



2017-18

**Lower School  
Parent/Student  
Handbook**



LOWER SCHOOL STUDENT HANDBOOK

2017-18

Grades K3-6

62 Pleasant Valley Drive  
Little Rock, AR 72212

[WWW.BAPTISTPREP.ORG](http://WWW.BAPTISTPREP.ORG)

THIS HANDBOOK BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## TELEPHONE DIRECTORY

Elementary Main Office .....	227-7070
<i>Head of School</i>	
Dr. Laura Bednar .....	227-7077
<i>Lower School Principal</i>	
Mrs. Stephanie Cruce .....	227-7070 ext. 353
<i>Early Childhood Director</i>	
TKaye Thompson. ....	227-7070 ext. 386
<i>Baptist Prep Administrative Offices - LRFBC</i> .....	227-7077
<i>Baptist Prep High School Office</i> .....	868-5121

## 2017-2018 SCHOOL CALENDAR

### 2017

August 9 .....	First Day of School
August 10 .....	First Day for Kindergarten
August 15 .....	First Day for Kindergarten 3 day classes
September 4 .....	Labor Day*
October 16-17 .....	Fall Break/Parent-Teacher Conferences*
November 20-24 .....	Thanksgiving Break*
December 15 .....	Christmas Break*

### 2018

January 2 .....	Teacher Inservice*
January 3 .....	School Resumes
January 15 .....	Martin Luther King Holiday*
February 19-20 .....	Winter Break*
March 19-23 .....	Spring Break*
March 30 .....	Good Friday*
May 20 .....	Commencement Service
May 24 .....	Last Day of School

\*No School

### **General School Information**

**Teacher hours: 7:40am - 3:15pm**

**Office Staff: 7:40am - 4:00pm School**

**Office is open 7:40am - 4:00pm**

## **Table of Contents**

Mission Statement.....	2
Philosophy.....	3
Core Values.....	4
Admission Policy.....	9
Academic Policies.....	11
Attendance Policies.....	13
Dress Code.....	15
Discipline Policies .....	20
Bullying Policy.....	21
Campus Policies .....	29
Bus Procedures .....	29
Emergency Closing/Inclement Weather Policy.....	33
Library.....	35
Parent Connection .....	36
Use of School Name or Logo.....	37

## **MISSION**

*To glorify God by assisting families in the Christ-centered, biblically-directed education of their children.*

The Baptist Preparatory School was founded in 1981 to provide an educational experience for children and young people that is grounded in biblical principles. Our goal is to produce spiritual and academic growth in our students by providing quality opportunities in terms of learning and development of character.

The faculty and staff of the Baptist Preparatory School are committed Christians and are trained in their areas of teaching. We believe the teacher serves as a role model and has a tremendous impact on the lives of our students.

The students represent varied backgrounds of religious interests and academic pursuits. Baptist Prep offers the concept of Christian education to all who choose it.

We know the parents are necessary in the educational process and we encourage you to be active in your student's experiences. Cooperation between the school and parents is essential to success.

Please contact the administrative offices at 227-7077 if you have any questions. We invite your inquiry.

### **Accreditation**

The Baptist Preparatory School is accredited by the Arkansas Nonpublic School Accreditation Association (ANSAA) and by the Association of Christian Schools International (ACSI).

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of Baptist Prep is based on a God-centered view that all truth is God's truth. The Bible is the inspired and only infallible, authoritative Word of God which is the foundation for all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

The entire process of education is seen as a means of bringing the student into a relationship with God and developing him spiritually, intellectually, emotionally, physically, and socially. The parent is primarily responsible for this education and the school should function as an extension of the home to aid the parents in biblical, Christian education.

## **DOCTRINAL STATEMENT**

Baptist Prep embraces the "Baptist Faith and Message" statement which is available upon request and is the doctrinal statement of First Baptist Little Rock. A summary of these primary doctrines can be stated as follows:

1. The Scriptures - We believe the Bible is the divinely inspired, inerrant, infallible Word of God and is the foundation of all knowledge.
2. God - We believe there is only one living and true God who is the Creator, Redeemer, Preserver, and Ruler of the universe. We believe God reveals Himself to us as Father, Son, and Holy Spirit.
3. God the Father - We believe that God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace.
4. God the Son - We believe that Christ is the eternal Son of God. In His incarnation He was born of a virgin, lived a sinless life, died a sacrificial death, rose victorious over the grave, and is coming again to judge the world and to consummate His redemptive mission.
5. God the Holy Spirit - We believe the Holy Spirit is the Spirit of God. He inspired the writing of God's Word, exalts Christ, and now works to convict men of sin, righteousness, and judgment. He now dwells in all believers, thus empowering them for service.

6. Man - We believe that man was created by God in His own image but by his free choice he sinned against God. All men are now sinners by birth and by choice. Only the grace of God can bring man into fellowship with God through the salvation found in Jesus Christ.
7. Salvation - We believe that salvation involves the redemption of the whole man and is offered freely to all who come to Christ through repentance and faith in Him.
8. God's Purpose of Grace - We believe that election is the gracious purpose of God according to which He regenerates, sanctifies, and glorifies sinners. We also believe that all true believers endure to the end and will never fall away from the state of grace.
9. The Church - We believe that a New Testament church is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous body operating under the Lordship of Jesus Christ. We believe that all Christians should be involved in their local New Testament church according to Hebrews 10:25.
10. Last Things - We believe that God, in His own time and His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth, the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be sent to a literal hell and the righteous will dwell forever in a literal heaven.

### **CORE VALUES**

Baptist Prep has defined eight non-negotiable principles that characterize the basic foundation of our Christian education ministry.

#### **Authority of Scripture - Psalm 119:128 - I Timothy 3:16-17**

- Baptist Prep believes the Bible is the inspired, authoritative, and infallible Word of God and is the foundation of all truth.
- Baptist Prep seeks to teach every subject from a biblical viewpoint.
- Baptist Prep recognizes the sinful nature of man who, apart from a relationship with God through His Son, Jesus Christ, cannot know or glorify God.

#### **Parental Responsibility - Deuteronomy 6:6-7 - Ephesians 6:4**

- Baptist Prep believes that parents have been given the responsibility of their child's education.

- Baptist Prep will support, encourage and cooperate with parents in the education process of their child.
- Baptist Prep feels parents must agree to cooperate with faculty and administration in the educational process of their child.
- Baptist Prep believes resolution of problems must follow the scriptural principle in Matthew 18.

### **Standards of Admission - Amos 3:3**

- Baptist Prep feels parents must indicate a strong desire for their child to attend school at Baptist Prep and receive a distinctively Christian education.
- Baptist Prep feels students (at appropriate grade levels) must indicate a strong desire to attend school at Baptist Prep and receive a distinctively Christian education.
- Baptist Prep feels parents and students (at appropriate grade levels) must agree by signed statement to the guidelines of operation as set forth in the Lower School Student Handbook.
- Baptist Prep requires students to meet all admission policies as set forth in the Parent/Student Handbook.
- Baptist Prep is committed to developing the character of Christ in students by providing a predominately Christian student body which is conducive to Christian education.

### **Biblical Standards of Discipline - II Timothy 3:16 - Philippians 2:3**

#### **Psalm 33:8 - Hebrews 13:17**

- Baptist Prep believes students should display respect for God, respect for other authorities, and respect for one another.
- Baptist Prep believes discipline should be administered lovingly, yet firmly, with a concern for a redemptive process for the offender and a responsible concern for the student body.
- Baptist Prep believes certain disciplinary action can be outlined (Parent/Student Handbook) but realizes that on occasion unique circumstances occur that require the administration to determine appropriate disciplinary action.

### **Christian Administration, Faculty & Board - I Timothy 4:11-16**

- Baptist Prep believes that the faculty and administration be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40)
- Baptist Prep requires that the Board be qualified for their positions in accordance with the Board Policy Manual.
- Baptist Prep requires that faculty and administration be qualified for their respective positions in accordance with personnel policies and accreditation guidelines.
- Baptist Prep believes the faculty, administration, and Board must demonstrate a teachable spirit.



- Baptist Prep believes the faculty, administration, and Board must accept, embrace, and model the mission statement of Baptist Prep and its non-negotiable principles.
- Baptist Prep requires that faculty, administration, and Board set the Christian atmosphere of the school and, therefore, must strive to reflect the character of Christ, i.e. fruit of the Spirit and a servant's heart.

**Spirit of Excellence - I Corinthians 10:31 - Colossians 3:23-24**

- Baptist Prep believes the educational experience should provide an academically challenging opportunity to all students at their respective ability levels.
- Baptist Prep believes extracurricular activities should provide experience for students to develop their God-given abilities and Christian character.
- Baptist Prep believes social experiences should honor God and be culturally appropriate without compromising with the world.

**Servant's Heart - Matthew 20:28 - Philippians 2:5-8**

- Baptist Prep requires that faculty, administration, and Board should be readily willing to serve the Lord by serving students, parents and one another.
- Baptist Prep is committed to involving students, faculty, administration, and Board in ministry projects that will affect lives for Christ.

**Evangelism & Discipleship - Matthew 28:19-20**

- Baptist Prep is committed to presenting the Gospel to all students.
- Baptist Prep is committed to developing the character of Christ in students through all facets of school life.

**EDUCATIONAL OBJECTIVES**

In light of Baptist Preps' Philosophy of Education, certain educational objectives have been established:

**Regarding the Authority of Scripture**

- To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21).
- To help the student develop a Christian world view by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3).
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1).

**Regarding Evangelism**

- To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

### **Regarding Discipleship**

- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9).
- To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; I Timothy 4:7).
- To teach the student the biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
- To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22).
- To provide students opportunities to illustrate discipleship by ministering to others (II Timothy 2:2).

### **Regarding Discipline**

- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).

### **Regarding Learning**

- To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
- To teach the student how to research and reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2).

### **Regarding Citizenship**

- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (I Corinthians 10:11; Romans 13:1-7).
- To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).

### **Regarding Submission to Authority**

- To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).

### **Regarding Ministry**

- To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- To teach the student to understand and use the fundamental processes in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20).

- To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

### **Regarding Parental Responsibility**

- To help parents understand Baptist Preps' purpose and program (Proverbs 29:18).
- To cooperate closely as servants to parents in every phase of student development, especially as it relates to the school program (Mark 10:45).
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children (Romans 12:2).
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

## **ADMISSION POLICY**

It is the philosophy of the Baptist Preparatory School to minister to the spiritual, academic, emotional, physical, and social needs of the greatest number of people possible. It is the desire of Baptist Prep to make Christian education available to as many students as possible. Because Baptist Prep is a ministry of First Baptist Little Rock and other churches involved in the system, Baptist Prep will accept any student whose desire is to receive a Christian education and meets the admission standards. Any student who is accepted will be on academic and behavioral probation for the first full semester of attendance at Baptist Prep Lower School. Any student who has been expelled from another school must wait at least one full semester before being considered for enrollment in Baptist Prep. If the student is permitted to enroll at that time, he or she will be on probationary status for a period of nine weeks. It is important that the relationship between the school, parent(s), and the student be one that is both compatible and cooperative. If determined by the school that this relationship is not compatible or cooperative the school will counsel with the parent(s) to work through the issue of concern. If the issue can not be resolved then the school will either not allow the family to re-enroll their child (ren) in the school or require immediate removal from the school.

To serve the best interest of the school, the administration reserves the right to deny admission to any student who is evaluated as ineligible. The Baptist Preparatory School's Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be contradictory to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, illegal drugs and alcohol, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Baptist Prep affirms that the unique roles of the male and female are clearly defined in Scripture. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible. (Romans 1:24-32, 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15 -16, 2:15-17; 1 John 3:1-3; Genesis 1:27-28; 2:15-24; Leviticus 18:22; 20:13a; Matthew 19:4-6; 1 Cor. 7:14).

## **NOTICE OF NONDISCRIMINATORY POLICY**

The Baptist Preparatory School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **ENROLLMENT PROCEDURE**

The following materials must be in the school office prior to final admission. (Please have your own copies made prior to bringing these materials to the office).

- Application / Application fee
- Immunization record
- Copy of birth certificate
- Copy of most recent report card or transcript
- Achievement test scores from previous school (2 years)
- Financial Agreement completed including bank draft or credit card authorization
- Registration fee
- Transcript request form (Grades 1-6)
- Additional testing at discretion of administrator

K3 students must be three years old by August 1st, and we recommend that students are potty trained

K4 students must be four years old by August 1st

K5 students must be five years old by August 1st

Grade 1 students must be six years old by August 1st

### **Interview**

Parents of students (and the student if entering grades 3-6) must meet with the principal prior to acceptance.

### **Entrance Requirements (Grades K5 - 6)**

Students in grades 1 - 6 will be required to submit standardized test scores and take an Baptist Prep entrance evaluation as set by the school administration.

Potential K5 students will be required to take entrance evaluation.

## ACADEMIC POLICIES

### K3 - K5 Grading System

K3 children will receive their first evaluation in October at the Parent/Teacher Conferences. Thorough written evaluations will be received per semester, one in January and one in May.

K4 and K5 children will receive their first evaluation in October at the Parent/Teacher Conferences. Successive evaluations will be received in January, March and May.

### Elementary Grading System (Grades 1-6)

90 - 100	A	4.0	70-72	C-	2.0
87-89	B+	3.7	67-69	D+	1.7
83-86	B	3.5	64-66	D	1.5
80-82	B-	3.0	60-63	D-	1.0
77-79	C+	2.7	0-59	F	0.0
73-76	C	2.5			

\*Percentages will be recorded on student report cards instead of letter grades.

### Conduct Grades

E = Excellent    S = Satisfactory    N = Needs Improvement    U = Unsatisfactory

### Honor Rolls

All A's

All A's and B's

Students will be on a 9-week grading system.

### Advancement and Retention

#### **K3, K4 and K5**

Careful evaluations are made of our kindergarten students pertaining to their maturity and skill accomplishments before advancement to K4, K5 and Grade 1 is recommended.

#### **Grades 1 - 6**

Any student making an "F" for the final average in the following subjects will be required to receive further instruction over the summer in that subject at the direction of the school administration. These subjects are as follows:

Grades 1 - 2      Math, Reading, Language or Phonics

Grade 3          Math, Reading, Language

Grades 4 - 6      Math, Reading, Language, Science, History

Students failing two or more of the above subjects will not be promoted to the next grade. Any student refusing to do the necessary work required to complete the above subjects will be retained.

### **Homework (Grades 1 - 6)**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. Students are expected to successfully complete their assignments each day. The completion of the homework assignment is an important aspect of teaching the character development trait of responsibility.

Homework is given for several reasons:

- For reinforcement. We believe that most students require adequate review to master material essential to their education process.
- For practice. Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident; homework following instruction is given to overcome such difficulties.
- For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework.

### **Homework Assignment Book (Grades 1 - 6)**

To assist students in developing personal responsibility and organizational skills, students will utilize a homework assignment book. Please check and sign this homework assignment book for your child each night. Various notices are often sent home through the assignment book. The homework assignment book must be purchased from Baptist Prep.

### **Incompletes**

In Grades 1 - 6, incomplete (I) will be given to students that do not turn in completed homework. For every four incomplete homework assignments (in a particular subject area) one point will be taken off the 9-week average. For each additional incomplete assignment, another point will be subtracted from the 9-week average.

### **Standardized Testing**

Baptist Prep administers standardized tests during the spring semester in grades 1-6. Results of the tests will be placed in student folders and made available to parents or guardians.

## Curriculum

The lower school curriculum relies heavily on Christian publications and other publications that have been approved by the Baptist Prep School Administration.

## Athletic Eligibility

Students (grades 3 - 6) participating in boys' football, boys and girls basketball and girls' 5th and 6th grade cheerleading must meet the following eligibility requirements:

- "C" average (2.0 GPA) or above, for the 9-week grading period
- "C" average or above, on mid-term report
- No failing grade for the 9 weeks or semester in any subject
- Full day classroom attendance on game days (See exception below)
- Attendance at practices
- Compliance with rules and regulations

(If a student becomes ineligible, they will remain ineligible until the next mid-term/report card.)

## ATTENDANCE POLICIES

It is important that a student be at school every day. Circumstances occasionally prevent this, and students do miss school from time to time. Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent 1/2 day.

If your child is absent, we require the following:

- A phone call or email from the parent to the school office by 10:00 a.m. on the date(s) of the absence.
- When returning to school, bring any documentation such as a doctor's note that would aid administration in determining whether the absence is considered excused or unexcused.

**Students may not miss more than 12 days per semester for credit to be given for that grade.**

## Excused/Unexcused Absences

An excused absence is an absence due to personal sickness, serious illness in the family, medical appointments, death of family member or close friend, pre-arranged educational outing, or acts of God.



Students, however, may receive an excused absence for special reasons if arrangements are made by parents with the principal in writing at least **three** school days before the absence occurs.

Make-up work is due on the day the student returns, and tests will be taken within a reasonable amount of time. Failure to give **three** days written notice will result in an unexcused absence. Make up work and/or tests will be graded on a normal scale if the absence is excused. The receipt of an unexcused absence will result in a maximum credit of 80% for make up work and/or tests. Final authority for judging the legitimacy of an absence rests with the administration.

Students should not expect the teacher to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row due to illness or emergency.

### **Unexcused Tardies**

Four unexcused tardies to school in a 9-week period will result in one point being taken off each 9-week average with each additional tardy having the same effect. Tardies due to traffic accidents or inclement weather or other extenuating circumstances will not be counted against a student. Final authority for judging the legitimacy of a tardy rests with the administration.

### **Band and Music Program Participation**

All students in band or music are required to participate in special productions. These productions include but are not limited to Christmas and Grandparent's programs.

## DRESS CODE

The Bible commands the Christian to do “all to the glory of God” (I Corinthians 10:31). In today’s society, this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “test all things, hold fast what is good, abstain from every form of evil” (I Thessalonians 5:21-22). The Christian is to have regard for things that are “pure...of good report...of virtue...and praise” (Philippians 4:8). These commands have a practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes.

### General Dress Code

All clothing must be of modest design and not promote a philosophy that goes against school standards. Parents are responsible for sending their children to school with correct dress and grooming.

The following guidelines apply to all dress code categories-School Uniform and Spirit Day Attire. Arkansas Baptist logo attire is not acceptable after May 2018. After this date, spirit wear must be Baptist Prep.

## GIRLS

### **Hair (updated Aug 2016)**

- Neatly groomed, conservative style, and color.
- Extreme or counter culture hairstyles are not permitted.
- Make-up, jewelry and accessories must be modest, neither excessive nor detracting from the Christian witness.
- No more than one earring per ear and it must be in the earlobe.
- Tattoos and body piercings are not permitted.
- Hair pieces may not be worn unless medically necessary.
- Caps or hats should not be worn in the classroom.

## BOYS

### **Hair (updated Aug 2016)**

- Neatly groomed, conservative style and color.
- Length: not completely covering ears or touching collar or eyebrows.
- Extreme or counter culture hairstyles are not permitted.
- Caps or hats should not be worn in the classroom.
- Earrings, tattoos, and body piercings are not permitted.

Students who are not in compliance with the hair code policy will be given a two-day warning. After the two-day warning, students will not be allowed to return to school until they have complied with the hair code policy. Final approval is left to the discretion of the administration.

## School Uniform Dress Code

### GIRLS

#### **Jumpers (updated Aug 2016)**

- Girls in K3 through 6th grade may wear Baptist Prep plaid, solid khaki or solid navy jumper (regular or drop-waist).
- Girls' jumpers must be no shorter than 2" above the knee even when wearing tights or leggings.
- Red, white, light blue or navy turtlenecks or mock turtlenecks are permitted with jumpers.
- Belts are not worn.
- Red, white, light blue or navy blouses may be worn with jumpers. These may be short or long sleeve blouses.
- Pants and jogging suits are not permitted underneath jumpers.
- Red, white, light blue or navy polo shirts may be worn with jumpers.

#### **Dresses (updated Aug 2016)**

- K3-4th grade may wear red, white, light blue or navy knee length polo style dresses with bike short, bloomers, or shorts underneath.

#### **Shirts (updated Aug 2016)**

- Long or short sleeved solid color polo shirts with button placket, in red, white, light blue or navy are acceptable with pants, shorts, skirts and skirts.
- Emblems will not be permitted on the shirt (exception: Baptist Prep emblems).
- Red, white, light blue or navy turtlenecks or mock turtlenecks may be worn under Baptist Prep sweatshirts or polo shirts.
- Turtlenecks or mock turtlenecks cannot be worn separately as an individual shirt.
- Students in grades 1-6 must have shirts tucked in.

#### **Socks (updated Aug 2017)**

- Knee or ankle length.
- One or two color red, white, navy, khaki or black only are permitted.
- In case of cold weather, tights or leggings may also be worn in solid color red, white, gray or navy blue.
- Patterned tights are not permitted.

#### **Shoes (updated Aug 2016)**

- Recommended shoes include: tennis shoe, leather loafer, dress shoe, or sandal.
- Shower-type flip flops, sports sandals, skate shoes, toe shoes and house shoes are not permitted.
- Shoes with laces must be tied.

### **Sweaters and Sweatshirts**

- Traditional crew neck, V-neck, or cardigan sweaters in red, white, or light blue or navy may be worn with the uniform (no longer than hip length).
- Sweaters may be monogrammed with Baptist Prep emblem only.
- Sweatshirts, hoodies, etc. must be worn over polos or turtlenecks or mock turtlenecks.
- Sweatshirts are not to be worn tied around the waist.
- Oversized sweaters or sweatshirts may not be worn.

### **Coats and Jackets (updated Aug 2016)**

- In addition to Baptist Prep apparel, students will be allowed to wear the following items with one or two solid colors in red, white, light blue, gray or navy blue to be consistent with school uniforms (no stripes or patterns): cardigans, sweatshirts, hoodies and zip ups in the classroom as long as the only writing is an approved small logo and/or brand name (4" or less in size). A dress code shirt must be tucked in underneath permitted outerwear.
- Outerwear must have a full or partial zip/button front allowing the uniform shirt to be seen underneath.
- Oversized outerwear is not permitted.

### **Pants (updated Aug 2017)**

- K3 through 6th grade girls may wear khaki (tan) or navy Capri pants (mid-calf or longer, no cargo pockets) or pants (ankle length, traditional, classic cut moderate flare cut acceptable, but no bell bottoms).
- K3, K4 and K5 girls may wear non-belted elastic waist navy or khaki uniform pants.
- Pants must be neatly hemmed without tears or slits.
- All pants and shorts ,must have belt loops; belts must be worn with pants 1st-6th grades.
- Cargo style pants are not permitted.
- Leggings are not to be worn as pants. They can be worn under jumper and skirts, etc.
- Pants with belt loops must be worn belted for 1st-6th grades.
- Pants and shorts must be modest and relaxed in fit-neither tight or baggy.

### **Shorts (updated Aug 2016)**

- K3 through 6th grade girls may wear navy or khaki traditional length uniform shorts or bermuda style shorts.
- K3, K4 and K5 girls may wear non-belted elastic waist navy or khaki uniform shorts.
- Shorts with belt loops must be worn belted for 1st-6th grades.
- The time of year the shorts are to be worn will be left up to the discretion of each family.

### **Skorts**

- K3 through 6th grade girls may wear solid navy, khaki or Baptist Prep plaid skorts.

- Skorts should look like shorts in the back and a skirt in the front or be a skirt with shorts attached underneath.
- Long or short sleeved red, white, light blue or navy polo style shirts are to be worn with skorts.

### **Skirts (added Aug 2016)**

- K3-6th grade may wear solid navy, khaki, or Baptist Prep plaid skirts.
- Bike shorts, bloomers or shorts must be worn under the skirt, however not visible below the hemline.
- Skirts must be no more than 2" above the knee even when wearing tights or leggings.
- Long or short sleeved red, white, light blue or navy polo style shirts are to be worn with skorts.

## **BOYS**

### **Shirts**

- Long or short sleeved red, white, light blue or navy polo style shirt with button placket are acceptable.
- Emblems will not be permitted on the shirt (exception: Baptist Prep emblems).
- Red, white, or light blue or navy turtlenecks or mock turtlenecks may be worn under Baptist Prep sweatshirts or polo shirts.
- Turtlenecks or mock turtlenecks cannot be worn separately as an individual shirt.
- Students in grades 1-6 must have shirts tucked in.

### **Shoes (updated Aug 2016)**

- Recommended shoes include: tennis shoe, leather loafer, dress shoe, or sandal.
- Shower-type flip flops, sports sandals, skate shoes, toe shoes and house shoes are not permitted.
- Shoes with laces must be tied.

### **Socks**

- Knee or ankle length.
- Socks should be solid color red, white, navy or khaki and worn with pants and shorts.

### **Sweaters and Sweatshirts**

- Traditional crew neck, V-neck, or cardigan sweaters in red, white, light blue or navy may be worn with the uniform (not longer than hip length).
- Sweaters may be monogrammed with Baptist Prep emblem only.
- Baptist Prep sweatshirts are the only sweatshirts permitted and are to be worn over polos, turtlenecks or mock turtlenecks.
- Sweatshirts are not to be worn tied around the waist.
- Oversized sweaters or sweatshirts may not be worn.

## **Coats and Jackets (updated Aug 2016)**

- In addition to Baptist Prep apparel, students will be allowed to wear the following items with one or two solid colors in red, white, light blue, gray or navy blue to be consistent with school uniforms (no stripes or patterns): cardigans, sweatshirts, hoodies and zip ups in the classroom as long as the only writing is an approved small logo and/or brand name (4" or less in size). A dress code shirt must be tucked in underneath permitted outerwear.
- Outerwear must have a full or partial zip/button front allowing the uniform shirt to be seen underneath.
- Oversized outerwear is not permitted.

## **Shorts & Pants/Belts**

- Shorts must be traditional length uniform shorts.
- K3, K4 and K5 boys may wear non-belted elastic waist navy or khaki uniform pants and shorts.
- Boys in grades 1-6 must wear khaki or navy uniform pants or shorts with belt loops.
- Pants with belt loops must be worn with a belt.
- Pants must be neatly hemmed without tears or slits.
- Cargo style shorts or pants are not permitted.
- The time of year the shorts or slacks are to be worn will be left up to the discretion of each family.

## **DRESS CODE GUIDELINES FOR SPECIAL OCCASIONS**

### **Birthdays and Spring Picture and Any Other Day Designated by Administration**

#### **Girls May Wear:**

- Slacks, jeans or capri jeans, hemmed shorts, uniform capri pants, and skorts and dresses that are dress code length even if spandex or bike shorts are worn underneath. Leggings and/or tights may not be worn alone as pants.
- Shirts or blouses with or without a collar, or t-shirts are acceptable.
- Sleeveless dresses or shirts may be worn with modesty (tank tops, spaghetti straps, halter tops are not permitted. All shorts and skorts should be no more than 2 inches above the top of the knee when standing.
- Some lettering on t-shirts will be allowed such as: brand names that are not contrary to Christian principles, legitimate colleges and universities, states, numbers.

#### **Boys May Wear:**

- Slacks, jeans, hemmed shorts, t-shirts. All shorts should be no more than 2 inches above the top of the knee when standing.
- Some lettering on t-shirts will be allowed such as: brand names that are not contrary to Christian principles, legitimate colleges and universities, states, numbers.

**Recreational Wear:** (Boosterthon and Field Days Only and other days as designated by administration.)

Girls and Boys May Wear:

- Athletic type shorts no more than 4 inches above the top of the knee, athletic style pants, jeans, capri jeans, jean shorts, pants, and capri pants.
- Shirts or blouses with or without a collar and t-shirts are acceptable. Sleeveless shirts may be worn with modesty (tank tops, spaghetti straps, halter tops are not permitted).

### **Spirit Day Attire (updated Aug 2016)**

Arkansas Baptist spirit wear is not permitted after May 2018. After this date, spirit wear must be Baptist Prep.

- Jeans – Traditional denim, red denim, and white denim are allowed.
- Jeans must have a zipper and a button.
- Jeans must be ankle length or uniform capri length, not frayed or with holes.
- Tight fitting or low rider jeans are not allowed.
- Jean shorts are allowed but must be traditional uniform length or bermuda length.
- Girls K3-K5 may also choose to wear an Eagle cheerleading uniform with shorts or bloomers underneath.
- Shirts – students may wear any Baptist Prep t-shirt, polo or sweatshirt.
- Uniform pants, shorts, skirts or skirts may be worn with any Baptist Prep t-shirt, polo or sweatshirt.
- Spirit Day is designated by the principal.
- Socks- red, white, navy, Baptist Prep spirit wear socks, or athletic socks are allowed.
- Any exceptions to Spirit Day attire is determined by the principal. (Spirit Week, Holidays, Reward days)

### **Field Trip**

K4-3rd grade students will wear Baptist Prep class t-shirts with jeans, jean shorts, uniform shorts or uniform pants. Students in grades 4th-6th will wear uniform shirts with jeans, uniform shorts or pants as predetermined by class-room teacher.

### **Violations (added Aug 2016)**

Determination of dress code violations will be the responsibility of administration.

**First Offense:** Written notification of violation to Parent or Guardian.  
Warning placed in student file.

**Second Offense:** Parent will be contacted and student will be sent home for necessary clothes changes and sit in the office with an unexcused absence.

**Third Offense:** Action must be made to correct violation before being permitted to class.

Parent meeting.

Possible referral to Administration.

## **DISCIPLINE POLICY**

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Baptist Prep adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:1-4). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God-given authority as the parents have.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (Proverbs 3:11-12).

### **Discipline Policies**

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

### **Areas of Offense**

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but following is a list of certain general offenses:

- Disrespect to the teacher or another person
- Talking without recognition, interrupting the teacher or a class discussion
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class, etc.
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground or classroom
- Lying, cheating, or stealing
- Threatening, bullying, or harassing others
- Leaving school grounds without permission



- Tampering with school or church equipment or destroying another’s property in any manner (Parents will be financially responsible for all damages incurred.)

### **Elementary Discipline Procedures**

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Phone call to parents
- Written letter sent home
- Parent/teacher conference

2. Major offenses or any repeated minor offense (after above stated steps have been taken) result in a principal referral. The principal will have the following alternatives:

- Spiritual counseling
- Loss of privileges
- Corporal punishment
- In-school suspension
- Out of school suspension
- Expulsion

Any other offenses not addressed in this section may be subject to the policy and procedures set forth in the secondary discipline policies.

### **BULLYING POLICY**

#### **Definition**

Bullying is sometimes difficult to identify as it requires evidence of both intent and effect and can be difficult to discern from normal relationships between students. Bullying occurs when a person or group is intimidated, frightened, excluded, hurt or discomforted by a pattern of behaviors directed at them by others.

(Greg Griffiths, “Bullying in Schools – the Hidden Curriculum” (2003).

It is helpful to see bullying not in terms of a defined range of actions, but by the impact any pattern of action has on the victim. The action itself may or may not indicate bullying is occurring but the response of the recipient does.

A one time incident of inappropriate behavior will be followed up in line with the Baptist Preparatory School Discipline Policy but does not constitute bullying for the purposes of this policy.

The following actions in an ongoing form may be forms of bullying:

- Physical aggression – including hitting, punching, kicking
- Teasing or verbal abuse – including putdowns, insults, name calling or racial/sexual remarks
- Unjustified exclusion from activities or friendship groups
- Gossiping or slandering

- The setting up of humiliating experiences
- Damaging a person’s property/possessions or taking them without permission.
- Threatening gestures, actions or words
- Written or electronic (e-mail, camera, video, internet messaging, chat rooms, blogs, mobile phone) messages that contain threats or put downs

### **Rationale**

This policy communicates the school’s response to bullying. From time to time in a large community such as a school, conflict and offense can occur. As part of living in a sinful world where we don’t always relate as we should or people can try to exert power and influence over others, bullying can result.

Baptist Prep realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents in order to protect its students and help the bully to learn how to relate in a way that is in line with what we stand for as a school.

### **Policy Statement**

Baptist Prep’s response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live together in a way that acknowledges differences and accepts others because we are all made in God’s image. As a result of sin, our relationships with each other are not always the way that God would have them. One aspect of this is outworked in bullying. The Bible encourages us to work at building relationships as illustrated below.

Bible illustrations of relationships:

- “So in everything, do to others as you would have them do to you, for this sums up the Law and the Prophets” (Matthew 7:12)
- “If it is possible, as far as it depends on you, live at peace with everyone” (Romans 12:18)
- “My command is this: Love each other as I have loved you” (John 15:12)
- “Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you” (Colossians 3:13)
- “Therefore encourage one another and build each other up, just as in fact you are doing” (1 Thessalonians 5:11)

Bullying by its nature and the hurt it causes must be responded to if we are going to promote and encourage Biblical relationships. Because we live in a fallen world and the effects of this are sometimes worked out in bullying, our policy must deal not only with the bullying itself but also in building strategies for resilient responses to bullying behavior, including forgiveness, appropriate reactions, and the promotion and development of positive relationships and a supportive, caring school culture.

Our policy is based on the principle that “bullying is not OK at Baptist Prep, we look after each other here” and reflects a firm commitment to acknowledge and deal with bullying strongly when it occurs.

The school recognizes the threat posed by the use of technology as a means of bullying students. Cyber bullying occurs where technology such as computers or mobile phones are used systematically to intimidate, frighten, exclude, hurt or discomfort. Baptist Prep requires annual computer use agreements to be signed in order to ensure the potential for technology in the school setting to be used for cyber bullying is minimized.

The school accepts that cyber bullying most often occurs outside of school hours and not on school equipment. Where cyber bullying impacts upon relationships in the school setting, the school will work with parents to resolve issues created by or exacerbated by this cyber bullying. The school’s position is that parents are responsible to ensure online and electronic communications at home are monitored and to deal with issues outside the school context where there is no impact in the school setting.

### **Aims**

The aims of the Baptist Preparatory’s policy on bullying are:

- To stop the bullying behavior
- To rebuild relationships based on a Biblical pattern
- To develop appropriate social skills and attitudes in the victims, perpetrators and bystanders of bullying
- To promote and reinforce at every opportunity the Christian ethos of care and respect for each individual at Baptist Prep
- To help staff identify bullying when and where it occurs
- To provide clear procedures to deal with bullying
- To support and restore those who have experienced bullying

### **Responsibilities**

Effective management of bullying involves responsibilities for the following groups:

#### ***Students***

- Students being bullied should report it to administration, staff, parents or another adult.
- Students who are aware of bullying should report it to a teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some change in behavior.

#### ***Parents***

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the school.

- Parents need to accept that the whole story may be quite complex and to trust the school to resolve bullying matters according to the aims and procedures set out.
- Parents not satisfied with the action taken may refer the matter in line with the Baptist Prep grievance policy.

### *Staff*

- Non-teaching staff should refer all allegations of bullying to their Supervisor or the Assistant Principal or Principal.
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff is to refer to the relevant Assistant Principal or Principal all allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).

## **PROCEDURAL PRINCIPLES FOR DEALING WITH BULLYING INCIDENTS**

- All parties will be spoken to – victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- All incidents are to be documented and written reports will be kept on the behavior management file. The Bullying Procedures will be followed in order to ensure that bullying trends can be identified.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Acknowledgement of the allegation of bullying and assessment of student safety must take place within 1 school day of the report.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parents of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and bully.
- Counseling and support for students involved in bullying will be made available if appropriate.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

### **CONSEQUENCE**

The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion. Other com-

pensation or consequences may also be applied. Bullying falls under the category of “major offenses” in the Baptist Prep Handbook.

### **Confidentiality Policy**

Due to the student’s right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by court of law. The same standards of confidentiality will be observed with parents.

### **Corporal Punishment**

Student will receive corporal punishment as directed by an administrator. Parents will be notified prior to the student receiving corporal punishment.

### **Expulsion**

Any expelled student will be dismissed from the school system for the remainder of that current school year. Parents will be notified by phone and in writing.

Student will be considered for re-enrollment, following a full semester of exemplary behavior and attendance at another school. This will be determined by recommendation of school administration. No student may participate in extra-curricular practices, games, activities or performances following expulsion. Students must receive approval from school administration prior to coming on school campus following expulsion.

### **In-School Suspension**

Student will be isolated in a given room for the entire school day. Student will be allowed to complete daily assignments, tests, or other required homework during the day. Parents will be notified by phone and in writing. Student will be allowed to make up tests or other assigned work. Academic penalty will be three points deducted from the nine-week grade point average for each subject.

### **Out of School Suspension**

The offending student will be dismissed for the entire day of school from one to five days as assigned by the administrator. Parents will be notified by phone and in writing. Student will be allowed to make up tests or other assigned work. Academic penalty will be three points deducted from the nine-week grade point average for each subject.

### **Prohibited Drugs and Alcohol Policy**

Baptist Prep is determined to have a drug and alcohol free student body and intends to strictly enforce this drug and alcohol policy. This may be accomplished through prevention through education and disciplinary action.

### **Search and Seizure**

Baptist Prep respects the right of students to privacy and security against arbitrary invasion of their person or property.

School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School officials will seize illegal contraband, weapons, drugs, alcohol, or stolen property found in a search.

The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy.

Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

### **Student Incompatibility**

Baptist Prep is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued, disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by teachers.

Based on these evaluations the principal may place the student on probation, choose to dismiss the student, or not invite the student back for the next semester or school year.

### **Threats of Violence**

Baptist Prep has a "no tolerance" policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously.

Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student.

Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a book bag, purse, or on his/her self.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report to the student

and/or staff member that a threat was made. The school will also report the threat to appropriate authorities. Students making such threats will be expelled.

For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school.

No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

### **Due Process**

A. Any principal is authorized to suspend or expel a student from attendance at school or any school-related activity or from riding a school bus for good and sufficient reasons including but not limited to:

1. Willful and persistent violation of the rules of the school
2. Persistent truancy
3. Immoral or disreputable conduct, including vulgar or profane language
4. Violence or threatened violence against any student or school personnel
5. Willful or malicious damage to school property or to the property of students or school personnel
6. Inciting, advising or counseling others to do any act enumerated here
7. Marking, defacing, or destroying school property
8. Possession of a pistol, gun or firearm, knife or other weapon
9. Unlawful use or possession of illegal drugs
10. Any other conduct prejudicial to good order or discipline

B. Unless the student's continued presence in the school presents an immediate danger to the student or other persons or property or an on-going threat to the academic process, no principal shall suspend or expel any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.

C. Upon suspension or expulsion of any student, the principal or his designee shall make an immediate attempt to contact the parent or guardian to inform them of the reason(s) for the suspension or expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

The principal shall within 3 days provide the parent or guardian with written reason(s) for the suspension or expulsion and the procedures for readmission.

D. The student, through his parent or guardian, may make written request for removal of the suspension or expulsion. This request should be in writing, signed by the student and one of his parents or guardians. Upon receiving this request for removal of suspension or expulsion, the principal shall schedule a hearing not later than five (5) days after the original suspension or expulsion and shall notify the parent, or guardian, in writing. The hearing shall be attended by the student, a parent or guardian, the principal and the school administrator, or other designated person.

If after the hearing, the principal determines that an offense justifying a suspension has been committed, and that removal of the suspension or expulsion would be detrimental to the school or persons serving the school, the principal may continue the suspension, but for no more than a total suspension time of (10) days, or may continue the expulsion, prescribing such conditions as may be reasonable, taking into consideration the nature of the offense. The parent or guardian may appeal the continuance of the suspension or expulsion or the conditions imposed for readmission to the Headmaster.

E. The Headmaster shall hold an appeal hearing at the earliest practicable time. The notice of the time and place of this appeal hearing shall be given by the school administrator to the parent or guardian in writing.

F. After the appeal hearing with the Headmaster at which time evidence shall be taken and witnesses subpoenaed and heard upon application of the student or his parents, the Headmaster may modify the decision of the principal in any manner, and may order removal of the suspension or expulsion unconditionally, or upon such terms and conditions as it deems reasonable, assign the student to an alternative program, expel the student, or suspend the student for a specific period of time, up to and including the remainder of the school year.

G. After the hearing held by the Headmaster, the parent or guardian may make a final appeal to the full Board of Directors of the Baptist Preparatory School. The decision by the Board of Directors is final.



H. A student who is suspended or expelled during the last ten (10) days of any term or semester may be permitted to submit such required work as is necessary to complete the course of instruction for the semester. This is subject to the actions of the principal, or the final action of the Headmaster.

## **CAMPUS POLICIES**

### **School Days**

#### **Grades K3 – 6**

To promote greater safety for our students, the elementary students K3 through 6th grade will enter only at door #2 and door #11.

Students who arrive before 7:45 a.m. must enroll in the morning Extended Care program. Students in grades K3-2nd grade who arrive at school after 7:45am and before 8:00am will wait in their designated holding rooms. Students in 3rd-6th grade who arrive at school after 7:45am and before 8:00am will go directly to their classroom. At 8:00 a.m. the duty teacher will line the students up and they will be dismissed to class. The tardy bell will ring at 8:10 a.m. Any student arriving after the tardy bell rings must check in at the school office.

Half Day Kindergarten students will be dismissed at 11:45 a.m. Any child who does not have an adult to account for him by 12:00 noon will be taken to Extended Care. Parents will be charged for this service.

Full day kindergarten students will be dismissed at 2:45 p.m. Grades 1-2 will be dismissed at 2:50 p.m. Grades 3-4 will be dismissed at 3:00 p.m. Grades 5-6 will be dismissed at 3:05 p.m. Students not picked up within 15 minutes of dismissal time will be taken to Extended Care.

Upon dismissal, Extended Care students will go directly to their Extended Care rooms. Please refer to the Arrival/Dismissal chart for additional information.

### **Articles Prohibited From School and School Functions**

Items such as toys, gum, cards, games, questionable literature, questionable music, skateboards, skates, matches, lighters, and weapons are not permitted at school at any time.

### **Birthdays**

This is an important time for children, but too many parties prove to be a problem for the teacher. If you wish to send treats or other simple refreshments on your child's birthday, please notify the teacher in advance. The refreshments may be shared with the class during recess time. No invitations will be distributed at school unless all classmates are invited.

## **Bus Procedures**

### **Bus Rider Program Components:**

To develop a Hierarchy of the Discipline structure starting with the driver  
To promote instant accountability for unsafe behavior on the bus  
To establish a Bus Rider Contract signed by parents and students

### **Unsafe Behavior on the AM Bus**

If unsafe behavior occurs before the bus leaves either school campus or the Maumelle pick up point, the student will be provided with two options:  
(1) correct the behavior and continue on (behavior documented) or  
(2) be removed from the bus and stay at the school or Maumelle pick up point with staff supervision until a parent or guardian can be contacted to pick up the student.

If unsafe behavior occurs after the bus leaves the school or the Maumelle pick-up point, the bus monitor will call the Director of Transportation (DOT). The DOT will take statements from the driver and monitor and access the situation. If necessary the DOT will meet the bus at a safe location and remove the student from the bus and return the student to the school to remain under staff supervision. Once at the school, the student will be taken to the principal's office for appropriate disciplinary action. If either of the above instances occurs, the graduated discipline plan will be in effect.

### **Unsafe Behavior on the PM Bus**

If unsafe behavior occurs before the bus leaves school, the student will be provided with two options: (1) correct the behavior and continue on (behavior documented) or (2) be removed from the bus and stay at school with staff supervision until a parent or guardian can be contacted to pick up the student.

If unsafe behavior occurs after the bus leaves the school, the bus monitor will call Director of Transportation (DOT). The DOT will take a statement from the driver and monitor. After the DOT accesses the situation, he will make a decision to allow the student to remain on the bus or to go get the student of the bus and return him or her to school. If the DOT removes the student from the bus and returns the student to school, the student will remain under staff supervision until the parents are called and pick up the student.

If either of the above instances occurs, the graduated discipline plan will be in affect. The program also includes a defined and graduated discipline plan to encourage the student to make better behavior choices.

### **Graduated Discipline Plan**

- 1st Offense – Driver-Student conference & parent contacted by DOT. Student on probation and re-assigned to the front of bus for 1 week.
- 2nd Offense – Driver-Student conference & parent contacted by DOT. Student on probation and re-assigned to the front of bus for 2 weeks.

•3rd Offense\* – Referral submitted to school principal, 3 Day bus suspension. Upon return student placed on probation and re-assigned to the front of bus for 1 week

•4th Offense\* – Referral submitted to school principal, 5 days bus suspension.

\*Parent- Student conference required with school principal before student can return to riding the bus.

5th Offense – Referral submitted by DOT, DOT will recommend bus suspension for the remainder of the year.

\* Steps may be skipped if a student violates a rule while on assigned seat or probation.

Students should observe the following Bus Rider Rules established by the Baptist Preparatory School:

- Once the bus pulls away from any loading zones, the bus will NOT STOP to pick up or wait on a student.
- Students should show respect for school bus drivers and monitors at all times and follow their instructions.
- Objectionable and/or dangerous items are NOT allowed on the school bus. Included but not limited to: glass items, animals, large toys or objects that cannot easily fit into the student’s lap, plastic bags, insects, straight or safety pins, sharp objects.
- Tobacco, illegal drugs and/or alcohol is NOT permitted on school buses or school grounds.
- Weapons (or objects that look alike and/or could be used as weapons) are NOT permitted on school buses or school grounds.
- Obscene language and gestures are prohibited on the school bus.
- Destruction or defacing any part of the school bus is prohibited.
- Fighting or pretend fighting is NOT permitted.
- NO objects or trash (however small) can be thrown from the school bus windows or doors.
- Hands, head and arms are to be kept inside the bus.
- Emergency doors, windows, and hatches are to be used ONLY at the direction of the school bus driver.
- Students MAY be assigned seat assignments on the school bus.
- Students MUST remain seated at all times unless otherwise directed by the school bus driver or monitor.
- Students MUST remain QUIET at ALL railroad crossings.
- Band instruments can be transported ONLY if there is enough space for all students seating requirements. This is left to the bus driver’s discretion.
- Students should WAIT for instructions (hand signals or otherwise) from the school bus driver EVERY TIME when crossing the street to board the bus or when exiting the bus. Students should be able to maintain eye contact with the school bus driver or cross in full view of the school bus driver.

- Food, gum, or drinks are not to be consumed on the school bus.
- Students should be at the bus stop AT LEAST FIVE (5) MINUTES prior to the scheduled pick-up time.
- Students are to wait at the school bus stop in an orderly manner.
- Students will NOT be allowed to board or exit the school bus at a bus stop to which they are not assigned.
- Any behavior that is considered disruptive or unsafe by the school bus driver or monitor will be handled through the use of normal Baptist Prep Discipline Procedures.

### **Cell Phones and Unauthorized Electronic Devices**

Students who have cell phones or other unauthorized electronic devices must leave those out of sight and turned off. Cell phones and other unauthorized electronic devices are not to be used during the school day. If the student's cell phone rings or they are seen using an unauthorized electronic device, the device will be taken up and sent to the office. Cell phone and unauthorized electronic devices must be picked up at the office by a parent no sooner than the end of the school day. Unauthorized electronic devices may include, but are not limited to, cell phones, IPODS, cameras, MP3 players, Apple watches, smart watches and hand held video games.

Students bring cell phones and other unauthorized electronic devices to school at their own risk. Baptist Prep Lower School, its faculty and staff are not responsible for any damaged, missing or stolen cell phones or electronic devices.

### **Child Abuse and Neglect**

In accordance with the law of the State of Arkansas, each staff member is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The school will not contact parents prior to filing a report with the Department of DHS. The clear intent of the law, based on the seriousness of the crimes listed above is to mandate that a report of reasonable suspicion of abuse be made.

Once reasonable suspicion is established, the staff member of Baptist Prep has no opinion under the law except to report to DHS for further investigation and review.

### **Conferences**

Two parent-teacher conferences will be scheduled, one in the fall and one in the spring of the school year to discuss each student's progress and classroom experience. Other conferences may be scheduled if need determines.

### **Custody Agreements**

All parents with a custody agreement are required to have a copy on file in the school office. If a non-custodial parent is not allowed to pick up their child, it must be stated in the agreement.

All necessary staff members are notified of the agreement.

### **Distribution of Non-Baptist Prep Materials**

Any distribution of non-Baptist Prep materials such as invitations, brochures, etc. must be approved by the campus administration prior to distribution.

### **Elementary Extended Child Care**

Lower School Extended Care Director - TKaye Thompson 227-7070, ext. 386. Child care for children enrolled in the system is available. The schedule will be as follows:

Before school session	7:00 a.m. to 7:45 a.m.
After school sessions	12:00 noon to 3:00 p.m.; 3:00 to 6:00 p.m.

See the Extended Care enrollment form for charges. This form is available from the business office.

### **Emergency Closing or Inclement Weather Policy**

#### **General Information**

Should there be an occasion when weather or some other emergency necessitates closing of the school system, the following guidelines will be followed.

The decision to cancel, delay the start of, or close the school during the day is a decision of the Baptist Prep Headmaster.

1. The announcement to cancel, delay the start of, or close school system during the day will be sent through a parent alert via text, email and phone call, posted on the school website and broadcast on the following Little Rock television stations:

KARK (NBC)                      KATV (ABC)                      KTHV (CBS)                      FOX

School Website: [www.baptistprep.org](http://www.baptistprep.org)

If there is no announcement, school is in session.

#### **Delayed Opening**

Should there be an occasion to delay the start of the school; the following procedure will be used.

1. Notice of delayed opening will be announced over the local television stations by 6 a.m. and posted on the school website and Renweb by 7 a.m.
2. On a delayed opening, the school system will open two (2) hours after the regular starting time.
3. Bus pick-up will also be delayed two (2) hours.
4. On delayed opening days, K3, K4 and K5 (half-day) classes will not meet.
5. Students will be dismissed from school at their normal times.
6. Delayed opening days do not need to be made up to meet accreditation standards.
7. All before school activities including extended care will be cancelled.

### **Cancellation of the Entire School Day**

Should there be an occasion to cancel the entire school day, the following procedure will be used.

1. Notice of the closing of the school system will be announced over the local television stations by 6 a.m. and posted on the school website and Renweb by 7 a.m.
2. Each full-day missed from school will be made up on a date preset in the school calendar or at a date to be determined by the Headmaster (normally adding days to the end of the school year).
3. All before school activities will be cancelled.

### **Early Dismissal from School**

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children, faculty and staff are to safely return home before the brunt of a major storm hits or in the event of emergency crisis.

1. Notice of early dismissal (including the time) from school will be announced over the local television stations and posted on the school website.
2. Students and office personnel will attempt to contact every parent by email or phone to come pick up their children.
3. The bus delivering students between the elementary and high school campuses will run. The bus to Maumelle WILL NOT run.
4. After-school-care will not operate in event of early dismissal.

### **After-School Activity Cancellations**

In event of an early dismissal, or if school is closed the entire day due to inclement weather or other emergency, it is the normal procedure to cancel all afternoon and evening events. There may occasionally be an exception to this rule.

### **Extended Care Closing**

Please be advised that Extended Care will not be open whenever school is closed due to inclement weather. When school is dismissed early due to inclement weather, Extended Care will remain open for two hours after school closes or until 5:00 p.m., whichever comes first.

### **Field Trips**

Transportation for field trips will be by Baptist Prep buses. Parent volunteers accompany classes on field trips to ensure class supervision and safety. Due to the need for additional supervision, volunteer parents are asked not to bring siblings of students on field trips.

The Student Activity Fee covers the cost of the field trips for each student only. Volunteers will need to pay admission when applicable.

Likewise, parents are asked not to bring siblings to class parties.

### **Health Issues**

Children who become ill or hurt at school are brought to the office. If your child is in much discomfort you will be called and asked to come and take the child home.

In the meantime, everything will be done for the child's comfort and welfare. In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Students are not permitted to help themselves to First Aid materials.

If your child's temperature is 100 degrees or above, you will be called to take your child home.

They should not return to school until they are FREE of fever (99.5 or below) for 24 hours. They should not be in school until they are free of vomiting/diarrhea for a full 24 hours also. No medication will be administered by the school without written instruction from a parent.

All medication including non-prescription medication (e.g. Tylenol, aspirin) must be provided by the parent and kept in the school office.

A student must have written consent from either a physician or Health Department to return to school after being diagnosed with: but not limited to: Chicken Pox, Measles, Mumps, Pneumonia, Whooping Cough, Pink Eye, Scabies, and Ringworm.

When a student is found to have head lice (nits), the parent should make sure the student is free of both lice and nits. A letter with instructions on what to look for and treatment will be sent to all parents in the students class making them aware that there has been a case of head lice in the class.

### **Library**

Books may be checked out for a period of two weeks. Reference books and periodicals may not be checked out.

For books that are not returned, the fine will be \$10.00 or the cost of the book if greater than \$10.00. Each year an inventory is taken at all Baptist Prep locations during the month of May. All library materials are required to be returned and fines settled before inventory. On the first day of inventory, the names of students with unreturned books will be turned over to the business office for collection.

- Elementary - Students in grades 1-6 are permitted to check out two books at a time for a period of two weeks with a two-week renewal. They have to return books to get new books.

### Accelerated Reader

Quizzes will be accessible to the students for books that are owned by Baptist Prep Lower school library or requested by teachers for books in their classrooms assuming quiz availability. No quiz will be accessible for any book that has not been reviewed and approved by the library staff.

### Lost and Found

Items found on school grounds are brought to the school office. Please place your child's name on all items for easy identification. Unclaimed items will be given to charity at the end of each 9-week grading period.

### Lunch

Students in grades K3-6th full day only may either bring or buy a lunch. Milk or juice will be available at a nominal cost daily. Students purchasing lunch through the school lunch program must return lunch menus promptly to ensure their lunch order.

### Lunch Guests

Parents are welcome to dine with their children in the Bistro during the lunch break on an *occasional* basis. Notification should be made with the child's teacher. Lunch guests must check in with the office, receive a visitor's sticker, and meet the student at the Preschool Desk at Door 4. Guests should only dine in the Bistro. If a student has already ordered a meal from the cafeteria, it may be picked up and taken to the Bistro.

## MATTHEW 18 PRINCIPLE

### Matthew 18:15

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together to counsel with the principal or person directly over him, but never before approaching the person committing the offense.

In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Headmaster. If the matter cannot be resolved there, then it should be taken to the Chairman of the School Board to meet with the Board for final disposition of the matter.

### Parent Connection

Opportunities to be involved in the life of Baptist Prep will be given at every PC meeting. The nature of PC meetings will vary from time to time but the general objectives of the meetings are to be as follows:

- To acquaint parents with the philosophy of Christian education.
- To provide an opportunity for parents and teachers to know and have fellowship with each other.



- The PC also serves as the organization that coordinates school volunteer programs, special events for the students, and fundraisers.

Parents of all students are invited and encouraged to be a part of the PC. For more information contact the elementary office.

### **Photographs**

Individual school pictures will be taken in the fall of the year. A lower school class picture as well as an individual picture will be taken in the spring of the year.

Parents will be notified in advance of the date, costs and options.

### **Standard of Conduct Form**

An electronically signed Standard of Conduct form must be on file as part of the students enrollment record. The Standard of Conduct form is included as part of the online enrollment process.

### **Telephone Use**

Telephone messages should be restricted to emergencies only. Personal matters between parents and students should be handled at home before the student leaves for school. Students will be allowed to call home only in emergencies.

### **Unauthorized Use of School Name**

No student, or students' parent or guardian, without the express prior written authorization of the school's principal (administrative head) may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school's name:

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to, support for social/political agenda or social networking (e.g. Facebook, MySpace, etc.)

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

### **Visitors**

Parents or other visitors are welcome to visit the school. When visiting the school, please check in first at the office and receive a visitor's pass; do not go directly to any classroom. School age visitors who are guests of our students must be appropriately dressed, but not necessarily in dress code. Because of the potential for too many visitors on the same day, students who attend other schools in the area may not visit Baptist Prep on days when their school is closed unless they make prior arrangements.

If you have deliveries to your children, bring them by the office and they will be delivered to the classroom or given to the student at the end of the school day.

### **Chromebooks**

Fifth and sixth grade Baptist prep students will receive a Chromebook as part of the textbook resources. The Chromebook Policy Handbook is located on the website [baptistprep.org](http://baptistprep.org) under Academics. Terms must be accepted during the enrollment process.