

# *Munising Baptist School*



*2008 – 2009 Handbook*

*Excellence in Education*

*Since 1982*

## TABLE OF CONTENTS

<b>School Calendar.....</b>	<b>4</b>
<b>Introduction.....</b>	<b>5</b>
<b>Admission Policies.....</b>	<b>8</b>
<b>School Procedures .....</b>	<b>14</b>
<b>Academic Information.....</b>	<b>26</b>
<b>Extracurricular Activities .....</b>	<b>34</b>
<b>Student Conduct &amp; Dress Code.....</b>	<b>36</b>

## MUNISING BAPTIST SCHOOL CALENDAR

<b>AUGUST</b>	11	Fall Practice Begins
	25	Teachers Report
	29	School Picnic
<b>SEPTEMBER</b>	2	First Day of School
	25-26	No School (Teacher In-service)
<b>OCTOBER</b>	3	Progress Reports
	13	No School (Columbus Day)
	31	End of First Quarter
<b>NOVEMBER</b>	3	Half-day (Teacher In-service)
	6	Parent-Teacher Conferences
	10	Winter Practice Begins
	26-28	No School (Thanksgiving Vacation)
<b>DECEMBER</b>	12	Progress Reports
	20	Christmas Program
	22-31	No School (Christmas Vacation)
<b>JANUARY</b>	1-2	No School (Christmas Vacation)
	21-23	First Semester Final Exams
	23	End of Second Quarter
	30	Report Cards Sent Home
<b>FEBRUARY</b>	27	Progress Reports
<b>MARCH</b>	20	End of Third Quarter
	23-27	No School (Spring Break)
<b>APRIL</b>	2	Parent-Teacher Conferences
	10-13	No School (Easter Break)
<b>MAY</b>	1	Progress Reports
	21	Kindergarten Graduation Elementary Award Ceremony Last Day of School (Grades K-6)
	25	No School (Memorial Day)
	27-29	Second Semester Final Exams
	29	Secondary Awards Ceremony
	31	High School Commencement

# INTRODUCTION

## WELCOME

Welcome to Munising Baptist School. We are committed to providing quality education to Christian families in the Munising area, and we are glad that you have chosen our school to work with you in educating your child. Although MBS was historically established to provide a Christian education for the families of Munising Baptist Church, we welcome the enrollment of any student whose parents desire a Bible-based education for their children. Thus, whether or not you are a member of this local church, we are delighted to have you as part of our school family this year. Please take time to read this handbook to better understand the focus, policies, and procedures of our school.

## PURPOSE

The purpose of Munising Baptist School is to train young people to be Christ-like in character and action. We desire to train each student spiritually, intellectually, socially, emotionally, and physically. The Bible, though not the only textbook, is taught and its principles are applied in all aspects of learning.

We expect our students to possess self-discipline in all areas of life, to respect the authority that God has placed in their lives, to love our great country, and to develop sound values that can be used for a lifetime.

## BACKGROUND AND PHILOSOPHY

Munising Baptist School was founded in 1982. It offers a full range of training from kindergarten through high school. The school is a ministry of Munising Baptist Church, which realizes the importance of having an academic program centered on the Word of God.

The goal of the educational program is to cause the student to analyze all situations with regard to God's Word and to act in accordance with scriptural principles. MBS desires to see each young person live a full and fruitful life to the glory of God. The Christian view of life and education, as clearly outlined in the Bible, has God and Christ at its head and core. The Bible informs us that "the fear of the Lord is the beginning of knowledge" (Proverbs 1:7).

Basic academic subjects are emphasized and the curriculum is designed to lead to a mastery of essential skills and abilities. Many opportunities are given for a developed appreciation in all realms of learning: Bible, English, math, history, science, foreign language, music, physical education, and several electives. MBS differs from public schools and secular private schools as a Biblical philosophy of education is embraced in every classroom.

## SCHOOL MOTTO

Preparing youth for time and eternity

## GENERAL INFORMATION

Munising Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, or athletic and other school-administered programs. Attendance at MBS is a privilege, not a right.

## STATEMENT OF FAITH

1. The Bible is the inspired Word of God and the Christian's final authority from God. (II Timothy 3:16)
2. The birth of Jesus Christ is evidence of His deity, in that He was virgin born God in the flesh. (Matthew 1:20, I Timothy 3:15)
3. The blood of Christ, shed on Calvary, is the only atonement for man's sin. (Hebrews 9:22, I Peter 1:18-19, I John 1:7, Hebrews 10:12-29)
4. The burial and bodily resurrection of the Lord Jesus Christ from the tomb, and His ascension into Heaven. (I Corinthians 15:1-4, Acts 1:11)
5. The body of Christ that is called "The Church" is that body composed of all believers, who by faith have accepted Christ as Lord. (Ephesians 5)
6. The blessed hope and personal return of the Lord Jesus Christ. (I Thessalonians 4:13-18, Titus 2:15)
7. The being of the Godhead existing from all eternity as a trinity; three persons, but one in substance, one in nature. (Mark 12:9, Matthew 28:18-19, John 1:14)
8. The believer's call to a life of consecration as giving evidence to the world that the Lord Jesus saves, keeps, and satisfies. (Romans 12:1)

# ADMISSION POLICIES

## ADMISSIONS INFORMATION

Munising Baptist School is a ministry operated under the direction of Munising Baptist Church and reserves the privilege of setting and maintaining its own standards of conduct, dress, cleanliness, and scholarship.

The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the standards set down in the student handbook or other rules and regulations as established by the school administration. MBS reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies as necessary for maintaining order and for the accomplishing of the goals and objectives of the school. Parents **AND** secondary students are required to sign the Statement of Cooperation in order to be admitted or allowed to remain at MBS.

All students are admitted on a six-week trial period. If a child fails to make acceptable progress or does not adjust to the program of the school, the parents will be expected to give additional help at home. The school reserves the right to place a child in a lower grade if it is deemed necessary. An additional probation period may be set for poor academic performance or behavioral problems.

## ENROLLMENT PROCEDURES

Parents may register students any day Monday through Friday during regular school hours. Enrollment into MBS is a process that we take seriously. Unfortunately not everyone that applies for admission will be accepted.

Registration cannot be finalized until the following steps have been completed:

1. Turn in a completed school application with a copy of the prospective student's birth certificate.
2. Submit payment of registration fee with application.
3. Personal interview with the school administrator.
4. Complete, sign, and submit: statement of cooperation form, health/emergency documents, physician exam, transfer/release of records form.
5. Take any necessary grade placement/aptitude tests.

## RE-ENROLLMENT

All students who apply for re-enrollment in the spring for the next school year will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for admission. Also, parental cooperation will be factored when determining re-enrollment. In all cases, the decision of the school administrator and school board will be final.

## TRANSFER STUDENTS

Students transferring from another school may be required to take a grade placement/aptitude test to help determine the academic level of the incoming student. All transfer students are asked to bring a copy of their most recent school records to their interview with the school administrator.



### **Tuition Scholarships & Discounts**

MBS Scholarship (varies upon donations)	Based on need
MBC Membership Scholarship	15%
Pay-In-Full Discount	5%

### **Fund-Raising Fee**

MBS offers several fund-raisers throughout the school year and each one serves a vital purpose in the overall function of MBS. The profits raised are used for field trips, classroom materials, athletics, and many of the extra services that tuition does not cover.

Each student will be required to raise \$100 for the school each year. He can easily do so by participating in each of the fund-raisers the school offers. If a student fails to raise the necessary funds, then his tuition will be charged a one time fee of \$100.

### **HEALTH POLICY**

MBS follows the mandated requirements as prescribed by the state of Michigan. Parents can choose to waive any vaccination they have a personal or religious conviction against.

### **Physical Examination Requirements**

A copy of the birth certificate and all required health records are to be submitted to the school office prior to the first day of school.

All immunizations must be up-to-date. Physical examinations (except for sports) shall be conducted within one year prior to the date of entering kindergarten and ninth grade. Students entering kindergarten are also encouraged to have a vision and hearing exam.

### **Sports Examination Requirements**

Students in grades 7-12 desiring to participate in athletics need to have a bi-annual physical examination. Athletes will not be allowed to participate in sports without a current exam on file with the school office.

### **School Exclusion Policies**

Munising Baptist School strives to provide a safe environment for all of its students and staff. Therefore any person found to have any communicable and potentially lethal disease will be subject to the following policy.

Children enrolled at MBS, or who desire to enroll, who are diagnosed to be carrying any communicable and potentially lethal disease shall be given assistance in finding a home school program. They will not be permitted to enroll in any regular MBS classes until they have been diagnosed as no longer carrying the communicable disease. This policy protects other students from becoming infected and protects the infected child from being exposed to additional illnesses.

This policy is to apply to diseases such as, but not limited to, chicken pox, measles, whooping cough, mumps, respiratory strep infection, pinkeye, and head or body lice.

### **Parental Wisdom**

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him home. This is as much for your child's protection as it is for the protection of the other children at school. Working parents, please check your child before going to work. It is your responsibility when he is not feeling well, and not the responsibility of the school.

The school office requires instructions for whom to contact if you cannot be reached. If an accident or illness occurs, first aid will be administered.

**Administration of Medication Policies**

1. Prescription medications are to be brought to school in an original pharmaceutical container, labeled with the student's name, name of medication, dosage, and time of dosage.
2. Prescriptions and nonprescription medicines are to be kept in the school office in a secure place.
3. Prescription medications are to be administered only to authorized personnel.
4. It shall be the responsibility of the student to report to the school office at the designated times medication is to be taken.
5. Prescription refills shall be the responsibility of the parents.

School personnel will administer no medications without clear written instructions by the parents and/or physician. The medicine container should be well labeled. All medications, including aspirin, should be brought directly to the school office as soon as the student arrives at school. Under no circumstance is a student authorized to give prescription or non-prescription medicine to another student.

# SCHOOL PROCEDURES

## ATTENDANCE POLICIES

Regular attendance at MBS is absolutely essential to the progress of a student. This is necessary to keep up with the daily work and to conform to state laws. We all know that absences and make-up work create a burden for students, parents, and teachers. Research clearly indicates that class attendance and participation are needed for success in school. In addition to the academic perspective, faithful attendance in school is practical Christian character training and a demonstration of proper stewardship. Therefore, every effort should be made to be in school every day on time.

Michigan State Law states that a chronic or habitual truant is any student who misses 10% of the total number of school days. In our case, any student who misses eighteen days of school per school year is a chronic truant.

The school asks that absences result only from personal illness or special/emergency situations. The parents are asked to contact the school office by 8:30 a.m. if a student will be absent that day. A note of explanation is due the day the student returns to school.

## MAKE-UP WORK POLICY

### *For Absences Due to Illness or Emergencies*

Students will have three days to make up the first day's work and one day for each additional day absent (i.e. 2 days absent = 4 days to make-up work). Work not made up by the amended due date will have an additional 10% off for each day late.

### *For Absences with Prior Knowledge*

If a student has prior knowledge of an absence, the work must be completed **prior** to the absence. The student will also be held responsible for class assignments due the day he returns.

It is true that school attendance policies may restrict the flexibility of family plans. Please be mindful that the only authority the school exercises over your family is what you have willingly given to us. In order to operate efficiently and to produce a high caliber student, MBS closely follows the prudence underlying the Michigan Compulsory Attendance Laws.

## TARDINESS

A student who is tardy is any student who arrives late to the beginning of school or individual classes.

Students are expected to be on time for school and for each class. We recognize that some tardies may be unavoidable and because of that we allow each student to receive two excused tardies without penalty each quarter. Being late disrupts the learning process for the late student, the teacher, and the other members of the class. It is said that punctuality is "showing high esteem for others and their time." By requiring punctuality, we hope to instill habits in the lives of our students that will assist them in their jobs, church attendance, and future family activities.

Students who arrive late due to bad weather, poor road conditions, or vehicle problems will not be counted tardy.

**Three tardies will be counted as one day absent on the student's report card. Secondary students will also receive a detention for every three tardies they receive each quarter. After six tardies, a student will**

be required to come to Saturday School for two hours from 8:00 – 10:00 a.m. and pay \$15.00 per hour for the supervisor's time. The parents will also be required to meet with the administrator to discuss possible solutions. For every two tardies thereafter, the student will be required to attend Saturday School as well as pay the accompanying fine. Once ten tardies are accumulated in any one quarter, the parents and the student will be required to meet with the administrator and the school board to assess the situation.

A note from the parents, explaining the reason for being tardy, will be required to have a tardy excused. **It is important to realize, however, that even though a tardy is excused by a parent, it will still count as a tardy and apply to the penalties previously stated.**

If a student fails to turn in a parental note to the office, the tardy will be counted as unexcused. An accumulation of three unexcused tardies will be treated as one unexcused absence.

## ABSENCES

Any absences that are initiated by the school are considered educational and will not count toward a student's total absences. Every non-school initiated absence, excused or non-excused, will require written notification from the parent/guardian explaining the absence. Please send a note even if you have called the school office. Students may either turn the note in directly to the school office or may give it to their first hour teacher.

It is the responsibility of the administration to determine whether the absence is excused or not. For any excused absence, the student may make-up academic work for full credit if made up by the amended due date. **Work missed due to an unexcused absence must be made up to the teacher's satisfaction by the amended due date, but will lose 25% points off the final grade.** This policy applies to regular homework, tests, quizzes, exams, and/or projects.

### Excessive Absences

A student who has more than ten absences (excused or unexcused) per semester may be required to make-up time missed, hour for hour, in Saturday School at \$15.00 per hour which would last from 8:00-10:00 a.m. If a student accumulates twenty-five or more absences (excused or unexcused) per year, the school reserves the right to retain the student, regardless of academic achievement.

### Effect of Absences on After-School Activities

Student-athletes must be present for at least four class periods in order to participate in after school activities.

## EARLY ARRIVAL

Students who arrive at school from 7:40 a.m. to 7:55 a.m. should proceed immediately to the chapel auditorium where a faculty member will supervise them until the proper dismissal time. **Be aware that any student dropped off before 7:40 a.m. will not be supervised and, therefore, possibly in harm's way.**

## EARLY DISMISSAL

If a student must leave before the close of the day, he must present a written note to the office from his parents. We require all elementary students to wait in the school office until they are picked up. The administration requests that appointments on a school day be made for as late in the afternoon as possible.

Students who leave school without permission (parental or administrative) may be suspended for up to three days. Students leaving early will be held responsible for all scheduled assignments, tests, quizzes, etc.

If someone other than yourself is picking up your child, please let us know. We want to take every precaution to protect our students.

## **EMERGENCY SCHOOL CLOSING**

When school closings are necessitated by inclement weather or other difficulties, the announcement will be made on WHWL-FM (95.7) and TV-6 News. Any announcement that Munising Public Schools will be closed due to weather will also mean that MBS will be closed.

## **CHAPEL**

Chapel is held once a week for the entire student body. Area pastors, staff members, special speakers, and Christian films are used to give variety to the program. Special meetings are held from time to time with missionaries, evangelists, or other speakers. Chapel is provided for the spiritual growth of both faculty members and students alike. All are required to enter chapel with a reverent attitude and in an orderly fashion. Each student is responsible to have a Bible for chapel. Coats and backpacks are to be left in a locker or in the back pews of the auditorium.

## **CLOSED CAMPUS**

Munising Baptist School has a “closed campus” policy. This simply means that attendance at school is required from the start of classes to the regular dismissal time, regardless of the free periods a student may have without first receiving special permission from the administrator. Violations of this rule will result in discipline. At the same time all people wishing to visit the campus must first come to the school office.

## **CORRESPONDENCE**

Each Friday a copy of “The Bobcat Cry” will be sent home giving important announcements and details for the school. The newsletter will be attached to a Friday packet containing all your child’s homework and tests from that week. There will be a white slip attached to the front of the packet, please sign and return the sheet on the first school day of the following week. This is designed to be helpful for both parents and students alike.

If you need to give the teacher a message, please send a note with your child. If you need to have a conference with the teacher, please send a note with your child or call the school office to set up an appointment. The teacher will return your call to confirm the time.

## **DATING**

Munising Baptist School is co-educational, operating on the premise that is wholesome for boys and girls to develop many friendships during their school years. Dating among students is neither encouraged nor discouraged by the school. We believe that parents should play a large role in monitoring their child’s dating life.

However, the following guidelines will be followed while at school:

1. No couples may be on any part of the school grounds, inside or outside of buildings, unless they are under the supervision of a school staff member.
2. There is to be no physical contact between any male and female student at the school or at any school-related activity. This is not limited to “dating couples.” No student is allowed to physically touch another student, even as “friends.”

## **DONATIONS**

Munising Baptist School endeavors to keep tuition rates as low as possible for the benefit of our families. You can be of great assistance to MBS by giving special gifts for building projects, special equipment, or scholarship accounts.

## **FIELD TRIPS**

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at the school. Additional fees may apply depending on the field trip.

## **GENERAL PRACTICES**

No student may use the name of the school on any radio or television program or in any publication without prior authorization from school administration.

The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations apply both to students and their guests. These include dress regulations and staying until the function is over.

## **INSURANCE**

The school requires the purchase of student accident insurance, which is paid for with part of the registration fee. This will cover a variety of accidents that take place during school hours, on the school property, and to, from and at any school-sponsored activity. MBS does not have insurance coverage for students before or after school, or in transit to and from school. Student property is not covered from loss, theft, or damage while at school.

## **LOCKERS**

Each student in grades 7-12 will be assigned a locker, which is the property of MBS. Therefore, the items that are placed in the lockers are under the control of the school. Announced or unannounced locker checks may be performed at any time. Students are asked to keep their lockers neat at all times. No objectionable pictures (including any entertainers), photos, logos, or posters may be hung in or on the lockers. The decision of appropriateness is left to the administration. Students may not switch lockers once one is assigned by the office.

## **LOST AND FOUND**

Lost and found articles will be kept by the school for a minimum of two months. Items not claimed within that time will be donated to appropriate causes. Students can redeem lost items by paying a fine of \$0.50 for each item claimed. Please place the student's name on belongings brought to school to help return lost items to the proper owners.

## **LUNCH PROGRAM**

Each student in grades 1-12 is expected to bring a sack lunch from home. Hot lunches are made available to the students every Friday. Chocolate and white milk and snacks may be purchased daily. It is very important that orderliness and manners be observed during the lunch period. Microwaves are available for student use.

## **PARENT - TEACHER CONFERENCES**

The involvement of the parents is very important in the educational process, as they work together with the school to see growth in the student. Specific times are set aside for parent-teacher conferences throughout the year. If you desire an additional meeting, please contact the school office to setup an appointment.

## **PATRIOTISM**

MBS feels that each student should develop a love and appreciation for this great country in which the Lord has allowed us to live. Students will be reminded of the many sacrifices that have been made, so we can experience the freedoms that we have in our country.

## **PLAYGROUND RULES**

The following rules have been implemented for the safety and general welfare of our students.

1. Students are responsible to stay within the sight of the teacher on playground duty at all times.
2. Students must not enter or cross the street without permission from the teacher on playground duty.
3. Students must stay out of the shrubbery and trees.
4. Students in 7<sup>th</sup>-12<sup>th</sup> grades must **stay off** the playground.

Fighting will not be tolerated at all on school property and will be dealt with harshly. Students are to inform the teacher of any problems.

## **PERSONAL PROPERTY**

All personal property of value to you, which is brought to school, should be identifiable in some manner. If you lose something, notify the office; if you find something, turn it in to the office. MBS is not responsible for any lost, stolen, or damaged personal property.

## **SAFETY DRILLS**

Safety drills for the possibility of tornadoes and building fires are periodically done throughout the school year to ensure the safety of your child. Procedures for these drills will be thoroughly explained at the beginning of the school year.

## **SCHOOL BOARD**

The Munising Baptist School Board is made up of seven members of Munising Baptist Church that are chosen at large by other members of MBC. The senior pastor is also a member by virtue of his position. The Board typically meets the first Wednesday of each month in the school conference room. Anyone wishing to address the Board must be placed on the agenda by contacting the administrator by the Monday preceding the meeting.

## **SCHOOL OFFICE**

The school office hours are from 7:30 a.m. to 3:30 p.m. each school day. The office may close early on early dismissal days.

When coming to the school for any reason, please come first to the office and reception area where the secretary will direct you to the proper individual. Please do not go directly to the classroom. Forgotten lunches, homework, messages, etc. may be left at the school office and will be delivered to your child.

## **SCHOOL PHOTOGRAPHS**

A professional photographer takes photographs of each student in the fall and spring of the school year. The photos are used for the school yearbook and permanent files. Parents are also offered the opportunity to purchase a packet of pictures.

## **SCHOOL PROPERTY**

Students should consider it a privilege to attend Munising Baptist School and, therefore, do all in their power to keep the building and grounds looking attractive. Any student known to deface or destroy school property will be assessed the full cost of repairs upon a meeting with the parents.

## **SEARCH AND SEIZURES**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, and storage areas or student automobiles if the administration believes the student to be involved in unlawful behavior. The school may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term “unauthorized” means any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

## **SOLICITATION**

Soliciting is forbidden at Munising Baptist School without the permission of the administrator. This includes the selling of tickets, candy, etc. and the distribution of political materials or the circulation of petitions.

## **STUDENT DRIVERS**

Students wishing to drive to school are to observe safe driving practices and rules of courtesy. The speed limit in the parking lot is 5 mph. Student drivers are required to park to the south of the school building. Any student who demonstrates carelessness will have his permission to drive to school taken away. For safety and protection, please lock your car anytime you park on school grounds. MBS is not liable for anything on the commute to or away from school.

Students cannot leave the school property any time without parental permission. Also, no student can ride with another student without parental permission.

## **STUDENT RELATIONSHIPS**

Students are to show respect, good judgment, and propriety toward members of the opposite sex. There is a definite “no touch” rule between girls and boys. Students need to refrain from fighting, hitting, shoving, scratching, etc. with other students.

## **TELEPHONE USAGE**

Students can use the office phone at the end of the lunch hour and at the end of the day for approved reasons. All phone calls are \$0.25. Cell phones are to be turned completely off and kept in the student’s locker during the school day.

## **TRANSPORTATION**

Transportation to and from school is on a private individual basis, and any cost for such transportation is handled privately by the individuals involved. Munising Baptist School is not responsible for the personal safety of students being transported to and from school.

## **VACATIONS**

Vacation times are scheduled into the school calendar. Please make every effort to plan your vacations around the breaks in the calendar. There is no question that when students miss school for any length of time, it will affect their academic progress.

## **VISITORS**

Parents are welcome to visit classes. In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advance through the school office. Students wishing to bring an out-of-town visitor to school must receive the permission of the administrator at least two days in advance of the visit.

It is requested that no visits be made during the first four weeks of school or during the last two weeks of any semester. Please call the school office to set up an appointment if you are interested. Parents and visitors are asked to abide by the school’s appearance code when visiting the school.

# ACADEMIC INFORMATION

## EDUCATIONAL OBJECTIVES

1. To see each student trust Christ as his or her personal Savior and then to follow Christ as Lord of his or her life. (Luke 9:23)
2. To instill in each student a love for God and a personal sense of responsibility to be all He want him or her to be. (Proverbs 3:5-6)
3. To assist in developing habits of daily Bible reading and memorization as well as a prayer time in each student. (Psalm 119:97)
4. To direct each student in the process of developing Christ-like character and actions. (Romans 12:1-2)
5. To instill in each student love and honor for home and parents. (Ephesians 6:1, Proverbs 23:24-25)
6. To prepare each student to be successful as measured by God's standards, not the world's. (Joshua 1:8)
7. To prepare each student for spiritual leadership in school, home, church, community, state, nation, and the world.
8. To provide a wholesome place where students can develop socially by making friendships that will bring them closer to the Lord. (Proverbs 13:20)
9. To develop each student's sense of responsibility as a Christian citizen within the United States of America.
10. To develop within each student a Christian worldview and a Christian philosophy of life. (Philippians 2:4)
11. To enhance each student's appreciation and understanding of God's Word and to teach him or her how to live productively in it. (Ecclesiastes 12:1)
12. To provide each student opportunities for developing skills necessary to make a living. (I Timothy 5:8)
13. To develop within each student a moral, ethical, and spiritual sensitivity that will lead to an appreciation of his own personal worth to God and to others. (Psalm 139:14)
14. To teach each student to take responsibility for his actions, words, and choices. (Matthew 12:36)
15. To develop leadership skills by giving students responsibilities in classes and student body organizations. (Matthew 24:45-57)
16. To offer each student an instructional program that is centered on God's Word and which meets his academic needs. (Psalm 1:1-3)
17. To provide instruction so each student can be well grounded in the basics of each major area of study. (II Peter 1:5-7)
18. To offer a wide variety of alternative academic classes in order for each student to become a well-rounded individual in order to better serve God. (II Peter 1:5-7)
19. To stimulate each student to strive for excellence in all areas of involvement. (Colossians 3:23, Ecclesiastes 9:10)
20. To teach each student the thinking skills that will enable him to meet intellectual challenges. (Proverbs 23:12)
21. To motivate each student to master the tools of learning and communication. (Proverbs 13:3)

## SCHOOL HOURS

School Office	7:30 – 3:30
Early Arrival	7:40 – 7:55
A.M. Kindergarten	8:05 – 11:45
Elementary	8:05 – 3:05
JH / SH	8:05 – 3:05

## **KINDERGARTEN**

The MBS Kindergarten is established to lay a proper foundation for elementary school. The main spiritual objective is imparting a love for God and His Word, and the main educational objective is to teach the children how to read by means of a solid phonics program. The children will also be taught Bible, math, science, history, spelling, music, art, and manuscript writing.

## **ELEMENTARY SCHOOL**

The elementary program is designed to teach the basic learning skills in all subject areas. These include: Bible, math, reading and using phonics, writing, English, history, science, spelling and vocabulary, art, music, and physical education.

## **JUNIOR HIGH SCHOOL**

The course of study for students entering junior high provides for the development of self-confidence and stability in this transitional time along with a continuous building on the foundations taught in previous years in all subject matter. Participation is encouraged in the broadening array of activities provided for them at this level.

## **SENIOR HIGH SCHOOL**

The high school student at Munising Baptist School will be given the opportunity to excel in college preparatory classes. The major subjects are Bible, math, social studies, science, and English.

## **ACADEMIC GRADING SCALE**

A+	100	4.0
A	99-95	4.0
A-	94-93	3.7
B+	92-91	3.3
B	90-87	3.0
B-	86-85	2.7
C+	84-83	2.3
C	82-79	2.0
C-	78-77	1.7
D+	76-75	1.3
D	74-72	1.0
D-	71-70	0.7
F	69-0	0

## **AWARDS**

### **Elementary**

We believe that what you honor, you will produce. Awards are given in the elementary to encourage attendance, academics, and spiritual development. Attendance awards will be given at the conclusion of each quarter. Other awards will be presented in a special ceremony the last week of school.

**Secondary**

Awards are given for recognition of Honor Rolls as well as various academic, athletic and fine arts achievement. Concentration will be upon the Highest Honors, High Honors, Honor Roll, and Biblical servant leadership.

**COURSE CHANGE**

No course may be dropped or added unless the student secures permission to do so. No course may be dropped or added after the first week of each semester.

**COLLEGE ENTRANCE EXAMS**

Munising Baptist School is registered with the American College Testing Program and the College Board. Notices for the ACT and SAT will be made available to the students. Juniors and seniors will be reminded of these dates. The test results will be discussed with the student.

**COLLEGE REPRESENTATIVES**

Periodically, representatives, groups, and recruiters from Christian colleges will visit our school to inform students about the opportunities of their particular college. This will give our young people information to help them find God’s will for their future.

**CREDITS FOR GRADUATION**

Bible (1 credit for each year at MBS).....	4
Electives.....	5
English .....	4
Fine Arts.....	1
Foreign Language .....	2
Math .....	4
Physical Education.....	2
Science .....	3
Social Studies.....	3
TOTAL: 28	

For graduation, a student must earn 28 credits in grades 9-12. Classes that meet 2 or 3 days a week will be awarded 0.5 credits per year. Classes which meet only 1 time per week will be awarded 0.25 credits per year.

A student will be a freshman until he has accumulated 7 credits, a sophomore until he has accumulated 14 and a junior until he has amassed 21 credits. A student may graduate with a minimum of 28 credits, provided that the individual subject requirements are also met.

**GUIDANCE DEPARTMENT**

Unfortunately, due to our size, we cannot hire a full-time guidance counselor. However, our pastors, faculty, and staff are happy to assist in any way possible in order to answer any questions a student may have and give sound counseling and advice. Sourcebooks, various college catalogs, and other information can be obtained through the school office.

## HOMEWORK

Homework is a necessary part of each child's education. Homework is assigned on a regular basis to reinforce and practice classroom learning. Additional assignments are made over longer periods of time to give experience in research, writing, reading, and reporting. Homework amount will vary from time to time, but an effort will be made to give assignments in moderation to allow for proper family time, social activity, and physical development. Parents should oversee these assignments nightly.

## HONOR ROLL

At the Awards Ceremony at the end of the school year, a variety of awards will be issued to deserving students including honor roll. There are three different honor rolls at MBS:

Highest Honor Roll	All "A's"	(4.0)
High Honor Roll	"A" Average	(3.67-3.99)
Honor Roll	"B" Average	(3.0-3.66)

## PROGRESS REPORTS AND REPORT CARDS

Every week examination papers of the student's work are sent home for the parent's observation. Our reporting system is designed to give parents and students an indication of the progress that is being made. Students are graded on their academic subjects and on their conduct.

Progress reports will be sent home after the fifth week of each quarter to keep parents informed of the progress between report cards. These must be signed and returned by the following Tuesday.

Report cards are issued four times during the school year following each nine-week quarter. If a student has failed to make up daily work or tests, he will receive an "incomplete" (I) on the report card. The **student is responsible** to contact the teacher, finish the work that must be made up and/or make special arrangements within one week after receiving the "I" to prevent those assignments or tests from becoming a zero. The actual grade is based upon the actual work done on homework, quizzes, tests, and exams.

It will be necessary to pay a \$2.00 replacement fee for lost report cards. Teachers are always eager to meet with parents by appointment to discuss the student's progress.

## GRADUATION POLICIES

Those students graduating from Kindergarten or 12<sup>th</sup> grade will not be granted a diploma if they have failed to pay their school bill in full.

Seniors will not be able to march if they lack more than one credit for graduation. Arrangements must also be made to earn this credit in an approved summer school program before the student may march. Munising Baptist School cannot be responsible for the inconvenience caused by failing courses during the last days of school.

The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principal's weighing scale for non-academic and academic subjects. Grades will be considered through the first semester of the senior year, and at the discretion of the administration, the third quarter grades will be evaluated in cases of similar GPA's.

## **PROMOTION/RETENTION POLICY**

It is vital that a student in grades K-8 be prepared to do well in the next grade. Receiving “D’s” and “F’s” on a report card gives an indication that a grade promotion may not be in the best interest of the student. Input from parents and teachers is considered before the administration makes a final decision.

In grades 9-12 credits are based on semester grades. A student who fails a semester of a required class or a class that is foundational for a future class will need to repeat that semester in a subsequent year. Grade promotion is specified according to the total number of credits earned and is outlined below.

## **SELECTIVE SERVICE**

By law, all young men, within 30 days of their 18<sup>th</sup> birthday must register with the Selective Service.

## **STUDY HALL**

All students are expected to come to study hall with work to do or an approved book to read. Any student who does not have sufficient work to do or is a distraction to others will be given a written assignment.

## **TEXTBOOKS**

Each textbook assigned by the school to a student is his responsibility throughout the year, and it is expected that each textbook loaned will be returned in the same condition as it was loaned, with allowance for normal wear. Fines will be assessed for bindings that are broken, torn pages, inerasable writing, and damaged covers. Students are required to have textbook covers for all school books.

# EXTRACURRICULAR ACTIVITIES

## ELIGIBILITY REQUIREMENTS

Student's eligibility will be determined by the previous quarter or semester's grades. Semester grades will take precedence at the end of each semester for the following quarter.

A student who enters a quarter ineligible will have his grades reviewed after three weeks. After 5 weeks, all ineligible students as well as those who received a "D" the previous quarter will have all grades checked. If the student is still ineligible after 5 weeks, he will remain with that status until the following quarter. All new students will have one quarter for academic adjustment, thus will not be ineligible their first quarter of attendance at MBS.

## ACADEMIC COMPETITION

Students may participate in a statewide competition in the various academic subjects. They include academic testing in English, Bible, Science, History, Math, Art, and Home Economics.

There is also competition in various preaching categories, various instrumental, and vocal music areas, as well as competition in a number of speech and drama categories.

## ATHLETIC PROGRAM

Munising Baptist School plays an active inter-scholastic sports program as part of the Northern Lights League. The Bobcats compete in co-ed soccer, girl's volleyball, boy's and girl's basketball, and golf. Student athletes are expected to demonstrate a good Christian testimony at all times and maintain the required grade point average in order to participate.

## FINE ARTS

Many students in elementary, junior high and high school participate in the school choir and with various musical instruments.

## SENIOR CLASS TRIP

All the secondary classes are encouraged to raise money throughout their secondary school years to help pay for their class trip. Raising money can be done through various fundraisers and lunch sales, with most of the work being done as juniors and seniors. All class trips must be pre-approved by the administration and must include a school approved chaperon.

## SENIOR WORKING PRIVILEGES

A senior desiring to leave campus early to go to a regular, full-time, or part-time job may do so with permission from the administration. The job must be one of vocational interest and final authority will be given to the administration. To qualify for this privilege, the student must bring a letter from the employer with hours to be worked and a note from the parents, which gives permission to leave for work. Students will be allowed to leave school early twice a week, but must be in attendance at least four periods a day, and all grades must be a "C" or above. Anytime the grades go down or the student quits working, he must remain at school all day. Leaving during the day for work does not discount the tuition in any way.

## **STUDENT ACTIVITIES**

Students who participate in choir, athletic teams, dramas, or any other special program groups at Munising Baptist School are required to attend all functions in which these groups participate. Students and parents should plan their individual schedules to minimize conflicts.

# STUDENT CONDUCT & DRESS CODE

## BASIC CLASSROOM RULES

In Munising Baptist School, these fundamental rules must be followed:

- Students will not speak out in class without permission.
- Students will not be out of their seat without permission.
- Students will always be respectful and obedient to authority.
- Students will follow instructions carefully.

## STUDENT BEHAVIOR

Munising Baptist School must provide an environment conducive to the academic and spiritual development of young people. Students are expected to abide by these standards throughout their enrollment. Munising Baptist School expects that a student be above reproach, showing respect to God, country, family, faculty, and fellow students. Any student found to be out of harmony with the MBS ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

MBS students and their parents are expected to abide by a certain code of conduct to maintain their relationship with the school. The staff expects each student to use the language that is morally proper and constructive. All conduct in situations related to MBS is expected to be of such character as to bring no unworthy reflections on the school. Munising Baptist School is a Christian school and seeks to maintain a Christian testimony in the community. The behavior and life style of its student body will determine this testimony. Therefore, the student's off-campus activities are important in developing and maintaining this testimony. Every student is expected to avoid involving himself in activities that are not in harmony with the philosophy and standards maintained by MBS, and, more importantly, the Bible. Offenses in these areas will be dealt with at the discretion of the administration through the use of a warning, conference with parents, suspension from school, and expulsion.

### Attitude

All students are to do their best to maintain a Christ-like attitude at all times. Constant or repeated complaining, griping, or negative demeanor will not be tolerated. No student will be permitted to ridicule or mock school rules or personnel. If improper attitudes persist, probation, suspension, or expulsion could result.

### Lunchroom Behavior

All students are to stay seated unless they are buying food at the counter or throwing away their trash. Excessive noise or rowdiness will not be accepted. Throwing of any food or drink will be dealt with harshly.

### Sports Behavior

Bobcat fans can be vocal, but must always remain positive. Please maintain a Christ-like attitude in your actions and reactions. Refrain from negative comments and gestures to players, officials, and other fans while attending MBS athletic contests.

### Foul Language

The use of foul or vulgar language, either in jest, anger, or absent-mindedness and the use of suggestive remarks or actions will be dealt with firmly. Suspensions and expulsion will result from repeated offenses.

### Gum

Because of the problems gum chewing can cause, students are not to chew gum at any time in the school building.

### **Expulsion Offenses**

A student who is arrested, drinks alcoholic beverages, uses illegal drugs, possesses pornographic material, or is involved in immoral behavior may forfeit his opportunity to attend Munising Baptist School. This applies to the conduct at and away from school.

## **STUDENT APPEARANCE AND DRESS**

Munising Baptist School, as a Christian school, has a testimony to maintain in the community. We ask that all of our students dress in a conservative manner that will glorify the Lord.

The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Clothing and hairstyles that are considered outlandish or disruptive in the classroom will be dealt with as unacceptable dress.

Any student who wears unacceptable clothes to school will be sent to the school office to wait for a parent to bring him an outfit acceptable for class. Students are to abide by the dress code until they leave school grounds. Exceptions will be made for school approved activities and out of town trips. Other occasions must be granted permission by the administrator.

### **Girl's Hair Standards**

Traditional hairstyles are required. Extreme styles or colors are not allowed. Determination will be left to the administration.

### **Boy's Hair Standards**

Traditional haircuts are required. Extreme styles or tipped or bleached hair are not allowed. It is to be all one color. Hair must be tapered smoothly with no shelves, lines, grooves, etc. Sideburns may be no longer than the bottom of the earlobes. Hair must be neat, above the eyebrows in the front, not touching the ears, and not over the collar in the back. Any facial hair is unacceptable.

### **Elementary Girl's Dress Code**

1. Clothes should fit comfortably and not be form fitting or excessively baggy.
2. Skirts/dresses and their slits should come at least to the top of the knee and should have no frayed edges, ripped areas, or be excessively faded.
3. Girls may wear modest slacks or jeans during the cold weather season. Girls should be able to easily pinch excess material at the upper sides of her pants. No sweatpants or wind pants are to be worn to school.
4. Shirts, tops, and blouses must be modest and have sleeves. Sweaters with appropriate writing and/or pictures may be worn. Any style of t-shirt with screen printing, sweatshirts, jerseys, tank tops, sleeveless shirts/jumpers are not allowed. Shirts must be long enough as to not see the midriff when arms are lifted. Shirts that are neat and hemmed at the bottom do not need to be tucked in. Final discretion will be left to the teachers.
5. Students may wear dress, casual, or gym shoes during school hours. No flip flops allowed. Socks must be worn with all shoes.

### **Elementary Boy's Dress Code**

1. Boys must wear long pants to school and should fit comfortably and not be excessively baggy. A belt must be worn if the pants have belt loops. No sweatpants or wind pants are to be worn to school.

2. Shirts must have a fold-over collar and must be tucked in. Sweaters with appropriate writing and/or pictures may be worn over collared shirts. Sweatshirts are not to be worn.
3. Students may wear dress, casual, or gym shoes during school hours. No flip flops allowed. Socks must be worn with all shoes.
4. No jewelry or bracelets of any kind may be worn to school or school events.

### **Secondary Girl's Dress Code**

1. Clothes should fit comfortably and not be form fitting or excessively baggy.
2. Skirt/dresses and their slits must come at least to the middle of the knee and contain no frayed edges. Girls may wear modest slacks or jeans during the cold weather season. Girls should be able to easily pinch excess material at the upper sides of her pants. No sweatpants, wind pants, or stretch pants are to be worn to school.
3. Shirts, tops, and blouses must be modest and have sleeves. Sweaters with appropriate writing and/or pictures may be worn. Any style of t-shirt with screen printing, sweatshirts, jerseys, tank tops, sleeveless shirts/jumpers are not allowed. Shirts must be long enough as to not see the midriff when arms are lifted. Shirts must have a modest neckline that comes within four finger widths from the bottom of the neck. Shirts that are neat and hemmed at the bottom do not need to be tucked in. Final discretion will be left to the teachers.
4. All closed toe shoes must be worn with socks or nylons. Girls do not have to wear socks or nylons with open toed dress shoes or sandals. Flip flops are not to be worn.
5. Make-up may be used to produce a natural look, but is not to be used in excess.
6. No coats or outerwear is to be worn during class or chapel.

### **Secondary Boy's Dress Code**

1. Clothes should fit comfortably. Excessive loose-fitting pants or shirts will not be permitted.
2. Boys must wear single colored long pants to school. No sweatpants or wind pants will be allowed. Belts are to be worn with all pants with belt loops.
3. All shirts must have a fold over collar and must be tucked in at all times. Sweaters with appropriate writing may be worn over collared shirts.
4. All shoes are to be worn with socks. Dress sandals are acceptable. Flip flops are not to be worn to school.
5. Jewelry, other than watches and class rings, including any bracelets, is not acceptable and will be confiscated.
6. No coats or outerwear is to be worn during class or in chapel.

### **Outdoor/Indoor Shoes**

Students need to come to school in a travel pair of shoes and must put on an indoor pair of shoes while in the building. Lockers are available in order to keep indoor shoes at the school.

### **Physical Education Dress Code**

All students are required to participate in physical education classes. Elementary students are encouraged to bring a change of clothes to wear for p.e. All secondary students are required to bring a change of clothes for P.E. class. P.E. is held on Monday and Friday afternoons. All students need to have a pair of athletic shoes for P.E. class.

### **Programs, Graduation, Plays, etc. Dress Code**

All dress guidelines will be given by the overseeing teacher of the given program.

### Casual Fridays

Every Friday throughout the school year, MBS has a “Casual Dress Down Day.” Students are allowed to wear t-shirts and sweatshirts. All clothing must not be form fitting or excessively baggy. Shirts and sweatshirts must not have any inappropriate writing on them. T-shirts that are neat do not need to be tucked in; however, final discretion will be left to the classroom teacher.

### **HELPFUL PARENTAL ATTITUDES**

Some parental attitudes that would be helpful to students in regard to the dress code: (1) Do not allow your child to operate on the brink, (2) Do not take it personally if a violation occurs, (3) Explain to your child the importance of a dress code and living within limits, and (4) Do not let the inconvenience of an incident cause you to lose control of your emotions.

### **DISCIPLINE SYSTEM**

An after school detention will be appropriate for most behavioral problems or for academic work that a student failed to complete. Detention can be issued by any classroom teacher or by the office. A one-day notice will be given so that the student may have opportunity to inform his parents and to make the proper transportation arrangements. A detention will not be more than one hour per day. Detention hall will be available each school day except Wednesday.

Demerits may be given for more serious offenses. Demerits will be issued only by the administrator and the school board. Students of Munising Baptist School are expected to maintain the highest standards of behavior at all times. Upon receiving the following number of demerits, the stated action will be taken

#### Total

- 10 A notice will be sent to the parents to inform them of the situation and the administrator will review the student’s discipline record.
- 20 The student will be put on automatic probation and suspended for one or more days with unexcused absences.
- 25 After administrative and board consideration, the student is subject to expulsion.

### **RESPONSE TO PROBLEMS**

Because we are all human, problems and disagreements will arise from time to time. We believe that there is a Biblical way to deal with these:

1. **Student-Teacher Conference**  
Matthew 18:15 says, “if thy brother shall trespass against thee, go and tell him his fault between thee and him alone.” That should be the first step in dealing with a problem. The student should go to the teacher after the class and respectfully talk to the teacher.
2. **Parent-Teacher Conferences**  
Matthew 18:16 says, if “he will not hear, then take with thee one or two more...” The next step is that the student may wish to discuss the problem with his parents, who may wish to schedule a conference with the teacher. Please do not call the teacher at home unless the teacher asks you to do so.
3. **Parent-Principal Conference**

If, after the student has met with the teacher and the parents have met with the teacher, the problem cannot be resolved, the parent may call the school and request a conference with the principal. Please do not just drop in. Please call and make an appointment.

We feel that Christian education is a cooperative effort, and that anything said or done which tears down respect for either the parent or the teacher, ultimately hurts the child. We believe that proper handling of problems is one way to show respect to all parties is involved.

## ELEMENTARY DISCIPLINE SYSTEM

Each elementary class must maintain the basic classroom rules, which are spelled out in this handbook. Each teacher has developed a certain disciplinary system with possible results of loss of recess, writing assignments, extra homework, etc. However, there are extreme occasions when a teacher needs to send a student to the principal's office. These offenses could include fighting, disrespect, uncontrollable classroom behavior, or repeated offensive actions. This system will be used on a semester basis.

### Office Referral System

- **1<sup>st</sup> Offense** – Administrative counseling and a call home by the teacher
- **2<sup>nd</sup> Offense** – Administrative counseling, a call home by the teacher, and an after school detention
- **3<sup>rd</sup> Offense** – Administrative counseling, a call home from the Principal, and a 1 day in-school suspension
- **4<sup>th</sup> Offense** – Administrative counseling, a call home, a 3 day in-school suspension/3% points deducted off all quarter grades
- **5<sup>th</sup> Offense** – Expulsion from school

## DISCIPLINE PHILOSOPHY

Although we have many guidelines for our students, the rules are designed to help in the achievement of our ultimate purpose: to give a quality education in a Christian environment so that our children will become Christ-like and productive citizens. Parents and teachers need to work together to achieve this purpose that has been mandated in God's Word.

A good handbook *does not* produce a good school. We know that, and we do not expect these regulations to do what they cannot do – guarantee a right heart. Therefore, we ask all those associated with Munising Baptist School to renew their commitment to God and His Word. That *does* produce a good school.