students to succeed academically. Students in grades 9-12 who drop below a GPA of 1.66 are on academic probation. Parents will be notified of academic probation through Edline reporting. Parent and student should conference with the teacher(s) to develop a prescription for improvement. Academic probation is removed when the student achieves a GPA of 1.66 or higher.

Continued academic probation should be addressed with the administration to seek further academic assessment and support.

### ► INCOMPLETE GRADES

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 (1) week to make up the work. If the work is not turned in at the end of that week, the work will be recorded as a zero.

### ► STUDY HALL

Students are expected to bring work for the entire study hall period. Students are allowed to leave study hall with permission from the study hall teacher and a hall pass.

## TESTING

### ► ADMISSIONS TESTS

Admission testing is a requirement for all enrolling students. Special testing may be required through another approved source outside of GPBS if it is questionable whether or not the school can meet the academic needs of the applicant.

- Kindergarten Readiness Test is given to all students seeking to enroll in Kindergarten.
- Stanford Achievement Test is given to students seeking to enroll in grades 1 through 12.
- Algebra Aptitude Test may be given to enrolling students to determine math placement.

### ► SEMESTER TESTS

Semester tests are given in every class for grades 9-12 at the end of the first and second semesters. Students are to take their semester tests as scheduled. No tests are to be taken early. When a student is absent from an exam, he/she has one week to make up the exam(s) after returning to school.

### ► STANDARDIZED TESTS

Standardized tests are given to determine academic progress for individual students and classes, and in compliance with state law. These tests are used to evaluate ability, achievement, and anticipation of future progress.

- Individual Growth and Development Indicators (IGDI) is given three times a year to 3 and 4 year old preschool students.
- Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is given to Kindergarten through 3<sup>rd</sup> students three times a year.
- School Readiness (Kindergarten only)
- Iowa Tests of Basic Skills (ITBS) is given in the spring to students in grades 1-8.
- Iowa Tests of Educational Development (ITED) are given in the spring to students in grades 9-11.
- Stanford Achievement Tests in reading, math, and science are given in the spring to students in grades 4, 8, and 11.
- Preliminary ACT Test (PLAN) is given to sophomores in the fall.

- Preliminary Scholastic Aptitude Test (PSAT) is given to juniors in the fall to determine eligibility for National Merit Scholarships and to provide evaluation of the student's academic and study skills, strengths, and weaknesses.
- Armed Services Vocational Aptitude Battery (ASVAB) is given to juniors. This test helps identify possible career choices.

► **COLLEGE ENTRANCE TESTS** (These tests are not offered by or at Grandview.)

- American College Test (ACT) is strongly required for juniors and seniors. The ACT assesses high school students' general educational development and their ability to complete college-level work. The ACT meets the admissions requirement for many colleges and universities.
- Scholastic Aptitude Test (SAT) is another college admissions test for college bound juniors and seniors.

Students are responsible to register for these tests and pay the registration fee. The tests are offered in September, October, December, February, April, and June at an off-campus site.

## GRADUATION REQUIREMENTS

- Students must earn a total of 48 credits to graduate from Grandview Park Baptist School. One semester = 1 credit. To receive credit, each course must be passed with a D-. It is the parents' and student's 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. For course/credit requirements, refer to the Basic Education Program chart on page 13.
- To maintain the high school's college preparatory status with the Education Department of the state of Iowa, every senior is required to take the ACT or SAT College Entrance Exam and submit an acceptance letter from an accredited four year college or university.
- Seniors who have not successfully completed the credits required for graduation may participate in the formal spring graduation ceremony but will not receive their diploma and transcript until their work is successfully completed.

## PARENT TEACHER CONFERENCES

Parent Teacher Conferences are held each semester. They are an opportunity for parents and teachers to discuss student progress and to work together to assist each student to reach his or her personal best. Parents of all grade levels are expected to attend.

Parents, teachers, or principals may request a conference for students in addition to the regularly scheduled conference times.

## 504/IEPS

Students who have unique educational needs requiring special accommodations and/or services will be served through a 504 Plan or an Individualized Education Program (IEP). Although the school may not be able to meet the special educational needs of all students, the staff will endeavor to work with parents and education specialists to provide reasonable accommodations to meet the needs of identified students whenever possible.

# ATTENDANCE

## ATTENDANCE PHILOSOPHY

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

Absenteeism and tardies are poor habits to develop. Future employers are very interested in an applicant's school attendance record. Employers know that poor attendance habits developed during the school years carry over to later employment and indicate a poor risk for a potential employer.

## ABSENCES

### ► EXCUSED ABSENCES

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 (refer to Planned Absences)

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, senior pictures, etc.)

### ► MAKE UP WORK

Under normal circumstances, 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/her absence. Then the test or assignment could be delayed at the discretion of the teacher. (Note: If the student misses school without parental permission or is determined unexcused by the administration, the student must make up all the work missed and will receive zeros for it.)

### ► NOTIFICATION OF ABSENCE

It is the responsibility of the parent to notify the school as soon as the parent knows the student will not be attending school on that day. Phone calls are an acceptable means of letting the office know of an absence; however, a written note EXPLAINING THE REASON FOR THE ABSENCE and signed by the parent must accompany the student or be faxed to the school office when the student 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. Email notes from the parent's email address are acceptable. To email: [attendance@grandviewparkbaptist.org](mailto:attendance@grandviewparkbaptist.org).

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

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 a detention.

### ► **PARTIAL DAY ABSENCES**

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.

### ► **PLANNED ABSENCES**

All planned absences should be cleared with the office by a note from the parents three (3) school days prior to 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.

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 (3) school days **PRIOR** to 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/group leaves, that student will not be allowed to go on the trip.

### ► **PLANNED AFTER SCHOOL ACTIVITIES ABSENCES**

Students who are members of a group scheduled to perform, minister, or compete must participate or show a worthwhile cause for being absent. Failure to participate may result in grade reduction, dismissal from the group, and/or appropriate discipline.

Students who wish to participate in school-sponsored activities must attend school the day of the activity unless permission has been given by the principal for the student to be absent.

### ► **REDUCTION OF GRADES PROHIBITED**

Reduction of grades will not be used as a disciplinary measure against a student because of absence from school unless the student is absent without school permission.

### ► **NO TUITION REDUCTION FOR ABSENCE**

No deductions are made from tuition for absence during the school year, regardless of the cause of the absence.

## **ATTENDANCE RECORDS**

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

## **HIGH SCHOOL ATTENDANCE REQUIREMENTS**

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 on Saturdays or

during 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. In the event of an extreme medical situation, make up days will be at the administrator's discretion.

## RELEASE DURING SCHOOL HOURS

Students may not leave school at any time during the school day unless they receive permission through the school office and sign out in the office before leaving.

When it is necessary for a student to leave school during school hours, a written note which states the reason and time for leaving must be brought from parents to the office at the beginning of the school day. **The student must sign out in the office before leaving. It is recommended that students not be released from school during chapel or study halls.** (revised 6/2011)

Leaving the school grounds 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.**

Students are not released to anyone other than their parents during the school day unless the parents make arrangements through the school office by note or phone call.

## TARDIES

### ► TARDIES TO CLASS (per semester)

A tardy is defined as *"not in your seat when the bell rings."* Teachers are responsible for assessing tardies to class.

Three (3) unexcused tardies in one class per semester will count as an absence in that class. Seven unexcused tardies per semester in one class may lead to the student's being dropped from the class or program.

### JUNIOR HIGH (Grades 7 & 8):

Junior high students will be assessed the following penalties:

- 1-2 tardies - No penalty
- 3 tardies - One detention
- 4 tardies - Three 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.

### HIGH SCHOOL (Grades 9-12):

High school students will receive one demerit for a tardy to a 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.

## ► TARDIES TO SCHOOL (per semester)

When a student is tardy to school, a written note or email from a parent must be submitted within three (3) school days. This is required for grades K-12.

Students tardy to school will not be admitted to the classroom without written permission from the school office.

# EXPECTATIONS FOR STUDENTS

## BEHAVIOR STANDARDS

At Grandview Park Baptist School, we strive to provide a Christ-like environment where students can learn in a positive, safe, and orderly manner. An effective discipline program is found where there is a strong level of support, understanding, and respect between the school and the home.

The ultimate goal of our discipline program is to guide students to display a standard of behavior that demonstrates Christ in their lives (Galatians 5:22, 23). We believe that Biblical discipline involves correction to train/teach rather than to punish; unpleasant consequences for wrong choices may be part of that training; and restoration and spiritual growth will be the positive outcomes for those students who respond appropriately to Biblical correction (Hebrews 12:11).

The aims of all school behavior standards are as follows:

- To guide the student to properly apply Biblical principles in his/her relationships with God and others
- To encourage the student to take responsibility for his/her own actions
- To gradually increase the student's self control and eventually Spirit control
- To "develop the peaceable fruits of righteousness" in each student's life (Hebrews 12:11)

Students are expected to be helpful, friendly, polite, respectful, obedient, sportsmanlike, and not weary in well doing.

## BEHAVIOR PLANS

### ELEMENTARY (Preschool - Grade 6):

The Elementary Behavior Plan is designed to teach children that God is glorified when their choices and actions are based on Biblical truth. The behavior goal is to create a positive, Christ-like environment that is respectful of all, safe, and orderly, so that the teachers can teach, and all children can learn.

The Elementary Behavior Plan is a system of rewards and consequences that provide the students with the opportunity to accept responsibility for their choices and to develop self-control. The plan has the same goals from preschool through upper elementary; however, the format used varies from "Popsicle" sticks to Colored Cards in order to be age and developmentally appropriate. Classroom teachers will provide the specifics of the behavior plan during student orientation.

## **JUNIOR HIGH (Grades 7 & 8):**

When working with junior high students, teachers use positive behavior supports whenever possible. However, consequences will be assigned for misbehavior. Misbehavior of junior high students will be handled using the following steps.

### **► MECHANICS OF THE SYSTEM**

| <b>Offense</b>    | <b>Consequence</b>                   |
|-------------------|--------------------------------------|
| First Offense     | Warning, pink slip, loss of activity |
| Repeated Offense* | Serve detention                      |
| Severe Offenses   | Visit the principal<br>Call parent   |

\*Any student, who receives three pink slips from the same teacher, during one quarter will automatically serve an after school detention. Students will serve an after school detention for each additional pink slip received from that teacher for the remainder of the quarter. Receiving seven (7) pink slips in one quarter from any combination of teachers will also result in an after school detention.

### **► SEVERE OFFENSES**

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

| <b>Offense</b>  | <b>Consequence</b>                                                   |
|-----------------|----------------------------------------------------------------------|
| 1 <sup>st</sup> | An automatic after school detention will be served the following day |
| 2 <sup>nd</sup> | An after school detention will be served the same day                |
| 3 <sup>rd</sup> | An all day in-school suspension will be served                       |
| 4 <sup>th</sup> | A three (3) day out-of-school suspension will be served              |

### **► JUNIOR HIGH DETENTION**

Teachers and administrators may assign detentions as discipline for misbehavior. After school detention is served on a specified afternoon for one hour after school. Automatic detentions are assigned for the following reasons: gum chewing, excessive tardies to classes, and inappropriate classroom misbehavior.

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

When a detention is assigned, a "detention notice" will be emailed or sent home to notify parents as to the reason the detention was assigned and when it is to be served. This notice must be verified by the parent through email response or written note to the school office or the detention coordinator before the detention can be served. If a detention is not served at the scheduled time, an additional detention may be assigned as a penalty for missing the first detention.

## HIGH SCHOOL (Grades 9-12):

The demerit system provides a means of discipline and a cumulative student record of disciplinary concerns. However, it is not intended that the demerit system provide the only form of discipline for behavior problems.

### ► 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. 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.
3. When deemed necessary, the administration will convene a committee to evaluate and counsel students who have accumulated demerits.
4. Further action will be taken as individual students reach certain levels of demerits:

#### **Offense**

Level One  
(5 demerits)

#### **Consequence**

Student meets with the administration  
Letter is sent to parents from the administration

Level Two  
(10 demerits)

Student meets with the administration  
Letter is sent to parents from the administration  
Student loses Open Campus Lunch and Casual Day  
privileges for one month

Level Three  
(15 demerits)

Student meets with the administration  
Phone call is made to parents  
Letter is sent to parents from the administration  
Student loses Open Campus Lunch and Casual Day  
privileges for one month  
Student serves one (1) after school detention

Level Four  
(20 demerits)

Student meets with the administration and parents  
Letter is sent to parents from the administration  
Student loses Open Campus Lunch and Casual Day  
privileges for a month  
Student serves 3 after school detentions

Level Five  
(25 demerits)

Student meets with the administration  
Phone call is made to parents  
Letter is sent to parents from the administration  
Student loses Open Campus Lunch and Casual Day  
privileges for a month  
Student serves five (5) after school detentions OR loses  
one week of participation in extra-curricular activities

**Offense****Consequence**

Levels Six and Seven  
(30-35 demerits)

Student meets with the administration  
Phone call is made to parents  
Letter is sent to parents from the administration  
Student loses all extra-curricular activity, Open Campus Lunch  
and Casual Day privileges for the remainder of the semester

Student serves a one (1) day suspension either in or out  
of school as determined by the administration  
Student is placed on Disciplinary Probation for the next  
Semester

Level Eight  
(40 demerits)

Student meets with the administration  
Phone call is made to parents  
Letter is sent to parents from the administration  
Student loses all extra-curricular activity, Open Campus Lunch,  
and Casual Day privileges for the remainder of the semester  
Student serves a two (2) day suspension either in or out  
of school as determined by the administration

Level Nine  
(45 demerits)

Student meets with the administration  
Phone call is made to parents  
Letter is sent to parents from the administration  
Student loses all extra-curricular activity, Open Campus  
Lunch, and Casual Day privileges for the remainder of  
the semester  
Student serves a three (3) day suspension either in or  
out of school as determined by the administration

Level Ten  
(50 demerits)

Student is expelled from school

**► DEMERIT RECORD**

The following infractions all receive one (1) demerit and are not cumulative for the first five (5) occurrences. On the sixth (6) occurrence, the infraction is treated as direct disobedience (five demerits) and falls into the cumulative category.

| <b>Code</b> | <b>Offense</b>                                                                                                                                                                                                                                                                                             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GR          | Ground rules<br><br>Note: Ground rules are defined as loitering in hall, being in hall without a pass, littering, running in hall, sitting on desks, locker violations, etc.                                                                                                                               |
| GC          | Gum chewing, eating food or possessing food in an undesignated area, or having beverages opened or unopened in an undesignated area<br><br>Note: Food may be stored in the locker, but it needs to be eaten at lunch time in the lunchroom.<br><br>Gum is not to be chewed at any time on school property. |
| H           | Hair code violation<br><br>Note: For boys the hair is to be above the ears, eyebrows, and collar<br>No facial hair is allowed                                                                                                                                                                              |
| NPC         | Not prepared for class                                                                                                                                                                                                                                                                                     |

Note: This includes forgetting book or other materials, not bringing PE clothes, etc.

DS Dress code – as presented in the parent-student handbook.

Note: Parents will be notified to bring clothes to school if the violation warrants such action.

PL Parking lot violation

Note: This includes reckless driving, speeding in the parking lot or on E. 33<sup>rd</sup> street. These violations may mean a loss of parking privileges 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.

| <b>Code</b> | <b>Offense</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C           | Cheating: Homework = 5; Test or Quiz = 10; Final = 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| CS          | Controlled substance: The use, possession, distribution, sale or being under the influence of alcoholic beverages, illegal drugs, or look-a-like drugs, Also prescription drugs, over-the-counter or non-prescription drugs, and tobacco products will not be tolerated anytime or anywhere. (40 demerits to expulsion)<br><br>Participating in or attending an activity where alcohol or illegal drugs are used may result in forty (40) demerits to 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: Excessive talking, distractions, etc. (3 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| DD          | Direct disobedience: Failure to comply when given a direct command (5 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| DP          | Vandalism: Defacing or misusing school property (minimum of 5 demerits)<br><br>Note: In addition, a fine may be assessed the parents, determined by the cost of repair or replacement and the labor involved. The charges will be put on the school bill.                                                                                                                                                                                                                                                                                                                                      |
| DT          | Disrespect to faculty or staff (minimum of 10 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| IL          | Language: Using inappropriate language (10 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| IM          | Immoral activity: Includes any type of gross sin as outlined in Romans 1 or Galatians 5 (40 demerits to expulsion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| ISD         | Inter-student discourtesy (minimum of 5 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| L           | Lying: (10 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| PDA         | Public display of affection between couples (minimum of 5 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| R           | Rowdiness in lunchroom or hall (5 demerits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SK          | Skipping school: Includes leaving the building without permission (5 demerits per class / 25 demerits per day)<br><br>Note: In addition, the student will receive 5 demerits or zeros for all work missed, or both. Failure to sign out without permission to leave will result in an activity period detention.                                                                                                                                                                                                                                                                               |
| ST          | Stealing: (10 demerits to expulsion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| T           | Tardy to <u>school</u> : 1 demerit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Note: To be excused, a written note or email from home must be submitted within 3 school days.

Tardy to class: 7 unexcused tardies in one class/semester will count as an absence; may lead to student being dropped from the class.

## ► DISCIPLINARY PROBATION

A student earning 30 demerits during a semester will be placed on Disciplinary Probation. A student who accumulates 40 demerits for two (2) consecutive semesters may not be allowed to return to Grandview Park Baptist School.

A student who is placed on Disciplinary Probation carries over additional demerits into the following semester of probation. The consequences will be:

|             |                                      |
|-------------|--------------------------------------|
| 5 demerits  | See guidelines for 30 demerit level  |
| 10 demerits | See guidelines for 35 demerit level  |
| 15 demerits | See guidelines for 40 demerit level  |
| 20 demerits | See guidelines for 45 demerit level  |
| 25 demerits | Student will be expelled from school |

A student on Disciplinary Probation who receives fewer than five (5) demerits during the first nine weeks of probation will be removed from Disciplinary Probation for the remainder of the semester but will keep any demerits accumulated during that nine week period.

## BEFORE AND AFTER SCHOOL EXPECTATIONS

Students may be present on school grounds before 7:30 a.m. or after 3:15 p.m. when they are under the direct supervision of an employee or an extra-curricular activity sponsor. Students are to leave the school grounds within 15 minutes of dismissal or report to Extended Care.

## BOY - GIRL RELATIONSHIPS

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 while on school premises, while in vehicles used for school purposes, or while attending or engaged in school activities.

To preserve testimony, couples are not to pair off in vacant rooms or private areas of the building and/or grounds. The rule of three is always a safe standard. Students are to have at least three people in their group whenever they are apart from the larger group.

## BULLYING/ HARASSMENT (Includes Threats, Hazing, and Initiation)

School must be a safe and courteous place for every student; therefore, bullying, threats, hazing, initiation, or harassment of any member of the school family will not be tolerated in any form. Harassment, bullying, and abuse may also be a violation of criminal or other laws.

Sexual harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Bullying or Harassment based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, or activities

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student wants assistance communicating with the harasser or bully, the student should ask a teacher or administrator for help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - Tell a teacher or administrator; and
  - Write down exactly what happened, keep a copy, and give another copy to the teacher or administrator including;
    - What, when and where it happened
    - Who was involved
    - Exactly what was said or what the harasser or bully did
    - Witnesses to the harassment or bullying
    - What the student said or did, either at the time or later
    - How the individual felt
    - How the harasser or bully responded

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to bring cell phones and other non-curricular electronic devices to school. However, students must keep these devices in their car, locker, or the school office for safe keeping. Elementary students may keep cell phones, turned off, in their backpack. Cell phones should be turned off when stored. The school is not responsible for damaged, lost, or stolen items.

**Students may not use their phone or non-curricular electronic device during the school day or during school hours.** Use of cell phones includes but is not limited to making or receiving calls, text messaging, emailing, taking photos, surfing the Internet, or playing games.

At the end of the school day, students may use their electronic devices throughout the building, but they must have teacher permission to use an electronic device in a teacher's classroom.

The school reserves the right to confiscate cell phones or any other electronic devices at school, school events, and practices before and after school if the device 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 device 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 device may be returned to the student/parent after a \$10.00 fine is paid in the school office. Each time a phone or electronic device is confiscated, five demerits will be given for Direct Disobedience.

## CHAPELS / ASSEMBLIES / PROGRAMS / & OBSERVANCES

Chapels, school assemblies, programs, and observances such as prayer and reciting the Pledge of Allegiance are a regular part of the Grandview Park Baptist School educational program. It is expected that all students will be involved in these activities unless there is a medical limitation. Permission to be excused from any of these activities requires prior administration approval.

School programs include:

- Any scheduled chapel or school assembly
- School Orientation
- Division or Class Retreats (Break-A-Way, Senior, Junior, Sophomore, JH)
- Walk-A-Thon/Work-A-Thon
- Elementary Christmas Program
- Semester Band and Choir Concerts (Elementary, JH, HS)
- Open House
- Drama Productions
- Kindergarten Graduation
- High School Graduation

## DRESS CODE

### DRESS CODE STANDARD

Students are expected to conduct themselves in a manner that pleases God and glorifies the Lord Jesus Christ (Romans 12:1,2, I Corinthians 10:31, I Thessalonians 1:11-12). Cleanliness, neatness, and appropriateness for the occasion are expected so that dress is modest and non-distracting for the Christian educational environment. Parents are expected to be knowledgeable of the dress code and to cooperate with the school in seeing that the student meets the dress code standards.

### PRESCHOOL and KINDERGARTEN

1. Play clothes that are seasonably appropriate, clean, modest in fit, and in good repair.
2. Good hygiene should be a daily practice.

### GENERAL DRESS CODE GUIDELINES GRADES 1<sup>st</sup> – 12<sup>th</sup> (READ GENERAL DRESS CODE GUIDELINES FIRST)

1. Apparel should be clean, in good repair, and appropriate for all activity.
2. Fabric should be modest.
3. Fit should be loose and modest.
4. Necklines should draw attention upward. No visible cleavage or undergarments showing during any activity.
5. Shoulders should be covered front and back.
6. Midriff should be covered front and back.
7. Printed messages/pictures on any garment should be positive and non-distracting.
8. Shoes must be worn at all times, clean, in good repair, and appropriate for school activity, health, and safety. PE/gym shoes must have non-marking soles. Socks or stocking should be worn with appropriate shoes.
9. Good hygiene should be a daily practice.
10. Administration/teachers who supervise school performances, programs, events, extracurricular activities, or field trips may require a specific dress.
11. **Administration reserves the right to interpret dress code as needed for appropriateness, modesty, health and safety.**
12. Please note specifics guidelines for each division that follows.

## ELEMENTARY 1<sup>st</sup> – 6<sup>th</sup> GRADE SPECIFIC GUIDELINES

1. **Tops and all Necklines** should be age appropriate, designed for active play inside and outside, health and safety. Back and shoulders should be covered.
2. **Pants/Jeans** should be age appropriate, modest and loose in fit, designed for active play inside and outside, health and safety.
3. **Shorts** may be worn when weather appropriate; length should be approaching the knee, fit should be loose and modest.
4. **Hemlines and slits of skirts/dresses** should be age appropriate and modest. Grades 3-6 should have hemlines that do not exceed the top of the knee.
5. **Shoes** should be appropriate for active play, playground and athletic activity, health, and safety.
6. **Gym shoes** kept at school for PE class must have non-marking soles.
7. **Outer coats and hats** should be worn outside.
8. **Piercings:** Girls: visible only on ears with jewelry. Boys: no visible piercing, no jewelry.
9. **Hair:** Girls: Non-distracting. Boys: Above the ears, eyebrows and collar.

## JH/HS 7<sup>th</sup> – 12<sup>th</sup> GRADE SPECIFIC GUIDELINES

1. Jean/denim pants of any color should not be worn during the school day.
2. Apparel designed for athletic activity including T-shirts, jerseys, or form-fitted clothing may not be worn during the school day.
3. Outer coats, jackets, hooded sweatshirts and hats should not be worn during the school day.
4. PE attire includes athletic shirts, shorts, and pants; however, attire must meet the guidelines listed in General Dress Guidelines.
5. Students are to arrive and leave in appropriate school attire. Students in PE class 1<sup>st</sup> or 8<sup>th</sup> hour, or athletic practice or competition may arrive or leave in athletic attire if shorts are covered with athletic pants.
6. Tattoos or Ink drawings should not be visible.
7. Jewelry should not be distracting.

### 7<sup>th</sup> –12<sup>th</sup> Girls

- **Hair, nails, makeup** should not be distracting.
- **Body piercing** visible only on ears with jewelry.
- **Tops and all Necklines** should meet all of the General Dress Code Guidelines. A crewneck sweatshirt should be layered with top that meets the General Dress Code Guidelines.
- **Skirt/Dress hemlines and slits** should not exceed the top of the knee when sitting or standing.
- **Pants/slacks** that are appropriate do not include athletic pants, jeans/denim of any color, sleepwear, no capris, or leggings worn as pants. Pant length must not be shorter than ankle length and have a fit that follows the General Dress Code Guidelines.

### 7<sup>th</sup> –12<sup>th</sup> Boys

- **Hairstyle** neatly trimmed above the ears, eyebrows, collar; sideburns should not be distracting.
- **Facial hair** clean-shaven at all times.
- **Body piercing** should not be visible, no jewelry in piercing.
- **Pants/slacks** that are appropriate do not include athletic pants, jeans/denim of any color, or sleepwear, and have a fit that follows the General Dress Code Guidelines.
- **Shirts and sweaters** must have a traditional fold-over, mock or turtleneck collar. Crewneck sweaters and sweatshirts should be layered with a collared shirt.

### 7<sup>th</sup>-12<sup>th</sup> Casual Day Dress

- Casual Dress is an administrative reward and a privilege; abuse revokes privilege. All attire should meet General Dress Code Guidelines  
Jeans, athletic T-shirts, sweatshirts, and appropriate footwear may be worn.

## Formal Dress

- Junior/Senior Banquet is the **only scheduled formal event**.
- Formal events are not costumed, casual, or athletic events and appropriate formal wear or dress clothing should be worn.
- Fit of clothing must be modest and appropriate and non-distracting.
- Appropriate formal or dress shoes must be worn.
- Students, who invite others from outside the GPBS student body, are responsible to inform dates of the acceptable dress code.
- Questions regarding formal dress code guidelines should be directed to the administration. Non-compliance or direct violation will affect participation.

### **Girls**

- Cleavage and midriff must be covered in all activity. Strapless, spaghetti straps, or off-the-shoulder styles should not be worn.
- Skirt/Dress hemlines and slits should not exceed the top of the knee when sitting or standing.

### **Boys**

- Suit, sport coat with dress slacks, or tuxedo are considered acceptable formal attire.
- Dress shirt and tie must be worn.

## **DRIVING REGULATIONS**

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. Must have a valid driver's license.
2. Compliance with all parking, speed limit, and safe driving regulations.
3. Student vehicle/vehicles must be registered and on file in the school office.
4. Insurance information must be on file in the school office.
5. Students are not permitted to be in or use cars during the school day, except for transportation to and from school. (Exception: Open campus lunch days)
10. Students must receive permission from the office or supervising teacher to go to their vehicle during the day. Students must sign out and in 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**. Refer to p. 57 for a diagram.

## **EMPLOYMENT**

Students' primary focus should be on their education. However, there may be a legitimate need, desire, and benefit of students' being employed. When students and parents believe it necessary or desirable for students to work after school, on weekends, or during vacation times, they must adhere to the child labor laws.

## **ILLEGAL ITEMS**

### **► TOBACCO, ALCOHOL, AND DRUGS**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substance. Possessing or using tobacco, tobacco products, or look-a-like substances.

Students involved in any of these activities may receive a penalty ranging from forty demerits to expulsion. Any student participating in or attending an activity where alcohol or controlled substances are present may receive forty demerits to expulsion.

### **► WEAPONS**

Weapons and other dangerous objects and look-a-likes are not allowed on school grounds or property within the jurisdiction of the school with the exception of weapons in control of law enforcement. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year.

## **IMMORALITY**

Students involved in any type of immorality or gross sin as outlined in Romans 1 and Galatians 5 may receive a penalty ranging from forty demerits to expulsion. The head administrator and a representative of the school board will meet with the student and the parents before determining the appropriate disciplinary action. The student's attitude toward correction, demonstration of repentance, and demerit record will be taken into consideration.

## **INTERNET USE**

### **► STUDENT ACCESS**

The school has made internet access available for student usage. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal. 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.

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 through 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.

### **► ON-LINE ETIQUETTE**

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students should adhere to on-line protocols:

- Students will apply Biblical standards in determining the appropriateness of internet sites

- Students will use the same Christ-like conduct as is expected in all other forms of communication
- Students will respect all copyright and license agreements
- Students will cite all quotes, references, and sources
- Students accessing internet services that have a cost involved will be responsible for payment of those costs

The following are not permitted:

- Sending or receiving email at school
- Use of proxy sites
- Displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer network
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Downloading of software
- Employing the network for anything other than school approved purposes

**Students are not permitted to send or receive email at school.**

#### ► **RESTRICTED MATERIAL**

Students will not intentionally access or download any file or picture that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts, or the violation of lawful school regulations.

#### ► **STUDENT VIOLATIONS--CONSEQUENCES AND NOTIFICATIONS**

Students who access restricted items on the Internet will be subject to disciplinary action determined by the school administration consistent with existing practice regarding inappropriate language or behavior.

When applicable, law enforcement agencies may be involved.

#### ► **UNAUTHORIZED COSTS**

If a student gains access to any service via the internet, which has cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

### **LOCKERS**

- The locks and lockers are the property of the school and may be opened at any time by a school official without prior notice.
- Students must have permission from the office to attach something to the exterior of a locker. If students want to decorate a locker assigned to another student, the following guidelines must be observed:
  - Permission must be received from the principal.
  - The decorations must be on the locker only, not on the wall or ceiling.
  - Students must use their own materials for the decorating.
  - Blue funtak is to be used - absolutely no tape!

- 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.
- 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.**
- Lockers are to be kept locked at all times. Only school locks that are issued to students by the school are to be used. Locker combinations, for security protection, are to be known only by the student to whom the lock is issued.
- Lockers are to be kept neat and clean at all times. There will be regular locker checks to inspect the neatness of lockers.
- 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.

## OPEN CAMPUS LUNCH

On the second Friday of each month, high school students are given the privilege of Open 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 available for students to ride if personal transportation is limited.

Junior high students have opportunities for Open Campus Lunch on an “as scheduled” basis.

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

## SEARCH AND SEIZURE

- School authorities may conduct routine maintenance inspections of student spaces without a search warrant and without prior notice.
- School authorities may, without a search warrant, search students or student areas such as lockers, desks, and other spaces under the control of the school including student vehicles, based on a reasonable suspicion that a policy, rule, regulation, or law has been violated. The search will be conducted in a reasonable manner to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of the school family.
- Inspections and searches will occur in the presence of the student whose space is being searched or in the presence of at least one other person.
- A student's person and/or personal effects such as a purse or backpack may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school policies, rules, regulations, or the law. The search will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present.
- School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

## **SOLICITING**

Students may sell fundraising items to other students and staff with PRIOR approval from the school office. Students may not collect money for personal benefit on school property or at any school-sponsored activity.

## **VANDALISM/CARE OF SCHOOL 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. Our 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 taking personal responsibility for keeping the building attractive and using the facilities properly.

Any student known to have defaced or destroyed school property will be assessed the full cost of repairs or replacement. They will be subject to disciplinary action and may be referred to local law enforcement authorities.

# **HEALTH AND SAFETY**

## **HEALTH**

### **ALLERGIES, LIFE THREATENING**

Parents are to notify the school nurse if their child has life threatening allergies (i.e. peanuts, nuts, food, milk, insects, bee stings, latex, animals). The school nurse will work with parents to develop an Allergy Emergency Care Plan for the student. If a plan is not on file in the school office, the school staff will follow the school's Asthma Emergency Plan. The student's Allergy Emergency Care Plan will be shared with all school staff that are in contact with the student including bus drivers for field trips.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. The school will follow Polk County Health Department guidelines to determine exclusions and re-admittances for students with any communicable diseases. Administration reserves the right to make decisions to protect the health and safety of all students. The school nurse will notify families of any communicable disease concerns and recommended precautions. Questions should be directed to the school nurse or, if necessary, the administration.

#### **► HEAD LICE**

If an infestation of head lice is suspected, it will be investigated and parents will be notified. The student may return to school following treatment and consultation with the school nurse. All families in the classroom will be notified by letter/email from school official, at the presence of head lice is in the class. The school nurse will monitor and investigate any other possible infestation.

### ► FEVER

Before a child returns to school after an illness, he/she must be free of fever for 24 hours. If the child runs a fever at any time during the school day, the parent will be contacted to pick up the child. This is important to the health and well-being of others in the school. The child should not return to school until his/her temperature has been normal (below 100°F) for 24 hours without fever-reducing medications, i.e., Tylenol, Motrin, etc.

### ► RASHES

Children with questionable rashes may be asked to be seen by a physician to determine if the condition is contagious before having continuous contact with others. Doctor verification may be in writing, by fax, or contact with the school nurse.

### ► VOMITING/DIARRHEA

Students with vomiting or diarrhea should not return to school until symptom free without medication for 24 hours.

## ENERGY DRINKS

Energy drinks are not permitted at Grandview Park Baptist School, during the school day, either on or off campus, or at school activities. There are many potentially dangerous health risks and concerns. If you have questions, please contact the school nurse.

## FOOD IN THE CLASSROOM

Food is permitted in the classroom for a special activity or event with teacher approval and supervision. Health, safety, cleanup, and disposal must be included in all planning.

Elementary birthday treats that are sent to school to share with the class at the end of the day must be commercially prepared and individually wrapped. Treats will be sent home at the end of the day. Many children have food allergies, and this is one way we can protect children from unknown food ingredients.

## HEALTHY KIDS ACT – NO POP SOLD IN SCHOOL

In response to the 2008 Iowa Acts, Senate File 2425, Division XI, concerning the **“Healthy Kids Act”** calling for the adoption of rules establishing nutritional content standards for foods and beverages sold or provided on school grounds for any school district or accredited nonpublic school during the school day, Grandview will be changing beverages sold in its Pepsi vending machines. Beverages that will be sold in these machines will include water, diet pop, certain types of Gatorade, and fruit juices. No regular pop will be sold to students during the school day. Students who have been bringing regular pop to school for lunch may continue to do so.

This law does not affect school fundraising activities, or concessions. Later in the year, there may be changes in the school lunch menu as further details for food nutritional content become available.

## ILLNESS OR INJURY AT SCHOOL

A student who becomes ill at school or is injured at school must notify his/her teacher or another employee as soon as possible. The student will go to the school office for assistance. If the illness or injury is of a serious nature, the school will notify the parents and follow instructions according to the school emergency form. The school nurse or office staff may administer emergency or minor first aid. Emergency medical assistance will be called, if necessary, and the school will attempt to notify the parents where the student has been transported for treatment.

## INSURANCE

The school does not purchase accident insurance to cover injuries incurred by students at school or school sponsored activities. We recommend that all families have accident coverage on their children prior to participation in any school sponsored activity. **No student will be allowed to participate in athletic practice without having a hospitalization and major medical insurance carrier on file in the school office.**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase this insurance for their children at their discretion. **Parents must sign a waiver form to be kept on file in the school office if they choose to decline the school recommended insurance.**

Questions about the plan may be directed to:

Jim Lock, Agent, Student Assurance Services  
P.O. Box 3126, Lawrence, KS 66046  
Phone: (800)520-9909; (785)748-0870  
Email: [jim.lock@sas-midwest.com](mailto:jim.lock@sas-midwest.com)  
Website: [www.sas.midwest.com](http://www.sas.midwest.com)

## MEDICAL FORMS – Required to be on file in the school office

- Birth certificate
- Emergency information: contact, permission to treat, insurance
- Health History (completed by parent)
- Immunizations Record (updated)
- Physical Examinations (by a physician)
  - Athletic Physical Examinations for sports participation
  - Dental Screening K, 9<sup>th</sup>
  - New student and re-enrolling K, 7<sup>th</sup>, 10<sup>th</sup>

## MEDICATIONS AT SCHOOL

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. "Over the counter" or non-prescription medicines will not be administered by school personnel unless accompanied by a physician's written order. **Students are not permitted to carry any medication at school.**

Parents must:

- Send the medication to school in an original pharmacy container with a pharmacy label listing the child's name, the name of the medication, the dosage, and the time to be given
- Complete a Medication Administration Form
- Provide a written order from the physician

Medication will be stored in a secured area and administered by the school nurse or office staff.

## NURSE

The school nurse is Mrs. Lisa Crabb. She is available to assist you with your child's health needs. Please notify the nurse of **any** changes in your child's health, special treatments, or changes or additions in medication prescribed during the school year. In the event of illness or emergency, the nurse or school staff will be the first to assist your student.

## PHYSICAL ACTIVITY EXEMPTIONS

- ▶ **PHYSICAL EDUCATION** – Physical education is a required course as outlined in the GPBS curriculum. The only exceptions are those who have on file in the school office a statement from the family doctor stating why the student cannot participate and for what duration.
- ▶ **RECESS** – Parents sometimes request that a student stay inside during recess time. However, a child well enough to attend school should be well enough to participate fully in all school activities, including outside play. Requests to remain inside for recess should be rare and for unusual circumstances unless the request is accompanied by a doctor's note.
- ▶ **504/IEP** – Students with a 504 plan or an Individual Education Plan (IEP) may be exempt from physical education and/or recess if they are so restricted according to their written plan criteria.

## SCREENINGS

Elementary health screenings are scheduled throughout the year for vision and hearing, and height and weight measurements. Parents will be notified of scheduled screenings. Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

## SAFETY

### ABUSE OF STUDENTS

#### ▶ CHILD ABUSE

It is the policy of Grandview Park Baptist School that an employee who has a reasonable belief that a person responsible for the care of a child under the age of eighteen, as defined by law, will report the suspected abuse to the head administrator immediately. When this situation occurs:

1. The employee (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. By the end of the initial twenty-four hour period, an oral report may or may not be made to the Department of Human Services predicated upon a final decision by the reporter.

If the reporter determines that the suspected child abuse is reasonable, an oral report must be made by telephone as soon as possible, but no later than twenty-four hours to the Iowa Department of Human Services.

Confidentiality requirements go into effect at the time the oral report is made to DHS, and the law provides that the reporter is, from that time forward, prohibited from discussing the fact of abuse or the report made with anyone except DHS officials. **Therefore, if a reporter wishes to discuss the child's condition, any conversation with others must take place prior to the oral reporting but within the twenty-four hour period.**

If the reporter and the head administrator believe the child is in immediate danger, the local law enforcement agency will also be notified.

3. Within forty-eight hours of the oral report, the reporter will file a written report with the Iowa Department of Human Services.
4. If the oral and subsequent written reports are made and a subsequent investigation is initiated by the

Department of Human Services, 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.

5. If abuse is substantiated, the school administrator will seek, if possible, to recommend or provide help and counseling resources to the family or families involved. The restoration of troubled relationships is a priority of our church/school ministry, and we will work with parents 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.

### ► SCHOOL EMPLOYEE ABUSE

Legislation has established guidelines defining what will be considered acts of physical or sexual abuse by school employees. This includes inappropriate as well as intentional sexual behavior toward students. All such activity is clearly a misuse of authority and will not be tolerated. The school will respond promptly to allegations of abuse of students by school employees.

Level 1 investigators are Mr. Lane and Mrs. Van Hooser. They can be reached by calling the school office. If a complaint is found to be without grounds, the Level 1 investigator can cause the complaint to be dropped. If the Level 1 investigator determines that the allegations may have grounds, the investigation is referred to Mr. McWilliams, the Level 2 investigator. If legal action is required or the incident comes under the auspices of the Iowa Department of Human Services, the school will notify the appropriate agency.

### ► STUDENT ABUSE (BULLYING/HARASSMENT)

School must be a safe and courteous place for every student; therefore, bullying, threats, hazing, initiation, or harassment will not be tolerated in any form. This includes inappropriate as well as intentional sexual harassment or abuse. Harassment, bullying, and abuse may also be a violation of criminal or other laws.

Students who feel they have been harassed or bullied should discuss the issue with their parents before confronting the person. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher or principal for help.

## DANGEROUS ITEMS

Students are not to bring weapons, dangerous objects, or look-a-likes on school grounds or property within the jurisdiction of the school. This includes matches, lighters, knives, fireworks, guns, live ammunition, etc. It is essential that parents have a discussion with their student about items that he/she may have in their possession at home but should not be brought to school. These discussions should be on-going when the student receives gifts or makes purchases. The school has a no tolerance policy. **Students will be suspended when dangerous items are in their possession at school.**

## EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, and severe threat drills. At the beginning of each semester, teachers explain the procedures to follow for drills. Emergency procedures and proper exit areas are posted in all rooms.

## **PHYSICAL RESTRAINT OF STUDENTS**

Corporal punishment is not allowed at Grandview Park Baptist School. However, according to Iowa law, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things such as prevent harm to persons or property. Physical restraint is to be used only in EMERGENCY situations. After the use of physical restraint, the school administration will inform the parent(s).

## **STUDENT SERVICES**

### **EXTENDED CARE**

The Extended Care Program is currently being reviewed and evaluated. The program will be offered next year. More specific information will be available in July.

### **GUIDANCE**

Guidance meetings are held in the spring to discuss college entrance testing; college financial aid, grants, and scholarships; college application; and post-secondary options with high school juniors and seniors and their parents.

### **LIBRARY**

The school library is available to students from 8:00 - 3:00, T-F. The library is closed on Mondays. Students can use the library to locate information, read, study, and use technology for educational purposes.

### **LOST AND FOUND**

Items submitted to the office as lost and found will be placed in the lost and found bin located in the teacher's workroom. Valuables turned in to the office will be held until claimed. Items turned in to the lost and found are typically held for one semester.

### **LUNCH**

- The school operates a clean, supervised lunch room. Students may bring their own lunches or purchase hot food items which are available Monday through Friday. Milk or juice and other incidental items are available to purchase during the lunch schedule.
- Milk or juice tickets can be purchased in the school office for the semester/year; otherwise, cash may be presented at the time of purchase.
- An emergency lunch fund is available for students who may have forgotten their lunch or lunch money. Parents are asked to reimburse the fund as soon as possible when a student uses these funds so that the emergency monies remain available. Students are asked to inform parents when using the fund, but parents will also be notified when students have borrowed funds.
- Wednesdays are "Pizza Days". On Monday and Tuesday mornings, students may order pizza slices for Wednesday lunch.

## RESOURCE ROOM LEARNING PROGRAM / TUTORING

### ► RESOURCE ROOM

Grandview Park Baptist School offers students one-on-one or small group 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, research skills, and remediation if necessary. Students who have experienced resource room assistance have shown social, emotional, intellectual, and academic growth. There is an additional fee for resource room participation.

*The Resource Room Program is currently being reviewed and evaluated. The program will be offered next year. More specific information will be available in July. (6/2011)*

### ► TUTORING

Summer tutoring arrangements are possible based upon availability of GPBS teaching staff or approved tutors associated with the school. Plans for summer tutoring should be addressed with the appropriate division principal during spring parent teacher conferences. The fees will be discussed at conference time.

## STUDENT RECORDS

Student records contain official records, files, and data related to students. Information contained in student records includes but is not limited to: identification data, attendance data, record of achievement (grades, standardized test scores), family background data, health data, aptitude tests, educational and vocational plans, honors and activities, discipline data, teacher observations, and external agency reports. Student records remain confidential, except according to the 1974 Privacy Act. Student records are kept in locked, fire proof files in the school office.

### ► ACCESS TO STUDENT RECORDS

These records are primarily for school use. School officials having access to student records are defined as having a legitimate educational interest. By law, parents may request to see their child's folder, but it cannot be removed from the school office. Student records may be released to official education and other government agencies only if allowed by state or federal law.

Record and transcript requests must be made in writing at least 24 hours in advance. Upon transferring or moving student records will be sent to the student's new school upon request from student's parent.

### ► DIRECTORY INFORMATION

Information designated as directory information may be released without parental consent. Parents have the opportunity to deny release of student directory information by notifying the school in writing prior to August 1 of each school year (or two weeks from the date of enrollment if enrollment occurs after Aug. 1).

Examples of student directory information include, but are not limited to:

- Student's name
- Curriculum (major field of study)
- Section/Team
- Year in school
- Participation in recognized organizations, activities, and sports
- Weight and height of members of athletic teams
- Degrees, awards, and honors received
- Most recent education institution attended by the student
- Photographs, audio tapes, and videotapes of the student
- Student work
- Date of attendance at the school (time enrolled as a student)

Any information not designated by the school as directory information will be considered an educational record under FERPA and may not be released to the public without parental or eligible student consent.

## TRANSPORTATION

### ► TO SCHOOL

Parents are responsible to provide transportation for their children to and from school and school events at their own expense. However, when school transportation is provided through special arrangements made by agreement with a group of parents, those parents share the costs.

### ► TO EVENTS

The school may provide transportation to students for field trips and for students participating in extra-curricular activities.

Students who are provided transportation in school vehicles for extra-curricular events will ride both to and from the event in the school vehicle unless arrangements have been made with the adult sponsor or coach prior to the event. No student will be allowed to ride with another student after an extra-curricular event when bus transportation is provided. A student's parent may personally appear and request to transport the student home. If girls and boys ride on the same bus, girls will ride in the front and boys will ride in the back of the bus.

## WORK PERMITS

Youth under the age of 16 in Iowa are required to have a work permit before starting work. Certain occupations are not permitted until the minor reaches the required age, and hours such minors will work are regulated. The regulations are for the protection of the young worker.

Work Permits are required of employers for people under 16 years of age. Certificates of Age may be required of employers for minors 16 years and older. For more information on State of Iowa Child Labor Laws, contact Iowa Workforce Development (281-5387).

Students may apply for Work Permits or Certificates of Age in the school office. A duplicate of each permit must be filed with the Commissioner of Labor in Des Moines.

## STUDENT ACTIVITIES

### ACTIVITIES STANDARD

Participation in school activities is a privilege and not a right. Students who participate in school activities serve as ambassadors of Christ and of the school throughout the calendar year whether at or away from school. Students who fail to meet **scholastic standards and/or school rules** may lose their privilege to participate in school activities.

Individual sponsors or coaches may set requirements in addition to those set forth in this handbook. The privilege of participation may be suspended or canceled for failing to follow an individual sponsor's or coach's requirements.

## ACTIVITIES AND ELIGIBILITY

A student who is participating in interscholastic athletics, instrumental music, vocal music, dramatics, or any other school-sponsored extracurricular activity will be ineligible to participate under the following conditions:

1. Inability to maintain passing grades in all academic courses
2. Violation of any board policies related to student rights and responsibilities (policy #502)
3. Inappropriate conduct during the school year or during the summer months so as to make the student unworthy to represent the school (policy #503.1)
4. Admittance by the student to jurisdiction of any court for juvenile delinquency or placement on probation, or criminal activity whether through admission or being found guilty, except for minor traffic violations
5. Any student's ineligibility under a prior school's Good Conduct Rule
6. Violation of the rules of the governing organizations
  - In conjunction with the Iowa High School Music Association (IHSMA) and the Iowa High School Speech Association (IHSSA), if at the end of any semester a student receives a failing grade in any course whether or not course credit is awarded (GPA related or not), the student is ineligible to participate in any event sanctioned by IHSMA or IHSSA within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day that semester grades are issued by the school. (Participation in Sounds of Praise and the school play are included if within this ineligibility time frame.)
  - 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 (GPA related), 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.
7. In addition, the following guidelines must be followed to be eligible to participate:
  - Students are required to take 5 credits to participate in any curricular or extracurricular athletic teams, squads, and musical performances/competitions.
  - Students must attend school **all day** in order to practice or participate in an extracurricular activity that day. The only exceptions are a medical appointment, death in the family, or a special excuse from the appropriate administrator.
  - Student athletes are required to have a completed and signed physical form on file with the school nurse before participating in any athletic practice.
  - Student athletes are required to have proof of hospitalization and major medical insurance on file in the school office before participating in any athletic practice.

## ACTIVITY BUS

A pep/fan bus may be provided for special competitions. Information will be made available through the school office.

## ATHLETICS

- ▶ **ATHLETIC PARTICIPATION AGREEMENT** - Student athletes and their parents are required to read and sign the school's Athletic Participation Agreement each year. This agreement outlines the philosophy, expectations, and requirements of the school's athletic department.

- ▶ **SPORTSMANSHIP AND SPECTATOR CONDUCT** – Students and parents are expected to be good examples of sportsmanship and to support school teams, coaches, and officials in a manner that is Christ-honoring and positively promotes the testimony of the school. Parents are expected to urge family and friends to behave in a similar manner. Individuals who frequently demonstrate poor sportsmanship may be removed from an event at the discretion of the athletic director and/or administration.
- ▶ **HEART OF IOWA CONFERENCE** – Participating schools include:  
Collins-Maxwell-Baxter • Colfax-Mingo • Grandview Park Baptist • Gilbert • North Polk • Jefferson-Scranton • Nevada • South Hamilton • Prairie City-Monroe • Roland Story

## CLASSROOM PARTIES / SEASONAL CELEBRATIONS

- ▶ **CLASSROOM PARTIES** - Seasonal parties are held in the elementary classrooms during the holiday seasons such as Thanksgiving, Christmas, and Valentine's Day. In the elementary, no gift exchanges, as a class, are permitted and no collection of money from students is allowed, but parents may be contacted to supply refreshments or to help the teacher on the day of the party.  
  
Junior high and high school classrooms may have a party with refreshments and activities at the teacher's discretion.
- ▶ **COSTUMES** – For activities where students are dressing up, the attire should be simple, related to the theme of the activity, not be time consuming to put on, and not be disruptive to the educational environment. Students are not required to participate by dressing up.
- ▶ **SEASONAL DECORATIONS** - Only artificial Christmas trees are permitted in the school. Artificial trees or decorations may be lit with small low-voltage electric lights or battery operated lights.

## OPEN HOUSE

An all school Open House is held each year in April. This fun-filled evening features individual classrooms, programs, and activities throughout the building.

## ORIENTATION

- ▶ **PARENT/STUDENT ORIENTATION** – Back-to-school orientation is held the week before school officially begins. Orientation informs parents of important opening school year information. Parents receive a letter in July with orientation dates and scheduled times for students and parents in elementary, junior high, and high school divisions. **This is a required meeting for parents and students.**

## SCHOOL SPONSORED ACTIVITIES & ORGANIZATIONS

|                              |                                  |
|------------------------------|----------------------------------|
| Band, Beginning              | GO Ministry (Grandview Outreach) |
| Band, Elementary             | Golf                             |
| Band, Jr. High               | Football, Jr. High               |
| Band, High School            | Football, High School            |
| Band, Pep                    | National Honor Society           |
| Baseball                     | Newspaper                        |
| Basketball, Jr. High Boys    | Soccer, High School Boys         |
| Basketball, Jr. High Girls   | Soccer, High School Girls        |
| Basketball, High School Boys | Sons of Thunder                  |

Basketball, High School Girls  
Cheerleading  
Choir, Elementary (5-6)  
Choir, Jr. High  
Choir, High School  
Cross Country, Boys  
Cross Country, Girls  
Drama  
Elementary Music, (Preschool-4<sup>th</sup>)

Softball, High School Girls  
Soul Sisters  
Spanish Club  
Sounds of Praise  
Student Council/Class Officers  
Technology Assistance  
Volleyball, Jr. High Girls  
Volleyball, High School Girls  
Yearbook

## SOCIAL EVENTS

School sponsored social events are open to the students enrolled in the school. Others may attend as the date or escort of students enrolled in the school or with the prior permission of the head administrator.

All school sponsored social events are chaperoned for the duration of the event. Behavior is expected to be Christ-honoring and in keeping with the behavior required during regular school hours.

All school sponsored social events (parties, group meetings, activities) are to be approved by the appropriate administrator and recorded on the school calendar prior to any public announcement regarding the event.

In general, evening social events should be scheduled on Friday or Saturday nights. If it is necessary to hold them on school nights, they should end no later than 9:30 p.m. Social events on Friday or Saturday nights end no later than 11:30 p.m. Any exceptions to these closing hours must be cleared by the appropriate administrator.

Social events include, but are not limited to: Homecoming, Junior-Senior Banquet, MERP, Senior Trip, and Junior High Banquet.

## SPIRITUAL LIFE

Spiritual life is of the utmost importance at Grandview Park Baptist School. Spiritual life begins in the classroom with daily Bible classes where students increase their **knowledge** of the Word of God, but it doesn't stop there. Teachers, administrators, and peers are encouraged to come alongside to counsel, encourage, and pray with students. Weekly chapels, retreats, special emphasis weeks, peer Bible studies, and a range of groups and programs that stress spiritual growth provide additional opportunities to encourage students to **apply** their Bible knowledge to every aspect of their lives and be transformed into Christ's likeness. Students are challenged to activate their Christianity in practical, hands-on ways, sharing the knowledge that is changing their lives so it can **impact** the lives of those around them. Some of these opportunities include discipleship, leadership, evangelism, and teaching/preaching. **James 1:22 "Do not merely listen to the Word; do what it says!"**

## STUDENT FUNDRAISING

The school board has approved certain school fees to support school activities in order to minimize the need for fundraising. However, under special circumstances students may raise funds for school-sponsored events with the prior permission of the head administrator.

Student participation in all fundraising activities will be strictly on a voluntary basis. School staff members are prohibited from seeking student participation to raise funds for projects or events that are not school-sponsored. Students are not permitted to collect money for personal benefit on school property or at any school-sponsored activity.

## USE OF SCHOOL FACILITIES

School facilities are available during non-school hours for school sponsored activities; however, arrangements must be made well in advance through the school office. Those in charge are responsible to complete a Facilities Use Request Form and to arrange for clean up and disposal of any trash.

## SCHOOL INFORMATION

### ADDING / DROPPING CLASSES

To add or drop a class requires the permission of the parent(s), the teacher, and the high school principal.

### ASBESTOS NOTIFICATION / CHEMICAL REPORTING/ WATER TESTING

The school facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard of all material in the school facilities suspected of containing asbestos. An asbestos management plan was developed for the school, and all issues have been resolved.

Grandview's Hazardous Chemical Communication Program addresses the goal of providing for the safe operation of the school science laboratory. This plan protects students and employees from harm due to exposure to hazardous chemicals in the science laboratory.

Iowa Department of Public Health requires schools to conduct testing of all water dispensers for lead-containing sediments. The required testing indicated that all water dispensers are below rates required by law.

## CALENDAR

The proposed all-school calendar is posted on the school's website and is frequently updated.

## COMMUNICATION

School communication has shifted to "paperless communication" to reduce costs of printing and mailing. As much as possible, all school information will be available on the school website and through Edline, following student orientation.

Some of the items available through the website or on Edline include:

### Website

All school calendar  
All school monthly newsletter  
Student/Parent Handbook  
Registration information

### Edline

Preschool – 6<sup>th</sup> grade weekly newsletters  
Preschool - 6<sup>th</sup> grade Elementary Orientation Booklet  
Junior High News / Assignments  
Updated weekly report card grades  
Quarter / Semester grades

We will notify you as items are added. If you do not have internet access, paper copies will be available in the school office or mailed as necessary.

## **ENROLLMENT**

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 sign a student statement of cooperation and share a personal testimony of faith in Christ.

Preschool 3, preschool 4, Kindergarten Transition and kindergarten students must be age 3, 4, or 5 respectively by September 15. A birth certificate or other satisfactory evidence of age is required for each student enrolling. Students are also required to provide the school with a current health and immunization record.

Appropriate grade level placement is decided by the administration based upon previous school records and entrance testing. Kindergarten students are given the Kindergarten Readiness Test and students in grades 1 through 12 take the Stanford Achievement Test.

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 after April 1 and May 1. Classroom size will be carefully monitored. Therefore, parents are urged to submit applications as soon as possible.

## **RE-ENROLLMENT**

Parents must submit annual re-enrollment application forms and registration fee. If there are any unpaid school bills, or academic or behavioral issues, re-enrollment may be delayed or denied. The registration fee increases April 1 and May 1.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT (Notice of Non-discrimination)**

Grandview Park Baptist School welcomes students who, with their parents, indicate an understanding and willingness to support the school's mission, principles, and policies and who meet the spiritual and academic qualifications.

The school reserves the right, within its sole discretion, to refuse admission to an applicant or discontinue enrollment of a student who opposes the school's values and Biblical standards, fails to meet academic requirements, or whose needs cannot be met reasonably within the operation of the school.

The school does not discriminate on the basis of race, color, national origin, gender, socioeconomic status, or disability in the administration of its admission, education, financial assistance, extracurricular policies, or employment policies.\*\*

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, and physical harm and harassment.

Harassment or discriminatory behavior includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the individual or individuals or creates an intimidating, hostile, or demeaning environment.

\*\*Note: As a bona fide religious organization, we impose qualifications based on a bona fide religious purpose. (Refer to the church's and school's doctrinal statement in the church Bylaws.) Sexual orientation, gender identity, religion, and creed have been excluded from this policy in accordance with Iowa Code 216.9(2) (2007).

## FINANCES

### ► 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.

### ► REFUNDS

**School fees are NOT refundable.**

### ► TUITION

Tuition is due and payable in advance. There are several payment options available – by the year, by the semester, or by the month in 10 or 12 monthly payments, with each payment due by the first of the month. Please make all checks payable to Grandview Park Baptist School.

DELINQUENT PAYMENTS - Families who enroll for annual or semi-annual payments and fail to meet the due date of the payment will be converted to the 10 month payment plan. Because of the school's financial responsibilities, a late fee of \$20.00 will be charged for all payments made after the 15<sup>th</sup> of the month. If financial arrangements have not been made within a 15-day period following the due date, the student(s) may be asked to withdraw the month following the delinquent month. Once the account is current, the student(s) will be considered for re-enrollment.

Parents should feel free to contact the office at any time with questions concerning finances. The school will work with parents as much as possible to make reasonable financial arrangements. Administrative agreements are required for families with delinquent accounts. This agreement is a payment plan submitted by the parent(s) and agreed to by the head administrator. If a family leaves the school with an unpaid balance, and does not complete an administrative agreement to fulfill their tuition obligations, the board will take further steps for collection including turning the account over to a collection agency.

All school bills must be paid in full before students may be re-enrolled for the subsequent school year.

### ► FEES

**School fees are not refundable.**

- **New Student Testing Fee** – New students are required to complete a standardized test as part of the admissions process. The new student testing fee is \$20.00 per student and is due and payable at the time of testing.
- **Registration Fee** – The registration fee must accompany the annual enrollment application form. Please note that the registration fee is non-refundable.

|                 |                      |
|-----------------|----------------------|
| Before April 1  | \$50.00 per student  |
| April 1 – May 1 | \$75.00 per student  |
| After May 1     | \$100.00 per student |

- **Academic Fee** – Students in grades K through 12 are assessed an annual academic fee. This fee covers such costs as curriculum, activities, and library. The academic fee is paid according to the family's individual payment plan.

|                           |          |
|---------------------------|----------|
| Elementary (Grades K-6)   | \$280.00 |
| Junior High (Grades 7-8)  | \$295.00 |
| High School (Grades 9-12) | \$295.00 |

- **Bus Fee** – Although the school does not offer transportation to all families, when a bus or other vehicle is made available for transportation to and from school, the families being served will cover the operating costs.

- **Extended Care** – The cost for extended care is \$3.50 per hour per child. Charges are rounded up to the full hour (i.e. 1 hour and 15 minutes will be billed at \$7.00). Extended care is available for Kindergarten – 6<sup>th</sup> grade students.
- **High School Class Activity Fee** – This fee is credited to the student’s class general fund. This fee replaces most other fundraising projects. It is used to support social, spiritual, and academic programs of each high school class. This fee is paid according to the family’s individual payment plan

\$100.00 per year (grades 9-12)

- **Resource Room Fee** - The Resource Room Program is currently being reviewed and evaluated. The program will be offered next year. More specific information will be available in July.
- **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 fee eliminates the need for athletic fundraisers.

- **Sports Participation Fee** – Sports fees are due and payable on the first day of practice for each season.

|               | <u>Jr. High</u>                                        | <u>High School</u>                                     |
|---------------|--------------------------------------------------------|--------------------------------------------------------|
| Basketball    | \$85.00                                                | \$85.00                                                |
| Volleyball    | \$85.00                                                | \$85.00                                                |
| Cheerleading  | \$85.00                                                | \$85.00                                                |
| Football      | \$270.00 (1 <sup>st</sup> year)<br>\$170.00 (2+ years) | \$270.00 (1 <sup>st</sup> year)<br>\$170.00 (2+ years) |
| Baseball      |                                                        | \$85.00                                                |
| Softball      |                                                        | \$85.00                                                |
| Golf          |                                                        | \$85.00                                                |
| Cross Country |                                                        | \$85.00                                                |
| Soccer**      | \$85.00                                                | \$85.00                                                |

Participation in sports at Southeast Polk for sports not offered at GPBS will require students to pay fees established by Southeast Polk Schools.

### ► HOMESCHOOL FEES AND TUITION

- **Registration Fee** – Grades 9-12: \$325.00                      Grade 7-8: \$275.00 (due at time of registration)
- **Sports fees** – Participation Fee: \$30.00 per student or \$60.00 max. per family (once a year fee)  
                             Football: \$250.00 per student  
                             All other sports: \$125.00 per student (sport fees must be paid before the start of each athletic season.

- **Academic Participation Fee (Tuition) -**

|                                        |                        |
|----------------------------------------|------------------------|
| Instrumental                           | \$625.00 per student   |
| Vocal Music                            | \$625.00 per student   |
| Regular Classes: Number of classes – 1 | \$1,250.00 per student |
| 2                                      | \$2,500.00 per student |
| 3                                      | \$3,750.00 per student |
| 4                                      | \$5,000.00 per student |
| 5                                      | \$6,320.00 per student |

Academic participation fees may be made in 10-month payments.

## FUNDRAISERS

The school has two primary fundraisers each year. Work-A-Thon/Walk-A-Thon funds provide tuition assistance to qualifying GPBS families. The spring Promotional Banquet raises funds for special school projects.

## GIFTS FOR TEACHERS/STAFF (Christmas Offering)

The school discourages individual gift giving to teachers and staff. Each year at Christmas, families are given an opportunity to show their appreciation for our dedicated teachers and staff by contributing to the Staff Christmas Offering. This offering is divided equally among our dedicated staff.

## GRIEVANCE / COMPLAINT PROCEDURE

The school encourages individuals to resolve concerns or complaints on an informal basis. However, when a grievance cannot be resolved informally, the school will follow the principles outlined in Matthew 18:15-17 to resolve the grievance. The school will seek a fair and timely resolution of the problem as outlined below.

- **Level One – Informal**

Individuals with a grievance are encouraged to first discuss their grievance with the party or parties involved.

- **Level Two – Head Administrator**

If the matter is unresolved after speaking with the party or parties involved, file a complaint in writing on a Grievance Filing Form, which may be obtained from the head administrator. The complaint must be filed within 15 working days from the date of the event. The head administrator will investigate the complaint and attempt to resolve it.

- **Level Three – Appeal to Board**

If the matter is not satisfactorily resolved, the individual can file a written appeal with the board through the head administrator within 5 working days of the administrator's decision. It is within the discretion of the board to determine whether it will hear the appeal.

## LEGAL STATUS OF STUDENTS

If a student's name, custodial arrangement, or address and telephone number change during the school year, please notify the school office so the school has a current student record.

## LOGO / COLORS / MASCOT

### ► LOGO

"Take the **HELMET OF SALVATION**, and the **SWORD OF THE SPIRIT**, which is the **WORD OF GOD**." Eph. 6:17

The **HELMET** is the most important piece of any defensive armor. The Christian's **HELMET** represents salvation received as a gift from God. The **HELMET OF SALVATION** keeps the believer safe against the strong blows of the enemy.

The **SWORD** is the most important weapon of offense. The **SWORD OF THE SPIRIT** is the **WORD OF GOD**. It is powerful and may be used to defeat evil. It is living and effectual and sharper than any two-edged **sword**.



It is our desire to produce students and graduates of Grandview Park Baptist School who are equipped and trained to be **DEFENDERS** of the faith. In Philippians 1:7 Paul states, "...for whether I am in chains or **DEFENDING** and confirming the gospel, all of you share in God's grace with me." Like Paul's example, we intend to develop Christian young people who are steadfast in God's Word and bold in their witness.

▶ **SCHOOL COLORS - GREEN – BLACK – WHITE**

▶ **NICKNAME - DEFENDERS**

## **PARENT SUPPORT OPPORTUNITIES**

Grandview encourages parent involvement. Parents can support the school and their students in a variety of ways.

▶ **ATHLETIC BOOSTERS**

Parents of school athletes sell tickets, work concessions, and fundraise for athletics under the direction of the Athletic Director.

▶ **BOX TOPS FOR EDUCATION**

Box Tops for Education is operated by parent volunteers for the elementary division. Classes compete throughout the year to see which class can bring in the most coupons. Coupons are converted to cash for special projects. The current focus is technology.

▶ **WALK-A-THON**

Preschool through 2<sup>nd</sup> grade students, staff, and parents walk to raise funds to be combined with Work-A-Thon for tuition assistance and special projects.

▶ **WORK-A-THON**

Students in grades 3-12, staff, and parents combine to form work crews that serve to winterize homes for senior citizens and the disabled in the greater Des Moines area. Each year this project raises \$50,000 plus for GPBS families who qualify for tuition assistance and special school projects.

▶ **GRANDVIEW OUTREACH (GO)**

Students flesh out their faith in practical hands-on ways through a variety of outlets including Outreach 101, Greeting Ministry, Sports Ministry, Physical Needs Ministry, and Public School Ministry. There are many ways parents can support students in these ministries. If you are interested in helping, please contact Mr. Seyler.

## **SCHOOL HOURS**

▶ **SUPERVISED SCHOOL HOURS**

- Students may enter the building at 7:30 a.m. when the school office opens. Students have assigned waiting areas in the building hallway until they are dismissed at 7:45 a.m. for classes.
- Students are to enter and exit through the school doors during the school day and to use the office doorbell.
- Students are not to enter or exit the building through the church foyer doors.

- All doors are locked throughout the day immediately following arrival time and dismissal time.

|                           |                                                  |
|---------------------------|--------------------------------------------------|
| Preschool 3 (1/2 day)     | 7:45 a.m. – 11:15 a.m. Tuesday, Thursday         |
| Preschool 3 (All day)     | 7:45 a.m. – 3:00 p.m. Tuesday, Thursday          |
| Preschool 4 (1/2 day)     | 7:45 a.m. – 11:15 a.m. Monday, Wednesday, Friday |
| Preschool 4 (All day)     | 7:45 a.m. – 3:00 p.m. Monday, Wednesday, Friday  |
| Kindergarten Transition   | 7:45 a.m. – 3:00 p.m. Monday through Friday      |
| Kindergarten (All day)    | 8:00 a.m. – 3:00 p.m. Monday through Friday      |
| Elementary (Grades 1-6)   | 8:00 a.m. – 3:00 p.m. Monday through Friday      |
| Junior High (Grades 7-8)  | 8:00 a.m. – 3:00 p.m. Monday through Friday      |
| High School (Grades 9-12) | 8:00 a.m. – 3:00 p.m. Monday through Friday      |

**Students are to leave the school grounds within 15 minutes of school dismissal or report to extended care unless they are under the direct supervision of a faculty or staff member.**

► **SCHOOL OFFICE HOURS**

- 7:30 – 4:00 p.m., Monday through Friday
- Summer Office Hours during the month of July are 9:00 a.m. to 2:00 p.m. Normal office hours resume in August.

► **EMERGENCY SCHOOL CLOSINGS**

When school is cancelled, an announcement will be made on WHO TV channel 13, KCCI channel 8, WHO radio 1040 AM, and websites. These announcements will be repeated frequently the evening before and/or the morning of possible closing. Missed days may have to be made up at a later time.

If school is dismissed after the school day has begun, parents are notified by the same means. We will keep your child at school until his/her ride arrives, or until you make other arrangements with the school. **Due to emergency circumstances, please expedite student pick up as soon as possible for the safety of students and staff.**

► **EXTENDED CARE**

The extended care program is currently being reviewed and evaluated. The program will be offered next year. More specific information will be available in July.

**SCHOOL IMPROVEMENT ADVISORY COMMITTEE (SIAC)**

This committee is an important part of the educational assessment and planning process of GPBS. The committee is comprised of parents, teachers, grandparents, alumni, administrators, and representatives from the local community. Their advisory role is part of ongoing improvement of our Christian school. The members meet two or three times a year to review data and to make recommendations to the school board.

## SCHOOL SUPPLIES / GRANDVIEW APPAREL

School supply lists are available for each grade in the registration packet and on the website.

The National Honor Society sells basic school supplies before school. Free book covers are available in the school office. Grandview apparel and other school spirit items are also sold in the school office.

## STAFF ASSIGNMENTS 2011-2012

|                                               |                                      |                                                                                                                                 |            |
|-----------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------|
| <u>ADMINISTRATION<br/>&amp; SUPPORT STAFF</u> | Dick McWilliams                      | Superintendent, Principal, 7 <sup>th</sup> – 12 <sup>th</sup> Grade                                                             |            |
|                                               | Dottie Van Hooser                    | Elem. Principal (P – 6 <sup>th</sup> Grade),<br>Special Needs Sup., Curriculum Director                                         |            |
|                                               | Marianne Passick                     | Administrative Assistant, Office Manager                                                                                        |            |
|                                               | Arliss Bonner                        | Financial Manager                                                                                                               |            |
|                                               | Dee Dee Burt                         | Administrative Assistant, Work-A-Thon/Walk-A-Thon                                                                               |            |
|                                               | Jim Taylor                           | Technology Director, Testing & Guidance                                                                                         |            |
|                                               | Matt Thompson                        | Athletic Director                                                                                                               |            |
| <u>ELEMENTARY</u>                             | Amy Sternquist                       | Preschool                                                                                                                       | Room 208   |
|                                               | Marci Behrens                        | Kindergarten                                                                                                                    | Room 205   |
|                                               | Kathie Moore                         | 1 <sup>st</sup> Grade                                                                                                           | Room 203   |
|                                               | Kathy Fincham                        | 2 <sup>nd</sup> Grade                                                                                                           | Room 201   |
|                                               | Suzanne Sears                        | 3 <sup>rd</sup> Grade                                                                                                           | Room 108   |
|                                               | Christine Poole                      | 4 <sup>th</sup> Grade                                                                                                           | Room 102   |
|                                               | Jamie Fincham                        | 5 <sup>th</sup> Grade                                                                                                           | Room 104   |
|                                               | Chris Murphy                         | 6 <sup>th</sup> Grade                                                                                                           | Room 103   |
|                                               | Jonathan Nilius                      | Music (5 <sup>th</sup> & 6 <sup>th</sup> )                                                                                      | Room 117   |
|                                               | Grace Peterson                       | Music, Preschool – 4 <sup>th</sup> , Beg. Band, EL Band                                                                         | Room 117   |
|                                               | Matt Thompson                        | P.E.                                                                                                                            | Gym        |
| <u>JUNIOR HIGH</u>                            | Stephanie Caples                     | Art                                                                                                                             | Room 305   |
|                                               | Al Fincham                           | Science, Social Studies, JH Health                                                                                              | Room 221   |
|                                               | Hannah DeCleene                      | English, Spanish                                                                                                                | Room 222   |
|                                               | Geoff Lane                           | Math, Bible                                                                                                                     | Room 223   |
|                                               | Jonathan Nilius                      | JH Music, Choral Music                                                                                                          | Room 117   |
|                                               | Grace Peterson                       | Instrumental Music, JH Music                                                                                                    | Room 117   |
|                                               | Karen Worsham                        | Computers                                                                                                                       | Room 320   |
| <u>HIGH SCHOOL</u>                            | Donna Budd                           | Spanish I, II, III, IV                                                                                                          | Room 325   |
|                                               | Barbara Burn                         | AP English                                                                                                                      | Room 222   |
|                                               | Craig Campbell                       | Chemistry, Health                                                                                                               | Room 321 ½ |
|                                               |                                      | Physical Science, Scientific Thought                                                                                            |            |
|                                               | Stephanie Caples                     | Art                                                                                                                             | Room 305   |
|                                               | Butch Fisher                         | History, Social Studies                                                                                                         | Room 326   |
|                                               | Sue Fisher                           | Drama, Speech                                                                                                                   | Room 306   |
|                                               | Jessica Korthals                     | 11 <sup>th</sup> , 12 <sup>th</sup> Grade English, Creative Writing,<br>Classical Film Analysis                                 | Room 324   |
|                                               | Patrick Merrifield                   | Calculus, Pre-Calc, Algebra 2, Geometry                                                                                         | Room 323   |
|                                               | Jonathan Nilius                      | Choral Music, Music Theory                                                                                                      | Room 117   |
|                                               | Grace Peterson                       | Instrumental Music                                                                                                              | Room 117   |
|                                               | Becky Safford                        | 9 <sup>th</sup> – 10 <sup>th</sup> English, Accounting I, II,<br>Written Communication, Consumer Math,<br>Practical Composition | Room 322   |
|                                               | John Safford                         | Biology, Botany, Anatomy, Zoology                                                                                               | Room 321   |
|                                               | Rob Seyler                           | Bible                                                                                                                           | Room 327   |
|                                               | Jim Taylor                           | Computers, Testing, Guidance                                                                                                    | Room 320   |
|                                               | Matt Thompson                        | PE                                                                                                                              | Gym        |
|                                               | Linda Warner                         | Physics, Adv. Chemistry                                                                                                         | Room 321 ½ |
| Karen Worsham                                 | Pre Algebra, Algebra I, Graphic Arts | Room 328                                                                                                                        |            |

**ASSOCIATES**

Lisa Crabb  
 Nita Fincham  
 Twila Mosher  
 Deb Napuunoa  
 Vieka Hudson

Nurse  
 Lunchroom  
 Librarian  
 Resource Room  
 Preschool Associate

Office  
 Room 302  
 Room 219  
 Room 204  
 Room 208

## STAFF DIRECTORY – 2011-2012

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## **TELEPHONE MESSAGES**

Students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student when available. Only in emergency situations will students be removed from class or another school activity to receive a phone call.

In an emergency, students will be permitted to use the telephone in the school office.

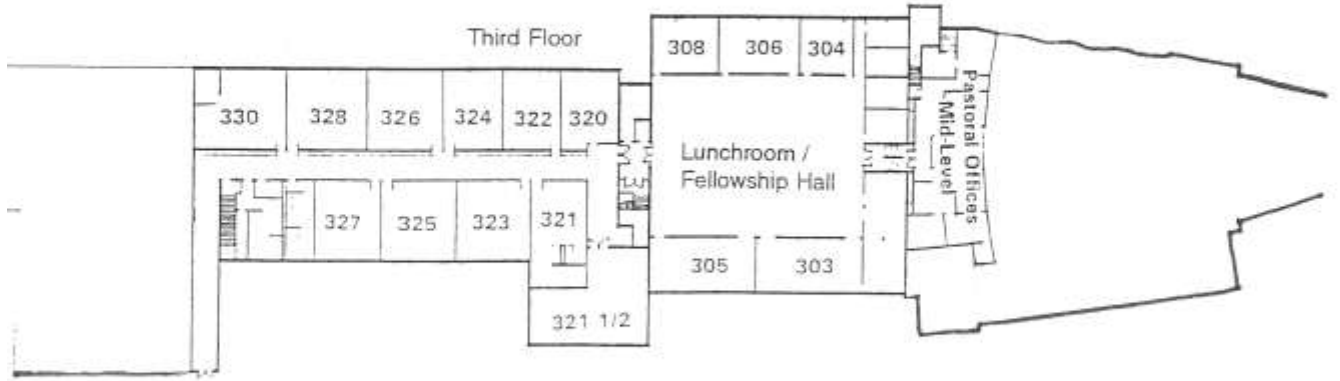
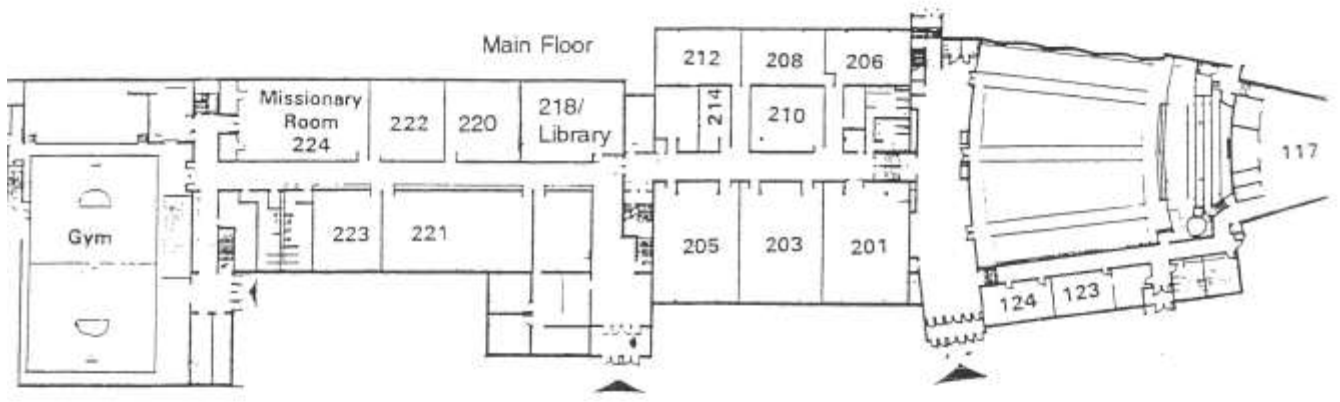
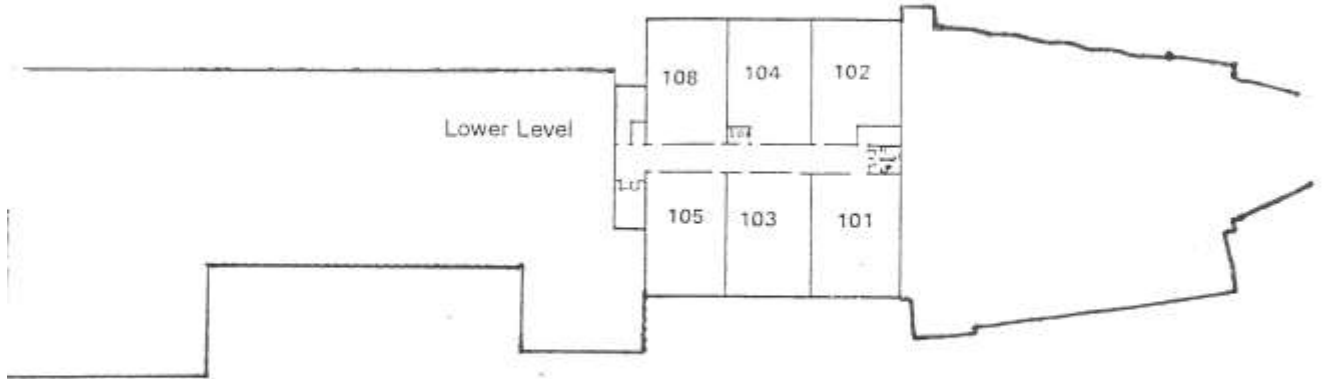
## **VISITORS TO THE BUILDING**

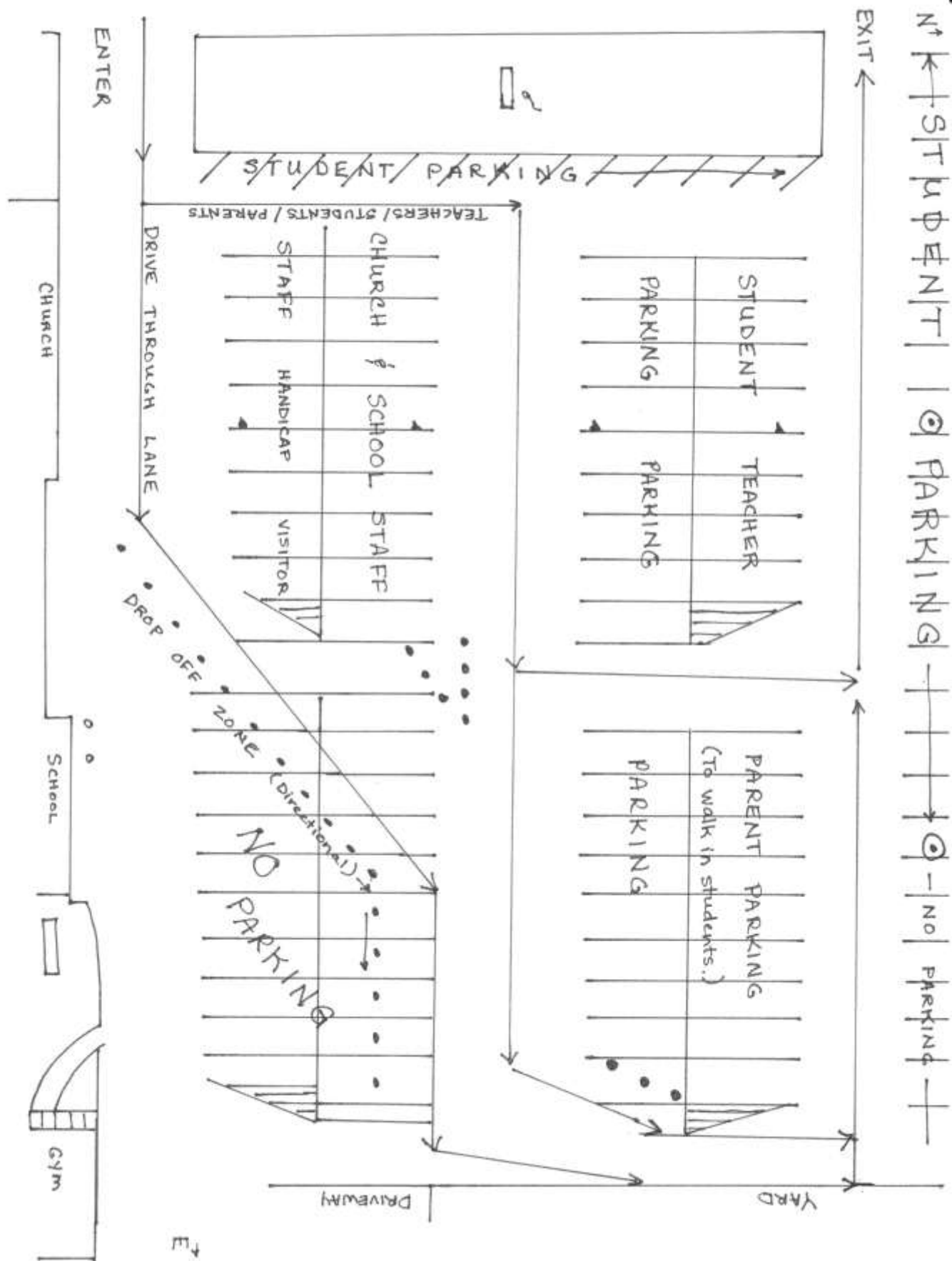
Visitors are to enter the building through the school doors. All visitors to the school grounds must check in at the school office.

If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

## **NOTES**

# Building Floor Plan





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