

Grace Baptist Christian School

Pursuing Excellence In Education

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2009-2010 Student Handbook

*Grace Baptist Christian School
Is A Ministry Of Grace Baptist Church*

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STUDENT HANDBOOK

Grace Baptist Christian School

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PURPOSE OF THE HANDBOOK

Every time a group of people come together, they must establish rules to govern themselves. Rules are established to benefit all of the members of the group. It is for this reason that rules should be looked upon as a good thing.

At Grace Baptist Christian School, we have four types of rules:

1. Rules that prohibit known sins.
2. Rules that help to establish self-discipline in the heart and mind of the student.
3. Rules that promote high standards of excellence in mental, spiritual, and physical activities.
4. Rules that protect the general well-being of the student or the student body as a whole.

Rules are meant to serve the students' best interests. The Administration constantly scrutinizes the rules to see if they are serving their purpose. If a parent or student has a sincere question about a rule, he is urged to contact the school office.

STATEMENT OF FAITH

Each student should know and understand the basic tenets of our Christian faith. A brief summary of the Statement of Faith of the Grace Baptist Church of Gaylord, Michigan, is as follows:

1. We believe in the verbal, plenary inspiration of the Holy Scriptures. The King James Bible is God's preserved Word in the English language.
2. We believe in the Trinity: one God, eternally

existing in three persons: Father, Son, and Holy Spirit.

3. We believe in the virgin birth of our Lord Jesus Christ; wholly God born wholly man.
4. We believe that man was created in the image of God, that He sinned, incurring physical death and spiritual separation from God, and that, as a result, all human beings are now born with a sinful nature.
5. We believe in the bodily resurrection of our Lord, and His ascension into heaven, where He sits at the right hand of the Father as our Great High Priest and Advocate.
6. We believe in the personal, physical return of our Lord Jesus Christ for His church and the establishment of His earthly kingdom.
7. We believe in the bodily resurrection of the just and of the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.
8. We believe in salvation by grace through faith, a free gift of God through Jesus Christ our Saviour. We believe all who repent and believe on the Lord Jesus Christ are born again of the Holy Spirit and become the children of God.
9. We believe that all God's children are called to a holy walk in their everyday lives.
10. We believe that Satan is real and personal, yet limited in power and condemned.
11. We believe in personal separation from worldly and carnal activities, as well as ecclesiastical separation from apostate groups and movements.
12. We believe that civil government is of Divine appointment for the good order of human society. Officials and those who fill public office are to be

prayed for, honored, and obeyed in all things, except those that directly oppose the Will of Jesus Christ.

13. We believe in the ordinance of baptism by immersion for believers as well as the ordinance of observing the Lord's Supper. Neither is regarded as necessary for salvation, but both are necessary for an obedient Christian life.

ENROLLMENT INFORMATION

ADMISSION POLICIES

Grace Baptist Christian School is open to students of any race, color, or ethnic group as long as they meet the following qualifications:

1. The family of the prospective student must be members of the Grace Baptist Church of Gaylord, Michigan, or a church of like faith and doctrine.
2. All prospective students of families who are not members of Grace Baptist Church of Gaylord, Michigan, must be approved by the Administrative Committee.
3. Registration Packets—available from the school office—must be filled out in their entirety.
4. Once forms are submitted to the school office, a registration fee must be paid and consent must be given for evaluative testing.
5. Parents and the prospective student must then schedule an appointment with the Administrator.
6. Students are accepted on an individual basis after the Administrator and Superintendent have

- reviewed the results of the interview.
7. If a student is transferring from another school, the decision for acceptance includes:
 - a. A diagnosis of the student's present level of performance.
 - b. A perusal of the student's past academic and behavioral record.
 - c. A recognition of learning abilities or disabilities.
 - d. An assessment of our ability to educate properly. (Documented learning disabilities may exceed our ability to educate your child properly.)
 8. Kindergarten (K-5) eligibility is for those five years of age on or before December 1st, who pass the Assessment Test.
 9. Immunizations must be kept current unless an objection waiver is signed by the parents.
 10. Parents must sign the *Parent-Student Agreement Form*, which constitutes a basic agreement with the overall standards and philosophy of the school contained in this handbook.
 11. Parents and students of an accountable age must provide a clear salvation testimony.
 12. Students must live at home with their parents or legal guardians. Any student moving away from home during the school year must drop out of school. If the student moves away from home when school is not in session, he will not be considered for re-enrollment unless approval is obtained from the Administrator and the Superintendent.
 13. Attending Grace Baptist Christian School is a privilege and not a right. The school reserves the right to deny admission to any student whose life, in the opinion of the Administration, does not

portray the spirit and purpose of Grace Baptist Christian School.

14. Students are considered as registered in Grace Baptist Christian School even during the summer months and must, therefore, live year-round according to the standards and convictions as set forth in the Bible and as preached at the Grace Baptist Church of Gaylord, Michigan.

FINANCIAL POLICIES

In order for Grace Baptist Christian School to meet its financial obligations, it is essential that all tuition be paid when due.

1. **Payment Plans:**
 - a. Tuition paid in full by the first day of school will receive a 5% discount.
 - b. Each month's tuition is due the first of each month, beginning in September and extending through the first of June.
2. On the fifth of each month, if payment is not made, a late fee of \$10 per student will be applied to the delinquent account. Partial payments do not exempt the account from late fees.
3. If tuition remains unpaid by the fifteenth of the following month, the student(s) will not be allowed to attend classes until the outstanding payment is made unless prior arrangements have been made with the Administration. If arrangements are not made and the account remains delinquent, the person responsible for the bill must stand before the School Board to address the delinquency.
4. A student will not be re-admitted until all tuition and

fees from the previous year are paid in full or permission is granted due to a signed payment plan approved by the School Board and Administrator.

5. Report cards or records of credits earned at Grace Baptist Christian School will not be released until all payments and fees are paid.
6. If a student has attended school even one day of a given month and is withdrawn or expelled, the entire month's tuition must be paid in full.
7. Additional Costs and Fees:
 - a. **Books:** A book fee will be charged for each student enrolled in Grace Baptist Christian School to cover the cost of consumable workbooks and textbooks, as well as the rental of hardcover textbooks. Additional charges will be incurred for textbooks returned with excessive wear.
 - b. **Lab and Shop:** A small fee will be charged for Personal Development class, Woodshop class, and all high school science classes to cover supplies and materials relative to that class.
 - c. **Sports:** To participate in the school's athletic program, the sports fee(s) must be paid in full by the given deadline. A student whose sports fee is not paid may practice but may not play in a game until the fee is paid.
 - d. **Lost Report Cards:** Replacement of a lost card will cost \$3.00.
 - e. **Refund of Fees:** Miscellaneous fees (i.e., sports fee, field trip fees, etc.) will not be refunded for any reason unless a release is secured in writing from the Administration.
 - f. **Lost and Found:** Articles lost on the church or school property will be collected and available

to be reclaimed. Items that go unclaimed for more than two weeks may be sold or discarded. All personal belongings should be labeled and clearly marked with the child's full name whenever possible.

g. Graduation Fees:

- 1) Graduating seniors must remit the final payments (May and June), together with all fees, before they may receive their diplomas. For the student to march in the graduation ceremony, the senior fee of \$75 (which covers graduation expenses) must be paid by May 1.
- 2) A kindergarten graduation fee of \$25 is due by May 1st for those with a K-5 child.

8. Fundraising:

Fundraising is a vital part of meeting the financial needs of the school. The price of tuition includes fundraising costs that can be reclaimed throughout the year. Up to \$350 credit will be given toward the cost of tuition based on participation in the various school-wide organized fundraisers throughout the year. In addition to this available credit, fundraising opportunities are also available to cover tuition and other fees.

EMERGENCY INFORMATION POLICY

It is important that the school be kept informed of the parents' current address, phone number, place of employment, and employer phone number. If there is any change during the year, the office needs to know immediately. Unlisted phone numbers will be kept confidential.

STUDENT OPPORTUNITIES AND RESPONSIBILITIES ATTENDANCE

Each student has a specified area where he may wait each morning for school to begin. No student may enter his specified area until 8:00 a.m. without permission from the Administration. The specified area for elementary students is the school cafeteria; for the high school students, the specified area is the chapel. The privilege of waiting in the specified area can be lost. Prior to the start of the school day, students may only be in their specified area.

JUNIOR AND SENIOR HIGH SCHEDULE OF THE DAY

Class Hour	Time
Homeroom	8:20 - 8:30
1	8:35 - 9:20
2	9:25 - 10:10
3	10:15 - 11:00
4	11:05 - 11:50
Lunch	11:55 - 12:15
5	12:20 - 1:05
6	1:10 - 1:55
7	2:00 - 3:20

ABSENCES

Regular attendance is essential to successful class work. A student will be considered absent from class if he misses more than ten minutes of that class (High School only). A student who is absent from any portion of the school day must bring a valid excuse upon arrival to school. The excuse must be written and signed by a parent or guardian stating the reason for the absence. Elementary students should go immediately to their classroom and give their note to the teacher. All high school students should first report to the school office. If the secretary is not available, they are to go immediately to their regularly scheduled class or assembly.

Students are allowed to miss no more than fifteen (15) days of school in one semester (three (3) six-week grading periods). Students missing more than fifteen days will not receive credit for the semester. In essence, a student missing the limited number of days for the entire school year is actually absent for an entire 6 weeks grading period (30 school days). In case of an extended illness, the limited number of absences will be 40 days per semester. If a parent desires to take his child(ren) on an extended vacation, prior Administrative approval must be obtained.

Excused Absences

Students who have been absent from school must bring a note from their parents explaining the reason for the absence. This note is due the day the student returns to school. Failure to turn in the note the day

the student returns to school will result in an unexcused absence. If the approved note is brought the following day, the absence will be changed to an excused absence, but the demerits will remain.

Absences will be excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Medical appointments and/or professional appointments. (Doctor, dentist, lawyer, etc. Only the time required for the appointment and a reasonable amount of travel time will be excused.)
4. Absence due to financial withdrawal. Days missed due to late registration or non-payment of the school bill will be considered days absent and will be included in the total number of absences permitted for the semester. Each day missed will be counted as one day of excused absence, and all class work missed must be made up within the allotted time.
5. Personal Days
 - a. Each student may miss a total of three (3) days per semester for personal reasons. These days may not be accrued from semester to semester. A personal day counts as a day of absence.
 - b. When a personal day is taken, the parent must write a note telling the school that a personal day was taken for an absence. That note must be turned in before the ending of the school day following the personal day.
 - c. Students will be charged with a full personal day even if only part of the day is taken.
 - d. Students may not take a personal day and remain on campus unless accompanied by

their parent.

- e. A student may take a personal day and still participate in extracurricular activities after school.
- f. If a student takes more than three personal days per semester, each additional day will be considered an unexcused absence.
- g. Personal days may not be used during the last two weeks of either semester.

Work missed during excused absences may be made up for credit if done so within the allotted time. For an excused absence of 2 or more consecutive days, upon the student's return, he will have one day to learn of the assignments missed and then one day per excused absence to make up his work. If the student missed only one day and has two (2) or more tests to make up, the student is given a day's extension after he has taken his tests to make up his homework.

Unless other arrangements are made, make-up tests and quizzes will be taken during study hall or after school. Students are to begin taking the make-up tests or quizzes no later than 3:30 p.m. Students should ask the teacher for a pass to the next test, thereby giving the teachers proof of how many quizzes or tests have been made up.

It is the responsibility of the student to arrange transportation if he needs to stay after school to make up work.

Unexcused Absences

If a student is absent for any reason other than those mentioned above, the absence is unexcused, and the student will receive a grade of zero (0%) on all missed work, including tests. Each day a student is suspended is unexcused.

No unexcused absences may be taken on school property.

CHECKING OUT OF SCHOOL AND RETURNING TO SCHOOL PROCEDURES

NO STUDENT MAY LEAVE THE CAMPUS AT ANY TIME WITHOUT WRITTEN OR VERBAL PERMISSION FROM HIS PARENT AND PERMISSION FROM THE ADMINISTRATOR. Students who are leaving the campus must sign out and sign in on the appropriate sheet in the office. If the student does not drive, either a parent, guardian, OR someone designated in writing by the parent or guardian must pick up the student from the office.

GRADUATION

Attendance at High School Graduation is mandatory for all students. Graduation is scheduled for the Friday of the week following Camp Meeting at 7:00 p.m. Report cards will be available for pick-up following the graduation service!

STUDENT OPPORTUNITIES AND RESPONSIBILITIES BEHAVIOR

PUNCTUALITY

A student will be considered tardy to school if he is not in his seat when the bell rings. Every fifth tardy to school, for any reason, will be counted as an unexcused absence.

A student who is tardy to school must be accompanied to the office by his parent or must bring a note written—not just signed—by his parent or the driver of the vehicle that brought him to school. Not fulfilling this requirement will result in three (3) demerits.

A High School student is considered tardy to class when he is not already in his correct seat when the bell starts to ring. Tardiness to classes during the day results in a penalty of three (3) demerits for each offense.

If a teacher causes a student to be tardy, the teacher will write a pass excusing the student from penalty. ***A student may not go to the office of his own accord to take care of business and receive a pass to class.***

When a student returns to class from the office, he must go straight to the classroom. If he does not, he will be considered tardy and will receive three (3) demerits.

Any time a student is in the hallway during a class period, he must have a hall pass from either a teacher or the office indicating what he is doing. A student found in the hallway without a pass during class will receive three (3) demerits.

SCHOOL DISCIPLINE

The Scriptures command, *“Train up a child in the way he should go; and when he is old, he will not depart from it”* (Proverbs 22:6). Training involves both discipline and instruction; therefore, discipline is a vital part of a student’s training at Grace Baptist Christian School. **An undisciplined child is an unhappy, unruly child.** Discipline is a process that should begin in the home and continue through life.

There is both a negative and a positive side to discipline, but love should always be the motivating factor behind all disciplinary measures. Parents and teachers must cooperate fully with one another in the area of discipline. Anything said or done which tears down respect and confidence for either will harm the child.

Demerits

Grace Baptist Christian School uses a demerit system. The demerit system is designed to give the student and parents an objective picture of the student’s general behavior. Demerits are recorded on the student’s permanent record and thus become an important factor for future employability and academic

credentials.

Faculty and staff may recommend demerits, but demerits are given only by the Administration. Demerits are accrued on a semester basis, giving students a fresh start each semester. Parents will be notified of a student's demerit total and consequences issued according to the following schedule:

Every Friday, a letter will be sent home if a student has received ten (10) or more demerits. If a student receives ten (10) or more demerits for one offense, a call will be made to the parents the same day.

50 demerits: A letter will be mailed to the home; a one-day (1) suspension will be imposed.

75 demerits: A letter will be mailed to the home; a two-day (2) suspension will be imposed.

100 demerits: A letter will be mailed to the home; a three-day (3) suspension will be imposed.

125 demerits: Automatic expulsion

Suspension: An accumulation of 50 or more demerits will result in a suspension. The nature of each suspension will be chosen by the Administration. Most suspensions will be served at home with a project the student must complete to help discourage poor behavior. If the project is not completed by the end of the suspension, the student may not return to school until the project is complete and turned in to the Administrator. Absences accumulated during suspension as well as additional absences due to an incomplete project are considered unexcused. A

suspended student may not attend or participate in any school activity before, during, or after school on his day(s) of suspension. If a student fails to serve a suspension, he will receive 25 demerits.

If a student who has accumulated 100 demerits receives no demerits for a three-week period (15 school days, excluding holidays), his total demerits will be reduced to 90. An additional suspension will not be given if the student's demerit total again exceeds 100. A suspension earned as a result of demerits earned on the last day of the semester will be served on the first day of the next semester.

Expulsion: An accumulation of 125 demerits before the final ten (10) school days of a semester will result in automatic expulsion and loss of credit. If the 125th demerit is earned within the final ten (10) school days of a semester, the student is not necessarily expelled: He may be enrolled the following semester on disciplinary probation with 50 demerits. The Administration will make the final decision regarding re-enrollment for the underclassman or loss of credit for the senior.

An expelled student loses credit for the current semester and is able to return to Grace Baptist Christian School only after requesting and receiving permission from the Administrative Committee. An expelled student, regardless of the reason for expulsion, is not allowed on campus during school hours. He may not attend any school-sponsored activity or athletic event. If an expelled student attends another school, he cannot come back on campus; this includes all athletic competitions.

Classroom Discipline

The school will not accomplish its goals without classroom discipline; therefore, the primary purpose of classroom discipline is to create an environment conducive to learning. Any form of misbehavior that does not conform to this objective is destructive to the learning process and will not be tolerated. Misbehaving students will not be allowed to steal educational opportunities from those students who are serious about learning.

Classroom Procedures

Demerits are not the only means of discipline in the classroom. A teacher may choose to give a student demerits or to use one of the following procedures to maintain order:

1. A disapproving glance
2. A verbal command
3. A non-verbal command (zipping the lip, pointing, etc.)
4. Putting students' names on the board
5. Making a student stand by his desk, stand in the corner, move his seat, stand in the hall, etc.
6. Isolation from the class (a desk out of view of others, in the hall, etc.)
7. Brief physical commands (e.g. running in place, 15 push-ups, 15 jumping jacks, etc.) Students often misbehave because they are restless or fidgety. The perceptive teacher can solve two problems at once with some such physical response to misbehavior. Great care will be "exercised" in

choosing the type of activity and its duration.

8. A Scripture writing assignment relative to the offense
9. We do not practice corporal punishment. If students are beyond our control, they become the parents' responsibility.

Subject to Search

Each student is expect to submit to the searching of any personal items brought onto school property. This includes gym bags, coats, book bags, lockers, desks, automobiles, and clothing.

Five (5) Demerit High School Penalties Three (3) Demerit Grade School Penalties

1. Dress code violations – 3 demerits
2. Attending class unprepared (i.e., no Bible, textbook, paper, pen, etc.)
3. Changing seats without permission
4. Eating without permission
5. Griping
6. Chewing gum
7. The casual touching of a member of the opposite gender
8. Insolence or nonverbal disrespect to a teacher, Administrator, or adult authority
9. Insults
10. Littering
11. Negativism
12. Name calling
13. Not following procedures (signing in and out of the office; bringing visitors to school; being in

hallway without hall pass; turning in late report card or late excuse; not turning in a make-up slip; etc.)

14. Not bringing King James Bible to chapel, class, or homeroom
15. Not having in school a complete King James Bible which is in satisfactory condition
16. Passing or reading notes in class
17. Reading or having in possession any romance book on school property
18. Rudeness
19. Sarcasm
20. Shoving or scuffling
21. Teasing
22. Unnecessary talking or making unnecessary noise
23. Working on unrelated material
24. Worldly conversation
25. Breaking boys' hair code (Offender must pass hair check before going to class the following day.)
26. Misbehavior

Ten (10) Demerit Penalties

1. Bringing to school any electrical or battery-operated device without permission, including, but not limited to, radios, tape players, pagers, laser pointers, MP3 players, electronic games, or laptop computers
2. Having anyone's cell phone in chapel or class
3. Having in possession a knife or any other instrument that can be used as a weapon
4. Throwing any object, including snow or ice

5. Fighting

Twenty-Five (25) Demerit Penalties

1. Attending a public movie
2. Failure to serve a suspension
3. Looking into a teacher's grade book
4. Defacing or damaging school, church, or personal property of students or school personnel, whether intentionally or through negligence: 25 demerits and restoration of property
5. Cheating or participating in a cheating scheme, whether it is completed or not
6. Dancing or attending a dance
7. Forging the signature of a parent or guardian on any note or letter turned in to the school
8. Gambling or having in possession any gambling device, including but not limited to cards or dice
9. Listening to or having in possession any type of rock music paraphernalia
10. Intentionally touching a member of the opposite gender
11. Skipping class or leaving campus or any other school activity without the necessary permission
12. Bringing or having vulgar literature or pictures at school or any school or church-related activity
13. Intentional and willful disobedience
14. Verbal disrespect to a teacher, Administrator, or adult authority of the school or church
15. Blatant insolence or nonverbal disrespect to a teacher, Administrator, or adult authority of the school or church
16. Lying or any form of withholding the truth – 5-25 demerits

17. Stealing, conspiring to steal, or knowingly receiving stolen goods
18. Romantic touching
19. Vulgar language, notes, gestures, or profanity
20. Reckless driving on campus – 25 demerits and restoration of any damages to grounds

Fifty (50) Demerit Penalties Through Expulsion

1. Attending R-rated movie
2. Kissing, petting, immorality
3. Entering a building or classroom by any other means than an unlocked door
4. Egging a house, car, or church or school property
5. Creation of a website at myspace.com or any other social networking site: 50 demerits to expulsion, depending on the content of the site (i.e. vulgar, sexual, etc.)
6. Shoplifting
7. Smoking or having in possession any tobacco products or smoking devices
8. Attending a rock, country, or CCM concert
9. Consuming any alcoholic beverage
10. Participation in any activity where smoking, alcoholic beverages, fornication, or transfer or use of illegal narcotics is present

GRADE SCHOOL MERIT SYSTEM

The merit system of Grace Baptist Christian School is designed to teach a child that exhibiting good behavior and being a servant pays big dividends.

Each semester, students earn merits and become eligible for the 150 and 300 Merit Clubs. Upon entering the club, students receive a certificate and are recognized in chapel. Those in the 300 Merit Club will also be rewarded at the end of the semester. Merits are earned in the following ways:

1. 2 merits for a day without demerits
2. 1 merit for every 15 minutes of service to the school (helping a teacher, etc.)
3. 5 merits for being selected Student of the Week

*Each week one child from each class will be selected to be the Student of the Week for that class. The selection is based on academic achievement and general behavior. These students will be sent to the office to receive a treat.

4. 15 merits for making the Principal's Honor Roll (all A's) each six weeks
5. 10 merits for making the Honor Roll (all A's and B's) each six weeks

A maximum of 3 service merits may be earned per day. Merits do not cancel demerits.

STUDENT OPPORTUNITIES AND RESPONSIBILITIES CLASSES AND ACTIVITIES

CHAPEL SERVICES

Our chapel program is geared to reaching the heart of the student. All the knowledge that a young person can gain in the classroom is in vain if he does not have a heart to use it properly. The pulpit is kept hot with the Gospel preaching of many great preachers. All students are required to attend chapel and to bring a complete, readable King James Bible. No substitute is allowed.

CURRICULUM

Elementary – Preschool (K-4)

K-4 is offered on an as-needed basis. When offered, the program is focused on “readiness.” Primarily, this is readiness to read, but it encompasses learning in general. The students sit and work, and develop motor skills. These processes ensure the children a positive learning experience of letters, numbers, etc.

Elementary – Kindergarten (K-5)

We offer what we believe to be the best program in print. For the child who is eager and ready to learn, it emphasizes the following: Phonics, Reading/Decoding, Writing, Arithmetic, Crafts, Art, Music, etc.

Elementary – Grades 1-6

1. **Reading.** Because reading is an important skill relevant to all phases of learning, we feel it imperative to use the best possible methods and techniques in our program. Phonemic awareness produces a proper relation between sounds and letters. Through phonics, a child can obtain an understanding of words that will enable him to become an effective and independent reader.
2. **Arithmetic.** The primary objectives of our arithmetic program will be to bring about the understanding of numbers, the number system, and the mastery of basic math skills.
3. **English.** English is the language most students will use to communicate and ultimately to share the Gospel throughout their lives. They are taught to read for comprehension, to write stories, to express ideas effectively, to use good grammatical structure, to use proper spelling and vocabulary, and to speak correctly. Sentence diagramming is also taught to provide the proper grammatical foundation for higher-level activities.
4. **Spelling.** This program emphasizes striving for mastery in spelling and defining the meaning of words.
5. **Physical Education.** Calisthenics, introduction to sports, stretching, and other physical activities will be taught in all grades.
6. **History.** A thorough overview of World and U.S. History is provided for each student.
7. **Science.** A clear, hands-on exploration of God's creation is taught.

Secondary – Grades 7-12

1. **Bible.** Proverbs, Jesus and His Followers, Doctrines, Baptist History
2. **History.** Michigan State History, World History, U.S. History, World Geography, American Government, Economics
3. **Math.** Saxon 8/7, Algebra $\frac{1}{2}$, Algebra I, Algebra II, Advanced Math (Geometry, Trigonometry, Calculus), Consumer Math, Business Math
4. **Science.** “Order and Reality,” “Matter and Motion,” Health, Biology, Physical Science, Chemistry, Physics (optional)
5. **English.** Grammar I-IV, with composition
6. **Literature.** American I and II, British I and II
7. **Typing/Keyboarding/Computers.**
8. **Electives.** Speech, Spanish, Personal Development, Home Economics, Ensemble, Choir, Trades/Life Skills, Woodshop, Debate

Graduation Requirements

The following diplomas are offered: College Preparatory and Vocational (with or without honors), and General.

Special Notes:

1. A College Preparatory/Vocational Diploma requires eight (8) Math credits, including Algebra I, Algebra II, and Advanced Math. The three required science courses are Biology, Physical Science, and Chemistry.
2. A General Diploma allows for Consumer Math, Algebra I, and Algebra II.

Diploma Credit Requirements

<i>Courses</i>	<i>General Credits</i>	<i>Coll. Prep./Voc. Credits</i>
<i>Bible</i>	8	8
<i>English</i>	8	8
<i>Math</i>	6	8
<i>History</i>	8	8
<i>Science</i>	6	6
<i>Physical Education</i>	3	3
<i>Speech</i>	1	1
<i>Literature</i>	1	1
<i>Typing</i>	2	2
<i>Foreign Language</i>	2	2
<i>Senior Seminar</i>	1	1
<i>Electives</i>	2	2
<i>Total</i>	48	50

GRADING SCALE

Students earn grades based on the following percentiles:

Grade	%
A+	100-99
A	98-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-83
C	82-77
C-	76-75
D+	74
D	73-71
D-	70
F	69-0

Mid-Period Progress Reports: After the third week of each grading period, a Mid-Period Progress Report will go home indicating the progress of each student. The report indicates that a struggling student will fail the course if he continues at the same rate of progress. This report will help keep parents informed and aware of academic problems and issues. The report must be signed and returned to the school

office by the end of the fourth week of the given period.

Report Cards: Grace Baptist Christian School issues report cards each six (6) weeks. Three periods of grades will be averaged to figure a semester grade.

Report cards are issued the Friday after the grading period ends. The report cards must be signed by a parent or guardian and returned by the end of the school day the following Wednesday. (The exception to this is the last report card of the year, which may be picked up after High School Graduation.) Students who do not return report cards on time the first five grading periods will receive five (5) demerits. There is a three-dollar charge for lost report cards.

HOMEWORK DUE DATES AND DAYS OF TESTING

Homework is a very useful and important part of a student's education. At Grace Baptist Christian School, homework serves only one purpose, the practice, refinement, and mastery of skills or truths learned in the classroom. When assigning homework or testing, the teachers keep the following guidelines in mind:

1. No test may be given and no homework is due on Thursday. Teachers will not provide a way for a student to be tempted to stay home from church activities or services to study.
2. No homework is due and no test is given the day

following any special church activity—determined at the Administrator’s discretion.

3. Students who do not turn in their homework, completed and on time, will be given a reduction of one letter grade per day that the assignment is late.
4. Students who have an unexcused absence will not receive a grade for homework that is due at that time. The homework must still be completed, however, as homework is often done in sequence, and it is necessary to learn one step before going on to the next step.

Any student who has a problem making up work should contact the teacher concerned. Every effort will be made to help the student get caught up.

“I forgot,” and “I did not have time,” are not acceptable excuses for incomplete homework. If a student does not understand his homework, he must bring a note to school written and signed by his parents stating that fact.

5. Grade School Students:
 - a. Monday of each week, students will receive a Home Study Sheet. This sheet will contain homework assignments, upcoming tests, and general announcements for the week. It is vital that parents read this sheet each week.
 - b. Each Monday, students in Grades 1-6 will receive a weekly schoolwork notice. It will be attached to the papers completed the previous

week. Parents should take a few moments to look over this notice and the attached papers. If a parent sees that his child is having trouble in a particular area (i.e., low grades, assignments not turned in, etc.), the parent should contact the teacher. It is easier to solve a problem immediately than to wait until the student has an “F” on his report card after six weeks.

STUDENT AWARDS AND HONORS

1. Perfect Attendance
2. Honor Roll: All academic subjects are considered in determining the honor roll and High School ranking.
Students who receive all A’s will make the Principal’s Honor Roll (GS - 15 merits).
Students who receive all A’s and B’s will make the Honor Roll (GS - 10 merits). Each six weeks the Honor Roll will be posted in the school hallway.
3. Christian Character
4. Extra Mile Award: Given to individuals who go beyond the normal and provide extraordinary assistance to the school and/or students.
5. School Spirit Award: Given to the student who has shown the greatest school spirit.
6. Leadership Award
7. Senior Day: Any senior who has no grade lower than a “B” in each of his classes for the second semester is not required to attend class on the special Senior Day.
8. Valedictorian/Salutatorian: The valedictorian and

salutatorian are the graduating seniors with the first and second highest grade point averages. To qualify for these awards, the students must have attended Grace Baptist Christian School at least two of their four high school years.

ATHLETIC PARTICIPATION

Transportation: An athlete or cheerleader participating in an athletic event must ride school transportation to and from the event unless he/she is being taken home by his parent (approved in advance by the coach or sponsor) or has secured written permission from the parent and submitted it to the coach for alternative transportation. Students must sit in assigned areas while on the bus.

Practice: Practice is a vital part of the athletic program and is not optional. Transportation to and from each practice is the responsibility of the student.

Athletes' Attire: For practices without uniforms approved by the Administration, men must wear acceptable attire: canvas pants or knee-length shorts, T-shirts or sweatshirts with appropriate messages, athletic socks, and athletic shoes. No torn or ragged garments are allowed. All garments must be neatly hemmed. For volleyball and cheerleading practices, girls must wear school-approved culottes, loose-fitting shirts or sweatshirts with appropriate messages, socks, and athletic shoes.

Athletic uniforms are paid for by the school and

remain the property of the school. When an athlete accepts a uniform, he is responsible to return it in the same good condition at the end of the season or pay to have it replaced.

Athletes' Eligibility

Students must be passing their classes academically to try out for a team. Athletes have to miss several class periods during the season due to long distance travel. Class periods missed are usually at the end of the day because the athletes leave school early for away games. Athletes will not be given special consideration and must make up all work that is missed within the allotted time. An away game may require that the athlete return to the school late in the evening. Athletes must make allowances for shortened study time. If it is found that practices and schedules hurt a student's grades, it is recommended that the extracurricular sports be given up. A student should not sacrifice his educational opportunity in order to participate in the athletic program.

1. **Faithfulness to ministries:** Athletes and cheerleaders must attend church faithfully and go soul winning each week unless they have a reasonable excuse. The Administration will decide what constitutes a reasonable excuse.
2. **Grades:** An athlete's grades will be reviewed every three weeks throughout the season. If at any time he is failing in any subject, he will immediately be suspended from the team until he pulls his grades up. The office will collect the

grades of failing athletes each Wednesday. The athletic eligibility list will be given to the coaches on the Friday of each week. Therefore, the student does not participate the entire week (Monday-Friday) after receiving a failing grade. Students that earn back eligibility are on probation and have their grades checked every week.

An “Incomplete” on a report card also causes the student to be ineligible until the work is complete.

Athletes who do not maintain proper grades are not eligible to travel to away games, dress in uniform, or sit on the bench during games.

Cheerleaders who do not maintain proper grades are suspended from the squad until their grades are brought up; however, they must attend practices and be in uniform on home game days. Cheerleaders are required to sit with the sponsor at any home games while on suspension but do not travel to away games.

3. **Suspension:** Students suspended from school will not be allowed to participate in any after-school activity.
4. **Absences:** Students must attend school at least a half day to participate in any after-school athletics. A half day consists of either the four class periods prior to lunch or the three class periods following lunch.
5. **Personal Days:** Students may take a personal day and participate in after-school athletics.

6. **Dress:** Athletes, cheerleaders, and statisticians must adhere to the dress code at all times in order to remain on the team/squad. Athletes are to wear dress shirts and ties to school on the day of games and to all away games. Cheerleaders are to wear their uniforms to school on any game day.
7. Due to the fact that participation in athletics is a privilege, as well as a representation of the testimony of our school, the way a student behaves, acts, and dresses out of school as well as in school will be considered in his eligibility.

DRESS AND APPEARANCE CODE

Uniforms are required for attendance at school. Temporary uniforms are approved for those newly transferred or with circumstances like damaged material, etc. until uniforms arrive. Temporary uniform approval is handled through the School Office. Uniforms must be worn at *all* times for *every* school day/event (with no changing on school premises) unless directed by the Administration. (The only exception to this rule would be cheerleaders wearing their uniforms on game days.) While growth is normal for children, the size and style must still conform to the code of at least 2" below the knee in length for the ladies and generally and comfortably fit for both genders.

Elementary Uniforms

K-5 through 6th grade students wear two different uniforms.

Monday, Tuesday, Thursday, Friday:

Boys: Navy pants and maize polo shirt with school logo

Girls: Khaki skort and navy polo shirt with school logo

Wednesday:

Boys: Navy pants, white long-sleeved oxford with school name logo (white T-shirt required), and tie

Girls: Khaki skort and white princess blouse with school name logo (white undershirt required)

Shoes:

1. Blue, Black, or Brown dress or school shoes allowed
2. No tennis shoes (this includes all Skechers), sandals, platform shoes, "crocs," or flip flops
3. Canvas shoes may be permitted but must be approved prior to wearing to school
4. Girls may not wear heels higher than 2"

Sweaters All Week: Navy only, purchased through Buckhead School Uniforms

Socks:

Boys: Blue, Khaki, Brown, or Black (no white)

Girls: White, Khaki, Navy, or Cream socks or tights

Jr. High and High School Uniforms

7th through 12th grades wear three different uniforms on a rotating schedule.

Monday and Friday:

Ladies: Navy Skirt / Maize Polo top with school logo

Guys: Khaki Pants / Navy Polo top with school logo

Tuesday, Thursday:

Ladies: Khaki skirt and Navy polo shirt with school logo

Guys: Navy pants and Maize polo shirt with school logo

Wednesday:

Ladies: Navy skirt and White princess blouse with school name logo (all white underclothing required)

Guys: Khaki pants, white long-sleeved oxford shirt with school name logo (white t-shirt required)

Sweaters All Week: Navy only from Buckhead School Uniforms

Footwear:

1. Blue, Black, or Brown dress or school shoes allowed
2. No tennis shoes (this includes all Skechers), sandals, platform shoes, "crocs," or flip flops
3. Canvas shoes may be permitted but must be approved prior to wearing to school
4. Girls may not wear heels higher than 2.5"

5. **Ladies' Hosiery:** Natural, White, or Navy hose or knee socks
6. Boys may never wear white socks with the school uniform.

Standard Dress and Appearance Code

Young Ladies:

1. On special days (i.e. field trips, Spirit Week, etc.), the standard dress code includes skirts at least 2" below the knee for the top of the slit or the bottom of the skirt.
2. No shirts with inappropriate designs.
3. Hair must be clean, neatly styled, and of a natural color. No tendrils in the eyes or face.
4. Make-up may be worn only with discretion.
5. A modest amount of jewelry may be worn. A bracelet may be worn around the wrist but not around the ankle; toe rings are not permitted. Earrings must be worn in the ear lobe with no more than one earring per ear.
6. No body glitter or the like.
7. All tops and blouses must fit modestly. No form-fitting shirts.
8. All T-shirts and camisoles must be white and may not be visible below the hemline of the uniform shirt or blouse.
9. Gym Uniforms: Culottes must be purchased from the school office and must be worn for all gym classes. A gray (ash) T-shirt with school logo purchased through Buckhead School Uniforms, white socks and tennis shoes are also required. A plain navy, white, or gray sweatshirt may be worn over the gym shirt.

Young Men:

1. On special days (i.e. field trips, Spirit Week, etc.), the standard dress code denotes no worldly style (from loose “hip-hop” to too tight) pants or shirts with offensive designs.
2. Hair must be clean and cut. Failure to comply will result in a penalty of 5 demerits, and the student may not return to school until his hair is properly cut.
 - a. The hair must be tapered in the back rather than blocked.
 - b. The hair must be off the ears and collar.
 - c. The sideburns must be to the top of the cartilage at the middle of the ear.
3. Face is to be clean shaven, without stubble or hair. Failure to comply will result in a penalty of five (5) demerits and dismissal from class until the student shaves. This time out of class is considered an unexcused absence.
4. Gym Uniforms: Blue nylon pants or knee-length shorts are required for physical education class. The nylon pants may not have writing on them. A gym shirt with the school logo purchased through Buckhead School Uniforms is also required.
5. All clothing must be clean and unwrinkled, without holes or tears, not unevenly faded.
6. No necklaces, chains, bracelets, or any other worldly jewelry is allowed.
7. No earrings of any kind may be worn, and piercing of any part of the body is forbidden.

PROCEDURES

Automobile

Any student driving a car to school must turn in his keys to the school office before attending homeroom. All student cars must be parked in the south parking lot. NO student car may be parked in front of the church.

Field Trips

Special trips for educational purposes are taken during the year by some of the classes. Students may be charged a small fee to help offset bus expenses and entry fees.

Hall Passes

Hall passes are given at the discretion of the teacher. No student will be permitted in the hallways during scheduled classes unless he has a hall pass. Students may not leave the classroom without a hall pass unless the student has an emergency; the student needs no pass to rush to the washroom. If a student needs to see a teacher, the student should obtain a pass from that teacher before going to class.

Lockers

1. Each student in grades 7-12 is assigned a locker. Each student may rent a combination lock from the school for \$3 per year. A student may not provide

his own lock but must use the school's lock if one is desired. Any lock returned broken or damaged must be replaced at \$10 per lock.

2. Students are not permitted to adhere any objects to the inside or outside of their lockers.
3. Lockers are to be opened only by their owners and at all other times must remain locked.

Lunchtime

Students may bring their own lunches or purchase hot lunches at school. Hot lunches must be ordered each morning during class openings or homeroom.

All High School students must go to the lunchroom during lunchtime and must be in the cafeteria by the time the bell rings. Students may not eat lunch in a classroom unless supervised by a teacher and approved by the Administrator. (Penalty: 5 demerits.) Students may not leave the lunchroom without a pass from a teacher or permission from the Administrator.

School Closing

Announcements concerning school closings due to inclement weather or other calamity will be made on WBLW radio 88.1 FM. Upon request, the Administration will willingly call anyone who does not have access to the radio station. Parents wishing for students to be dismissed early because of inclement weather must call the office at (989) 732-5676 and request the early dismissal. The time missed will count as a personal absence or unexcused absence unless the entire school has been dismissed early.

Telephone Usage

Students may not use the office phones without permission.

1. Telephone calls may not be made between classes.
2. Telephone calls may be made before school, after school, and at lunch only with permission.
3. Emergency calls may be made at any time. The office staff or faculty will determine what constitutes an emergency.
4. Cell phones are never permitted in the classrooms or hallways. Each cell phone must be turned in to the office before school begins to avoid penalty.

Textbooks

Textbooks are covered by the book fee paid in August and are the property of Grace Baptist Christian School. Each year they are distributed and become the responsibility of the student to whom they are loaned. Normal wear is expected to occur; however, neglect or abuse that results in damage or loss of a book will have to be paid for by the student. Students should report textbook damage immediately. An estimate of the damage will be made, and an assessment of the amount owed will be made based upon the age and cost of the textbook.

Tutoring

Private tutoring can be made available throughout the year through the school office for any student.

After-school tutoring may not be conducted on school property after 5:00 p.m.

Visitors

Visitors must report to the school office before going to a classroom. Students desiring to have another child visit school with them must have such a visit approved by the Administration at least one day in advance. Students visiting a class must meet the dress code.

If a parent needs to bring something to a student or deliver a message to him, the parent should come to the school office first. Appropriate dress by parents and visitors when they come to school and school functions is appreciated.

Withdrawal

A student who is officially withdrawing from Grace Baptist Christian School must be released through the school office. A student is not considered dismissed until all textbooks and materials are returned to the office, all fees are paid to the end of the current month, and a withdrawal slip has been properly filled out and signed by a parent and the Administrator. If a student has attended school even one day of a given month, he is responsible for payment of the entire month's tuition. Any student who withdraws from GBCS may forfeit his privilege to re-enroll.

GENERAL RULES

Below is a general list of rules and regulations that apply to students of Grace Baptist Christian School:

1. Students must use “Yes, sir,” “No, sir,” or “Yes, ma’am,” and “No, ma’am” when addressing an adult.
2. Students must stand when speaking to a teacher or another adult.
3. Rudeness, unnecessary teasing, and name-calling are not allowed.
4. Students may not eat in the classrooms without permission.
5. Students must have permission before talking or getting out of their seats.
6. Elementary students may not throw rocks or sticks on the playground.
7. There is to be no running in the hallways.
8. High school students are to talk **quietly** in the hallways. If a student abuses this privilege, he will not be permitted to talk in the hallways at all.
9. Elementary students are to wait **quietly** in line at the lunch counter.
10. Students must have all of the supplies listed on the school supply list by the second Wednesday of the school year.
11. Elementary students must use the playground equipment in a safe way. Abuse of playground equipment will result in loss of use for a specified period of time.
12. Students may not throw snowballs unless given permission to do so.

The above list gives a general guideline of what is expected of a student enrolled in Grace Baptist Christian School. Students are expected to be polite, respectful, and mannerly. Students are expected to place others before themselves and always to remember that the group is more important than the individual.

After reading the Student Handbook of Grace Baptist Christian School, a ministry of the Grace Baptist Church of Gaylord, Michigan, please sign the pledge on the following page and return the coupon to the school office by the announced deadline.

As a student of Grace Baptist Christian School, I promise to do the following:

First: Protect my mind, body, and spirit from evil companions by not making them my intimate associates.

Second: Select wisely and very conscientiously the TV programs that I watch—if I watch any—and turn from those programs that have vulgar jokes, fighting, immoral scenes, and any other activities of which Christ would not approve.

Third: Refuse to listen to music, especially rock, that creates a reckless spirit, or to words set to music that suggest any of these:

- A. Turning against authority;
- B. Living to enjoy SELF, the GANG, and WILD LOVE; or
- C. Living for the thrill of the present without thinking of the consequences.

Fourth: Seek faithfully to witness as a Christian by going soul winning and by looking, acting, and talking like a true Christian. This will include my manner of dress away from the school.

GBCS Student Pledge

I have read the entire Grace Baptist Christian School Student Handbook carefully and understand all the rules therein. I pledge to attend my church faithfully and to uphold the beliefs, standards, and practices of Grace Baptist Christian School, a ministry of the Grace Baptist Church of Gaylord, Michigan.

Signature of Student

I have read my son/daughter's copy of the Grace Baptist Christian School Student Handbook, and will uphold these beliefs, standards, and practices. If I show that I do not support these beliefs, standards, and practices, I will withdraw my student from Grace Baptist Christian School.

Signature of Parent/Legal Guardian

Date