

# GLEN IRIS

BAPTIST SCHOOL



## 2020–2021

### PARENT AND STUDENT HANDBOOK



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## Purpose of this Handbook

This handbook has a two-fold purpose.

1. To outline procedures and guidelines adapted for the efficient and effective operation of the school.
2. To communicate expectations for parents and students of Glen Iris Baptist School.

None of the stated rules or procedures preclude the school from taking disciplinary action if students are involved in activities that the administration considers detrimental to other students or the general school community. The Administrator or his designated apprentice has due right to make the final decision in all matters regarding school policy and student rules and expectations.

The *Student Handbook* provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Glen Iris Baptist School. Although the *Handbook* is not intended as a comprehensive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the school. In the *Handbook* no attempt has been made to explain the rationale for each Policy or procedure, but it is important to realize that they are formulated as one way to implement our goals in Christian education and to provide a safe, effective, efficient, and consistent approach to problems.

Commitment to these policies and procedures by students, parents, and staff enables the school to run on a smooth, even, and effective basis. Consistent support of them will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as

one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives.

The provisions of this student handbook do not constitute a contract between Glen Iris Baptist School or Glen Iris Baptist Church and any applicant, student, or student’s family. Glen Iris Baptist School reserves the right to change policies, procedures, rules, regulations, and information in the handbook at any time.

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# Introduction

## **What Does It Mean to Be a Christian?**

Being a Christian is more than identifying yourself with a particular religion or affirming a certain value system. Being a Christian means you have embraced what the Bible says about God, mankind, and salvation. Consider the following truths found in the Bible:

**God is Sovereign Creator.** Contemporary thinking says man is the product of evolution; but the Bible says that we were created by a personal God to love, serve, and enjoy endless fellowship with Him. The New Testament reveals that it was Jesus Himself who created everything ([John 1:3](#); [Colossians 1:16](#)). Therefore, He also owns and rules everything ([Psalm 103:19](#)). That means that He has authority over our lives and that we owe Him absolute allegiance, obedience, and worship.

**God Is Holy.** God is absolutely and perfectly holy ([Isaiah 6:3](#)); therefore, He cannot commit or approve of evil ([James 1:13](#)). God requires holiness of us as well. [1 Peter 1:16](#) says, "Be holy, for I am holy."

**Mankind Is Sinful.** According to Scripture, everyone is guilty of sin ([1 Kings 8:46](#)). That does not mean that we are utterly incapable of performing acts of human kindness, but we are utterly incapable of understanding, loving, or pleasing God on our own ([Romans 3:10-12](#)).

**Sin Demands a Penalty.** God's holiness and justice demand that all sin be punished by death ([Ezekiel 18:4](#)). That is why simply changing our patterns of behavior cannot solve our sin problem or eliminate its consequences.

**Jesus is Lord and Savior.** [Romans 10:9](#) says, "That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved." Even though God's justice demands death for sin, His love has provided a Savior who paid the penalty and died for sinners ([1 Peter 3:18](#)). Christ's death satisfied the demands of God's holiness ([II Corinthians 5:21](#)), thereby enabling Him to forgive and save those who place their faith in Him ([Romans 3:26](#)).

**The Character of Saving Faith.** True faith is always accompanied by repentance from sin. Repentance is agreeing with God that you are sinful, confessing your sin to Him,

and making a conscious choice to turn from sin ([Luke 13:3,5](#); [I Thessalonians 1:9](#)) and pursue Christ ([Matthew 11:28-30](#); [John 17:3](#)) in obedience to Him ([I John 2:3](#)). It is not enough to believe certain facts about Christ. Even Satan and his demons believe in the true God ([James 2:19](#)), but they do not love and obey Him. True saving faith always responds in obedience ([Ephesians 2:10](#)).

## **What Is the Gospel?**

The gospel is simply the "good news" of Jesus Christ. The Scriptures explain that *all* of mankind has a serious problem: we are sinners against God and fall short of the glory of God ([Romans 3:23](#)). You see, the purpose of all of creation is to glorify God, and man as God's chief creation is to worship and enjoy Him forever ([Revelation 4:11](#)). We exist to magnify and glorify God, but our sin, which is a violation of God's law (e.g. lying, hatred, stealing, immoral thoughts, etc.), *separates us* from God, who is holy and just ([I John 3:4](#), [Isaiah 59:2](#)).

Since we are born sinners ([Psalm 52:5](#)), we stand condemned already in our guilt and spiritual deadness ([John 3:18](#)). In God's perfect holiness—and this is the good news—God has, in His good pleasure, made a way for sinners to be reconciled to Himself *through* His Son Jesus Christ ([I Corinthians 5:14-21](#), [John 3:16-17](#)). Jesus Christ, God's Son came to earth, was born of a virgin, died on the cross, and rose again three days later from the grave. He broke the power of sin and death! While on the cross, Jesus stood condemned before a righteous and holy God and absorbed the wrath of God that was due us. He absorbed the penalty of God's full wrath and died for the sins of His people.

The whole world is commanded to repent of their sin and to believe the Biblical gospel ([Acts 3:19](#), [Luke 24:47](#), [Acts 17:30](#), [Ezekiel 18:30-32](#), [Matthew 3:2](#), [Acts 20:21](#)). The gospel to them that believe, is the power of God unto salvation ([Romans 1:16](#), [I Corinthians 1:18](#)).

God created and owns everything, including you ([Genesis 1:1](#), [Psalm 24:1](#)). God is perfectly holy ([Matthew 5:48](#)). God requires your perfect obedience to His law ([James 2:10](#)). You have broken God's law ([Romans 3:10; 23](#)). You will pay the eternal penalty for your sin ([Romans 6:23](#)). You cannot save yourself by your good works ([Titus 3:5](#)). Christ came to earth as both God and sinless man ([Colossians 2:9](#)). Christ demonstrated His love by dying on the cross to pay sin's penalty ([Romans 5:8](#); [II Corinthians 5:21](#)). Christ rose from the grave and is alive today ([I Corinthians 15:4](#)). You must repent of all that dishonors God ([Isaiah 55:7](#); [Luke 9:23](#)). You must believe in Christ as Lord and Savior, and be willing to follow after Him ([Romans 10:9](#)).

## **Amendments**

Glen Iris Baptist School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. The school reserves the right to modify and amend the content of this handbook at any time during the year. Any written modification or amendment made in this handbook will be distributed to students and parents.

## **Non-Discrimination Policy**

Glen Iris Baptist School admits students of any race, color, nationality, or ethnicity.

## **Mission Statement**

Glen Iris Baptist School, as a ministry of Glen Iris Baptist Church, exists to assist parents in teaching students to glorify Jesus Christ in the pursuit of spiritual, academic, physical and social excellence, "...that in all things Christ might have the pre-eminence." **Col.1:18**

## **Philosophy of Education**

Glen Iris Baptist School operates as an extension of the ministry of Glen Iris Baptist Church. The school is a vital segment of the Christian Education program of the church. The opportunity for educational training, from four-year-old Kindergarten through High School, is to be provided from a distinctive Biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are to be viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing Christ-honoring education which reflects a commitment to God's Word and academic excellence. The educational process will be measured by the criteria stated in Luke 2:52: "*And Jesus increased in wisdom and stature, and in favour with God and man.*"

Glen Iris Baptist School is distinctive because of our passion to train our young people in the Scriptures, and to present them with a Biblical worldview that is centered on the preeminence of Christ. In Psalm 24:6, the Bible says, "*This is the generation of them that seek Him.*" We desire to point our students to the Lord our God and to teach them to fear Him. This is the beginning of wisdom. We bathe everything we do in prayer and



seek full dependence on the Holy Spirit of God. Because we are all created in the image of God, each student at Glen Iris is loved and valued. Our teachers are partnering with you in the goal to *“present every child perfect in Christ Jesus.”* The school’s educational process and commitment, both in and out of the classroom will be directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Evangelism, through the proclamation of the gospel to students and parents, is an important part of the school’s educational process. With this in mind, we are endeavoring in each academic subject to teach the truth of God, with the love of God, to the glory of God. This is what makes us unique and distinct in our educational philosophy. The faculty here serves with the firm conviction in place to raise up the next generation with solid character. Education must be centered upon Christ.

Our curriculum is designed to help each student advance as rapidly as possible, without the undue pressure that would result in frustration. It is the intent of Glen Iris Baptist School to help the student develop proper habits of study with a planned and varied program.

Love of God and love of country were primary concerns of our Pilgrim fathers in the education of their children. The same concerns are shared by the administration and parents of Glen Iris Baptist School.

Every effort will be made to instill pride in our abundant heritage. Respect for our country’s flag and national leaders is stressed, and interest in government is encouraged. The Constitution, with the responsibilities and the freedoms it defines, is a document that must be familiar to the students if they are to be the kind of citizens of whom we can be proud. Questions concerning moral issues are never side-stepped. Developing Christian values is vital if young people are to grow into responsible citizens and parents. In each grade level, therefore, the moral issues are discussed along with the subject itself. Education is of little value if the student is morally ignorant. Dress codes, personal habits, and leisure-time activities are a part of the overall program in developing Christian character through moral training.

The basic concepts of Glen Iris Baptist School’s educational system are Christian in character. The Bible is the foundation of the educational program. It is taught to develop deeper character and sound values. The school endeavors to provide an atmosphere that is conducive to the best Christian living and the highest gains in knowledge, skills, and wisdom. All of which is to be used in serving our Lord in the task He would choose.

Further, it will be the purpose of the school to aid students in learning to distinguish truth from error; learning to choose between good and best; as well as learning the fundamental skills of reading, writing, spelling, mathematics, and independent study. It is our sincere desire that our students be prepared thoroughly for the acquisition of knowledge without any hindering limitations. The purposes and objectives of Glen Iris Baptist School are to provide opportunities for young people to become gracious and strong leaders and to follow the delegated leadership of their peers with the same graciousness and full cooperation. Glen Iris Baptist School desires to send out students who have a thorough worldview rooted in the Word of God, who are led by the Spirit of God and reflect the character of Jesus Christ by their grace and faithfulness to the truth. Students whose driving motivation in all things is the glory of God!

As we administer a biblical worldview, we use the following verses of Scripture to guide us in our philosophy:

Proverbs 1:7 – *“The fear of the Lord is the beginning of knowledge.”*

Deuteronomy 6:4-7a – *“Hear, O Israel: The Lord our God is one Lord: And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children.”*

Proverbs 22:6 – *“Train up a child in the way he should go: and when he is old, he will not depart from it.”*

I Corinthians 14:40 – *“Let all things be done decently and in order.”*

Luke 2:52 – *“And Jesus increased in wisdom and stature, and in favor with God and man.”*

(Emphasizes intellectual, physical and social skills as well as the spiritual - or the four-fold emphasis of Christian education.)

Col. 1:18- *“That in all things He might have the preeminence.”*

Col. 1:28- *“Whom we teach, warning every man, and teaching every man in all wisdom; that we may present every man perfect in Christ Jesus.”*

1 Cor. 10:31- *“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”*

### **The Student**

1. Created by God in His image, the student is of inestimable worth, possessing an eternal soul that shall either inherit everlasting life or everlasting damnation.
2. Because of sin, he is unable to reach God. His nature is totally depraved, and foolishness is bound in his heart. (Proverbs 22:15)
3. Faith in Christ Jesus is the only way of establishing a right relationship with God. The reality in life’s purposes and values can be ascertained in and through Christ alone.

### **The Teacher**

1. The teacher in the Christian school must of necessity give evidence of knowing Christ as personal Savior.
2. The teacher must be wholly committed to following and obeying Christ, thus wholly committed to a life of service to man for Christ’s sake and the glory of God.
3. The teacher is to be faithful in executing their responsibilities as entrusted by God, the church, and the child’s parents.

### **The Curriculum**

1. God is the source of all wisdom, and He has revealed Himself specifically in the Bible; thus God’s Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
2. Christian education should aspire to train a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Biblical worldview.
3. The home and church are ordained by God and charged with the responsibility of training and teaching. (Deut. 6:6, Matt. 28:20) Parents should work together with the Christian school in promoting the student’s growth.

## **Statement of Faith**

Glen Iris Baptist School holds to the Statement of Faith of Glen Iris Baptist Church. A brief summary of the articles from the Statement of Faith are as follows:

*“The divine inspiration of the Scriptures; the triune God; the fallen nature of man and his just condemnation; the atoning death of Christ on the cross; His burial and bodily resurrection; salvation by grace through faith—the free gift of God; the Holy Spirit; the glorious display of God’s purpose and grace; the progressive work of sanctification; the keeping power of God; the harmony of the law and the Gospel; the prominence of the local and visible church; baptism by immersion and the sacrament of the Lord’s Supper; the devout observance of the first day of the week; the honoring of civil government; the resurrection of the righteous to life and the wicked to damnation; and the personal and imminent return of our Lord and Savior, Jesus Christ.”*

## **Parent Involvement**

Parents play a vital role in the education of their child and GIBS. The administration, teachers and parents all form a “three-fold” cord to help the student succeed. Parents should follow up with their students each evening ensuring homework and projects are completed.

Parents should feel free to contact their child’s teachers to discuss progress. Parents are not to go to a teacher’s classroom during school hours. Appointments should be made through the school office. Teachers will be instructed to return parent’s phone calls. Parents may request a parent-teacher conference.

At the end of each nine-weeks is a scheduled parent-teacher meeting. Parents are strongly advised to attend these meetings to strengthen communication and aid in clarity with their student’s teacher(s).

There are times throughout the year when parents may be requested to serve as a chaperone or a helper in some school activity. At home events and activities, parents will be required to follow the same standards of dress and conduct that are required of students. Volunteers who are involved in regular school functions will need to have background checks.

Parents need to check in at the school office at all times to sign in and out and to receive a name tag. There is a no smoking policy at all times on our school property and on all officially sanctioned trips.



## Academics

### Grading Scale

<u>Average</u>	<u>Letter Grade</u>
98-100	A+
93-97	A
90-92	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-
0-59	F



## **Academic Probation**

Students who have passed Glen Iris Baptist School's entrance examination and whose previous grades in school show a reasonable level of competence and achievement should have little difficulty succeeding in our school. Any student conscientious in completing and turning in assignments on time, studying for tests, quizzes, and exams is sure to succeed. When any student's progress reports and report cards show a grade point average below 2.0 (C- average), that student will be placed on academic probation, and special efforts will be made to try to remedy this situation.

A student that remains on academic probation for four consecutive quarters, may be denied re-enrollment.

## **Home Work**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students in the advancement of their studies. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons.

1. **For preparation:** students profit most from classroom explanation and discussion, when preparatory reading assignments are given.
2. **For practice:** following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **For remedial activity:** as instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For special projects:** book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention. **We do request parents full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a students expulsion.**

## **Parent-Teacher Meeting**

Parent-Teacher Meetings are scheduled on the same day report cards go home. Every parent is requested to attend a meeting for the benefit of his child and to obtain



pertinent information concerning the school program. PTM is held three times during the school year. *Parents are required to attend two of the three PTM'S each year.* This is for mutual encouragement and strengthening of relationships between parents and teachers. As a courtesy to our teachers, we ask for each parent to call and make an appointment to ensure the most profitable meeting possible.

Parent-teacher meetings are scheduled from 3:30-6:00 P.M. on the following dates:

October 22

January 7

March 18

### **Report Cards**

Report cards are sent home each nine weeks. To further inform the parent of the child's progress, a report slip is sent home halfway through the nine-week period. These should be signed and returned the following day. If a report card is lost or damaged, it will be necessary to pay a replacement fee.

*Important Notice:* Tuition for one semester must be paid before the student may continue the next semester. Report cards will be withheld at the end of each grading period if required payments are not paid in full. A parent who is chronically late with tuition may be asked to withdraw his student(s) or not be allowed to re-enroll.

### **Chapel and Bible Class**

Daily Bible classes are a distinctive part of our curriculum. Chapel is held each week in the Glen Iris Baptist Church auditorium. This is a special time in the life of our school that is centered on the Word of God. Challenging messages are given, and students are called to submit their lives to the Lordship of Christ and the Scriptures.

### **Fine Arts**

Musical training is a required part of the curriculum at Glen Iris Baptist School. Junior and senior high choirs meet each school day. Elementary band is available beginning in fifth grade. Band is offered as an elective to junior and senior high students. Concerts are given twice yearly involving the band and choral groups from grade 3 through

grade 12. Junior high and high school choirs perform at two yearly concerts and commencement. Fine Arts Competition each spring is the highlight of the program.

*Participation and attendance are required for these events. A grade of "0" will be given for failure to attend without an acceptable prearranged excuse.* State law prohibits a student's employer from preventing attendance at a required school event or penalizing them in any way for missing work during this required event.

The girls high school choral outfit is the Tuesday Chapel Uniform. (See schedule/graph)

The boys high school choral outfit is the Tuesday Chapel Uniform. (See schedule/graph)

Other opportunities to perform may also arise within a year. An activity fee will be charged at the beginning of each year for the purchase of music and equipment as well as for general maintenance of these invaluable programs.

### **Graduation Requirements**

All seniors must pass each academic class to graduate. A student who does not pass each class will not be allowed to participate in commencement exercises. "Passing" means the student must receive at least a 60 average (D-) for each class per semester.

## Extra Curricular Activities

Glen Iris Baptist School is a member of the ACEA (State) and the AACS (National) and has the opportunity to participate in a number of sports, fine arts, and academic competitions and activities. These serve to be additional forms of education and class settings by which students learn invaluable skills, and life lessons.

### **Athletics**

Our main sports offered at GIBS are basketball and cheerleading. Each Spring we also participate in Track and Field. The ACEA offers a variety of other sports (i.e. baseball, archery, golf, etc.). Boys and girls in grades 1st-5th play intramural basketball. Junior high and senior high boys and girls (including sixth grade) play competitively against other area schools in the ACEA.

### **Athletic Event Guidelines**

1. Dress for home basketball games and sporting events will be the school uniform or school-approved spirit wear.
2. Students on campus between 3:15 P.M. and the time of a game or school program, must be under direct supervision of a staff member or their parent. During the sporting event, students are to be in the gym at all times; they are not to be outside loitering (at home or away events or games).
3. After eating or drinking upstairs, students are to leave the concession area and go downstairs to cheer for the teams so as to leave room for others to eat and drink.
4. No one should be in the band room other than the concession stand workers.
5. We believe in taking the high road and maintaining good sportsmanship regardless of what the other team may do. We desire to win and lose with class. There should be no booing or any other negative response at these events. We do not make any noises during free throws. Parents need to be mindful to cheer in such a way that the coach still has the attention of the player. These guidelines apply to away games as well as home games.

## **Athletics Creed**

*I believe that a true winner always does his best, never to the glory of self, but always to the glory of God. With the Lord's help, I will strive to be a true winner today.*

## **Eligibility**

Those who participate in our athletic program, including our cheerleaders, are expected to be an example of attitude, character, and spiritual leadership.

- For a student to be eligible to participate in inter-scholastic competitions or cheerleading, he must keep academics a priority and his grades in good standing.
- A student who earns 30 demerits in a semester will be placed on probation, and their ability to participate or compete will be subject to suspension.
- A student must attend a full day of school (except for an approved appointment) to be eligible to participate in a sporting event that afternoon or evening.

## **Physical Examination**

All students involved in interscholastic sports must have a physical examination each year, before the first practice of the season.

## **Private Music Lessons**

In addition to regularly scheduled music, choir, and band classes, students may audition for small, select music and instrumental groups for competition. Private piano and violin are offered during school hours when schedules allow. Information regarding private lessons may be obtained on orientation day.

## **Speech**

Every year GIBS opportunities are available for 3rd -12th grade to participate in our award winning speech program. Students participate in concerts and competitions throughout the year.

## **Yearbook**

Selected students in grades 9th-12th may participate on the school yearbook staff.

# Attendance

## Orientation

All students must attend Orientation and will be expected to comply with regular school uniform and hair standards (pg. 33).

Orientation will be held in the Glen Iris Baptist Church auditorium on Friday evening, August 14<sup>th</sup> at 6:00 P.M. Following Orientation, students will report to their homeroom classes in the school building. It is vital that each student and their parent be present on Orientation day. For those who miss this session, a fee of \$30 per student will be added to your September statement. Orientation is for GIBS students and their parents only.

## First Full Week of School... August 17<sup>th</sup>

First Class Bell.....8:15 A.M.

Tardy Bell.....8:20 A.M.

Regular Dismissal....2:00 P.M.

*Note: First Wednesday of the Month Dismissal.....1:30*

## Absences

Regular attendance is essential to successful class work. The only legal reasons for school absences according to state law are:

- Verified illness of the student
- Death in the immediate family
- Doctor or dentist appointments
- An absence pre-approved by the administration

In the case of absence, the day the student returns, the parent must write a dated note to the office explaining the reason for the absence, listing one of the excuses above; otherwise, the absence will be considered unexcused.

Excused absences will permit the absentee to make up work at the teacher's discretion and convenience. This work must be made up within three days after the date of return to school. *This will be the **student's responsibility*** to arrange with his/her teacher. Unexcused absentees will not be able to make up any work.

Check outs before 12:00 noon are considered absences. Only named persons on file may

check a student out of school. The adult must come into the school and sign the student out. Identification may be required by the school office.

Excessive unexcused absences will result in dismissal from school at the discretion of the administration. Any student who is absent 20 days or more may not pass the school year. Suspension from a class or school is considered an unexcused absence.

A student must attend a full day of school (except for an approved appointment) to be eligible to participate in any fine arts or sporting event scheduled for that afternoon or evening.

Family vacations and trips should be scheduled during school vacation since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, **please procure permission from the administration two weeks in advance.**

### **Tardies/Checkouts**

Students are expected to be on time for school and class. Emergencies do arise, and allowances are made for them, but persistent tardiness is unacceptable. The school administration may request a parent conference for students who are chronically late.

When a student receives three unexcused tardies to school, these tardies will be counted as one day of unexcused absence.

**Students who are chronically tardy to class may be subject to detention.**

Students who are late to school must first report to the school office to receive a pass to class.

Tardiness may be excused for the following reasons:

- Emergency situations
- Medical appointments
- Illness or injury
- Vehicle breakdown
- Extreme weather or traffic conditions

In each of these events, a dated note must be sent to the school on the same day of the tardy giving specific details. Failure to do so will result in an unexcused tardy.

These standards apply to checkouts as well.

Reminder: Any student who is checked out before 12:00 Noon is considered absent for that day.

## **Conduct and Discipline**

### **Behavior**

It is our goal to encourage students to behave in a Christ-like manner. The behavior of your student is expected to reflect the high ideals and beliefs of the Word of God. Any student refusing to behave or cooperate spiritually, morally, or scholastically is subject to dismissal.

Disorderly conduct (horseplay, disruptive talking, disrespect) is not conducive to either good Christian character or an academic atmosphere and will not be allowed. Students are expected to respond positively to vocal instruction and correction.

At GIBS, the following four foundational guidelines must be followed:

1. No student is to be out of his seat without permission.
2. No student is to speak out in class without permission.
3. A student should always address and reply to the school staff with the utmost respect.
4. A student is to follow instructions promptly.

A student failing to follow these basic guidelines will be subject to disciplinary action.

GIBS expects full cooperation from both student and parent in the education of the student. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.

### **Discipline System**

- Elementary discipline in grades 1st-5th will be maintained by the teacher. If

persistent inappropriate or behavioral problems arise, the teacher or administration will administer after-school detention.

- Disciplinary problems in grades 6th-12th will be corrected through our demerit system.

### **Demerits**

The primary purpose for the demerit system is to have a method of documenting unfavorable behavior patterns and character traits in the students. The demerits, in and of themselves, are not a form of punishment. The demerits hold the students accountable for their actions and inform the administration and parents of an undisciplined area in the life of the student.

Some sample infractions include:

1. Failure to complete assigned work
2. Lacking books or supplies for class
3. Dress code violation
4. Tardiness to class
5. Chewing gum
6. Cheating, assisting in cheating, or failure to report offensive behavior of any kind
7. Bullying in any form
8. Boisterous or unkind horseplay
9. Defacing or destroying school property
10. Improper language

### **Detention**

- When a student accumulates 15 demerits, he must serve school detention. If a student persists in inappropriate conduct, he must stand before the faculty and disciplinary committee and is liable for suspension/expulsion.
  - It is the parent's responsibility to transport their student in the event of an assigned detention hall, which will mean staying after regularly-scheduled school hours and may include Saturdays. Saturday detentions incur a \$20 penalty fee.
  - A detention notice will be sent home for signature of a parent or legal guardian prior to the student's serving the detention.
  - Failure to return a signed detention notification may result in a more serious discipline.
  - Parents or guardians who feel that a student should be allowed to postpone a detention due to a prior commitment must notify the school by



- noon on the day the detention is to be served.
- Detentions will be served on designated days for 1 hour.
  - The fourth detention in a nine week grading period may result in a one-day suspension. Continued detention may result in expulsion.

### **Review of Student Progress**

At the end of each semester, a student's progress will be evaluated on the following criteria.

- Number of Detention Halls
- School attendance
- Progress Reports
- Academic progress
- Progress in Bible Class
- General attitude
- Support and cooperation of parents

### **Standard of Conduct For Students**

Glen Iris Baptist School holds that the Bible is the infallible Word of God and that salvation by grace through faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins at the initial moment of saving faith and continues throughout life. The Holy Spirit makes a Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated to God and separated from worldly activities.

A sense of the need for spiritual growth in our students has led Glen Iris Baptist School to adopt the following standards which are based upon biblical principles and are conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment, whether at home, school, or elsewhere and regardless of whether school is in session.

1. Avoid participation in worldly activities such as swearing or indecent language; inappropriate online or social media content; body piercing or tattoos; smoking, possession or use of alcoholic beverages, drugs or tobacco; involvement in the occult; gambling; stealing; pornography; premarital sex; promoting or participating in gay, lesbian, transgender, or other immoral lifestyles contrary to Scripture; involvement in entertainment forms (e.g. music, movies, video games that are immoral or that blaspheme the name of Christ or the Word of God [Phil.

4:6-9]).

2. Refrain from harassment, fighting, *laying hands in any way on another person*; violence or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang-related items, or any divisive activism.
3. Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and entertainment.

Students found to be out of compliance or harmony with Glen Iris Baptist School's Standard of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such a time as that student is adjudicated either guilty or not-guilty. Any student who is adjudicated guilty will be transferred out of Glen Iris Baptist School.

Glen Iris Baptist has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all of our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards of living. Attendance at Glen Iris Baptist School is a privilege, not a right.

### **Inspection Policy**

The administration reserves the right to inspect and conduct a search of a students' lockers, book bags, luggage, or purses if the administration deems it necessary to search for drugs, alcohol, weapons, stolen items, illegal or illicit items. Inspections and searches may be conducted on a routine or a random basis. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate.

### **Weapons Policy**

Students are never to bring weapons of any kind (fire arms, fireworks, knives, etc.) onto the school property at any time. This prohibition includes pocket knives, fire crackers, matches, or lighters. Possession of any of these may result in a suspension or expulsion at the discretion of the administration.

## **Website Postings and Social Media Policy**

Students placing information on the world-wide-web that is out of harmony with the policies and rules of GIBS, will be dealt with in the same manner as if the violation occurred during school hours. This is due to the public access and public nature of the web domain. Therefore, it is important that students be found consistent in all walks of life – not just during school. All public postings should reflect the nature of Christ and the moral values of the word of God. Any student who operates a personal online website, social media profile, or contributes to a blog must register the website/blog with the administration. (Example: Facebook, Twitter, Instagram, Blogger, Tumblr, Pinterest, etc.) These must be registered upon their creation. Any student found with an unregistered online account will be subject to disciplinary action.

## Dress Code

Students at GIBS are expected to live and conduct themselves in a manner that pleases God and glorifies the name of Jesus Christ our Savior (1 Corinthians 10:31). It is our desire that students develop a love for Christ and a personal conviction that will direct them in every area of life, including the way they dress. We believe that modesty is a heart issue that portrays itself in clothing.

In an effort to achieve consistency, neatness, and modesty, all in which enhance and aid the learning environment, GIBS has chosen a uniform dress code as our standard and the only appropriate dress for school.

### **General Guidelines**

Uniforms are purchased from:

Dennis Uniform Company  
Wildwood North Shopping Center  
130 Wildwood Parkway, Suite 112, Homewood, AL 35209  
205.822.7025  
[www.dennisuniform.com](http://www.dennisuniform.com) (school code: BAGIBS)

- Students must be fully dressed in school uniform upon arrival to school.
- All clothing must be modest, loose fitting, and appropriate.
- Shirts must be long enough to remain tucked in.
- On chapel days, students must have all chapel uniform items required for chapel (Boys - blue blazer and tie must be in place).
- P.E. uniform consists of a gray t-shirt with the school logo and red shorts purchased through the school office. Socks must be white in color. School spirit socks that are red/white may be worn. The P.E. uniform may be worn home at the end of the day. Students are encouraged to buy 2-3 pairs of each to ensure that they are properly prepared for P.E.
- The only emblem/logo that is allowed on uniform clothing is the GIBS Swordsmen or school logo. School spirit wear (jackets, shirts, sweatshirts, etc.) can be worn. There will be key times when students will be asked not to wear spirit wear due

to the nature of the event. (i.e. concerts, competition, certain field trips, chapel days, etc.)

- With the exclusion of Dennis sweaters and pullovers: No winter outerwear may be worn in the classroom. This would include jackets, coats, rain coats, **non-uniform** sweaters, hoodies, hats, gloves, scarves, etc. unless authorized by the administration. Outer garments are to be hung on coat racks or placed in the student's locker.
- Shoes must be black, brown, or navy dress style. Grades K4-6 may wear clean tennis shoes that are in keeping with the uniform. Boots of any kind are not allowed.
- Each shirt button excluding the collar button must be fastened. (Note: chapel attire)
- Undergarments should not be visible at any time.

## **Uniform Guidelines**

*Please refer to the uniform chart for the basic **daily guidelines** regarding uniform expectations of GIBS. Charts are available in the office.*

### **Boys**

- Belts must be worn at all times and pants must be worn at the waist.
- Only white undershirts may be worn with uniform shirts.
- Class rings, watches, fitness trackers, etc. are the only jewelry worn by young men.
- Socks worn must be solid black, brown, or navy, and **must be full-sized**. No ankle style or athletic socks are permitted.
- Boy's chapel attire—
  - **K-6<sup>th</sup>** - Navy slacks with white polo shirt.
  - **7<sup>th</sup>-12<sup>th</sup>** – White oxford shirt, khaki pants, blazer, and uniform tie. (Each shirt button must be fastened)
  - **Shoes** – Must be dark brown or black dress style shoes with dark soles. Please, no “boat shoes” or Sperry style with Chapel uniform.

- Boys hair should be their natural color. Hair should be cut above the ears and eyebrows and off the collar. Faddish or extreme hairstyles are not to be worn. Examples of those not permitted would be special style haircuts with lines or designs cut into the hair or hair higher or longer than 2 inches overall.
- No facial hair is allowed, and side burns should not be longer than half the length of the ear. Appearance should be clean, shaven, and neat. Unshaven boys will be sent home to shave.

*GIBS reserves the right to determine if a hairstyle is acceptable. Students who violate the hair code will be suspended from classes until the hair has been properly trimmed, restyled, or grown out. Students who come the first day of school without a regular haircut, may forfeit the right to attend school.*

## **Girls**

- All skirts must come no higher than the top of the knee when sitting or standing. Hemlines must be adjusted as needed to meet the length requirements.
- Socks or hosiery must be worn. Socks should be fold-down or knee high socks, and white or navy in color. Hosiery should be white, navy, red, or flesh-toned. Footie-type ankle socks are not permitted. **Leggings are not allowed.**
- Hair must be kept out of the eyes at all times. Hair must be combed and worn in a neat, conservative style at all times. Hair color and highlights should be in natural tones. Faddish or extreme hair styles are not to be worn. Some examples would include: shaved head, designs or lines into the hair, spiked hair, dreadlock style, cornrows, or extreme styles.
- All hair accessories must be solid in color (red, white, and navy blue and be complementary to the style/color of the uniform.)
- Excessive jewelry is not permissible. Jewelry may be gold or silver-toned only. Earrings should not be larger than a quarter in total size. No multiple piercings in ears are allowed.
- Nail length should not exceed a half inch tip.

- Girl's chapel attire –
  - **K4-2nd** - Plaid jumper with white blouse with round collar
  - **3rd-6th** – Plaid skirt with white polo shirt
  - **7th-12th** – Plaid skirt and white oxford shirt
  - **Shoes should be black, brown, or navy with dark soles.** Please, no Sperry style with chapel uniform.
  
- On game days, cheerleaders may wear spirit wear and cheer uniforms.

*The Administration has the authority to change or make new guidelines in the course of the year as situations warrant and will be the final authority on what is modest and appropriate in all areas of dress.*

## **Non-Uniform Guidelines**

### **Boys**

- Collared shirts (button up or polo style) and khaki pants are the standard wear. Jeans may be allowed on appropriate days.
  
- Clean tennis shoes and casual shoes also may be worn.
  
- The administration will set the guidelines for these special days

### **Girls**

- Dresses or skirt/top outfits are the standard wear. Skirts/dresses should come no higher than the top of the knee and should not be tight fitting. Leggings are not to be worn.
  
- No low-cut or tight-fitting blouses should be worn. Blouses or dresses that button down the front should not be unbuttoned any more than the first button. Tops should be long enough to cover the waist when arms are raised. Sleeveless shirts are not to be worn.
  
- Skirts/dresses that are split in the front, back, or sides must be sewn or pinned from below the knee and upward before coming to school.
  
- Clean tennis shoes and casual shoes also may be worn.

- Clothing (including blouses, coats, etc.) should not display any writing, pictures, slogans, messages, or items extreme in nature.
- Blue-jean skirts and blue-jean pants will be allowed at the discretion of the administration for certain events. The school office will notify students on times and events allowed. Blue jean pants must be loose fitting and not overly form fitting. For example, no skinny jeans, jeggings, nor low-rider fashions are permitted.

*The Administration has the authority to change or make new guidelines in the course of the year as situations warrant and will be the final authority on what is modest and appropriate in all areas of dress.*



## **General Information**

### **Affidavits**

According to state law (Act 82-218) church schools are exempted from state control. The state recognizes the autonomy of church schools. *Parents of kindergarten and before/after school care students* must sign a notarized affidavit provided by the school stating that they are aware of this law.

### **Age for First Grade Students**

Students will not be enrolled in the first grade unless their sixth birthday is on or before September 1. This is Alabama State Law.

### **Before/After School Care**

All students are eligible for our before and/or after school care programs. Students must apply in the school office.

Each child must be accompanied to and from before/after school care by a parent or other adult designated by the parents. This is mainly for the safety of the child, but communication may be necessary between the staff member and the parent. The adult must sign the student out of daycare.

Before School Care Hours 7:45 A.M. until 8:15 A.M.

After School Care Hours 2:15 P.M. until 5:30 P.M.

A fee of \$3 per child will be charged for every 5 minutes a parent is late to pick up a child (after 5:30 P.M.).

Before and after school care will not be available on any day that the school is closed.

### **Books and Supplies**

Each student must purchase his own supplies. Textbook usage/rental is covered in the registration fee. The safekeeping of textbooks is the responsibility of the student to whom they are given. Lost or damaged textbooks must be replaced and will be charged to the student responsible for the books. Book covers should cover all textbooks belonging to the school. Hard-back books are to be covered with paper (non-adhesive) or cloth; soft-back with clear contact paper. Student's workbooks should be covered in clear contact paper.

## **Church School Enrollment Form**

New parents may complete a church school enrollment form and send the proper portion to the Board of Education of the school system where the students would attend if he were in public school. This is to comply with truancy concerns. Also, when the student is withdrawn from GIBS, we are to inform that particular Board of Education that the student is no longer enrolled here.

## **Emergency Closing of School**

For announcements affecting school activities and closings, GIBS will send an email, text, and phone call with inclement weather delays, closing, early dismissals etc. This will be our primary means of communicating this information.

## **Electronic Devices Policy**

Students are not allowed to bring personal wireless communication devices to school at any time. This includes but is not limited to: smart watches, mp3 players, video games, laser pointers, etc. Cell phones are prohibited from being used during school hours, on school grounds, or at school sanctioned events. Phones must be kept concealed, turned off (not on vibrate), and not used during school operating hours.

- Violators will have their phone taken up and given a detention hall upon first offense.
- A second violation will result in detention hall and confiscation *until the end of the quarter*. Confiscated phones will be returned to the parent only.  
*\* The administration reserves the right to examine any and all content including but not limited to messages, text messages, and pictures on any electronic device.*
- Failure to comply may result in dismissal from school.

## **Employment**

Students may not be involved in employment or other practices that are against the policies or philosophy of Glen Iris Baptist Church and School. Students may not work during school hours.

## **Field Trips**

Field trips are planned from time to time for the enjoyment of the class as well as for

educational value. These are planned in accordance with subject matter, and students may be tested following the trip. Some field trips include parent participation.

## **Immunizations**

Each student must have a blue immunization form and a copy of his birth certificate on file in the office before they can attend class. It is the parents' responsibility to keep these forms current. A health statement with all vaccines up-to-date is required each year. Parents are asked to write a note telling the teacher of any daily situation which might affect the child's behavior or any special treatment the child may need.

## **Insurance**

School-time accident insurance is included in the registration for each student of GIBS. In case of an accident on the playground, in the classroom, during school-sponsored activities, or to and from school, forms will be provided by the school office for reporting the injury. It is the responsibility of the parent to file the proper forms in a timely manner according to the policy.

## **Lost and Found**

Lost and found articles are taken to the lost and found office. Items can be retrieved from the lost and found office at the cost of 25cents per article. Lost and found articles not claimed will be sold to students at a lost and found article sale or given to a mission store.

## **Lunches**

- Students bring their own lunches. Lunch boxes and bags should be conservative in nature (not distracting or outlandish) and in keeping with our dress code.
- Microwaves and vending machines are provided for the students lunchtime needs.

## **Medication**

Any medication that a student needs must be brought from home and kept in the school office with a note from his parent or physician with specific instructions for dosages. The student may come by and take it at the appropriate time. Alabama law does not permit our giving any medication without written consent from a parent or

doctor.

An occasional check of purses, lockers, etc. may be made; anyone found with any medication may be expelled. We do provide first aid supplies for scrapes and other minor injuries at school.

### **Parent Transportation: Loading and Unloading Students**

We request parents to treat our street (10<sup>th</sup> Place South) as a one-way street, going from north to south. Please turn onto 10<sup>th</sup> Place from 10<sup>th</sup> Avenue. Please do not block this street in the morning when dropping off your child, or in the afternoon when picking them up. Please pull over to the curb on the school side. If there is no curb-side space, then please wait in line or circle the block. *Please do not block any of the crosswalks* (designated with yellow paint). If you find it necessary to park across the street, please leave your car to accompany your student. We share your concern for the safety of your child and others. Students not picked up by 3:30 P.M. (2:45 P.M. on Wednesdays) will be sent to after-school care, for which there is a charge.

### ***Parties- Adjustments will be made due to Covid-19***

Parties may be given during your child's regularly scheduled lunch time only. *Approval must be granted one week in advance.* Please contact the teacher first in order to make such arrangements. Parents may send cupcakes or treats for their child's birthday.

### **Payments**

In an effort to keep tuition costs to a minimum while continuing to provide a high quality education to your children, our school has a tuition program called FACTS Tuition. FACTS provides advantages to schools, parents and students nationwide. A brochure which explains the FACTS program is available in the school office.

For the coming school year, you may pay your tuition in the following ways:

Pay in full to the school on or before June 28th and receive a 10% discount.

Pay the tuition in monthly installments to FACTS. FACTS is not a loan, so there are no credit checks or interest charges. It is a plan that enables you to make tuition payments directly from a bank. You may have the payments deducted automatically from your bank account, pay by check, money order or debit/credit card. Questions about the FACTS program can be directed to the school office.

## **Personal Possessions**

Please label all lunch boxes, book bags, sweaters, caps, jackets, and coats with your student's name.

## **Student Drivers**

High school students must have written permission signed by their parents and the principal to drive to school. Permission forms can be obtained from the school office. They may not have student passengers without permission from parents of both parties. They are required to park in the fenced parking lot next to the church. Those chronically late to school will lose the privilege of driving to school. Upon arrival and dismissal, students should not loiter in the parking lot.

## **Summer School**

Summer school, when offered, is for remedial work only. Academic subjects failed must be repeated in summer school. All make-up courses must be approved in advance by the administration in order to receive credit for the subject repeated. Students will not be allowed to graduate until all remedial courses are completed.

## **Telephone**

Students may use a designated office phone with permission.

## **Tuition**

Tuition payments are scheduled over ten monthly payments. They are due on the 5th of each month beginning in August and extending through May. Payments are made with FACTS Payment Management Company.

Tuition for one semester must be paid before the pupil may continue the next semester. Report cards will be withheld at the end of each grading period if required payments are not made in full. Please note that a parent who is chronically late with tuition may be asked to withdraw his student(s) or not be allowed to re-enroll.

## **Visitors- Adjustments will be made due to Covid-19**

Parents or visitors should check in at the school office to acquire a visitor's pass.

## Parent's Pledge

We, as parents, accepting the challenge to “train up a child in the way he should go,” do hereby pledge to support the Glen Iris Baptist School wholeheartedly in our efforts and prayers.

We do sincerely give our pledge to support all of the items as stated in this Parent-Student Handbook.

We agree that in cases of misunderstanding or disagreement concerning school matters, we will address the issue first to the school staff member directly involved, following the Biblical principle of Matthew 18:15.

**We have read ALL the Parent-Student Handbook.**

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Father/Legal Guardian

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Mother/Legal Guardian