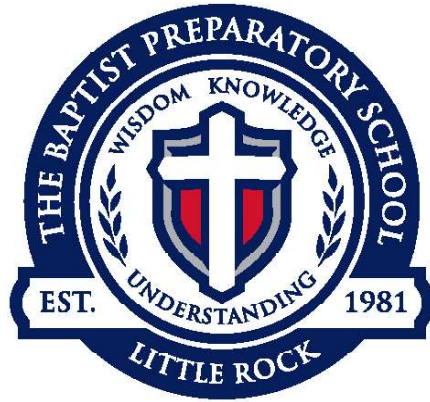




UPPER  
SCHOOL  
STUDENT  
HANDBOOK

2017-18



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**Student Handbook 2017 - 2018**

**Grades 7-12**

**8400 Ranch Blvd.  
Little Rock, AR 72223**

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

## Table of Contents

Mission Statement. . . . .	1
Philosophy . . . . .	2
Core Values . . . . .	3
Telephone Directory . . . . .	7
Admission Policy . . . . .	9
Academic Policies . . . . .	10
Graduation Requirements . . . . .	12
Attendance Policies . . . . .	17
Dress Code . . . . .	19
Discipline Policies . . . . .	24
Bullying Policy . . . . .	29
Campus Policies . . . . .	39
School Day . . . . .	39
Bus Procedures . . . . .	40
Inclement Weather Policy . . . . .	45
Library . . . . .	46
Trips . . . . .	48
Unauthorized Use of School Name . . . . .	49
Organizations . . . . .	49

**OUR 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 Preparatory School 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 - 2 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.
- 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 educational process of their child.

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

- 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 Parent/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 ABSS 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 Prep' 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 worldview 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 Prep' 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).

## TELEPHONE DIRECTORY

Upper School Main Office .....	.868-5121
Upper School Fax .....	.868-5403
<i>Head of School</i>	
Dr. Laura Bednar .....	.227-7077
<i>Principal</i>	
June Haynie. ....	.868-5121
<i>Assistant Principal</i>	
Bernie Cox .....	.868-5121
<i>Guidance Counselor</i>	
Lara McElrath .....	.868-5121 ex. 226
<i>Athletic Director</i>	
Steve Miller .....	.868-1078
Baptist Prep Administrative Offices - FBLR .....	.227-7077
Lower School Office - FBLR .....	.227-7070

## 2017-2018 SCHOOL CALENDAR

### 2017

August 9 .....	First Day of School
September 4 .....	Labor Day*
October 16-17 .....	Fall Break/Parent-Teacher Conferences*
November 20-24 .....	Thanksgiving Break*
December 16 .....	Christmas Break *

### 2018

January 3 .....	School Resumes
January 15 .....	Martin Luther King Holiday*
February 19-20 .....	Winter Break*
March 13-17 .....	High School Missions Week
March 19-23 .....	Spring Break*
March 30 .....	Good Friday*
May 20 .....	Commencement Service
May 24 .....	Last Day of School

**\*No School**

# GENERAL SCHOOL INFORMATION

## BELL SCHEDULE

### *Regular Bell Schedule*

Period 1	8:00-8:45
Period 2	8:50-9:35
Period 3	9:40-10:25
Period 4	10:30-11:15
1st Lunch - 7th-9th/Period 5-10th-12th	11:20-12:05
2nd Lunch - 10th-12th/Period 5-7th-9th	12:10-12:55
Period 6	1:00-1:45
Period 7	1:50-2:35
Period 8	2:40-3:25

### *Chapel/Assembly Bell Schedule*

Period 1	8:00-8:39
Period 2	8:44-9:23
Period 3	9:28-10:07
Chapel	10:12-11:00
Period 4	11:05-11:44
1st Lunch - 7th-9th/Period 5-10th-12th	11:49-12:28
2nd Lunch - 10th-12th/Period 5-7th-9th	12:33-1:12
Period 6	1:17-1:56
Period 7	2:01-2:40
Period 8	2:45-3:25

### *Inclement Weather 10:00am Opening Bell Schedule*

Period 1	10:00-10:31
Period 2	10:36-11:09
Period 3	11:14-11:45
Period 4 HS/JH Lunch	11:50-12:21
Period 4 JH/HS Lunch	12:26-12:57
Period 5	1:02-1:35
Period 6	1:40-2:11
Period 7	2:16-2:47
Period 8	2:52-3:25

**School Office is open 7:40 a.m. - 4:00 p.m.**

## **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. 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 cannot 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.

## **ACADEMIC POLICIES**

### **Conduct Grades**

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

### **Secondary Grading System**

90-100A	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.

### **Honor Roll**

Principal's List All A's  
Honor Roll 3.25 and above and no grades below a B  
Students will be on a 9-week grading system.

### **Advancement and Retention**

#### **Grades 7 - 8**

Any student making an "F" for the yearly average in any of the following subjects will be required to attend and pass summer course work before being promoted to the next grade. These subjects are as follows:

Math, Science, History, English, Bible

Only two subjects can be repeated during the summer. Students failing three or more of the above subjects for the year will not be promoted to the next grade. Math may be repeated the next school year, without the student taking a summer course, if that same course is offered in the grade level that the student will be entering. The student will be required to have guidance counselor approval before this waiver can be granted.

#### **Grades 9 - 12**

Students are required to repeat any failed semester before receiving high school credit. Only two semesters credit can be earned during the summer.

#### **Grades 10 - 12**

Students entering grades 10 - 12 must have the following minimum credits earned:

10th - 6  
11th - 12  
12th - 18

Students who do not earn the appropriate credits will not be promoted to the next grade level. Transfer students who are deficient in credits must meet with administration and determine a plan to correct the deficiency.

#### **Add/Drop Policy**

- Each student should be familiar with the requirements for graduation and potential college entrance requirements, as well as the course content prior to registering for classes. Students may add or drop a course before the school year starts as long as the schedule permits.
- After the school year begins, schedule changes will only be made in extenuating circumstances and at the discretion of the guidance counselor and the principal.
- A student wishing to request a schedule change should obtain an add/drop form from the guidance counselor.
- The student will then obtain signatures from the teachers involved in the change, as well as his/her parents. The completed form should be submitted to the guidance counselor for final approval.
- STUDENTS CANNOT MAKE A SCHEDULE CHANGE WITHOUT THE GUIDANCE COUNSELOR'S FINAL APPROVAL. No schedule change is official until the student receives an updated schedule.
- Please be aware of the following when dropping a class:
  1. During the first two weeks of the semester, there is no penalty for dropping a class.
  2. After the first two weeks of the semester, students may not add or switch a class; students who do not have a study hall may drop a class during the first nine weeks. However, the student will receive a withdrawal grade (WP-withdraw passing or WF- withdraw failing) on his/her transcript.

#### **International Students**

In year two, international students (F-1 VISA) will repeat the grade level in which they initially enroll (unless approved by the principal).

#### **Homework**

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 attention.
- Students who are (for other reasons than a 3-day note) absent will be allowed one additional day to turn in homework for each day missed.

#### **Semester Exams**

Baptist Prep students take semester exams at the end of each semester for semester classes and year long classes (except for 9 week rotation classes).

- Exams count 1/7 of the semester grade for 7th - 8th grades
- Exams count 1/5 of the semester grade for 9th - 12th grades

**Semester exams will not be given early.**

#### **Summer Reading**

Students in grades 7-12 will be required to participate in the Baptist Prep summer reading program. Students will be given a summer reading assignment prior to school ending for the summer break. The students' English teacher will give a grade for the assignment and it will count in the first quarter grade in English.

#### **Standardized Testing**

Baptist Prep administers the following standardized tests.

7th-10th	ASPIRE Test by ACT
10th-11th	PSAT (Preliminary Scholastic Aptitude Test) - optional 10th grade required 11th grade.

The PSAT is the National Merit Scholarship qualifying test.

Baptist Prep recommends that students in the 10th - 12th grades take the Scholastic Aptitude Test (SAT) or American College Test (ACT).

Registration and cost for the SAT, ACT, and PSAT are the responsibility of the student. The SAT college entrance test is administered at area schools on designated Saturdays throughout the year. Baptist Prep serves as a local test site for the ACT test.

#### **Curriculum**

The secondary curriculum relies on Christian publications and other publications that have been approved by the Baptist Prep Administration. The curriculum is under continual review, and when improved texts are available the school may adopt the newer, improved textbooks.

#### **Graduation Requirements**

In order to graduate from Baptist Prep, a minimum of 26 credits including one credit of Bible for each year of attendance at Baptist Prep are required.

- One-half (1/2) credit is given for each semester of a course passed.
- No more than one credit of PE may be counted.
- Three types of diplomas are offered: the Standard Diploma, the College Preparatory Diploma, and the Student of Distinction Diploma.

### *Academic Award Recognition*

At graduation we will recognize several groups of students: the valedictorian and salutatorian, the Christian Life and Leadership Award winner, the students of distinction, the honor graduates, as well as the National Honor Society, Beta Club, and Mu Alpha Theta members.

- *Valedictorian/Salutatorian*

The honor of valedictorian will be awarded to the Student of Distinction with the highest cumulative GPA over eight semesters of high school. The cumulative GPA will be calculated using only 54 semester grades and will include all AP and higher level courses and any semester grade lower than an A. If there is a tie, the valedictorian will be the student with the greatest number of higher level courses and the salutatorian will be the student with the second greatest number of higher level courses. If there are two or more valedictorians, there will be no salutatorian.

- *Christian Life and Leadership Award*

This award is presented to a student from the senior class who is recognized by teachers and fellow students as someone who displays Christian values, Christ-like characteristics, and leadership qualities on a consistent basis.

- *Students of Distinction*

This honor is awarded to students who qualify for the College Prep Diploma and have taken at least 9 of the higher level courses of as listed in the academic handbook. The cumulative GPA must be at least 3.7 with no semester D's and no more than three semester C's.

- *Honor Graduates*

All students who have a cumulative GPA of 3.7 or above are honor graduates.

- *The National Honor Society* is limited to those juniors and seniors who have an overall grade point average of 3.85 at the end of the sophomore or junior years, and who have shown themselves to be leaders, have high moral standards, and have performed community service.

- *The Beta Club* is limited to students with an overall grade point average of 3.25 with no semester C's in the previous semester. These students must also demonstrate leadership, service, and school spirit.

**Diploma Requirements**

\*Four math credits are required to be taken in grades 9-12.

<b><u>Standard Diploma</u></b>	<b><u>College Prep Diploma</u></b>	<b><u>Student of Distinction</u></b>
4 Christian Studies	4 Christian Studies	4 Christian Studies
4 English	4 English	4 English
4 Social Studies	4 Social Studies	4 Social Studies
4 Math (Thru Alg. II)*	4 Math (Alg. II and 1 higher level)*	4 Math (Alg. II and 1 higher level)*
4 Science	4 Science (including Chemistry)	4 Science (including Chemistry)
1/2 PE	1/2 PE	1/2 PE
1/2 Health	1/2 Health	1/2 Health
1/2 Oral Communications	1/2 Oral Communications	1/2 Oral Communications
1/2 Fine Arts	1/2 Fine Arts	1/2 Fine Arts
4 Electives	2 Foreign Language 3 Electives	2 Foreign Language 4 Electives
26 Credits	27 Credits	28 Credits

**Extracurricular Activities Eligibility**

**Academic Requirements**

1. Student will maintain a passing grade in all classes.
2. Student will maintain a 2.0 grade average for all classes.

**Procedures of Accountability**

1. Sponsors of each co-curricular activity (drama, cheerleading, music, athletics, etc.) will check each student's academic progress at the end of each nine week grading period.
2. Students who do not meet the Academic Requirements as stated above in this section will become ineligible to continue participating in all extracurricular activities for four and one-half weeks. At the end of the four and one-half week participation suspension or at the time of the mid-quarter reports, the student's progress will be rechecked. If the student has corrected his/her deficiency in the Academic Requirements, he/she may regain his/her eligibility.
3. Students who become ineligible for extracurricular activities may, at the discretion of the sponsor or principal, be required to fulfill additional requirements to remain in the organization on an ineligible basis.

These requirements may include, but are not limited to, study hall outside of school hours, assignment sheets, weekly progress reports, etc.

These extra requirements are intended to provide additional academic supervision, accountability, and motivation for the student to eliminate poor academic performance and regain eligibility for co-curricular activities.

**Clarifications**

1. At the end of the second and fourth quarters, the academic requirement will be calculated according to the semester grade. Nine weeks grades will be used at the end of the first and third quarters.
2. If, due to extenuating circumstances, a conflict arises between the Baptist Prep academic requirement and the Arkansas Activities Association scholarship requirement, the AAA requirement will take priority, if it is more restrictive in nature.
3. Students who have been declared ineligible at the end of the fourth quarter may regain eligibility for the first quarter of the following year by meeting all requirements of AAA during the summer through accredited courses as described in the AAA and Baptist Prep handbooks.
4. New students to Baptist Prep will be exempt from the Baptist Prep academic requirements for the first nine weeks of school, if they are eligible according to the AAA academic requirement. At the end of this period, new students will be held accountable in meeting Baptist Prep academic requirements.
5. Students may not try out for certain activities or teams (drama, cheer, etc.) if the student was ineligible at the most recent 9 week or semester grade (as stated in Clarification #1).

**NCAA Academic Eligibility**

All students who plan to participate in athletics in college must register with the NCAA Initial-Eligibility Clearinghouse and NAIA Clearinghouse.

**Division I - 16 core courses**

Student athletes will need to present 16 core courses in the following breakdown:

- 4 years of English
- 3 years of Math (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 1 year of additional English, math or science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

**Guidance Services**

The overall vision of the guidance counseling department is to help students grow into mature, Godly adults by guiding them in the areas of decision making, social and personal adjustment, and academic growth. Services are available in four major decision making areas: personal counseling and student development, parent and teacher education and communication, career and college guidance, and academic testing.

**Procedures for Accessing Counseling Services:**

Students may obtain counseling services by making an appointment with the school guidance counselor or stopping by the school guidance office when the student has free time.

This may be in between classes, during a study hall, during lunch, before school, or after school. In cases of emergency, students may also ask a teacher if they may leave class to talk with the school guidance counselor.

**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 who consult with guidance staff.

Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student's best interest.

As the guidance staff works together to provide these counseling services to students and parents, a free exchange of information may take place within the guidance department when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside persons or agencies with the written permission of the parent or legal age student.

## **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. Any student who misses more than 15 minutes of a class will be considered absent for that class. A parent should call or email the office by 8 a.m., to report that their child will be absent from school that day. When returning to school, all students are required to bring a note or send an email which contains the following:

- date of note
- date(s) of absence(s)
- reason for absence(s)
- parent's signature

ALL of this information **MUST** be included in the note. This information will help in determining whether the absence is considered excused or unexcused.

**This note must be provided to the school no later than three school days after the student returns to school. Failure to provide a note within the three day period will result in the absence becoming unexcused.**

### **Excused Absences**

**An excused absence is an absence due to personal sickness, serious illness in the family, medical appointments (Dr.'s note is required), death of family member or close friend, prearranged educational outing, or acts of God.** Students should not expect the teacher to delay tests or allow extra time simply because they missed a day of school just before the test. Consideration may be given by administration to students missing several days in a row, or those obviously too ill to prepare for school. Students who are absent will be allowed one additional day to turn in assignments or take tests for each day missed. Students who do not turn in assignments or makeup tests in the allotted time will receive no greater than 50% on their work.

A note signed by a parent or legal guardian may be used to excuse an absence up to 6 times per year, example: vacations, outside events, etc. **Final authority for judging the legitimacy of the absence rests with the administration.**

Students may be excused for three additional school absences if participating in out of school performances or competitions and must be approved in advance by the principal. Baptist Prep academic eligibility requirements must be met in order to be eligible for these additional days.

**Juniors and seniors are allowed two college days per year counted as school business. Forms for a college day are available in the office. The completed form must be turned in to the office in advance of the absence. A signed form from the college must be turned in to the office upon return to school to be counted as school business**

### **Unexcused Absences**

Any absence deemed to be unexcused will result in the student receiving no more than 50% of the points possible for make-up work and/or tests. Excessive unexcused absences may result in the student losing credit for the class.

### *Tardies*

Students who arrive after the tardy bell rings will be considered tardy; however, arriving 15 minutes or more after the tardy bell rings will be considered an absence. Likewise, students who leave class prior to attending for at least 30 minutes will be counted absent.

Four tardies of any type to first period class in a 9-week period will be required to attend one detention hall. Each subsequent tardy in the same 9-week period will result in one day of detention hall. Any student receiving six unexcused tardies to 1st period classes in a 9 week period will be suspended for one day. Three tardies to any 2nd-8th period class in a 9-week period will be required to attend one detention hall. Each subsequent tardy in the same 9-week period will result in one day of detention hall. Any student receiving five unexcused tardies to 2nd - 8th period classes in a 9 week period will be suspended for one day.

### *Audit Status*

In order to receive credits for a class, students are allowed no more than ten (10) total absences to that class in any one semester.

When a student exceeds ten (10) absences (that are not school-approved functions) in a class, the student will be placed on "Audit Status". He/She will be required to continue attending the class, but will not receive credit for the class.

Parents may petition the high school principal in writing for credit exceptions for the class at the end of the semester (10-14 absences). Courses that are denied credit will need to be remediated during the summer.

Students who are absent for 15 days or more of a core class for non school related reasons during any semester of grades 7-12 will be given a grade of incomplete at the end of that semester. The student must then complete and make a grade of 70% or more on the credit recovery class within the timeline, as prescribed by the administration, in order to receive credit for the class in which the absences have occurred. The grade from the credit recovery class will be averaged with the Baptist Prep class to produce a final grade. Failure to meet the guidelines mentioned above will result in the student receiving a failing grade for the Baptist Prep class. All costs related to credit recovery enrollment and materials will be at the parent's expense.

### *Athletics and Activities*

Students not in attendance for at least four periods of the day will be able to participate only with the approval of the Administration. Students who miss school time for athletic events or activities will be required to obtain their assignments before leaving for the activity and must submit their assignments to their teacher upon the next school day.

## **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**

Parents are responsible for sending their children with correct dress and grooming. Determination of dress code violations will be the responsibility of the administration. The following guidelines apply to all dress code categories-School Uniform, Spirit Dress, Casual, Recreational, Dressy/Performance, and Formal Occasion.

#### **Boys**

##### **Hair**

- Neatly groomed, conservative style and color.
- Length: not completely covering ears or touching collar or eyebrows at anytime.
- Extreme or counter culture hairstyles are not permitted.
- Sideburns are not to be longer than the bottom of the ear lobe.
- Must be clean shaven, facial hair not permitted at any time.
- Caps or hats should not be worn at any time.
- Earrings, tattoos, and body piercings are not permitted.

Students who are not in compliance with the hair code policy will be given a dress code violation and discipline notice. **Students must have their hair cut properly within two days or they may not return to school.**

#### **Girls**

##### **Hair**

- Neatly groomed, conservative style, and color.
- Extreme or counter culture hairstyles are not permitted.
- Caps or hats should not be worn at any time.
- Only two earrings per ear. No gages or bars permitted.
- Tattoos and body piercing are not permitted.
- Makeup, jewelry, and accessories must be modest, neither excessive nor detracting from her Christian witness or the educational process.

## SCHOOL DRESS CODE

These dress code guidelines apply to the entire school day from entering the school building until leaving.

### **General**

- Clothing worn inside-out or clothing containing holes is not permitted.
- Students may not wear clothing items, logos, or school “letters” from other schools.

### Boys

#### **Shirts**

- Solid one color oxford style or polo knit shirt of any solid color is permitted.
- Polo shirts must have buttons and be buttoned appropriately (no snaps or open plackets).
- Short or long sleeves are acceptable on both styles.
- Logo emblems will be permitted on shirt if smaller than quarter size. (exception: Baptist Prep emblems).
- **Shirts must be tucked in and stay tucked in at all times during the school day.**

#### **Pants**

- Khaki (tan) or navy pants only (traditional, classic cut-moderate flare cut acceptable, but no bell bottoms).
- Must fit properly - no baggy or saggy pants.
- Pants must have belt loops and be worn with a belt that matches basic uniform.
- No belts with metal studs, etc.
- Pants must be neatly hemmed w/o tears or slits at the bottom hem.
- Patch pockets (top stitched pockets), denim fabric, or drawstring pants will not be permitted.

#### **Shorts**

- Khaki or navy shorts are permissible (traditional knee length uniform shorts, no cargos). Traditional knee length is defined as top of the knee while standing.

#### **Shoes**

- Shoes are required. House shoes, skate shoes, and rubber flip-flops and athletic slides are not permitted.
- Dress shoes, tennis shoes, leather or suede sandals, and Birkenstock-style clogs are acceptable.
- Socks are optional.
- Shoes with laces must be tied.

#### **Outerwear**

- Heavy coats and jackets must be left in the lockers.
- In addition to Baptist Prep apparel, students will be allowed to wear the following items with one or two solid colors (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.

#### **Athletic attire**

- School related athletic tops approved by administration are permitted.

### **Girls**

#### **Shirts**

- Solid one color oxford style or polo knit shirt of any solid color is permitted.
- Polo shirts must have buttons and be buttoned appropriately (no snaps or open plackets).
- Short or long sleeves are acceptable on both styles.
- Shirts must not be form fitted or snug.
- Logo emblems will be permitted on shirt if smaller than quarter size. (exception: Baptist Prep emblems).
- **Shirts must be tucked in and stay tucked in at all times during the school day.**

#### **Skirts**

- Navy, khaki, or Baptist Prep plaid are permitted colors.
- Hemline must reach top of knee in front while standing.
- Solid color blue, red and black leggings are acceptable under school approved skirts.
- Pants and sweat pants are not permitted beneath skirts.

#### **Pants**

- Khaki (tan) or navy capri pants (mid-calf or longer, no cargo pockets) or pants only (traditional, classic cut-moderate flare cut acceptable, but no bell bottoms).
- Pants must be modest and relaxed in fit-neither tight nor baggy.
- Pants with belt loops must be worn with a belt.
- No belts with metal studs, etc.
- Pants must be neatly hemmed w/o tears or slits up the side.
- Denim fabric, jeggins and drawstring pants are not permitted.

#### **Shorts**

- Khaki or navy shorts are permissible (traditional knee length uniform shorts, no cargos). Traditional knee length is defined as top of the knee while standing.

#### **Shoes**

- Shoes are required. House shoes, skate shoes and athletic slides are not permitted.
- Dress shoes, tennis shoes, sandals, "decorative" flip flops and Birkenstock-style clogs are acceptable.

- Socks are optional.
- Shoes with laces must be tied.

#### **Outerwear**

- Heavy coats and jackets must be left in lockers.
- In addition to Baptist Prep apparel, students will be allowed to wear the following items with one or two solid colors (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.

#### **Athletic attire**

- School related athletic tops approved by administration are permitted.

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

#### **Spirit Dress**

Girls may wear jeans, jean capri pants (mid calf or longer, no cargo pockets) or uniform shorts or pants. Boys may wear jeans or uniform shorts or pants. Baptist Prep related t-shirts may be worn on Spirit Days as well as regular uniform shirts. Shirt tails do not have to be tucked. Jeans, jean capris, pants, or shorts should be neither too tight nor too baggy. Jeans must not be tattered, have holes or slits. Students must dress in complete spirit wear or wear the daily school dress code.

#### **Casual**

- Girls may wear slacks, jeans, and skirts that are dress code length. Shirts and blouses may be worn with or without a collar and must have a sleeve. T-shirts are not allowed.
- Boys may wear slacks or jeans. Shirts may be worn with or without a collar and should have a sleeve. T-shirts are not allowed.

#### **Recreational**

- Girls may wear slacks, jeans, or shorts (modest length). Shirts or blouses may be worn with or without a collar. T-shirts must have sleeves. Some lettering not contrary to Christian principles may be allowed, legitimate colleges and universities, states, or numbers.
- Boys may wear slacks, jeans, or shorts (modest length). Shirts may be worn with or without a collar. T-shirts must have sleeves. Some lettering not contrary to Christian principles may be allowed, legitimate colleges and universities, states, or numbers.

#### **Dressy/Performance**

- Girls may wear dresses or skirts and blouses of modest design (no denim). Spaghetti strap and halter top dresses will not be permitted. Backless, strapless, or tight fitting dresses will not be permitted. No sheer clothing

will be permitted (including cutouts on the midriff) except on sleeves. Neckline must be modest. Dress must be no shorter than 2.5 inches above the knee. Slits in dresses should not exceed 2 inches above the knee. Dress shoes must be worn.

- Boys must wear dress slacks and button up dress shirts. Ties are at the discretion of the sponsor. Dress shoes must be worn.

### **FORMAL OCCASION**

The dress code guidelines also apply to non-Baptist Prep students.

#### **Girls**

A formal dress must be worn and meet the following guidelines:

- The dress should be in the appropriate size. Neither too big nor too small.
- Neckline must be straight across, above the breasts. No sweetheart necklines. No cleavage.
- Back of dress must not be below bra line.
- Slits must not exceed 2 inches above the knee.
- Length must be within a dollar bill's width of the knee (2.5 inches). Please measure. If it is slightly less, it will not be approved.
- Dresses with sheer or nude material and/or skin exposed beneath laced-up areas must be specifically approved. It will not be approved if the material is located on the front torso, along side, or low back of the dress.

#### **Boys**

- A tuxedo is suggested; however, a suit and tie may be worn.
- Dress shoes must be worn.

If there is a question concerning the guidelines, you may ask one of the administrators. There will be no leniency on the night of the event. Any girl whose dress is ruled inappropriate will be given a sweater for the remainder of the event or she may be asked to leave.

### **VIOLATION OF DRESS CODE**

<u>First Violation</u>	The student will be sent home for necessary clothes changes or sit in the office with an unexcused absence for each class missed.
<u>Second Violation</u>	Same as first violation
<u>Third Violation</u>	The student will be suspended from school for one day.
<u>Fourth Violation</u>	Appropriate punishment will be given and the Principal will determine if the student will be allowed to continue attending Baptist Prep.

### **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 for 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.

#### **Upper School Discipline Procedures**

At the upper school campus, violations fall into various classifications. In every disciplinary action taken, the goal to which the student is directed is the indication of a submissive and obedient spirit toward all authority, particularly the authority of Jesus Christ (I Samuel 15:22-23).

For specific offenses, there are specific corresponding disciplinary actions. Such a disciplinary system produces consistency while at the same time upholding the holy standards of God (Malachi 3:6; Hosea 12:6; I Peter 1:15-16).

For students who consistently violate classroom rules regarding common courtesy, adequate preparation, studious attitude, etc., the classroom teacher will contact the parent and possibly assign extra work to that student or send that student to the administrator for further disciplinary action. Additional conferences with parents plus possible placement on probation may result. Poor behavior in class will undoubtedly affect the individual's grade and his personal spiritual growth. We expect proper behavior for the safety and proper instruction of every student for whom we are responsible. **The support of parents is essential.**

#### **Secondary Minor Offenses**

The following violations may result in referral to the principal or his designee for possible disciplinary action such as assigned detention hall or suspension.

- In the hallway without a pass.
- Inappropriate classroom behavior.
- Horseplay, running, excessive noise in the halls, classes or chapel.
- Throwing things in class, hall, cafeteria, etc.
- Chewing gum in building.
- Eating in the building other than in the cafeteria.
- Dress code violations.
- Public display of affection.
- Any other offenses of a minor nature as determined by the Administration.

#### **Academic Integrity and Cheating Policy**

We value academic integrity very highly and do not permit any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual, group assignment, or a final grade. The following is a listing of forms of cheating, plagiarism, and other forms of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it!

#### **Academic dishonesty includes, but is not limited to, the following:**

***Cheating on exams*** by copying from others; having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information; having or using a cheat sheet; altering a graded exam and re-submitting it for a higher grade; working together on a take-home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials; reporting to another student what is on a test or quiz, including providing questions or specific answers; putting another student's integrity to test by asking for information on a test or assignment.

***Plagiarism (this includes, but is not limited to, homework, research, tests, and quizzes)*** by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial

portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another student.

**Note:** Learning Lab and Discovery students receive modifications that are exclusive to that student (ex. study guides). Any sharing of this material by a student in these programs (in writing or verbally) with another student will be considered cheating. Any use of these materials by another student other than the one to whom it is provided will be considered cheating.

**Note:** Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

NOTE: Baptist Prep Upper School uses some curriculum (ex. ABEKA) that is available to home-school parents and students in some local bookstores. Please be aware that any use of these materials purchased outside the school, such as answer keys, teacher materials, etc., constitutes cheating and will be dealt with in accordance to the Baptist Prep Upper School cheating policy.

**The following behaviors promote true student achievement:**

1. Be prepared. Try to keep to a realistic schedule balancing academics, extra-curricular activities, and your social life.
2. Make sure that you understand your assignments and the grading scale that the teacher is using. Ask your teacher for clarification, not a class mate.
3. With the help of your teacher, set up study groups with your classmates.
4. Seek help from your teachers.
5. Be organized. Have class notes in order, and be sure they are easily accessible. This will save you time and anxiety when studying for a test or writing a paper.
6. Stay current with assignments. Do not wait until the last minute and play catch up!
7. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
8. Know what constitutes cheating, including all the variations of plagiarism.
9. Accept the fact that some learning requires serious, even tedious effort.

**The Role of Parental Support in Their Children's Achievement and Ethical Development**

Parent support of academic achievement and ethical development is fundamental to students' long term success. The following behaviors will assist parents in promoting true student achievement:

1. Teachers are often available for extra help before, during and after school. Encourage your child to develop rapport with all of his teachers. The teacher is the best source for explanation and assistance. No student should ever say that they are "afraid" to talk to one of their teachers.
2. Assess your child's abilities realistically. Help him to choose courses in which he will be successful and challenged without undue stress.
3. Do not push your child beyond his limits with your expectations or aspirations. Many times students make poor decisions because the pressure to excel is greater than their ability to meet the expectations.
4. If you suspect your child is having difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
5. If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his inappropriate actions and use the first offense as a learning situation that if handled correctly can be used to instill positive personal traits for the future.

**The Role of Teacher Support in their Students' Achievement and Ethical Development**

1. Provide an atmosphere that is conducive to learning/testing and promotes honesty and integrity:
  - \*All material cleared from desks/tables
  - \*No use of items that may be used for cheating such as cell phones, cheat sheets, water bottle, head phones, student provided cover sheets, etc.
2. Stay in the classroom and remain vigilant.
3. Be aware and responsible of cheating/copying homework during common times such as study halls/lunch/bus duty, and report incidences to the appropriate faculty members.
4. Consider the effectiveness of assignments and the assessment of them. Teachers should not assign "busy work" and all written assignments should be taken up for a grade.
5. Make sure that all make-up tests and quizzes are monitored.
6. Deal effectively with absenteeism on test/project/presentation days by using alternative assessments, different versions of tests, and time constraints for make up.
7. Be sensitive of the timing of major tests/projects in other departments.
8. Encourage students and parents to become more interested in learning than in the grades.
9. Construct assessments to be completed within the time allotted.

10. Clarify, as individual teachers, what cheating is for your class, and be clear about consequences.
11. Preach integrity! Exhibit integrity! Take charge!

#### **Lunch Detention**

Student will be assigned twenty-minutes of cleaning duty during the student's lunch break.

#### **Detention Hall**

Student will be assigned one or two hours detention in a supervised setting to do work as assigned by an administrator. When detention hall is assigned, parents will be notified in writing.

#### **Out of School Suspension**

The offending student will be dismissed for the entire day of school from one to ten days as assigned by the administrator. Parents will be notified by phone and letter. Student must turn in all assignments due upon his/her return to school. The maximum score possible on work that is made-up is 50%. No student may participate in extracurricular practices, games, activities or performances while suspended.

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

#### **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 locker, book bag, purse, or vehicle.

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.

### **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 Prep 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 Upper School
- 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, 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 in writing. 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 compensation or consequences may also be applied. Bullying falls under the category of “major offenses” in the Baptist Prep Handbook.

#### **Prohibited Drugs and Alcohol Policy and Screening Test Procedures**

The Baptist Preparatory School 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 education and disciplinary action. Drug screening tests may be only one procedure employed to enforce this policy.

The school may take disciplinary action, including expulsion, without the necessity of a drug test.

Any of the following actions constitutes a violation of this policy and may subject a student to disciplinary action as determined by the school in its sole discretion, including expulsion:

1. Using, selling, purchasing, transferring, possessing, manufacturing, processing, preparing or storing alcohol or prohibited drugs (excluding prescription or over-the counter drugs in accordance with medical treatment) or any other substance representing the foregoing, or any drug paraphernalia, or assisting another to do so anytime or anyplace.
2. Switching, adulterating or attempting to tamper with any sample submitted for testing or otherwise interfering or attempting to interfere with the testing process.

When a school administrator has reasonable suspicion that a student has violated this policy, he or she may require a drug screening test to be administered by an appropriate testing agency and/or search of the individual(s) in question. Reasonable suspicion may result from the following, or other circumstances giving rise to reasonable suspicion: (a) observed behaviors; (b) receipt of credible reports by two or more reliable witnesses; (c) detection of odor by a school employee; or (d) discovery of a prohibited substance on the student, in the possession of the student, in or around school premises, school property, vehicles, or other areas in which the student has had access.

**In addition, the school reserves the right to conduct random drug screening tests at anytime.**

Any student subject to the application of this policy shall be afforded “reasonable, fair, and appropriate procedures.” Should the drug testing result be positive, the parent will be responsible for paying for the testing fees.

Should the random testing results be negative, the school will pay for the testing fees. Should there be testing administered because of reasonable suspicion, the parent(s) and the school will share the cost of the testing fees if the tests are negative. Should the drug screening test results be positive in any category, the student will be subject to disciplinary action, including without limitation, expulsion. Should the results be negative, the student still may be subject to disciplinary action, depending on the nature of the offense.

The school will consider action initiated by the student or parent to voluntarily obtain help or assistance with problems associated with the use of alcohol or prohibited drugs before being implicated in conduct prohibited by this policy as a factor mitigating suspension or expulsion. However, the weight given to such factor shall be within the sole discretion of the school. Further, failure on the part of the student to adhere to a treatment and rehabilitation plan shall be grounds for disciplinary action, including without limitation, expulsion.

#### **Search and Seizure**

The Baptist Preparatory School 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**

The Baptist Preparatory School 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 or choose to not invite the student back for the next semester or school year.

**Secondary Major Offenses**

The following violations will result in the corresponding disciplinary action:

**HARRASSMENT/ASSAULT - directed toward student**

First Offense Parent Conference; 1-5 days suspension possible expulsion

Second Offense 1-5 days suspension; possible expulsion

Third Offense Expulsion

**LYING TO SCHOOL FACULTY OR STAFF**

First Offense Principal's discretion

Second Offense 1-5 days suspension and/or parent conference

Third Offense 1-5 days suspension and/or parent conference

**POSSESSION OF OBSCENE/OCCULT MATERIAL - on or off campus**

First Offense 1-5 days suspension and/or parent conference

Second Offense Expulsion

**USE OF PROFANITY OR VULGARITY**

First Offense Possible suspension

Second Offense 1-5 days suspension

Third Offense Expulsion

**SEXUAL MISCONDUCT - on or off campus**

First Offense Parent conference; 1-5 days suspension; possible expulsion

Second Offense Expulsion

**STEALING AND/OR WILLFUL DESTRUCTION OF THE PROPERTY OF OTHERS (school property on others included; on or off campus)**

First Offense Restitution; possible suspension

Second Offense Restitution; 1-5 days suspension; possible expulsion

Third Offense Restitution; Expulsion

**USING TOBACCO IN ANY FORM - on or off campus**

First Offense 1-5 days suspension; parent conference

Second Offense Expulsion

**TRUANCY; SKIPPING SCHOOL**

First Offense 1-5 days suspension; parent conference  
Second Offense 1-5 days suspension  
Third Offense Expulsion

**POSSESSION OF WEAPONS OF ANY KIND**

First Offense Suspension/possible expulsion  
Second Offense Expulsion

**HARASSMENT** (including bomb threats) directed toward school personnel

First Offense Expulsion

**DRINKING ALCOHOLIC BEVERAGES** - on or off campus

First Offense 1-5 days suspension; parent conference; possible expulsion  
Second Offense Expulsion

**CHEATING ON TESTS, QUIZZES, COPYING HOMEWORK, AND OTHER ACTS OF DISHONESTY\***

First Offense Student counseled; parent notified; zero for grade; two hour Saturday detention with warning of suspension.

Second Offense Student counseled; parent notified; zero for grade; 2 days suspension.

Third Offense Student counseled; parent notified; zero for grade; 5 days suspension; removal from clubs, organizations, extra-curricular activities and honorary positions.

Fourth Offense Expulsion

**\*This offense is cumulative throughout Grades 7-12.**

**MISSING ASSIGNED DETENTION HALL**

First Offense 2 hour detention  
Second Offense 1-5 days suspension  
Third Offense Expulsion

**GROSS DISRESPECT OR DISOBEDIENCE (directed toward administrators, faculty or staff) that overtly challenges those in authority or school staff personnel**

First Offense 1-5 days suspension; parent conference; possible expulsion  
Second Offense 1-5 days suspension; possible expulsion  
Third Offense Expulsion

**UNSAFE DRIVING, SPEEDING, ETC. ON SCHOOL GROUNDS**

First Offense Principal's discretion  
Second Offense 1-5 days suspension and/or parent conference  
Third Offense 1-5 days suspension and/or parent conference

**POSSESSION OF, SELLING, OR USING ILLEGAL DRUGS, OR DRUG PARAPHERNALIA - on or off campus**

First Offense 1-5 days suspension; parent conference; possible expulsion  
Second Offense Expulsion

**FIGHTING**

First Offense 1-5 days suspension  
Second Offense 1-5 days suspension; possible expulsion  
Third Offense Expulsion

**VIOLATIONS OF SCHOOL TECHNOLOGY POLICY**

Class 1 Offenses

First Offense 1-5 days suspension  
Second Offense 1-5 days suspension; possible expulsion  
Third Offense Expulsion

Class 2 Offenses

First Offense Saturday Detention; 1-5 days suspension; expulsion  
Second Offense 1-5 Days Suspension; expulsion  
Third Offense Expulsion

Class 1 and 2 Technology Offenses are defined in the Information Network AUP that is provided to each family on the school website and Renweb.

\*Pregnancy: Baptist Prep has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Therefore, it is essential that all pregnant students report their pregnancy to the administration as soon as the pregnancy is confirmed by a medical authority.

**NOTE: Any other offense of a major nature will result in disciplinary action consistent with the previous pages. Final disposition of any offense will be determined by the principal.**

**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 President of the School Board to meet with the Board for final disposition of the matter.

**Due Process/Student Suspensions/Expulsions**

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 or legend 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, within 3 days, shall provide the parent or guardian with written reason(s) for the suspension or expulsion and the procedures for re-admission.

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 this parents or guardians. Upon receiving this request for removal of suspension or expulsion, the principal shall schedule a hearing no 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 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 ten (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 matter, 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 Baptist Prep. 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 take such final examinations or 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.

**Standard of Conduct Form**

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

## CAMPUS POLICIES

### School Days

Students may enter the building at 7:40 a.m. The tardy bell will ring at 8:00 a.m. Students should not arrive on campus before 7:30 a.m. Students arriving to school between 7:40 a.m. and 7:55 a.m. should report to the MPR. School will be dismissed at 3:25 p.m. for grades 7-12. Students must leave the campus following dismissal. **Students in grades 7-12 who do not have extra-curricular responsibilities must leave campus.**

### Articles Prohibited From School and School Functions

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

### Automobiles and Parking

For the overall effective operation of the school it is important that the following regulations apply to the parking area:

- All vehicles driven to school by students must be registered with the office.
- All students must leave their vehicles immediately upon arrival at school. This specifically includes all students who arrive early. Students may not linger in the parking area.
- Students may not go to their vehicles during the course of the school day without permission from an administrator or office staff personnel.
- When students leave school on either early dismissal or in the afternoon, they must go to their vehicles immediately upon entering the parking area, and leave.
- A 5 M.P.H. speed limit while on school property will be observed. See DISCIPLINE POLICIES, Major Offenses, Page 35.
- Students must park in designated areas only. Driving a vehicle to school is a privilege and it must be understood that with such a privilege comes certain responsibilities.
- Students who abuse their driving privilege can be restricted from driving on campus at the discretion of the administration.

### Banquets

The Homecoming Banquet is open to Baptist Prep 10th - 12th grade students; guests may not be younger than 9th grade or older than 20 years old. The Junior/Senior Banquet is open to Baptist Prep 11th and 12th grade students; guests may not be younger than 9th grade or older than 20 years old. Each Baptist Prep student is allowed to bring one guest. Guests may be students not enrolled at Baptist Prep.

### **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 assess 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 assesses 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 effect. 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 one (1) week.
- 2nd Offense – Driver-Student conference & parent contacted by DOT. Student on probation and re-assigned to the front of bus for two (2) weeks.
- 3rd Offense\* – Referral submitted to school principal, Three (3) Day bus suspension. Upon return student placed on probation and re-assigned to the front of bus for one (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 Phone 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 unauthorized electronic devices may not be used between 8:00am and 3:25pm except with teacher permission.**

If the student’s cell phone rings or they are seen with an unauthorized electronic device, the device will be taken up, sent to the office and the student will receive a discipline slip. **Cell phones and unauthorized electronic devices must be picked up at the office by a parent but cannot be returned to the student on the same school day.**

Unauthorized electronic devices may include, but not limited to, cell phones, smart watches, IPODS, cameras, hand held video games, personal computers, etc.

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

<u>First Offense</u>	Warning
<u>Second Offense</u>	Detention
<u>Third Offense</u>	1 Day Suspension

**Information Network Acceptable Use Policy** Revised: April 2012

**Introduction**

We at Baptist Prep are pleased to be able to offer our students, staff and registered guests access to computer technology, including access to the Internet, certain online services, and the Baptist Prep information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us. We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks.

We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age.

We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Therefore, we support and respect each family's right to decide.

The school's information technology resources are provided solely for educational purposes.

If there is any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate.

Adherence to the following policy is necessary for continued access to the school's technological resources;

1. Users must respect and protect the privacy of others by:
  - Using only assigned accounts. (Class 2 Offense)
  - Only viewing, using, or copying passwords, data, or networks to which they are authorized. (2)
  - Refraining from distributing private information about others or themselves. (1)
2. Users must respect and protect the integrity, availability, and security of all electronic resources by:
  - Observing all Internet filters and posted network security practices.
  - Reporting security risks or violations to a teacher or network administrator. (1)
  - Not destroying or damaging data, networks, or other resources that do not belong to them. (2)
  - Conserving, protecting, and sharing these resources with other users. (1)
  - Notifying a staff member or administrator of computer or network malfunctions. (1)
3. Users must respect and protect the intellectual property of others by:
  - Knowing and adhering to all published copyright law pertaining to electronic and print media. (2)
  - Citing sources when using others' work (not plagiarizing). (2)
4. Users must respect and practice the principles of community by:
  - Reporting threatening or discomfoting materials to a teacher or administrator. (1)
  - Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct as defined in the Student Handbook. (2)

- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works). (2)
- Not using the resources to further other acts that are criminal. (2)
- Avoiding spam, chain letters, or other mass unsolicited mailings. (1)
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project. (1)

#### Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school system's information technology resources. Further discipline may be imposed in accordance with the code of conduct as defined in the Student Handbook.

#### Supervision and Monitoring

The use of any Baptist Prep owned information technology resource is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

#### **Chapel/Connect Groups**

Chapel/Connect Groups will be held each Thursday according to the published bell schedule time. Chapel is mandatory for all students, regardless of individual class schedules and is considered an integral component of the school program. Students are required to bring a Bible to Chapel each week. Parents are welcome to attend at any time (though seating is limited). However, you must sign in at the front desk, as required by all visitors.

#### **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 Human Services. 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 the Baptist Preparatory School has no opinion under the law except to report to DHS for further investigation and review.

#### **Custody Agreements**

Parents who are divorced or legally separated must furnish the school with a custody agreement issued by a judge concerning living arrangements and/or transportation of the student.

### **Deliveries**

If parents have a delivery for a student, they should bring it by the office and it will be delivered to the student at the end of the school day.

### **Emergency Policy or Inclement Weather (School Closing Information)**

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

1. The decision to cancel, delay the start of, or close the school system during the day is a decision of the Baptist Prep Headmaster.
2. The announcement to cancel, delay the start of, or close the 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 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 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 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 to Maumelle will not run.
4. The bus between the lower school and upper school campus will run if possible.
5. 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.

#### **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. No medication will be administered by the school without written instruction from a parent. All medications must be 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 four weeks. Reference books and periodicals may not be checked out.

Overdue fines of \$.05 each day (not to exceed \$5.00) will be computed when the book is returned. After the fine has reached \$5.00, the librarians will assume that the book is lost and the fine will be \$10.00 or the cost of the book if greater than \$10.00. If the student does not return the book(s) and pay fines, it will be turned over to the Assistant Principal as a discipline matter.

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 outstanding fines will be turned over to the business office for collection.

An additional \$5.00 fee will be billed to students whose names have been turned in.

The four-week check-out period includes only days school is in session. A grace period is also extended before fines are calculated in order that students who have been out sick will have an opportunity to return their books without fines. Notices or transaction lists are printed at least once a week.

Junior and senior high students are called into the library so they can be encouraged to return the book promptly or renew it to avoid fines.

The library makes every effort to communicate with students and parents about materials. However, we cannot be held responsible for students who fail to acknowledge this communication.

Secondary students may check out a total of five books at one time when they are engaged in research projects. Secondary students may check out two books at one time for pleasure reading.

#### **Lunch**

Senior high and junior high students may bring their lunch or purchase snacks from the campus vending machines or from the catering service that provides lunches. Parents who want to check out their student(s) for lunch must do so in person, in the office after the bell rings for lunch. To avoid unexcused tardies and absences, students that are checked out for lunch must be in their next period classroom before the tardy bell rings.

#### **Lost and Found**

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

#### **Missions (Grades 7 & 8)**

All students in grades 7-8 are required to participate in school missions activities. Students who are absent on missions work days must make up 6 hours for each day missed at a location approved by the administration. The Junior High missions fee is \$15.00

#### **Missions Week**

All students in grades 9-12 are required to participate in the annual Missions Week. Students who are absent during this week must make up 6 hours for each day missed at a location approved by the administration.

Hours completed prior to Missions Week do not count against the 30 hours of required service for that week unless previously approved by the Principal. The cost for local missions is \$35.00. The cost for out of town missions will vary depending on location.

### **Parent and Guest Behavior at School Events**

Parents and guests of the Baptist Preparatory School attending school events **on or off** the Baptist Prep campus such as athletic contest, etc. are held to the same high standards as our students.

Parents and guests of the school should refrain from acting in such a way as to bring embarrassment to the others in attendance (including your child) and to the school in general. Listed are some issues that might occur; but not limited to: making threats against other individuals, causing a major disturbance, using vulgar or inappropriate language or being asked by school administration or game officials to leave the indoor facility or school grounds for inappropriate behavior.

In any one school year, the first offense will cause the parent or guest of Baptist Prep to be suspended from attending any school extracurricular function on or away from campus for one month. The second offense will cause the individual to be suspended from attending any extracurricular function on or away from campus for the remainder of the school year.

The third time (cumulative from year-to-year) a parent or guest of Baptist Prep is in violation of the above policy, the person will be banned permanently from attending any Baptist Prep extracurricular event.

### **Photographs**

Individual school pictures will be taken in the fall of the year. Parents will be notified in advance of the date, costs and options. Uniforms are to be worn on these days unless otherwise specified.

### **School Telephone Usage**

Telephones located in the school may be used with permission of office staff. Personal matters between parents and students should be handled at home before the student leaves for school. Classes will not be disturbed for personal messages.

### **Trips**

**All fees and deposits for school sponsored trips are non-refundable.**

### **Visitors**

Parents are welcome anytime. All visitors must register in the high school office. Students of Baptist Prep may have friends who want to visit the school and attend classes.

A one-day visit is permissible at certain times in the school year and only if the individual is an out-of-town guest staying in the student's home or is a prospective student.

Visiting just for the sake of visiting, however, is not permitted because of interruptions to learning and space considerations. Should a student desire to invite a visitor to school, the following procedure must be followed before an invitation is extended.

1. The upper school office must receive a written request from the Baptist Prep student's parents, stating that they have given permission for their student to have a guest on campus.

This note must be submitted 24 hours in advance of the planned visit.

2. The guest's parents must submit a written request to the office in advance of the planned visit.
3. On the day of the approved visit, guests should be brought to the upper school office and introduced to the staff. A Guest Pass will be issued and should be shown to each teacher of each class the guest attends.
4. The guest will be required to dress modestly and follow Baptist Prep guidelines and policies.

### **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.

### **ORGANIZATIONS**

The Baptist Preparatory School has these organizations:

- BETA Club / Jr. BETA Club
- Chapel Praise Team
- Film Club
- Future Business Leaders of America
- International Club
- Mu Alpha Theta
- National Honor Society/Jr. National Honor Society
- Ping Pong Club
- Quiz Bowl/Jr. Quiz Bowl
- Student Council
- Trap Team