

# TABLE OF CONTENTS

PURPOSE AND PHILOSOPHY.....	4
Statement of Faith .....	4
Non-Discrimination Policy .....	5
School Pledges .....	5
Teacher Standards and Qualifications.....	5
CLASSROOM OBJECTIVES AT GCS .....	6
Spiritual Objectives .....	6
Intellectual Objectives .....	6
Physical Objectives .....	6
Social Objectives .....	6
ENTRANCE AND ADMISSIONS .....	7
Re-Enrollment.....	7
Registration, Fees and Charges .....	8
Registration Fee .....	8
Students Who Drive .....	8
Other Fees and Charges .....	8
Review Committee.....	9
Entrance Examinations.....	10
Tuition .....	10
Fundraising Commitment Information .....	10
Refund Policy .....	11
School Office (7:45-3:45).....	11
SCHOOL ATTENDANCE POLICIES .....	12
Arrival and Dismissal Times .....	12
Elementary/Secondary Attendance Program .....	12
Tardiness.....	13
Elementary Tardy Policy .....	13
Secondary Tardy Policy .....	13
Absences .....	13
Extended Planned Absences .....	14
Excused Absences .....	15
Unexcused Absences .....	15
Truancy.....	16
Lunchtime .....	16
Extracurricular/Sporting Event Attendance.....	16
Inclement Weather.....	16
HEALTH AND SAFETY .....	17
Illness.....	17
Medications.....	17
Emergency Medical Care .....	18
First Aid .....	18
Elementary Outdoor Recess Policy.....	18
Safety Drills .....	18
APPEARANCE/DRESS CODES .....	19
DISCIPLINE POLICY AND PRACTICE .....	21
Anti-Bullying Policy .....	21
General Discipline Guidelines .....	22
Student Use of School Computers .....	25
Cell phone and any electronic device policy .....	25
Physical Contact .....	26
Pregnancy.....	26
Lockers .....	26
Planners .....	27
“Off-Limits” Areas.....	27

CHRISTIAN/ACADEMIC STANDARDS .....	28
Chapel Attendance.....	28
Manners.....	28
Behavior Code: .....	28
Academic Excellence .....	28
Communicating With Teachers.....	29
Kindergarten.....	29
Elementary Program.....	29
Testing.....	30
Grading Scale .....	30
Graduation Requirements.....	31
Course Additions or Withdrawals .....	32
Transcript Policy for Graduates .....	32
Valedictorian Selection .....	32
Honor Roll .....	32
Retention.....	33
Homework .....	33
Make-Up Work.....	34
Report Cards and Parent Conferences .....	34
Special Activities/Policies.....	35
Birthdays.....	35
Court warming and Prom.....	35
LIBRARY POLICIES .....	36
ATHLETICS .....	38
Athletic Mission Statement.....	38
Pursuit of Excellence .....	39
Eligibility Policy for all School Activities .....	39
Activities Participation Guidelines.....	39
Student Suspension.....	40
Definition of Organized Practice .....	41
Requirements for Letter in Sports.....	41
Sporting Event Conduct.....	42
Sports Policies.....	42
Bus Rules – All Events.....	43
STUDENT PICK-UP AND DROP-OFF LOCATIONS .....	1
CALENDAR .....	45

Spring, 2008

Dear Student and Parent:

Welcome to Grandview Christian School. We are glad to have you in our academic community and trust that your experiences here will be valuable.

You are now reading a very important document. **It is necessary that both students and parents read it carefully.**

This handbook has been prepared to offer information and suggestions to help you have an enjoyable and productive year at Grandview Christian School. It contains certain basic information about our school, which you will need to know.

It is the intent of this handbook to provide a guide to the student for conduct and activities in the school and to aid parents in their relationship with the school. It will help students to be constructive citizens and a member of an excellent student body. It will also help to understand what is expected of students at Grandview Christian School. While we do not anticipate it happening often, Grandview Christian School reserves to right to change policies at any time.

All the statements are relevant and important. Ask God to help you understand and abide by these policies. It will mean a year of blessing for you!

Grandview Christian School  
Board and Administration

## **PURPOSE AND PHILOSOPHY**

*“Train up a child in the way he should go and when he is old,  
he will not depart from it.” (Proverbs 22:*

### **Statement of Faith**

The purpose of Grandview Christian School is to provide quality education in a Christian context. We provide academic excellence for each child through a basic fundamental curriculum. The curriculum is based upon the foundation of God’s truth to promote Christian character, conduct, and patriotism. **The mission of Grandview Christian School is to educate students who will serve God and impact the world through biblical thought and action.**

**It is a God-given responsibility of parents to educate their children. Sending a child to a Christian school does not shift that responsibility. Neither does it lessen a parent’s role in the educational process.**

Since all the truth belongs to God, God should be honored in every field of study. God’s revealed Word, the Bible, is the standard by which all claims to truth are measured. It is our prayer that any child attending Grandview Christian School will develop a personal relationship with Jesus Christ as their Savior and Lord.

Grandview Christian School (GCS) is a community Christian School focused on those beliefs, which Christians share in common. Our statement of faith is as follows:

1. We believe that the Scriptures of the Old and New Testament are the only inspired, inerrant, infallible, authoritative Word of God.
2. We believe there is one triune God who is eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, including His virgin birth, perfect life, and atonement on the cross, bodily resurrection, and return.
4. We believe that all have sinned and are in need of salvation through acceptance of Jesus as Lord and Savior.

GCS believes that the above precepts are basic to the Christian faith. It is not our intent to promote the doctrines of any one church or denomination. Matters of doctrinal differences or personal interpretation are to be left to the parents of the students and the churches they attend. Student enrollment is open to all whom subscribe to the four above stated precepts of the Christian faith, and who abide by the guidelines and policies set forth in the parent and/or student handbooks

## **Non-Discrimination Policy**

Realizing that the scripture makes clear that Jesus has won for Himself a people from every tongue, tribe and nation, Grandview Christian School will strive for an intentional diversity in both staff and student body. We believe that we honor the Lord when we actively seek to live in unity with all members of the worldwide Body of Christ. We do not discriminate on the basis of age, sex, or ethnic background.

## **School Pledges**

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen, and coming again, with life and liberty for all who believe.

### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

## **Teacher Standards and Qualifications**

Grandview Christian School's mission is to impact the world for God. All faculty members are born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. All teachers at Grandview Christian School are active members of a fundamental Bible believing Church.

The faculty of Grandview Christian School is superior spiritually and academically. Each member has been selected and interviewed by the School. All teachers must be certified by state standards or working toward acquiring certification in accordance to accreditation standards. They have shown superior abilities, and some of them have received advanced degrees in their areas of specialization.

# **CLASSROOM OBJECTIVES AT GCS**

## **Spiritual Objectives**

1. To teach that the Bible is the only written Word of God. (2 Timothy 3:16)
2. To teach that God is the Sovereign Creator and Sustainer of all that is (Colossians 1:15-17)
3. To teach that man is born a sinner, and in this natural condition is unable to please God. (Romans 3:10, 23)
4. To teach that Jesus Christ is the Son of God who came to this earth to die for sinners. (John 3:16)
5. To lead each pupil into a personal relationship with Christ as his Savior (John 3:36)
6. To stress responsibility of Christians for world missions. (Matthew 28:19, 20; Acts 1:8)
7. To teach the importance of fellowship with God through daily Bible study, prayer, worship, and service. (2Timothy 2:25; Eph. 6:18; Hebrews 10:25; Col. 3:17)
8. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects. (2Timothy 3:16,17)

## **Intellectual Objectives**

1. To maintain excellence as the academic standard. (Col. 3:23)
2. To teach the student to work independently and cooperatively.
3. To develop effective communication skills.
4. To develop creative skills.
5. To develop an appreciation of the fine arts.
6. To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
7. To teach and develop appreciation of our American heritage. (Romans 13:1-7)
8. To present current affairs in all areas and to relate them to God's plan for man.
9. To teach all subjects in their correct perspective in relation to God's Word.

## **Physical Objectives**

1. To emphasize that the body is the Temple of the Holy Spirit. (1Cor. 3:17)
2. To stress purity. (1Cor. 6:13, 18, 20)
3. To teach cooperation and good conduct through sports. (Eph. 4:29,32)
4. To teach that this area is not the most important area in life. (1Timothy 4:8)

## **Social Objectives**

1. To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents. (Romans 12:4-6)
2. To stress that the body is the temple of God and it is to be maintained as such. (1Cor. 6:19-20)
3. To teach social progress and encourage the social graces expected of a Christian. (1Cor. 10:31)
4. To prepare the student to properly relate to non-Christians and Christians who differ in doctrine or practice. (Rom. 12:14-21)
5. To develop logical thinking and strong convictions. (Romans 12:1-2)

## **ENTRANCE AND ADMISSIONS**

The process of enrollment at GCS prior to final acceptance includes:

1. Submission online with Sycamore of properly completed application, registration fees, health forms, parent/student agreement form, Statement of Cooperation card, teacher information card, medical permission form, and annual field trip form
2. For first time students, parents must also fill out paper copies of all forms on Sycamore
3. Parent-student interview with Administration as needed
4. Entrance Testing (grades K-12)
5. All new students must provide all previous school records at the time of testing.

Upon completion of the above steps, parents are notified generally within two (2) weeks as to whether their child has or has not been accepted to the school. Some students are accepted with conditions; for example, the student goes to summer school or is tutored or repeats a grade. **All new students are accepted under the condition of a 30-day probationary period, which may be extended as necessary.**

Students who have been accepted in the school must have their files complete and accounts current in order to begin the first day. All students must have immunization forms and birth certificate forms in their files. Any questions in this area should be directed to the School Administration.

**Grandview Christian School is not equipped to teach students with learning disabilities.**

### **Re-Enrollment**

Students who are presently enrolled in GCS are given first opportunity to re-enroll for the following school year during the month of March. Re-enrollment must be done yearly and the registration fee set that year must be paid before a place is reserved for your child the following school year. Enrollment is then opened to prospective applicants. **Re-enrollment includes completing the following items:**

1. updated application (online with Sycamore)
2. registration fees
3. updated immunizations
4. parent/student agreement form (download from Sycamore)
5. medical permission form (download from Sycamore)
6. annual field trip form (download from Sycamore)
7. register cars and purchase parking sticker for vehicles

## Registration, Fees and Charges

Registration fees reserve a space for your child in the class. We use these registrations to determine how many teachers to hire. **The registration fee is not refundable, even if you withdraw your child before school starts.**

ALL students/parents must acknowledge receipt of current handbook by signing the parent/student agreement form yearly. This is a part of the registration process.

### Registration Fee

**K-12 registration fee is \$150.00/student of paid before May 31; \$250/student after May 31.**

### Students Who Drive

Student vehicles must be registered. GCS is not liable for students who ride with other students for any school function. **Stickers must be purchased in the office for each car driven to school. Cost is \$2.00 for the first sticker, \$1.00 for each additional. This is a mandatory part of registration.**

Students will be allowed to drive to school; however, the car must be parked, vacated, and locked upon arrival. Students will not be allowed to go to their cars during the day unless a teacher or someone in authority gives permission.

Students who drive to school are to drive cautiously, especially in the school/church parking lot. Reckless or careless driving, "peeling out," speeding, and improper parking will result in the following consequences:

1<sup>st</sup> offense: written warning with parental/guardian contact

2<sup>nd</sup> offense: \$25.00 fine and loss of driving/parking privileges for 1 week and parental/guardian contact

3<sup>rd</sup> offense: meet with administration/loss of driving privileges on school/church property for at least one (1) month and parental/guardian contact

**Speed limit on school/church property is 10 mph.**

### Other Fees and Charges

**Field trips:** \$10 toward field trips is covered in the Registration fee, although there may be a charge for special/occasional field trips.

**Lunch out:** Occasionally students will eat lunch off-campus at a restaurant in conjunction with a field trip or a special award. Cost of the meals is the responsibility of the parents.

**Supplies:** Parents/Students are responsible for providing the “school supplies” needed for each student (a complete list of supplies is included with enrollment forms). Some supplies may need to be replenished throughout the year.

**Music/Art Competition Fees:** Additional fees will be collected during the year for special projects relating to these classes and associated ACSI (Association of Christian Schools, International) Competition programs.

**Athletics:** Athletic fees are \$75 per sport, which includes cheerleading, soccer, volleyball, basketball, and track. Fees must be paid BEFORE the beginning of practice for each sport. ALL paperwork must be on file before an athlete may begin practice. The paperwork includes a general release, physical (if you are due or new to the program), and Tylenol/Advil release. Athletes are responsible for the care of their uniforms and warm ups. If any uniform and/or warm up is returned damaged, the replacement cost of the uniform and/or warm up will be charged to your account.

## **Review Committee**

A Review Committee is established to evaluate student’s behavior and academic progress at Grandview Christian School. The committee will meet as necessary or as assigned by the Administrator.

Classroom teachers or staff at GCS may nominate students they believe should be evaluated. Nominations can be made at any time. Students nominated may be those having behavioral problems or experiencing academic difficulty. The student’s long-term interest must be considered, along with the interest of other students, parents, and the overall best interest of the school. Once a student is nominated for evaluation, the Review Committee will meet to consider all available information and make a recommendation to the Administrator. Recommendations by the committee may be to: (1) continue the student without further action; (2) continue the student with a probation period, in which additional violations will result in immediate dismissal; (3) continue the student for the current term but not allow re-enrollment; or (4) terminate the student’s enrollment immediately.

The Administrator will contact the parents and inform them of the results of the Review Committee and their right to appeal. Parents may submit a written appeal to the Administrator, if submitted within five school days or fourteen calendar days (whichever is the shorter period of time) of being notified. Appeals submitted after this period will not be considered in the final decision.

The administration will add his recommendation and comments to that of the Review Committee and forward the report (along with any appeal submitted) to the school board for final disposition. Parents may also request the PTF (Parent-Teacher Fellowship) president to represent their concerns at the school board meeting. The decision of the school board will be final.

## **Entrance Examinations**

**An entrance examination is required for all prospective students.** Testing dates for students not previously enrolled are available at the school office. The testing is an aid in determining the suitability of enrollment and placement in our program.

## **Tuition**

**Book rental fees are included in tuition costs.** All books are school property, and remain school property if a student is withdrawn. **Students are responsible for the book number issued to them. They will pay for all lost or damaged textbooks.**

Tuition may be paid in full to GCS by Sept. 15 and receive a 5% discount.

**Tuition for August, 2008, must be paid by August 20, 2008. Tuitions for succeeding months must be paid by the 20<sup>th</sup> of that month. Students will not be permitted to attend class if tuition is not paid.**

Tuition is also payable in monthly installments by automatic deduction from your bank account. Payments will be due monthly from August through May. Your payment will be made through wire transfer and may be set up for the 1<sup>st</sup>, 10<sup>th</sup>, or 20<sup>th</sup> of each month.

**GCS will no longer accept a penalty for late payments of tuition. Tuition must be current by the 20<sup>th</sup> of each month.**

**Dishonored Payment** – A bounced check fee of \$20 will be assessed to your account for any checks returned by your bank unpaid. If your bank refuses any automatic deduction, a fee of \$20 will be assessed. Further details are available from your bank, and you should also talk with your banker to fully understand your rights, which are slightly expanded under wire withdrawal.

1. In case of withdrawal from school, all payments must be made throughout the calendar month. **See refund policy.**
2. Report cards will not be issued nor transcripts sent until payment in full is received.

## **Fundraising Commitment Information**

Goals of the fundraising program are twofold: (1) Increase parental participation and ownership at Grandview Christian School; and (2) Increase the operating funds in order to keep tuition costs as low as possible.

Every family will be assessed \$250 for the first GCS student in the family and \$100 for each additional student.

## Refund Policy

New Student Application Fees, Registration Fees and Sports/Athletic Fees are **not refundable** at any time. Tuition fees paid in advance are refundable according to the following schedule:

If a student is officially withdrawn by the 6<sup>th</sup> day of the month, GCS will refund 50% of that's month's tuition and charge 100% for previous months of school. It should be noted that August and May are counted as whole months for the purpose of refunds, since tuition can be paid in ten monthly increments of August through May.

Students officially withdrawn on the 7<sup>th</sup> day (or later) of any month will be charged tuition for that entire month. The reason for this is due to books being included in the tuition fees, and the school purchases books for each student for the entire year. Except for workbooks, any book not returned at withdrawal will be added to the cost of tuition and transcripts/records will not be released until the account is paid in full.

## School Office (8:00-3:00)

All parents are welcome in the school. However, when a visit to the classroom is necessary, the parent must check in at the office first. Visitors must wear a badge. **No parent is to go directly to the classroom!** If a parent desires to talk with his child's teacher, the parent should arrange for a private conference with the teacher through Sycamore PAN or the school office. **Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless an appointment has been scheduled for that time.**

Lunches, homework, books, and other items may be left in the school office to be delivered to a child. However, if it is necessary to get a message to a student at school, that message must be received by the office before 2:00 p.m. Messages will be delivered at that time unless there is an EMERGENCY. Office personnel will NOT be able to relay messages as they come in. The school's number is 816-767-8630, and our Fax number is 816-763-5029.

**Students are not to make phone calls unless it is an emergency, and they have obtained written permission from the teacher and the office. Calls placed through cell phones may result in cell phones being taken away.**

The school office personnel cannot act as a delivery service between families or between families and the church office. This includes both messages and material items.

# **SCHOOL ATTENDANCE POLICIES**

## **Arrival and Dismissal Times**

The school day at Grandview Christian School begins at 8:15 and ends at 3:15. GCS expects students to arrive no more than 15 minutes early. Kindergarten through grade 6 can make arrangements for extended supervision before and after school at Grandview Christian Preschool and Daycare. **Working parents for students in grades 7-12 may want to drop their children off at another parent's home so they will have supervision before or after school. The school will not accept students into the building before 7:45 a.m. nor be responsible for a child left beyond 15 minutes after school is adjourned for the day. Students not picked up more than 30 minutes after school adjourns will be escorted to the Before-After Daycare and parents must pay the daily fee to the Daycare.**

You may drop students off as indicated on the traffic flow diagram in the back of this book. If parents need to come in to transact business, they may park in areas indicated as extended parking shown on the traffic flow diagram. Designated traffic patterns have been established to provide the safest and quickest morning deposits and afternoon pick-ups. It is vital to traffic control and safety that every person follow the defined traffic pattern.

## **Elementary/Secondary Attendance Program**

Definition of Terms:

**Tardy** – Any student who is not in his classroom seat and with proper supplies by 8:15 a.m. will be considered tardy.

**Absent** – Any student who misses part of a day of school will be counted absent for that portion. 7-12 students will be counted absent from a period (block) if they are 46 or more minutes late for that class.

**Perfect Attendance** - A student who does not miss any portion of a school day (tardy or absent) for any reason during the school year will be considered to have perfect attendance.

**Outstanding Attendance** – A student who has 3 or less tardies and/or absences during the school year is considered to have outstanding attendance.

Parents are responsible to call the school office by 10:00 a.m. if a child will not be able to attend school. This is a precaution to protect all parties and to facilitate accurate record keeping.

**Students that need to leave school before regular dismissal time must sign out in the office and provide documentation (parental phone call, appointment note, etc) reason for leaving in advance. Students leaving school property without checking out first will be considered truant. See consequences for truancy on page 18.**

## Tardiness

A student is considered tardy when he is not in his seat and ready to start class when the bell begins to ring. Tardiness disrupts the educational regimen of all students, not just the late one. **Tardies will be cumulative for each quarter.** When a student is tardy in their arrival to school, he must sign in at the office before entering his class.

The elementary and secondary tardy policies are as follows:

### Elementary Tardy Policy

3 <sup>rd</sup> tardy	phone call from teacher
4 <sup>th</sup> tardy	student will miss ½ of the recess period on the day of the tardy
5 <sup>th</sup> tardy	student will miss the entire recess period on the day of the tardy
6 <sup>th</sup> tardy	student will serve an after-school detention (3:15-4:15)
7 <sup>th</sup> tardy	student will serve a Saturday morning detention (7:00-8:00) with a \$20 fee (failure to attend a Saturday detention will result in an in-school suspension)

### Secondary Tardy Policy

After 3 <sup>rd</sup> tardy	phone call from teacher whose class it happened in
After 5 <sup>th</sup> tardy	6:30-8:00 AM detention - Any late or no-show (The school's clock is the determining factor.) will receive an automatic Saturday detention with \$20 cash fine due to GCS at the time of detention. Failure to pay the cash fine will result in the \$20 being added to your account. A no-show for Saturday will result in an automatic ISS with the \$20 cash fine still payable to GCS.
After 6 <sup>th</sup> tardy	Saturday detention from 6:30-8:00 AM plus \$20 cash fine due to GCS at time of detention. Failure to pay the cash fine will result in the \$20 fine being billed to your account. Failure to show for a Saturday detention will result in an ISS with the cash fine still being due at detention time.
7 <sup>th</sup> tardy	Consequences will be at the discretion of administration

## Absences

Regular attendance is a must if students are to progress in their education. Parents must call the office by 10:00 AM the day of the absence or send a dated, written note indicating the reason for the absence to the office. If a phone call is not received the day of the absence or a written excuse is not received the day the student returns, the absence will automatically be counted "unexcused". In the case of any absence situation, students are required to complete all missed class assignments and may receive a partial score or zero grade (depending on each situation). Tests will be made up at a time designated by the teacher, not necessarily during class time.

All work due on a snow day will be due on the next day school is held for elementary students. Work for grades 7-12 will be due the next block period for those classes.

***Five or more unexcused absences in a semester will be brought to the attention of the Administrator for action.***

Students in grades 7-12 absent from a class for more than 5 blocks during a semester without verification of the absence may not receive credit for that class. A letter will be mailed home when a student reaches 4 absences in 1 block. **Any student missing 16 days of school or more for the year, may either be retained in the same grade the next year, be dismissed from school, or have credit for courses withheld.**

An unexcused absence that a parent believes should be excused may be submitted in writing to the administration. Disputes with the administration may be appealed in writing to the administration for the school board's consideration. The board's decision is final in all cases.

If a student is absent before a regularly scheduled test (such as a math test every Friday or a vocabulary test every Wednesday) but returns on the day the test is given, the student must take that test in class. If a test has been scheduled for more than a week, and the student misses the review but is present for the test, he or she must still take the test.

If the student is absent on the day a test is given, he or she must make arrangements with the teacher to make up the test within a two-day period. If he or she does not make arrangements with the teacher and follow those arrangements, they will receive a zero on the test.

**Students are expected to contact ALL teachers the day they return to get make-up work; even if they do not have those classes that day. Assignments are then due within 2 days of return.**

### **Extended Planned Absences**

GCS discourages extended planned absences. Parents who plan for their student(s) to be absent for two or more days must request and complete a **Planned Absence** form from the school office. The completed form must be signed by the parents, reviewed, and signed by the school staff (Administrator and/or Vice Principal, plus concerned teachers). **Planned absences may or may not be excused.** Guidelines for signing/completing the form are as follows:

1. Parent/Guardian fills out the top portion of the form indicating the student's name, dates, and reasons for the absence, sign and returns the form to school (this may be done when the form is picked up).
2. Each teacher or supervisor affected by the absences will review the absence request. Teachers will write any comments indicating how the absence may affect the student's academic standing.

3. The administration will review the absence request as well as the teacher comments and sign the form to indicate if GCS considers the planned absence excused or non-excused. The following factors will be considered when reviewing each request:
  - a. The student's academic standing
  - b. The reason for the planned absence.
4. The form will then be returned for an additional parent/guardian signature indicating parent/guardian acknowledgment of all teacher comments and Principal signature.
5. The form needs to be completed, signed with all signatures and returned to the school office no later than three (3) school days before the planned absence.

### **Excused Absences**

1. Sickness (with a note from home or doctor).
2. Death in the immediate family.
3. Doctor's appointment (prefer that these be made for late afternoon).
4. Pre-planned absences approved in advance by the administration.
5. Dental appointments (prefer that these be made for late afternoon).
6. School sponsored activities.
7. Religious observances (allowed only 2)

### **Unexcused Absences**

1. Any excuse not listed above or that has not been approved.
2. Failure to notify the office through a phone call or note.

If a student is absent, the parents should notify the school by phone at 816-767-8630 before 10:00 a.m. each day of their child's absence. This phone call will confirm parental knowledge and/or consent for the student absence.

If the student's absence is excused, the student will have as many days to make-up work and/or tests as he was absent up to one week, not including the day they returned. For example, a student absent three days, who returns to class on Monday, must have all work turned in and tests made up by the close of school on Thursday. For absences beyond five days, the teacher will make special arrangements and give necessary guidelines. *Students in grades 7-12 must get their assignments from all teachers upon the day of their return. Assignments are then due within 2 days of return. In all cases the STUDENT has the responsibility to see that their work and tests are made up. A teacher and/or administration may schedule a conference with a parent to discuss attendance if it becomes excessive as determined by the administration.*

## Truancy

“Truant” is defined as an absence from class that is not substantiated by a parent/guardian phone call or other documentation as defined previously under ‘verified’ or ‘excused’ absences. Students who are truant from class will be assigned consequences based on the following scale:

1. Truant from 1 class per day – 90-minute detention (6:30-8:00am)
2. Truant for 2 or more classes per day – 1 day ISS for each day truant

## Lunchtime

A student is not permitted to leave campus for lunch. Students are not to be in the halls during their lunchtime. Students will not be allowed to phone parents for forgotten lunches/lunch money. If a student forgets to bring a lunch, they may purchase a lunch on credit.

Closed Lunch Policy – Students may not leave the school for lunch. Only parents/guardians, grandparents, alumni of GCS, and pastors from student’s churches are permitted to eat lunch with students. All visitors must check in at the office and receive a badge from the office. If problems arise, individuals may be prohibited from the lunchroom. Requests for off-campus lunches must be accompanied by signed parental permission.

## Extracurricular/Sporting Event Attendance

Students are not to remain in the building between the end of school and the beginning of any event that is schedule to start after 4:00 p.m. unless specifically instructed to do so by a sponsor. Please make arrangements for your children whenever this regulation dictates.

## Inclement Weather

In the event that weather conditions dictate an early dismissal from school, every attempt will be made to contact parents to arrange for transportation home.

In most cases school is seldom cancelled due to inclement weather. Should weather conditions dictate that school is cancelled the school administration will notify the local TV and radio stations. **If no announcement has been made and there is no message announcing that school has been cancelled, parents and students should assume that school will proceed as normal.** Parents should be aware of weather conditions in their area and use good judgment if and when to bring their child to school. Please check the Sycamore sight after 6:30 AM. It will announce if school has been closed for the day.

# **HEALTH AND SAFETY**

## **Illness**

- 1. GCS does not have a medically trained person on staff.**
2. When any serious contagious disease occurs in the school, each child's parent(s) shall be notified immediately.
3. Children shall be observed for contagious diseases and other signs of illness not only on arrival but also all through the day. Children who are suspected of having any illness shall be isolated and parents will be required to come to school to attend the child. A staff member will monitor the child until the parent arrives.
4. The parent shall be notified immediately when a child becomes ill and requested to come for the child at once.
5. Children should be fever free for 24 hours (without the influence of fever-reducing medicine) and free from any illness symptoms for 24 hours before returning to school.

## **Medications**

1. All students must have a medical form on file in the office.
2. Medications shall be given to a child only with the dated, written permission of the child's parent(s).
3. Prescription medicine shall be in the original container and labeled with the child's name, instructions and the physician's name.
4. All non-prescription medicine shall be labeled with the child's name. All non-prescription medicine, including aspirin or aspirin substitute, shall be given to the child only with dated, written permission of the child's parent(s) stating the period of time for which the medicine may be given.
5. Medicines shall be kept out of reach of children and in a locked/guarded container.
6. Medicine needing refrigeration shall be kept in the refrigerator in a container separate from food.
7. Medicine shall be returned to the parents when no longer needed.
8. The school shall dispose of medication left at the school when a child withdraws from care.
9. Students are not allowed to bring any medication, inhalers, or health aids of any kind without them being administered through the office with written instructions. Students who have been diagnosed with asthma may carry a prescription inhaler on their person provided there is a written primary care provider's order to do so on file in the office. **Students with unauthorized inhalers may have them retrieved and kept in the office pending doctor's authorization.**

## **Emergency Medical Care**

1. Parents/legal guardians should be certain the school has an emergency telephone number in addition to the home and work telephone numbers.
2. In case of a serious accident or injury to any child, the school will not move the child.
3. The appropriate Fire Department and Rescue Unit will be called if the Administrator or Supervisor in charge deems it necessary.
4. Information regarding the illness, accident or injury shall be noted in the child's record.
5. When planning for activities away from the facility an adequate plan to be followed in an emergency will be established.

## **First Aid**

1. The school shall maintain first aid supplies sufficient to care for minor injuries.
2. First aid supplies shall be kept in a room or cabinet, which shall be inaccessible to the children.

## **Elementary Outdoor Recess Policy**

Elementary students will go outside for recess when weather conditions permit. If the temperature and/or wind chill is BELOW 32 degrees, we will not go out. Please send proper hats, gloves, and coats for them to go outside.

## **Safety Drills**

### **Fire/Evacuation Drills**

Periodic fire/evacuation drills will be held. The alarm is a continuous tone. Evacuation routes are posted in each room. Please observe the following points:

1. Close windows and doors.
2. Walk rapidly, single file; do not run or talk
3. Take purses or valuables with you. Leave books and class materials behind.
4. Walk to the area in front of the bus barn.
5. Stay with your group or class.

### **Tornado Drills**

You should be aware it might be necessary to change these plans in the event of a serious threat. An alarm will sound over the intercom. Please observe the following points:

1. Stay calm.
2. All students will exit according to the plans in each classroom.
3. When you reach your destination kneel down, put your head down with your hands covering your neck area.

## **Earthquake**

1. Students should be instructed to move away from windows and other possible hazards.
2. Students should be instructed to get under a desk, table, or other shelter or against an inside wall – if the shelter moves, move with it, and stay under it.
3. Students should assume the drop position and be silent so directions can be heard above the noise of the earthquake.
4. Students should stay in the drop position until the earthquake is over and/or further instructions are given.
5. After the initial shock and things settle down, students and teachers will evacuate the building being alert to the possibility of after shocks.

## **APPEARANCE/DRESS CODES**

Grandview Christian School has a uniform dress code. All students who attend the school, as well as faculty and staff, will be required to dress with cleanliness, neatness, and modesty as becomes a Christian.

While a number of good things happen at Grandview Christian School, we are, first and foremost, a learning community. Everything we do should encourage learning: the appearance of both staff and students is no exception. The use of uniforms is intended to help avoid the attitude regarding outward appearance that has saturated our culture. We do not believe that God's requirement of His people is uniformity. We do, however, understand that appearance influences conduct and conduct influences learning, and learning is at the core of our mission.

Research in the broader educational community has acknowledged that uniform dress codes may improve classroom behavior, result in an overall safer environment, reduce student anxiety about "fitting in," and lessen negative student competition. These verifiable results, too, are consistent with the mission and vision established by the school's governing board.

Parents will be called in cases where students show up and do not meet the dress standards. Uniforms should be conservative and neat for all. Student dress should be in good taste and in keeping with the weather and announced activities.

### **SHIRTS**

- Long or short sleeved uniform polo shirts of the following colors may be worn: light blue, navy blue, royal blue, yellow, gold, pink, white, and wine (cardinal)
- **No long sleeve shirt under a short sleeve shirt**
- All shirts must fit properly
- All shirts that are 3" below the waistline must be tucked in.

### **SWEATERS**

- Navy cardigans/sweaters may be worn

### **SWEATSHIRTS**

- School sweatshirts only. Must be purchased through the school. These are the only sweatshirts that may be worn during the day.

### **PANTS, SKIRTS, SHORTS/SKORTS/CAPRIS**

- Tan Khaki, navy, or black uniform items may be worn throughout the year. (shorts/skirts/skorts must be modest in length- 2" above knee)

### **SOCKS**

- Leggings may be worn under skirts/skorts – no other type of clothing may be worn under skirts/skorts

### **SHOES**

- **All K-6 students are to wear shoes that meet the safety standards for playground or other school activities. Tennis shoes meet this standard. Strap, sandal or flip-flop shoes are not permitted. All shoes must be non-marking shoes.**
- **All 7-12 students may wear flip-flops or athletic sandals.**
- **House shoes (slippers) will not be permitted.**

### **BELTS**

- Must be worn with pants that would otherwise drop or sag below the waistline.

### **OTHER**

- Boy's hair may be around the collar.
- Jewelry can be both a distraction in the classroom and a safety hazard on the playground. For this reason, jewelry will be at the sole discretion of each teacher.
- No earrings for boys or pierced facial areas for anyone.
- MAKE-UP must be modest, which is solely determined by the teacher for grades 6-12.
- Stocking caps or any type of head covering may **not** be worn at school within the building. When arriving or departing in accordance with weather conditions, head gear must be removed after entering the building, or may be donned just before exiting the building.
- Skirts must be no more than 2" above the knee.
- No visible tattoos.
- Hair may not be dyed an abnormal color; i.e., pink, blue, green, etc. (except during spirit week).
- No facial hair.

# **DISCIPLINE POLICY AND PRACTICE**

## **Anti-Bullying Policy**

Grandview Christian School seeks to bring glory and honor to God through assisting parents and the churches of the metropolitan area in the preparation of young men and women who will touch the nations of the earth by doing all they were created to do to the best of their ability. In order to accomplish this mission, it is of utmost importance that we strive to establish a safe and secure learning environment for everyone in the school community. To that end, we choose to clearly adopt and affirm this policy regarding bullying in the Grandview Christian School community.

We agree with the definition of bullying as any overt acts of a student, or groups of students, directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds and during time in transit to or from and time at a school sponsored activity. While an individual event is unacceptable, the offense would be especially significant if the act is repeated against the same student over a period of time. A student who engages in acts of bullying will be subject to appropriate disciplinary action including suspension, expulsion or, in particularly intense situations, referral to law enforcement officials.

We define bullying as including the following:

- Any physical violence or unwanted physical contact.
- Any verbal insults, taunts or name-calling – even when “in fun.”
- Any form of threat or intimidation.
- Any extortion or stealing/hiding of money or possessions.
- The malicious spread of false information about another person.
- Any racial, ethnic or gender-based insult or other unsolicited comment.

When we speak of these things, we intend to communicate strongly that we will not condone such behavior expressed to others in the educational community, including the electronic transmission of such messages.

By adopting and communicating this policy, we hope to open a door to discussing the biblical mandate to honor one another and to think of one another more highly than ourselves. We realize that if we are to become the peacemakers who are called “the children of God,” we must first practice peace in our own community. We will do what we can to create an environment where the reporting of bullying is encouraged as a means of providing assistance to the bullied and help and correction to the bully. The schoolyard bullies of today become the boardroom bullies of tomorrow. Since such an outcome is not consistent with the mission of the school, we will not tolerate such behavior.

In stating this policy, we do not intend to emasculate young men. It is, rather, our purpose to encourage all the members of our scholastic community to live within acceptable boundaries and to respect the physical, psychological and spiritual liberties of those around them.

We intend to enforce this policy without impartiality.

## **General Discipline Guidelines**

We at Grand view Christian School want our students to receive the best education possible in a positive, Christian environment. To do that, we must enforce a policy for discipline that is clear, fair, and firm.

We will maintain an eighth hour program which will consist of requiring a student needing a certain type of discipline to stay after school on Tuesday or Thursday (other days may be arranged by the teacher). Eighth-hour detentions are from 3:15 to 4:15 p.m. for K-6. Grades 7-12 will be served from 6:30 to 8:00 a.m. The school also has a Saturday detention with **\$20 cash fine** for students who miss regularly scheduled detentions. **The parent or guardian will be contacted at least one day in advance to allow for special arrangements to be made for the scheduled times.**

Any student receiving a 3 eighth hours in one school quarter will be suspended for a full day of school. All class work for the suspension day must be completed, but the student will not receive credit for those assignments. After five (5) eighth hours in a semester, the student and parents must meet with the administration. This meeting will determine if additional suspension or expulsion is appropriate.

Our desire is that we never need to take these more extreme measures, but to insure that the atmosphere of our class rooms and playgrounds is consistent with Christ-like behavior, we will respond as necessary to problems where they exist.

**We will use the following policies to provide a safe environment for GCS. To provide a safe environment, we will establish the crime of assault while on school property if the person:**

- 1. Knowingly causes physical injury to another person; or**
- 2. With criminal negligence, causes physical injury to another person by means of a deadly weapon; or**
- 3. Recklessly engages in conduct which creates a grave risk or serious physical injury to another person; and the act occurred on school property or arose as part of a school sponsored activity. Assault while on school property is a class D felony. School administrators are required to report acts of school violence to the proper authorities.**

**ALL OF THE FOLLOWING UNACCEPTABLE BEHAVIORS MAY RESULT IN THE FOLLOWING:**

**Minimum consequence is 3 days of ISS**

**Maximum consequence is expulsion**

- **Actions that compromise the safety of students/staff**  
Any action or behavior placing students/staff at risk of danger or harm (This may include inciting others), may receive a minimum of 3 days ISS or up to the maximum consequence of being expelled from school.
- **Alcohol/drugs**  
Possession, use, consumption, sale, distribution, or under the influence of alcohol beverages, cereal malt beverages, unauthorized prescription drugs, controlled substances or substances represented to be such could result in immediate expulsion. Distribution of/or accepting prescription drugs from another person or possession or distribution of drug or alcohol paraphernalia could result in immediate expulsion.
- **Arson**  
Starting a fire or causing an explosion with the intention to damage property or buildings could result in expulsion with law enforcement officials being notified
- **Assault on a student**  
Assault will be considered attempting to cause injury to another person. This may include verbal assault.
- **Assault on a teacher or staff member**  
The same definition as above, and this will result in the severe consequences.
- **False alarms**  
Tampering with emergency or surveillance equipment, setting off false alarms, and making false reports will result in the following:
  - 1<sup>st</sup> offense: 10 days out-of-school suspension and recommendation for long-term suspension or expulsion. Law enforcement officials may be contacted.
- **Fireworks and explosive devices**  
Use of possession of fireworks or any explosive device on school property or at any school function that is threatening to the health and welfare of students and/or staff will result in consequences determined by the administrator.
- **Fighting**  
Mutual physical combat in which both parties have contributed to the conflict either verbally or by physical action will result in the following:
  - 1<sup>st</sup> offense: 3 days out-of-school suspension
  - 2<sup>nd</sup> offense: 5 days out-of-school suspension
  - Subsequent offense: 10 days OSS and recommendation for long-term suspension or expulsion
- **Indecent exposure/indecent liberties taken with another individual**  
Any action or behavior that is offensive to good taste and /or community standards will face any of our defined consequences.

- **Open-defiance/Insubordination to a staff member**  
Openly refusing to obey the reasonable directions or requests of any school employee may result in the following:
  - 1<sup>st</sup> offense: Up to 3 days out-of-school suspension
  - 2<sup>nd</sup> offense: Up to 5 days out-of-school suspension
  - Subsequent offense: Up to 10 days out-of-school suspension and recommendation for long-term suspension or expulsion.
- **Sexual harassment**  
Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Use of verbal, written or symbolic language that is sexually harassing will be referred to the administrator for investigation.
- **Theft**  
Stealing or attempting to steal private or school property or possessing or accepting stolen property may be subject to suspension if deemed appropriate by the administrator.
- **Use of language/action that is disparaging or de meaning**  
Use of words or actions, which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion, sex, or ethnic origin, could result in any above consequences.
- **Verbal abuse to staff and Verbal/non-verbal abuse to staff of a threatening nature**  
Disrespectful or abusive language or gestures to a staff member will result in the following:
  - 1<sup>st</sup> offense: Up to 3 days out-of-school suspension
  - 2<sup>nd</sup> offense: Up to 5 days out-of-school suspension
  - Subsequent: Up to 10 days OSS and recommendation for long-term suspension or expulsion
- **Weapon**  
Possession, use, or distribution of any weapon, look-alike weapons and/or dangerous material at school or any school sponsored activity on or off school grounds could receive the maximum consequences. Items may include but not limited to knives, guns, chains, metal knuckles, martial art devices, explosive devices or facsimiles thereof.
- **Willful damage to school, staff, or student property**  
Willfully causing or attempting to cause substantial damage to any property, real or personal, belonging to the school, staff, or students may result in the following:
  - 1<sup>st</sup> offense: 10 days out-of-school suspension, restitution and recommendation for long-term suspension or expulsion.
  - Subsequent offense: Same as above

**Examples of willful damage are sitting on the counter tops in the restrooms, sitting on anything other than chairs, marking/drawing on tables and desks, hanging on restroom doors or any thing else that would damage property.**

**Behaviors that occur in or out of the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment may result in the following consequences:**

**Minimum consequence: verbal correction**

**Maximum consequence: Short term suspension (no more than 10 days)**

**Behaviors in this category would include, but are not limited, to:**

- Destruction or defacement of property
- Disruptive speech and/or conduct outside/inside of classroom
- Falsification or alteration of documents
- Hall violations (no pass, in an area where they shouldn't be, etc)
- Harassment/intimidation
- Obscene language, gestures and/or profanity
- Possession and/or distribution of unnecessary articles/nuisance items
- Failure to address teachers and others by their proper title (Mr., Mrs., Ms.)
- Dress code violation
- Sleeping in class
- Academic dishonesty (plagiarism, cheating, etc.) Plagiarism is defined as :
  - The failure to produce original work
  - Theft (unintentional or intentional) of another person's work
  - Claiming another's work as your own
  - Paraphrasing without citing original source(s)
  - Copying from Internet source(s) or websites
  - Purchasing or receiving a paper from an outside source
  - Presenting facts or ideas without giving proper credit to the original author
- Improper use of equipment
- Not having appropriate materials

### **Student Use of School Computers**

Any tampering with any computers may result in any of our consequences stated plus a fine determined by the administrator.

### **Cell phone and any electronic device policy**

Student cell phones and electronic recording/playback devices will not be permitted to be used or seen in classes/building from 8:00 a.m. until dismissal. If a student brings any of these devices to class or has them in the hall, they will be confiscated and given to the administration. A parent or legal guardian must come to the office or speak to an administrator at the end of the following day to receive the cell phone or electronic device. GCS reserves the right to examine any or all electronic devices, including content, upon confiscation.

Grandview Christian School specifically prohibits the use of any video or audio recording device in the classroom without the specific permission of the teacher in whose classroom it is to be used. Any student posting unauthorized electronic material on the web will be subject to suspension and/or expulsion.

## Physical Contact

While it is understood that boyfriend/girlfriend relationships may at times develop between students, at no time should those relationships interfere with the priorities of the school. Therefore, students will refrain from any display of affection at school, including physical contact, exchanging notes, etc. Students are expected to maintain a “no-contact” rule, which requires that all students refrain from physical contact at school. This “no-contact” rule also applies at any GCS function that is related to the school (on or off GCS property).

## Pregnancy

The school board will review each individual case, as it will any other moral lapse.

**NOTE: GCS is not equipped nor staffed to handle all types of behavioral problems. In cases where the administration believes it is in the best interest of the student, the child or children may be dismissed at the convenience of the school. Appeals may be made to the school board, and the board’s decision is final.**

## Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker with another student.
3. Lockers may be inspected and searched at any time by the administration.
4. Lockers must be kept clean inside and out.
  - a) Stickers are not allowed on any part of the lockers.
  - b) Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - c) Writing or painting on any part of the lockers is not allowed.
5. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
6. Students should not enter anyone else’s locker without permission from the student who is assigned to that locker.

7. Students are responsible to pay for any locker damage they do in violation of the above rules.
8. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
9. Any problems with a locker should be reported to the office or to a designated staff member.
10. The school is not responsible for lost, stolen, or damaged goods belonging to students.

## **Planners**

Each student is issued a planner at the beginning of the year. If a planner is lost, there is a \$10 replacement fee with a limited number of passes (you would not receive 21 new passes). If a student does not have their planner with them in class, they may use a pass to go get it, or receive a temporary detention until the planner is produced by the next time they are in the same class. If you run out of passes for a quarter, you must pay \$10 for 10 passes. However, you will not receive any extra tardies. These extra passes cannot be redeemed as extra credit points. If you run out of those extra passes, then additional consequences may apply. Guidelines for the use of the planners are as follows:

1. You must use a hall pass to go anywhere in the building during class time.
2. You will receive 21 passes per quarter and 3 free tardies. Any unused passes and the first 3 unused tardies may be redeemed for extra credit points with the following guidelines:
  - a. You may only cash in 10 points for any 1 class.
  - b. You may not cash in points if you have an “F” in that particular class.
  - c. Unused tardies may be cashed in for 2 points each.

## **“Off-Limits” Areas**

Certain areas of the school are considered to be off-limits to all students unless given explicit permission by a staff member. These areas will include (but are not limited to) the following:

- All faculty desks, files, and computers
- All staff workrooms, lounge, restroom
- Any areas of the building beyond the locker rooms on the east side of the gym (chapel and music room are exceptions)
- All maintenance/janitorial supply closets
- Classroom thermostats
- Electrical circuit boxes
- Personal property belonging to others

## **CHRISTIAN/ACADEMIC STANDARDS**

*“Whatsoever ye do, do all to the glory of God”* (I Corinthians 10:31).

### **Chapel Attendance**

Attendance of Chapel is a requirement of all GCS students. Chapels for elementary students are separate from chapels for junior high and high school students. All chapels are on Friday morning of each week.

### **Manners**

Nothing is more attractive about young people than their awareness of and willingness to practice acceptable social courtesies. To develop a positive relationship between themselves and others is certainly a responsibility, which the young person must assume and accept. The classrooms and the playing fields are enhanced through polite actions.

### **Behavior Code:**

Galatians 5:22-26 and 6:1-10 imply that we are to display a standard of behavior showing Christ in our lives. Therefore, students are expected to be helpful, friendly, quiet, polite, respectful, obedient, sportsman-like, and not weary in well doing. The following will not be tolerated at school or at any school-related activity: disrespect, destruction, fighting, profanity, complaining, slothfulness, immoral gesturing-talking-writing, use of tobacco, drugs, or alcoholic beverages. Each teacher, with the counsel of the administration, will make and enforce classroom regulations in accordance with Christian principles and disciplines as set forth in the Scriptures. Please feel free to consult with the school office regarding any problems or questions that concern your child.

### **Academic Excellence**

Excelling will be the key word for every class and activity. The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord his best. Let us strive to have “excellence without egotism” so that we give Him the glory for anything we are able to achieve.

The A BEKA curriculum, Saxon Math (grades 1-8), and McDougall Littell math (grades 9-12) serve as the core curriculum, with some ACSI (Association of Christian Schools International) courses on a selected basis. **Elective courses use various curriculums.** The elementary reading program uses phonics with comprehension. The core curriculum is supplemented with selected materials from other publishing companies to meet the needs of Grandview Christian School.

## **Communicating With Teachers**

Of course, parents may always contact teachers regarding any questions or issues involving their students. Our suggestion for initial contact is that parents use the Pass-A-Note (PAN) feature of the Sycamore Education system utilized by GCS. All full-time staff log into Sycamore on a daily basis, and PANs appear as instant messages on a teacher's screen.

Except in emergency circumstances, neither students nor teachers will be contacted in class to receive phone calls. Please feel free to leave a message with the school secretary. Your message will be passed on during class breaks.

## **Kindergarten**

Reading readiness, Bible memorization, and math readiness are some of the skills learned in the five-year-old kindergarten class. Phonics with some comprehension is the approach used to teach reading. A regular Bible program emphasizes personal salvation, patriotism and character development. Social and mental preparation for the 1<sup>st</sup> grade is of primary concern.

## **Elementary Program**

The elementary program is designed to develop the learning skills in all subject areas, including daily instruction in Bible. The study of the Scripture is designed to meet each child's needs, interests and abilities. Grandview Christian School teaches those truths, which are central in the Protestant tradition. We evangelistically present that man is sinful and must accept Jesus Christ as his Savior if he is to have peace here and the glory of God hereafter. The child will be taught Christian hymns, Bible geography and a study of the Bible customs to assist him in the understanding of the Bible.

The child is taught prayer habits all during the school day – before he enters the responsibility of the day, before he eats his lunch, and when he is in special need or troubles. He learns to pray with and before a group, to share his needs with others as they share their prayer requests with one another.

Each week chapel services are held for students at Grandview Christian School. This is valuable time set aside for spiritual uplifting and instruction.

Our curriculum promotes patriotism. Patriotism is the love and loyal support of a person for his country. This includes attachment to a country's land and people, admiration for its customs and traditions, and devotion to its well-being. The term "patriotism" implies a feeling of oneness and membership in the nation. Outstanding literary works praise loyalty to country and willingness to suffer even death in defense of a country's freedom and good name. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes, and traditions of our country.

## Testing

All new students will be given an entrance test. Kindergarten students will be administered the KIDS test. Standardized testing is done as follows:

- Achievement and Aptitude tests are normally administered annually to all grades. The Stanford Achievement Test (SAT) and the Otis-Lennon School Ability Test are used to measure student's progress.
- PSAT tests will be given in October to all sophomores and juniors. The fee will be paid by each student at the time of testing.

## Grading Scale

Students in kindergarten will be graded on a scale of Excellent (1), or Satisfactory (2), or Needs Improvement (3). First grade reports will be based on a skills checklist. Grades two through twelve will be graded on the following scale:

100 or above	A+
95-99	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 and below	F

\*Any variation from this must be approved by the Administrator.

# Graduation Requirements

## Requirements for a General Diploma

- 4 English (includes English I, II, III, and IV or approved advance level course)
  - 3 Math
  - 2 Social Studies (includes Government and passing U.S. and Missouri Constitution)
  - 3 Science (includes Biology and one other upper-level science)
  - 1 Fine Art
  - 1 Physical Education
  - 1 Practical Art
  - ½ Health
  - 2 Foreign Language
  - 3 Electives including at least 4 in core content areas
  - 4 Bible
  - ½ Speech
- 

**27 total credits**

plus **40 hours of community service (with written documentation from recipients) for any students graduating in 2009 and later.** GCS will provide written documentation at the end of each year with the total number of hours completed.

## Requirements for a College Diploma:

- 4 English
  - 3 Math
  - 3 Science
  - 3 Social Studies
  - 1 Physical Education
  - 2 Foreign Language
  - 1 Practical Arts
  - 4 Bible
  - 1 Fine Art
  - ½ Health
  - ½ Speech
  - 2 General Electives
  - 3 Advanced Electives\*\*
- 

Math requires 2 credits above Algebra 1/2.

Two (2) science requirements must be selected from Biology, Chemistry, or Physics with one (1) credit having a Lab course.

**28 total credits**

plus **40 Hours of community service (with written documentation from recipients) beginning with graduating class of 2009 or later.** GCS will provide written documentation at the end of each year with the total number of hours completed.

## Course Additions or Withdrawals

Adding or dropping courses (grades 9 through 12) must be done before the end of the first two weeks of each semester. Students are responsible for any assignments missed when adding a course late. A drop/add slip (from the Principal's office) must be signed by a parent, the teachers involved, and the Principal before the course is officially dropped or added. The student must remain in the present class until he is notified by the office that he may drop/add the course.

## Transcript Policy for Graduates

Graduates of GCS are entitled to a maximum of three transcripts mailed to their choice of recipients with a minimum of 24 hours written and signed notice to the school. Subsequent transcripts are available for \$2 with a written and signed request, a self-addressed stamped envelope, and at least 48 hours notice to the school.

Procedure for requesting transcript:

1. Fill out a Transcript Request Form and turn it in to the school office.
2. Provide addressed, stamped envelope for each request.
3. There is a \$2.00-each processing fee for more than 3 transcripts.
4. Eighth semester (graduation) transcripts will be released on or before June 15.

## Valedictorian Selection

**Each graduating class will have a valedictorian representing the highest GPA. The person selected must have attended Grandview Christian School for at least two consecutive high school years to be eligible. In situations where none of the graduating senior class has attended GCS for two consecutive years, this two-year rule will not apply. *Cheating, plagiarizing, or compromising academic standards may result in having the honor of being valedictorian or salutatorian removed.***

## Honor Roll

The requirements for Honor Roll each quarter is:

1. High Honors – An “A” grade in ALL academic subjects (including Art, Music, and PE) is required to be eligible for the quarterly High Honor Roll.
2. Honor Roll – A “B” grade or better in ALL Academic subjects (indicated in 1 above) is required to be eligible for the quarterly Honor Roll.
3. High Honor Roll and/or Honor Roll status for ALL four quarters is required for the end of year High Honor Roll and Honor Roll recognition.

## Retention

Any student in **grades K-3** that fails (F) a core subject (math, reading, English, science or history) may be retained.

Any student in **grades 4-8** that fails (F) in a core subject (math, reading, English, science, history) must take a summer class in that subject and pass according to our standards before returning to GCS.

Any student failing a **high school** class needed for graduation must take the class during the summer at a public or private school of their choice. They must maintain a passing grade according to GCS standards before being accepted for the fall.

**The elementary program is designed for the average and above-average student.** However, our teachers are trained to work with each child as an individual. Curriculum may be adjusted and special assistance provided if it is within the school's capabilities. Students with behavior/learning problems that interfere with the normal advancement of other students within that classroom will be dealt with on an individual basis. The Administrator, with input from teachers and parents, will determine the final manner with which to deal with each problem of this nature.

## Homework

Students in Grandview Christian School will normally have homework. If students are going to properly learn, they must spend time in practice and drill, and they must exert effort. For best results, students need to learn to apply themselves to their schoolwork.

Homework can be a good opportunity for the parent to spend time with their children. After all, the Bible gives the parents the responsibility to educate their children (Deuteronomy 6:6-7, Proverbs 4:1). Parents can help with homework without doing it for the student. We encourage help to be given in drill, review, and memory.

Please check the student's work on a regular basis. Ask to see their assignment book daily. The notebook contains notes, tests, quizzes, and assignments. The notebook should contain necessary ingredients for review. Ask the student specific and leading questions about his work.

We encourage the parents to read and listen to the child on a daily basis. Go to the library with them and introduce them to good literature. Children need a lot of practice in reading. You might ask them to read the Bible story at devotion time. Do whatever you can to help cultivate their reading ability and interest in good literature.

**NOTE: It is not the responsibility of the teacher to do, or help the student do, their homework or makeup work. Homework is simply that – work that should be done at home by the student.**

## **Make-Up Work**

When a student has been sick and unable to do homework, he will be allowed as many days as he missed to make-up the assignments. He is also expected to keep up with his current assignments, goals, etc. This may result in double goals and homework until the student is caught up.

It is the student's responsibility to talk with each teacher regarding make-up work missed during an excused absence. It is not the teacher's responsibility. Make-up work, test, etc. are not necessarily to be made up during the next class period, but at the teacher's option, which may be outside the class time. If an absence is unexcused, the student forfeits his right to make-up work. They are given a "zero" for the day's grade.

## **Report Cards and Parent Conferences**

The purpose of a reporting system is to provide the parents with a means of noting the progress or lack of progress of the student. Each child's ability, attitude, and application are taken into account in the grading. Report cards for Kindergarten students are to be signed by a parent and returned to school promptly. For students in grades other than Kindergarten, a separate Grade Form will be provided to parents each quarterly grade period. This grade form will show the student grades for the current quarter as well as the grades for all previous quarters. Students may keep their report card/grade form at the end of the year. NOTE: No student will receive an end-of-the year report card/grade form until ALL current year financial accounts are PAID IN FULL.

Parent-teacher conferences are scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters to provide the parent with first-hand knowledge of the student's progress. Parents may obtain the report cards when they come for their appointment. Parents are encouraged to request a conference with the teacher whenever necessary. The school prefers that a parent telephone and set up an appointment so a teacher can discuss the student's progress. It might also be helpful to write out any questions you may have and bring them with you to the conference. Under no circumstances will classroom time or time just before or after school be allowed for conferences.

If you have questions about your child's progress or class activities, go to the student's teacher and seek the answer. If a parent and teacher have discussed a matter and one or both of the parties feel dissatisfied with the outcome, then both parties should meet together with the Principal to work towards a solution. Please, do not involve other parents in your child's progress or problem. This type of negative communication may be perceived as grounds for dismissal. We want the school and the home to be in harmony as we work together to educate and train your child.

## Special Activities/Policies

Along with a strong emphasis on academics and scholarship, Grandview Christian School incorporates informative events and “fun” activities that advance the children’s education and welfare while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Certain activities and events are exclusive to certain grades while others are school wide.

Kindergarten through sixth grade classroom parties give the opportunity for that kind of social interaction and growth, and parents are always welcome to attend (and assist). However, we do ask that parents not bring younger siblings to classroom parties. Classroom space is often limited and parents are less likely to be able to enjoy the time with their enrolled student when having to supervise the younger children.

### Birthdays

Your child’s birthday may be celebrated in class with a song, prayer, or in some other way. You are welcome to send pre-packaged treats for the class. If your child has a summer birthday, it may be celebrated at their ½ birthday (six months from the actual date) or on any other day you desire: just let the classroom teacher know in advance of your desires.

Please **do not** hand out invitations to an out-of-school party unless they are being given to all students in the class (or to all the girls or all the boys). If this is not the case, please mail the invitations to student’s homes.

### Court warming and Prom

The administration reserves the right to approve or disapprove all outside guests to all GCS functions. The following guidelines will apply:

1. Invitations to people outside of GCS are to be registered in the principal’s office 1 week in advance.
2. Students must remain in the building until departing the activity.
3. Students may not return to the activity after leaving the building.
4. You must be in attendance at school the day of the activity to attend it if the activity takes place on a school day

## **LIBRARY POLICIES**

**The school library policy is below.** However, we will continue to use the Mid-Continent Library as necessary. This will be scheduled at the beginning of the school year with our bus driver. The Vice Principal will coordinate the days/dates and times.

### **Library Rules**

- Cooperate by being quiet and orderly
- Treat other students and library personnel with respect
- Handle books and periodicals with care
- No food or drink allowed in the library
- Elementary students may check out two books and one magazine at a time unless special permission is given.
- High school students may check out three books and one magazine at a time unless special permission is given.
- The checkout period is for two weeks unless otherwise permitted.
- A late fine of \$0.10 per day is charged for overdue materials.
- Replacement costs will be charged for damaged items.
- Lost items will be charged a lost-book fee of \$2 and the replacement cost.
- Charge slips for a fine and/or overdue notices are sent home at least once per quarter, usually with a “Progressive Report”
- When looking at books, please use a stick to mark your spot
- Please keep your library neat and orderly by pushing chairs in when leaving the library
- Enjoy your library!
- **Check-Out Process.** (Students who have not returned their books from the previous week may not check out books)

### **Library Selection and Challenge Policies**

- I. **Library Selection Criteria:** Materials in the library collection will be selected to support the curriculum and student interests. They will be selected in consideration of the following criteria:
  - **Authenticity:** We will strive to maintain material that is accurate, impartial and up-to-date.
  - **Purpose and scope:** Purchases will support the curriculum and objectives of the school.
  - **Audience:** Material will be offered at age appropriate reading levels.
  - **Author:** Authorship shall be from credible authors who write from a perspective that does not contradict with biblical principles.
  - **Moral Excellence:** We will strive to provide books that reinforce spiritual principles, and that are wholesome in nature.

- **Doctrinal:** Material will adhere to principle taught in the Holy Bible, free of occultism and erroneous and philosophical assumptions.
- II. **Challenged Materials:** Parents have the ability to challenge the appropriateness of library materials used by their student. Should a parent choose to do so, the following procedure will be followed:
1. Parent fills out “Request for Reconsideration” form (available in the school office) and turns it into the principal.
  2. The principal may turn it over to a committee to review the challenged material. The committee members will be: Principal, Librarian, and a teacher or parent.
  3. Committee reads/views the challenged material, using the school’s selection policy as a guideline.
  4. Within 30 days the committee will convene to review the request for reconsideration and reach a consensus on the appropriate action.
  5. Parent is notified in writing by the principal of the committee’s decision and the action taken.
  6. If the parent wished to appeal the committee’s decision, the Principal will review it with the School Board at their next scheduled meeting. Church pastors may be consulted at the discretion of the Principal.
  7. The parent will be notified of the decision made.

### **Aides to Studying**

God’s will for you at this period of your life are the mastery of your school subjects. You should give yourself as earnestly to your studies as you will later in life’s work. Studies form a most important part of your school training. Good studying begins with the proper attitude of the heart in receiving studies from God.

1. Schedule regular time for study and start promptly without procrastination. Study in a quiet place where you can settle yourself to your work.  
Collect all of the materials you will need and set aside any distraction that may take your attention.
2. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands.
3. Concentrate on the work at hand and refuse to entertain irrelevant thoughts. Think, for studying requires an active exercising of your mind.
4. Budget your time to cover all your studies.
5. Skim over the whole assignment to get the main points. Then reread for details.
6. Study the examples, maps, charts, and footnotes.
7. Cultivate the Dictionary habit.
8. Do your independent research and study on topics, which are related to your class assignment. Be curious.

9. Do your own work. Do not ask for help unless you are absolutely certain you are unable to do the assigned work.
10. Be dissatisfied with any effort that falls short of your God-given ability.
11. Be sure to get the proper amount rest. This is essential.

## **ATHLETICS**

While participating in the Grandview Christian School sports program, it is our hope that you will have fun and that you will be blessed with the opportunity to compete in athletics and to fellowship with other student athletes that have a love for the Lord.

As part of our team, we know that you already have the desire and a passion for sports. Our commitment to you is that we will give our best effort to teach the basics and fundamentals of the game and that we will display high principles, character, and will conduct ourselves in a professional and Christ-like manner at all times. We further commit that we will always give honest feedback to you in regard to your skills and performance and we will develop a plan of action to improve upon those skills. For those of you who possess the necessary talent and ability to perhaps play at the college level, we will work diligently on your behalf to prepare you for the recruitment process.

Our requests and demands from you are to maintain a love and devotion to the Lord Jesus Christ, to meet or exceed academic requirements, and to conduct yourselves in an appropriate manner in the classroom. We also expect 100% effort, conduct of champions on and off the field or court, and an unselfish desire to represent Grandview Christian School.

### **Athletic Mission Statement**

Our mission is to create an environment that provides the opportunity for students to compete in the arena of athletics and that prepares and strengthens body, mind, and spirit. We pride ourselves in being responsible stewards serving our school, our community, our families, and our Lord Jesus Christ. Our commitment is to display high moral character and to demonstrate sportsmanship conduct, while engaging in competition, as we pursue to utilize our talent to their full potential. We, the Grandview Christian Golden Eagles, are united in this mission.

## Pursuit of Excellence

When defining or evaluating excellence, our primary gauge of measurement should not be determined by wins and losses, but how we play the game.

Our belief is that as Christian athletes, we should be judged by the character, integrity, and unselfish manor that we conduct ourselves. Are we humble winners? Are we gracious in defeat? Do we demonstrate sportsmanship even during pressure situations? Do we support and encourage our teammates or do we place blame when a costly mistake has been made?

We should also be judged by the opinions of the teachers, administrators and by our fellow students. Are we performing in the classroom as a student athlete or are we only giving attention to the athlete and not to the student? Do we use our athletic ability and the attention and recognition it brings us to set an example, role model, and minister to others?

### Eligibility Policy for all School Activities

(This includes athletics, student council, worship leaders, NHS, etc.)

In addition to the Physical Education classes, an interscholastic program will be offered to students in the 7<sup>th</sup>-12<sup>th</sup> grades. Fifth and sixth grade students may participate in some extracurricular sports. It is our belief that an athletic program can be used as motivation for the student to excel **first spiritually, secondly academically, and third physically**. Therefore, all students are expected to maintain Christ like behavior at all times and must meet the following academic and behavioral requirements:

To be academically eligible to practice and participate in any school sponsored events, a student must have a C- or above in ALL CLASSES. Classroom teachers are expected to calculate a new grade at mid-term and at one-week intervals, as necessary, provided the student makes a written request to the teacher. The very 1<sup>st</sup> quarter the students are given 4 ½ weeks to develop their study habits correctly. From that point on, student's grades will be checked on Monday of each week. Students will become ineligible immediately. They will be notified in writing, along with the athletic director and any coaches. Students may make a written request that a teacher re-figure their grades to determine eligibility, **but such request may not be made before the next regularly scheduled class session.**

### Activities Participation Guidelines

Any students arriving after **9:00am** will not be allowed to participate in any extracurricular activities on the day of the activity. Likewise, students who leave school early without the consent of an administrator will not be allowed to participate in an activity that evening.

## Student Suspension

Any student receiving out-of-school suspension or in-school suspension will not be allowed to practice or participate in any extracurricular activities the day/s of suspension.

- I. Basic Training Rule – An athlete will be ineligible for athletic participation or practice for that sport season for the following:
  - a. Smoking\*
  - b. Influence or possession of illegal drugs\*
  - c. Influence or possession of alcohol\*
  - d. Drug abuse\*

\*(All of the above actions are subject to dismissal from GCS)
- II. Immediate dismissal from the team will result from any of the following:
  - a. Violation of basic training rules
  - b. Becoming pregnant
- III. Dismissal from a team because of eligibility
  - a. The first time an athlete is ineligible will result in not practicing or playing.
  - b. The second time an athlete is ineligible will result in written notification from the coach and not practicing or playing until eligible.
  - c. The third time an athlete is ineligible, they will be removed from the team.
- IV. Denial from participation with the team for a period of time to be determined by coach/principal may result from the following:
  - a. Insubordination
  - b. Obscene gestures; swearing
  - c. Provocation
  - d. Fighting
  - e. Stealing
  - f. Other disciplinary situation which may arise
- V. An athlete who is removed from a team for disciplinary reasons will not be eligible to practice or play another sport during the season of that sport until a review has been conducted.
- VI. Athletic uniforms and equipment are not to be worn or used by any student except during a practice or play of school-sponsored events in which he/she participates.
- VII. Equipment issued to an athlete is his/her responsibility for return or replace. If the equipment is neither returned, replaced, or paid for, the letter award shall not be awarded nor any further equipment issued to the participant for any other sport. Likewise, the student will not be enrolled the following school year and/or graduate with a diploma.
- VIII. Coaches may establish additional rules, schedules, curfews, etc. for each sport at GCS and submit them in writing to the administration for approval. Additional expectations will be provided to parents in writing.
- IX. Any student suspended from a team by the coach may not be re-instated to that team without the consent of the Athletic Director and the Administrator.
- X. **A student must be at school not later than 9:00 a.m. to participate in practice or scheduled games for that day.**

Coaches need to notify the Athletic Director of practice schedules at the beginning of each season. Practices which require players to be excused from class early will not be scheduled. It is the coach's responsibility for the supervision of his/her team and any facility in use.

Practices are limited to five days per week. No practices or interscholastic activities will be permitted on Sundays or Wednesday nights. The coaching staff is responsible for organizing and implementing the practices and the length of time they are held. The average length of practice time is not to exceed 2 ½ hours. The coaching staff must provide necessary information to parents pertaining to time schedule and location of practices. Any changes in practice must have a 2-day notice if possible.

## **Definition of Organized Practice**

### **Basketball, Soccer and Volleyball**

An organized practice shall mean more than four members under the direct supervision of a coach and/or sponsor.

### **Cheerleading**

An organized practice shall mean more than three members under the direct supervision of a coach and/or sponsor.

### **Track**

An organized practice shall mean more than three members under the direct supervision of a coach and/or sponsor.

The Administration and Athletic Director must approve the coach's designated sponsor.

## **Requirements for Letter in Sports**

- **All Sports**  
Must display Christ-like attitude and obey coaches  
Recommended by coach
- **Soccer**  
Athletes must participate in at least 12 halves
- **Volleyball**  
Junior High will receive a certificate of participation  
Junior Varsity must participate in at least 8 matches  
Varsity must participate in at least 10 matches
- **Basketball**  
Junior High will receive a certificate of participation  
Junior Varsity must participate in at least 10 quarters  
**Varsity** must participate in at least 18 quarters
- **Track**  
Junior Varsity/Junior High – earn 10 points in meets and/or medal

Varsity – earn 12 points in meets

- **Cheerleading**

Participate in at least  $\frac{3}{4}$  of the games and competition.

## **Sporting Event Conduct**

Grandview Christian School aspires to an attitude that honors the Lord Jesus Christ in every way. An important expression of this attitude will be at the various sporting events in which the school participates. It is expected that all participants – fans, coaches, and athletes – will conduct themselves in a courteous manner. As creations made in the image of God Himself, all individuals, including officials, opponents, coaches, and visitors, are worthy of respect and honor. We will not condone inappropriate booing or harassing of any individual. We ask all members of the GCS community to conduct themselves in a way that honors both God and men.

## **Sports Policies**

### **Student Dress Guidelines**

1. All dress will be modest.
2. Jeans/pants will be without holes.
3. Lounge/pajama pants are not permitted while traveling or in public.
4. Tank tops and muscle shirts are not permitted.
5. Shoes/flip flops must be worn in hotel at all times.

### **Student Behavior on Bus**

1. Students will be in a seat at all times.
2. Students should not scream/yell loudly while on the bus.
3. Boys will sit in the back, coaches in the middle, and girls in the front.
4. Back windows must be kept free and clear of luggage and/or equipment.
5. Nothing is thrown out of the windows.
6. All players will clean bus upon return. All coaches will help enforce this policy. The bus will be swept upon return of trips.

### **Hotel Behavior/Courtesy**

1. Girls and boys are not allowed in each other's rooms even if an adult is present. Hallway and lobby areas are permitted for socializing.
2. Running, screaming, and being extremely loud are not permitted. Slamming of doors is not permitted.
3. Please clean up after yourself in the lobby and breakfast room.

## **Behavior/Courtesy for restaurants**

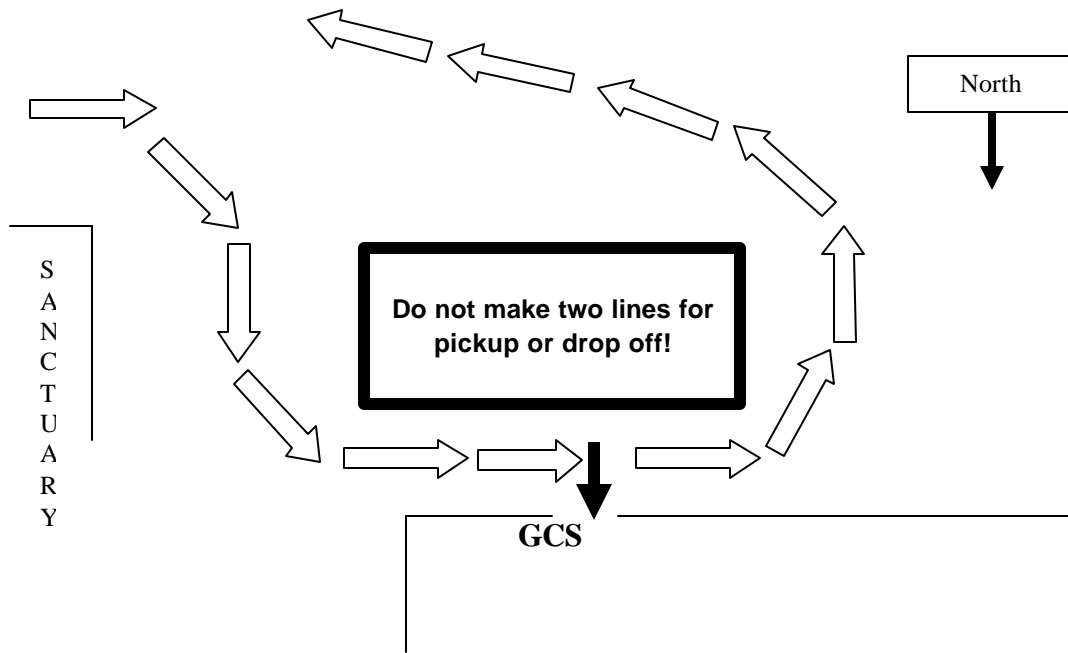
1. Clean up after yourself (fast food).
2. Food should not be thrown in any place.
3. Messes should not be made with food.
4. Bodily noises should not be made in public places.
5. Keep talking to inside voices.
6. In a restaurant where you have a waiter/waitress, show manners when ordering.
7. Tip at least 15% if it is not already figured in.
8. Know the price of what you are ordering before you order.

## **Bus Rules – All Events**

1. No items will be thrown out the windows. The Athletic Director and the administration will determine consequences.
2. Remain seated at all times, facing front.
3. Keep head, hands, arms inside the bus.
4. Remain seated until bus comes to a stop.
5. Emergency door at rear of bus is to remain closed at all times and is not to be used to enter or exit the bus.
6. Remove all trash from the bus and place in wastebasket or trash bag
7. Close each window before exiting.
8. Conduct should be that of a Christian (no shoving, fighting, yelling, etc.).
9. Courtesy towards others and Christian virtues must prevail at all times.
10. Completely obey any request of bus driver, coaches, or other authority.

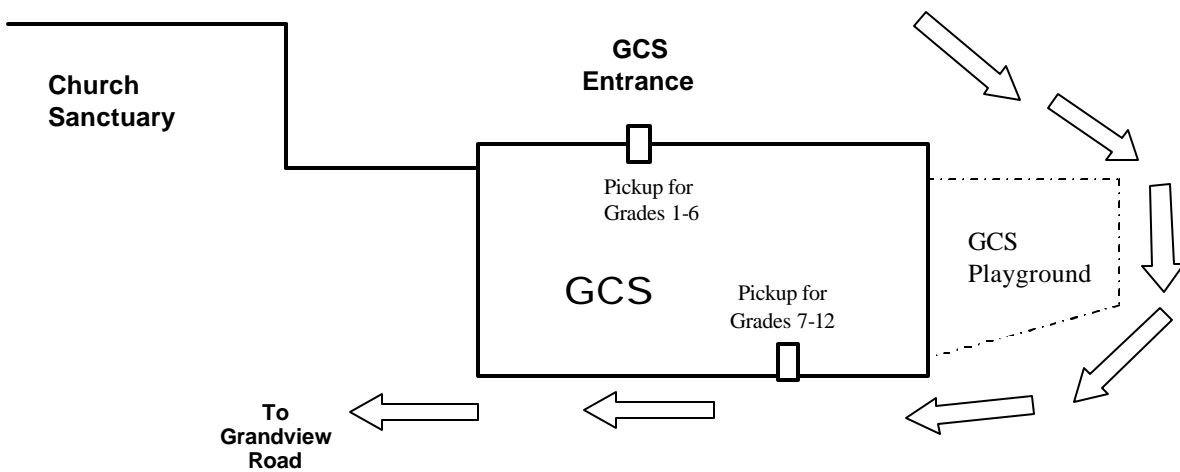
# STUDENT PICK-UP AND DROP-OFF LOCATIONS

## Pickup for Kindergarten – Grade 6



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## Pickup for Grades 7 - 12 - South Parking Lot



# CALENDAR

**2008-2009**

## **July – 08**

- 21-31 Office open 9am-1 pm – Mon.-Thurs.
- 30 New student testing – 9am-12:00

## **August – 08**

- 1 New student testing – 9am -12:00
- 13 Returning Teachers report – 9am - 3:00pm
- 14 Back-to-School Bash night – 6:00-8:00pm
- 20 School begins
- 29 School Pictures

## **September – 08**

- 1 Labor Day – no school
- 17 In-service Training – 12:00 dismissal

## **October – 08**

- 10 First Quarter ends – 12:00 dismissal
- 16 Parent/Teacher Conferences – 12:00 dismissal
- 17 Parent/Teacher Conferences – 12:00 dismissal
- 23 State Soccer/Volleyball Tournaments – 12:00 dismissal
- 24 No school

## **November – 08**

- 21 Colonial Days K-6
- 21 High school Academic meet
- 26 12:00 dismissal
- 27-28 Thanksgiving Break – No school

## **December – 08**

- 9 Elementary Christmas program
- 16 Christmas program backup date
- 19 2<sup>nd</sup> Qtr. (semester) ends–12:00 dismissal (teachers full day)
- 22 Christmas break begins

## **January – 08**

- 5 School resumes
- 14 In-Service Training – 12:00 dismissal
- 19 Martin Luther King Day – No school

### **February – 09**

- 16 President’s Day – No school (**or 1<sup>st</sup> snow make up day**)
- 19 State Basketball Tournament (Girls & Boys) 12:00 dismissal
- 20 NO School – state tournament

### **March – 09**

- 13 3<sup>rd</sup> Quarter ending– 12:00 dismissal
- 16-20 Scholastic Book Fair
- 19 Parent-Teacher conference – 12:00 dismissal
- 20 Parent-Teacher conference – 12:00 dismissal
- 23-27 Spring Break

### **April – 09**

- 10 Good Friday – No school
- 13-17 SAT testing week & Sr. trip week
- 22 In-Service Training – 12:00 dismissal  
TBA–ACSI Competition

### **May – 09**

- 1 State Track – Joplin
- 16 HS Prom
- 18 H.S. Graduation
- 22 Last day of school – 12:00 dismissal (**if no snow make up day needed**)
- 25 Memorial Day – No staff
- 26 **2<sup>nd</sup> snow make up day**
- 27 **3<sup>rd</sup> snow make up day**
- 29 Last day for teachers

**NOTE: In cases where inclement weather (snow days) limits the number of school days below set standards, additional days will be added in order to meet all requirements.**