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The contents of this handbook are to be used as a guide. It does not pretend to be a complete statement of philosophy, rules, or standards. The administration reserves the right to determine acceptable actions, behavior, and conduct. The administration also reserves the right to modify, add, or delete elements of this handbook as deemed necessary.

We count it an honor to serve in this ministry. We are actively praying for God’s protection and blessing upon our church and school. We covet your prayers and loyal support as we all endeavor to assist in the training of our children for Christian service.

*Randy Roberts, Pastor*

**IMPORTANT:** It is imperative that each parent and student read this handbook before making an appointment for (re)enrollment. This handbook states what will be expected for the upcoming school year. Any questions can be addressed during the interview process for both new and returning students.

## I. ABOUT OUR SCHOOL

Grace Baptist School (hereafter referred to as GBS) was started on August 30, 1976, under the leadership of Pastor Rodney Piedot. It was established, and remains dedicated, to assist parents in their God-given responsibility of educating their children, by providing a high-quality spiritual and academic program, while encouraging children to live obedient, Christ-centered lives.

## II. PHILOSOPHY AND OBJECTIVES

In John 14:6, Jesus said, "...I am the way, the truth, and the life..." Nothing is true unless it recognizes God as the ultimate source of truth. God reveals truth in His inspired Word, the Bible. Man can know the truth, when his reason is enlightened by the Holy Spirit. To be adequate, any basis for Christian education must include as its center God's revelation, not as a textbook on everything, but rather as the point of reference for evaluation of all other areas and sources of knowledge.

We have learned that many parents bring children to us out of desperation because of the poor spiritual, academic, and social climate in the public schools. They must find a way to teach their children the basics. Thus, they come to the Christian school, which has a reputation for superior academics. Some parents have come to us because the faculty and administration of public schools are not permitted to maintain the standard of discipline prevalent many years ago. Parents who realize the necessity of discipline in the learning process often bring their children to the Christian school. Other parents have come seeking escape from drug abuse, theft, vandalism, gangs, social tension, and physical harm. However, none of these reasons provide adequate motivation for involvement in the daily training program of GBS. The only valid motive for placing your child in GBS is this: to help your child develop Christ-like character and conduct through a deep belief in God's Word and a desire to comply with God's will as revealed through His Word, the Bible. The other assets of our program are bonus benefits to being in the will of God.

We must insist that parents who enroll their children in GBS speak enthusiastically of our program and actively seek to live out their faith in Christ. We are not restricting attendance at our school to members of our church only, but we are asking applicants to be completely supportive of our methods and beliefs. As a ministry of Grace Baptist Church, GBS is directed and staffed by personnel approved by Pastor Roberts. The church and school have a nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, or staff on the basis of color, race, nationality, or ethnic origin. It must be understood that GBS is a Baptist school and teaches Baptist doctrine from the King James Bible.

### OBJECTIVES

To assist the parents in their God-given responsibility of educating their children, by providing a high-quality spiritual and academic program, while encouraging children to live, obedient, Christ-centered lives.

To provide an atmosphere conducive to moral and spiritual fidelity, to the pursuit of godly wisdom, knowledge and understanding, and to discernment of truth from error.

To help our students learn and live to honor the Lord by fulfilling the daily responsibilities which God has given them.

To encourage our students, through emphasis upon Biblical principles, to devote their God-given gifts and abilities to a life of service.

To promote self-discipline and graciousness in each child through training in self-motivation, consistency, appreciation, responsibility, and thoroughness.

To instill appreciation and respect for government and church, for officials in national and local places of authority, and for God-ordained law and order.

To give the student the spiritual, social, and physical training necessary to prepare him or her to be a responsible, mature Christian citizen and employee.

Our objectives for GBS are founded upon the following Scriptures:

Deuteronomy 6:5-7 “*And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.*”

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

### III. GRACE BAPTIST CHURCH DOCTRINAL STATEMENT

#### 1. The Scriptures

We believe in the verbal, plenary inspiration of the entire Bible, both Old and New Testaments. We accept the Masoretic and Textus Receptus manuscripts from which came the King James, 1611, Authorized Version. We believe the King James Bible is God’s inspired, infallible, and divinely preserved Word for the English speaking people today. The Scripture is the final authority for all manners of faith and practice (II Timothy 3:16; Galatians 1:11-12, Psalms 12:6-7).

#### 2. The True God

We believe in one God, eternally existing as God the Father, God the Son, and God the Holy Spirit (1 John 5:7; Matthew 28:19).

#### 3. The Lord Jesus Christ

We believe the Lord Jesus was sent from Heaven by God the Father (1 John 4:9); put in the womb of the virgin Mary by God the Holy Spirit (Matthew 1:20); born into this world as God in a human body (Matthew 1:23); knew no sin (1Corinthians 5:21); made the perfect, eternal blood sacrifice for our sins (Ephesians 1:7); had a bodily resurrection the third day after his death on the cross (Luke 24:6,39); and returned to Heaven to sit at the right hand of God the Father as our Great Priest, Mediator, Lord and Saviour (John 16:28; Mark 16:9; 1 Timothy 2:5).

#### 4. The Fall of Man

We believe God created man in the image of God (Genesis 1:26); through Adam's disobedience all are born totally sinful (Psalms 51:5); by choice all become sinners and are condemned to Hell when they reach the time of responsibility and reject Christ (Romans 1:18-32).

**5. The Devil or Satan**

We believe in the personality of Satan, who is the father of sin and the enemy of God and mankind (1 Peter 5:8-9; James 4:7).

**6. Salvation**

We believe all men can be saved (1 Timothy 2:4) through the work of the Holy Spirit (John 3:1-8; 16:8) and God's Word (John 5:24). Man must believe he is a lost sinner (Romans 3:23; 6:23); believe that Jesus died for his sins (Romans 5:8); repent of sins (have sorrow and regret) (Luke 13:3; 18:13) and receive Jesus Christ into his heart by faith (Romans 10:13; John 1:12; Revelation 3:20; Ephesians 2:8-9).

**7. Security of the Believer**

We believe once saved, always saved (Ephesians 4:30; John 10:27-30; John 3:16).

**8. Heaven and Hell**

We believe the soul and spirit of man lives on after physical death either in the literal, eternal Heaven (2 Corinthians 5:8) or the literal, eternal Hell (Luke 16:22-26).

**9. The Resurrections**

We believe in the bodily resurrection of God's children unto life eternal at the rapture of the church (1 Corinthians 15:51-53) and the bodily resurrection of the lost unto damnation at the end of the One Thousand Year Reign (Revelation 20:11-15).

**10. The Rapture and the Second Coming of Christ**

We believe in the personal and imminent (any moment) return of Christ for his children (1 Thessalonians 4:13-18); followed by the seven-year Tribulation (1 Thessalonians 1:10); the Second Coming of Christ to this Earth (Revelation 19:11-21); His One Thousand Year Reign (Revelation 20:1-3) and the new eternal Heaven and Earth (Revelation 21-22).

**11. The Judgment Days**

We believe the Christian's works are judged for rewards in Heaven after the Rapture at the Judgment Seat of Christ (2 Corinthians 5:10; 1 Corinthians 3:11-15); and the unsaved man's sins are judged for degrees of punishment in the lake of fire after the One Thousand Year Reign at the Great White Throne Judgment (Revelation 20:11).

**12. The Gifts of Tongues and Prophecies**

We believe these gifts were temporary sign gifts for the lost people of Israel (1 Corinthians 14:22) and were given to spread the Gospel message in all languages (Acts 1:8; 2:1-8); and these gifts have ceased since the completion of the Word of God (1 Corinthians 13:8-10).

**13. Separation**

We believe in separation from Liberals, Modernists, National and World Council of Churches, the modern tongue movement, and all evil works of darkness (2 Corinthians 6:14-18; 2 John 10-11; Ephesians 5:11; 2 Thessalonians 3:6,14).

**14. Baptism and the Lord's Supper**

We believe in two church ordinances: water baptism by immersion in the name of the Father, Son, and Holy Spirit, to picture of the believer's faith in the death, burial, and resurrection of Christ (Matthew 3:16; 28:19; Romans 6:4); and the Lord's Supper, which is taken by obedient believers with bread and juice of the vine to commemorate the death of Christ on the Cross (1 Corinthians 11:23-32).

**15. The Local Visible Church Ministry**

We believe the local church is to be an independent (free from outside interference) congregation of baptized believers (Acts 2:41). We believe the local body of believers should be careful to show forth Christian love (John 13:34) and Holy living (1 Thessalonians 5:22); to pray for each other (Ephesians 6:18); to be faithful in worship (Hebrews 10:25); to support the local church with tithes and offerings (1 Corinthians 16:1-2; Malachi 3:8-10); to show forth loyalty and respect for the pastor for his "works sake" (1 Timothy 5:19; 1 Thessalonians 5:12-13; Hebrews 13:7,17; 1 Chronicles 16:22), who is the Bishop or Elder (Titus 1:5-7); Under-shepherd (pastor) (Ephesians 4:11); Overseer (Acts 20:17,28) Ruler (1 Timothy 3:4-5, 5:17); Teacher (1 Peter 5:2) and Preacher of the Word of God (2 Timothy 4:2-5). We believe the deacons are servants of the pastor and the people (Acts 6:1-4). We believe the local church should go into all the world and preach the Gospel message by sending out missionaries at home and abroad (Matthew 28:19-20; Acts 1:8).

**16. Human Sexuality**

We believe that God has commanded that no intimate sexual activity be engaged outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Genesis 2:24; 19:15, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4). We believe that the only legitimate marriage is the joining of one man and one woman (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23).

**IV. THE ADMINISTRATION****A. RELATIONSHIP OF THE SCHOOL TO THE CHURCH**

The school is a ministry of Grace Baptist Church, located on the same property. The church is ultimately responsible for the school, whose staff members are considered employees of the church. The school administration is appointed and commissioned to their task by Pastor Roberts.

**B. THE SCHOOL PERSONNEL****1. Pastor**

The pastor of Grace Baptist Church, Pastor Randy Roberts, serves as the chief administrator. The authority held by the pastor is given to him by God. The pastor has the final authority over any matters pertaining to GBS.

**2. School Principal**

The school principal, also currently Pastor Roberts., serves as the primary administrator. The authority held by the principal is given to him by the pastor of Grace Baptist Church. He is the main decision-making authority at the school.

**3. Teachers**

The primary qualifications for teachers are their testimony of salvation by grace through faith in the Lord Jesus Christ, a member of Grace Baptist Church, their love for the Lord, belief in the Bible as God's Word, and agreement with the doctrinal position of Grace Baptist Church.

**C. ACCREDITATION**

GBS takes the position that governmental agencies should not be in a position to approve or disapprove of the religious ministries of the church. Therefore, GBS will not seek governmental accreditation of its program. Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means to require public school districts to meet minimum academic and facility standards for government schools as determined by state educational agencies. These criteria are generally based on secular humanistic principles. By North Carolina state law, accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized college entrance tests. Although GBS does not need accreditation by any outside educational institution, we do endeavor to provide the highest possible academic program.

The A Beka curriculum does offer an "Accredited Diploma" through the A Beka Academy. There will be an additional fee per year if you choose this program.

**V. ADMISSIONS POLICY**

GBS admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally afforded or made available to the students at the school. It does not discriminate against members, applicants, students and others on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions, and other school-administered programs.

As a Christian school, GBS has certain requirements that must be met before a student can be considered for admission. These general entrance requirements are summarized for you below. GBS recognizes that it cannot meet the educational needs of all children. It offers a high quality of Christian training but is not a correctional institute for problems arising beyond those usually encountered in average school children. While we love delinquent and/or emotionally unstable children, the school is not equipped to meet their needs.

**A. GENERAL ENTRANCE REQUIREMENTS**

1. After reading the Student Handbook, the parents/guardian and the child must make an appointment for an interview.
2. Parents/guardian and the child must agree with the basic philosophy of GBS and the doctrinal statement of GBC, and must commit to abide by and support the rules and requirements.
3. The child and parent must want to be a part of the daily training program of GBS. No student is accepted if he doesn't want to be in the school.
4. We require that all parents/guardians and students faithfully attend a Bible-believing church.
5. No student who uses tobacco, alcohol, or drugs will be admitted. The use of such substances will result in the immediate expulsion of the student. A conference between the principal, the student, and the student's parents/guardian must take place before the student will be allowed to re-enroll in school.
6. Student uniforms are required for all students. It is the responsibility of the parents/guardian and the student to know and conform to the dress codes of the school.
7. School records must reflect good academics and good behavior.

For a student to remain at GBS, s/he is expected to follow consistently the guidelines listed above. The administration reserves the right to dismiss any student at their discretion if problems arise as a result of the student and/or parent/guardian, which in the opinion of the school administration would prevent the smooth, normal operation of the school.

**B. SELECTION PRIORITIES FOR STUDENT ENROLLMENT**

Given that all the students and new applicants meet the admissions criteria established above, the following priorities have been set for selection of the student body:

1. Children of Grace Baptist Church members will be given priority over other applicants.
2. Returning students will be given priority over new applicants; however, students are not guaranteed re-enrollment.

**C. SPECIFIC ADMISSIONS REQUIREMENTS**

1. Students entering Kindergarten must be five years old by September 1 of this school year. Students entering first grade must be six years old by September 1 of this school year.
2. Students are not considered admitted until all enrollment forms, immunization records, liability release forms, and/or other forms as requested, are completed and are on file in the school office.
3. The registration fee must be paid before enrollment and placement is guaranteed.
4. Each year an interview is required for enrollment to be complete.

**D. REQUIRED FORMS**

Parents must complete the following forms each year before enrollment is complete:

1. Application for Admission
2. Pastoral Recommendation (new students only)
3. Standard of Conduct Form (Grades 7-12)
4. Permission to Give First Aid Form

**E. ADMISSIONS PROCEDURE**

Applications for Registration will be reviewed by the principal, who will determine which students are admitted to the school. Applications for re-enrollment will be approved at the sole discretion of the school.

## VI. WITHDRAWAL POLICY AND PROCEDURES

When a child is withdrawn from school, either by the parents or guardian, or at the request of the school administration, the following policies shall govern that withdrawal:

1. **SCHEDULE** a meeting with the principal.
2. **REGISTRATION FEES** obligate the school to hold a place in the school for the student. These fees are non-refundable and are charged each year for new and returning students. This fee is non-refundable in full or in part whether the student fails to complete enrollment or withdraws before the end of the school year.
3. **TUITION** is charged on a monthly basis. There are no tuition refunds unless a parent has received a work transfer out of town. In this case, a letter needs to be written to the principal, stating the reason for the withdrawal and requesting release from financial liability.
4. **TRANSCRIPTS / REPORT CARDS** will not be released until all financial responsibilities have been brought current.

We reserve the right to make exceptions to this policy on an individual basis.

## VII. FINANCIAL POLICIES

### A. **REGISTRATION FEES** – Due by June 16.

This is required to hold a student's place in GBS. This fee is non-refundable.

### B. **BOOK FEES** – Due by June 16.

All textbooks are ordered from A Beka Book by GBS at the current year's pricing.

### C. **SCHOOL FEES** – Due with first month's tuition.

The school fee covers the following:

1. Stanford Achievement Testing
2. School pictures & yearbook
3. Supplies – This cost covers items provided by the school for the students' use.

### D. **TUITION**

1. All checks should be written to **GRACE BAPTIST CHURCH**.
2. Tuition pricing will be discussed during the scheduled interview.
3. Each family is responsible for the full yearly tuition amount. The following options are available for tuition payment:
  - o Tuition may be paid in full at the beginning of the school year.
  - o Tuition may be paid in ten equal payments with the first payment due upon enrollment or by August 1 preceding the start of school. The next payment is due September 1 and monthly thereafter on the 1<sup>st</sup>.
4. At least one month's tuition must be paid in full before a child can begin school.
5. Tuition reminders will be sent out by the 20<sup>th</sup> of each month and will be due by the first school day of the following month.
6. All accounts not paid in full by the 3<sup>rd</sup> business day of the month may be charged a \$15.00 late fee.
7. Students are subject to dismissal if an account remains delinquent.

8. Families with an outstanding balance will not be allowed to re-enroll the next year.
9. All monthly tuition will be owed regardless of attendance.
10. We reserve the right to forgive a debt partially or completely; however, forgiveness of one debt does not imply forgiveness of other debts. The fact that the school does not sue for repayment of debt does not mean it is forgiven.
11. Please think of the tuition as an investment instead of a payment. We are investing in the future generation of God's servants!

Exceptions to this policy may be made on an individual basis. An exception granted in one situation does not imply an exception for all.

We reserve the right to use the monies taken into the school for whatever purpose we decide.

Please make it a matter of prayer to support the school faithfully with finances and prayer. We endeavor to keep costs down to practice good stewardship, and yet must meet our financial obligations to run the school successfully.

## VIII. GENERAL POLICIES

Undoubtedly, there are extenuating circumstances to almost every policy or rule. Recognizing that someone must be in a position to rule whenever there is such an exception, the administration of the school reserves the right to have the final authority on exceptions to any rule or policy. Any exception to the policy for one family or one situation will not be considered an exception to policy for anyone else.

### A. CHURCH ATTENDANCE

Faithful church attendance at a Bible-believing church is expected from each student. Church attendance will be recorded weekly by each teacher for the preceding week. An initial pastoral recommendation is required for new students. Those that are members of Grace Baptist Church are expected to faithfully carry out their responsibilities through this local church. If any student refuses to attend their church, or the doctrinal position of their "church" proves to be in direct opposition to the Word of God (Bible-believing) thus the doctrinal statement of Grace Baptist Church/School, parents may be asked to withdraw their child from GBS.

### B. ARRIVAL AND DISMISSAL

1. All students must be present and on time each day for class.
2. Students should arrive on the property as close to 7:45 a.m. as possible to ensure that students are ready and classes begin at 8:00 a.m.
3. K5 – 2<sup>nd</sup> grade students are considered tardy if not in their classroom by 8:00 a.m.
4. 3<sup>rd</sup> – 12<sup>th</sup> grade students are considered tardy if not in their seats by 8:00 a.m.
5. School office hours are from 7:30 a.m. to 3:30 p.m. All official business must be taken care of during this time.
6. School hours are from 8:00 a.m. to 3:00 p.m., Monday through Friday. GBS has a "closed campus" policy which means students may not leave the school campus during school hours.
7. Please refer to Section VIII (H) and Section IX (Parental Involvement) for all visitors.

**C. SCHOOL ATTENDANCE**

1. Students leaving before 11:00 a.m. and not returning will be counted absent for the entire day.
2. A distinction will be made between excused and unexcused absences.
3. Students with an unexcused absence will be required to complete all the goals for the missed days. Grades for missed work will remain a zero until absence is excused.
4. On the day following an absence due to sickness, students must submit to the school office a written excuse from home signed by a parent/guardian. The school reserves the right to judge a written excuse from home as justifying the absence.
5. Excused absences are given for sickness, doctor's appointments and deaths in the immediate family.
6. Planned absences should be cleared as soon as possible with the principal. For it to be an excused absence, the student must prepare adequately with his academic responsibilities. In the event of a planned absence, the student will receive their homework and class requirements the day before the scheduled absence. The student will be required to turn in completed work at the beginning of the next class period unless other arrangements have been made between the student, teacher and parent.
7. If a student is absent for an extended time due to illness, a written excuse from a physician should be brought to the school for re-admission.
8. No student or parent should regularly request early dismissal from school for work, convenience of transportation, etc.
9. When seven absences are accumulated in a quarter, a school staff person will notify the parents. Conferences with the parents, either in person or by telephone, will be held by the principal.
10. Students exceeding seven absences (both EXCUSED and UNEXCUSED) per quarter may be subject to expulsion.
11. If it is necessary for your child to leave the school at abnormal times, clearance with the school office must be obtained. Students will not be counted absent for such appointments if they are gone from school less than two hours. Parents should not go directly to the classroom but should report to the school office personnel, who will notify the teacher and student. Medical, dental or vision appointments should be scheduled after 2:00 p.m. to avoid interference with the child's academic program. Remember: Valuable class time missed can never be made up.

**D. TARDINESS**

Excessive tardiness inhibits the student's progress and interrupts the normal teaching patterns of the classroom; therefore, it must be held to an absolute minimum. On occasion, students will have legitimate reasons—such as emergency situations, accidents, or flat tires—for their tardiness. Parents/guardians whose child is tardy should immediately present the reason for such tardiness directly to the school secretary or principal.

**E. HEALTH SERVICE AND FIRST AID**

GBS will provide minimal first aid supplies like ice packs, ACE bandages, band-aids, Tylenol (with parental permission as per Permission to Give First Aid Form), etc. *Parents are expected to provide medication for colds, coughs, allergies, menstrual symptoms, and persistent headaches.* Any allergies to medication or special care needs must be noted on the student's application. If a student becomes ill while at school, the parents will be notified to come and pick up the child. If a student needs to take **any** medication at school, the parents should notify the secretary in writing, stating exact dosages and time. Students may not administer their own medicine. Students may not attend school if they have any communicable disease (as indicated by the public health authorities), head lice, or a high temperature.

Students must be fever free for 24 hours before they can return to school.

Students are required to maintain the same immunization standard that is required by North Carolina Department of Health and Human Services. A copy of the Student Immunization Record will be kept on file.

#### **F. INSURANCE**

GBS does not offer student health insurance. Parents are responsible for any student insurance, injuries, and/or medical needs. However, Grace Baptist Church does carry coverage by Church Mutual Insurance and is required to notify them in case of any accident/incident that would require medical attention.

#### **G. TRANSPORTATION**

Only students that have a valid driver's license are permitted to drive to school. Students are not permitted to give rides to other students unless express verbal and written permission has been granted by the parents of that student and turned in to the school office. Cars and bikes should be locked. All students must stay out of vehicles from the time of arrival until departure.

No bus service is provided. The car pool system is encouraged. There is to be no double parking. Your child's first step should be on the school property. Do not drop off nor pick up your child on the wrong side of the road.

#### **H. VISITORS**

Before entering any classroom during school hours, visitors and parents must check in at the office. Visitors unknown to the school staff are required to check in at the school office, presenting identification and stating the purpose and intended length of their visit, and to notify the office personnel when they leave.

Please use the single glass door facing the road when visiting the school office.

#### **I. DELIVERIES**

Any forgotten lunches, books or materials for students should be delivered to the school office to avoid undue disruption in the classroom. Parents and/or friends are not to disturb the teachers or students from 7:45 a.m. to 3:00 p.m. Messages may be left with the office personnel.

#### **J. ABBREVIATED SCHEDULE**

The abbreviated schedule is a shortened school day, which may result from inclement weather (ex. severe ice, snow, hurricane, etc.). We will generally follow the Onslow County School System regarding an abbreviated schedule or cancellation. However, the decision to dismiss school early or cancel will be made independently by GBS. Parents will be notified by telephone/text message or letter in the event of a change of schedule.

#### **K. PERSONAL PROPERTY**

1. All books and magazines brought from home must receive prior approval from the teacher to be read or looked at on school grounds.
2. Other students' desks and cubbies, the teachers' desks, filing cabinets and closets, automobiles and school office are off limits to students when a staff member is not in attendance.
3. The school is not responsible for loss and damage of personal items brought by the students.

**L. RECESS**

There are 2 recesses (breaks) during the school day in addition to lunch break.

**M. ARTICLES PROHIBITED IN SCHOOL**

1. Things that could injure others, such as guns, matches, lighters, and knives, are not permitted on campus.
2. Anything that has to do with gang activity or gang identification is prohibited, including the use of symbols, tattoos, and other body markings.
3. Communication items such as cell phones, radios, cassette tapes, CD's, tape/CD players, MP3 players, and televisions are not to be brought to school by students without prior consent from school staff.
4. Books, pictures, magazines, and music that have any form of pornography, lewdness, foul language, or other worldly influences are prohibited.
5. The staff may add other items to this list as needed.

**N. SEARCHES UPON SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS**

1. While each student's desk is considered to be private and off-limits to other students, we reserve the right to search any property of the student if a staff member suspects any illegal or unauthorized materials or any prohibited activities. This search may include, but is not limited to, automobiles, backpacks, purses, pockets, desks, and the person. Such a search may be conducted without prior notification of the student or parents. By registering a child in GBS, parents give consent to such searches.
2. The school has a zero-tolerance policy regarding any drug, alcohol, or tobacco usage on or off the church and school property.
3. If a student is suspected of use of illegal drugs, parents will be notified and the student will be tested with the parents' permission and at their expense. The testing must be done at an approved facility for detecting marijuana, heroin, crystal methadone, cocaine, crack, household paint thinner, etc. If the student refuses to take the drug test or takes it and fails, s/he will be expelled from school immediately and permanently.

**IX. PARENTAL INVOLVEMENT**

There are many areas of school life in which parental involvement is very helpful and welcome, and parents are invited to participate. The administration may occasionally make specific appeals for volunteer help from parents throughout the school year. Parents are asked not only to pray regularly for the students, staff, and school, but to be also involved daily in their child's work/studying. They are expected to attend the "Parent Orientation" meeting at the beginning of the year, and parent-teacher conferences, as well as special all-school events

Parent conferences with the teacher may be scheduled throughout the year as deemed necessary by the administration or parent. Progress, achievement, and problems may be discussed throughout the school year.

Parents who need to talk with the teacher should contact the teacher by note to schedule a convenient time for a meeting. This is necessary to allow the teacher to be able to meet the needs of the students as they begin school each day.

All parents, relatives, and friends visiting our school, attending meetings, or participating, chaperoning, or transporting our students at any activity, at school or away from school, are required to comply with the dress and conduct standards set forth in this handbook, and must be cleared through the principal.



We expect students' uniforms to be clean and neat. All shirts must be loose (not oversized and sloppy) and not "form fitting." They must have a high neckline in both front and back (at least to the collarbone in the front and to the base of the neck in the back). Midriffs must be covered at all times in all positions.

### Girls

- Sheer hosiery or socks must be worn at all times. No nylon hose should be worn in the Elementary. Socks must be conservative in color.
- Jewelry must be conservative and minimal. Only one earring per earlobe (smaller than a dime in size starting at the hole) is permitted.
- Hair must be a natural color; no fad extremes or streaks.
- Only light colored nail polish, if any, may be worn. Makeup should be very light and not obvious (9<sup>th</sup>-12<sup>th</sup> grade only).
- Elementary girls may not wear makeup.
- School shoes must be feminine in style. All shoes must be clean, in good condition, and with no holes. Only closed toe and closed heel shoes are to be worn. No boots, sandals, flip-flops, or clogs are permitted. Please keep the appearance as well as the safety of your child in mind when selecting shoes. Kindergarten through 6<sup>th</sup> grade may wear athletic type shoes except for chapel days. These shoes must be lace up or have a useable Velcro strap.
- Girls in the 5<sup>th</sup>-12<sup>th</sup> grade must wear an undershirt and slip with their uniform including chapel day. No color other than white is to be seen at the top of the shirt and must be tucked in.
- Sweaters may be worn in the classroom and must be solid in color.
- Jackets may be worn outside only. They must be free from logos, any advertisements, cartoon figures, Hollywood characters, etc.
- **Chapel Day (Wednesday):** Girls must wear the uniform skirt/jumper, white blouse, dress shoes and hosiery\*. \* 7<sup>th</sup> – 12<sup>th</sup> only

### Boys

- Boys must wear a leather type belt that is long enough to pass through the next loop on the pants and must be worn in that manner. (Nothing should hang, from pockets or belt, etc.)
- Hair styles must be in modest taste. Side burns may not go below the middle of the ear. Hair may not touch the collar, ears, or eye brows. The hair must be tapered on sides and back, military style. No mustaches or beards are permitted. Spiked hairstyles are not permitted.
- All shoes must be clean, in good condition, and with no holes. Only closed toe and closed heel shoes are to be worn. No boots, sandals, flip-flops, or clogs are permitted. Please keep the appearance as well as the safety of your child in mind when selecting shoes. Kindergarten through 6<sup>th</sup> grade may wear athletic type shoes except for chapel days. These shoes must be lace up or have a useable Velcro strap.
- Boys may wear dress socks or casual crew socks conservative in color when visible.
- Boys in the 7<sup>th</sup>-12<sup>th</sup> grade must wear a white undershirt with their uniform. All boys must wear an undershirt on Wednesday.
- Shirts must be tucked in.
- Jackets may be worn outside only. They must be free from logos, any advertisements, cartoon figures, Hollywood characters, etc.
- **Chapel Day (Wednesday):** Boys must wear a white dress shirt, tie, uniform pants, and dress shoes.

- B. NOTE: Any article of clothing the Administration feels is not appropriate will not be allowed. The Administration reserves the right to determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem.**

## **XI. STUDENT CONDUCT**

Christians are commanded to treat others with respect and to show deference to those in authority. We feel that Christian standards dictate a loving and forgiving atmosphere for study and that moral standards and behavior are of the utmost importance. Therefore, we expect students to demonstrate respect for authority and total compliance with the rules and regulations of the school, as stated in this handbook. We further expect the parent/guardian to encourage the student to comply with all school regulations.

The Bible is the basis for all standards of Christian conduct, and the goal of GBS is to maintain standards and principles that will be pleasing to God. Students at GBS are expected to conduct themselves according to the highest standards of honesty, integrity, responsibility and love toward their brothers and sisters in Christ. In harmony with the principles of Romans 14, I Corinthians 10 and 13, and II Corinthians 6, the rule by which a student lives is the conscious striving for God's approval and the conscious protection of his/her Christian testimony.

GBS is intended for students who are sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines of conduct on the students. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

Students are expected not only to adhere to school policy but also to encourage their peers in following it. Students who know of serious violations of Biblical or school standards have a moral obligation to help their fellow classmates by informing the administration of the violation. While the school does not encourage a constant "tattling" of minor offenses, students are expected to assist the staff in maintaining a Christian environment and in upholding Biblical principles.

Listed below are some specific policies and guidelines regarding standards of student conduct on and off campus during enrollment at GBS. This list is not meant to be all-inclusive but is intended as a guideline of expected student behavior.

### **A. COURTESY**

1. The Bible is explicit in teaching that Christians are to love one another. Each student is therefore urged to treat others with common courtesy and mutual respect.
2. GBS stands for and insists upon honesty, fair play and sportsmanlike conduct under all conditions.
3. Whining and complaining are to be avoided. Students are expected to use positive words that edify the hearer and glorify the Lord.

### **B. CLASSROOM BEHAVIOR**

1. Students shall refrain from chewing gum at school or at school functions.
2. Students at GBS are expected to conduct themselves in an orderly, courteous manner at all times with prompt, respectful obedience to all school personnel and assistants.

3. Students shall not write or pass notes.
4. Students are not to “doodle” in their textbooks or during class time.
5. There should be no talking during class.
6. No students should be out of their seat without permission.
7. No running is permitted in the buildings.
8. Student desks and cubbies should be kept clean, neat, and orderly.

**C. CHEATING**

No lying or cheating is permitted. Cheating on homework assignments is considered as serious as cheating on a test or quiz. A grade of zero will be enforced.

**D. STEALING**

No stealing is allowed at the school, nor is borrowing any item without permission.

**E. VANDALISM**

The school has been blessed by God in respect to buildings and facilities. Each student is expected to do his/her part to keep the facilities neat, clean, and in good repair. Students shall refrain from damaging any property. Marked on, defaced, or broken property is to be replaced at the offending student's expense. As part of student responsibility at the school, any damages, whether caused by the student or someone else, should be reported to staff promptly.

**F. LANGUAGE**

The Christian's words should be positive, encouraging, and pleasing to God. No filthy language, cursing (including derivations of “God” or “Jesus” and expressions of damnation), vulgar expressions, or derogatory words will be tolerated. Students should not tease others or call them names.

**G. PHYSICAL CONTACT**

Pushing, shoving, hitting, kicking, and scratching are considered a lack of respect for the other person. These and other forms of inappropriate physical contact are not allowed in our school. Fighting is absolutely not tolerated at GBS. If a student is determined guilty, s/he will be suspended from school for one day (1<sup>st</sup> offense). The student will be sent home immediately and will lose the entire next day. Further fighting will result in expulsion from school. The student must still make up any of the work or tests that s/he missed, but will receive a zero for all work because this will be an unexcused absence.

The inappropriate showing of affection between male and female students will not be tolerated. Students of the opposite sex are expected to stay within a larger group and refrain from any physical contact. No dating, nor the appearance of a dating relationship, is allowed on campus or during extra-curricular activities.

**H. WORLDLY PURSUITS**

GBS expects its students to refrain from the use of illegal drugs, alcoholic beverages, and tobacco products; misuse of legal drugs; reading and/or watching pornography; homosexuality; fornication; and other such things. Furthermore, the school is concerned about the morally degrading elements found in virtually all forms of the theater, the entertainment media, and secular music and literature. Students are expected to abstain from anything that is morally degrading. GBS does not presume to be a censoring agency for all activities; however, it expects tangible evidence of maturing Christian convictions and discerning judgment.

**I. OFF-CAMPUS**

The Christian life is not a game with one set of rules for church and school and another for everyday life. Therefore, conduct prohibited at school is equally prohibited away from school. Whether the activity takes place at or away from school, the student is equally subject to discipline for those actions.

**XII. DISCIPLINARY POLICIES**

Discipline is not what you do *to* a child but rather what you do *for* a child. Our program is based on the needs of the children, and we practice clearly defined rules which promote self-discipline. These rules allow the child to assume responsibility for others as well as him/herself. They also encourage the child to be fair, to respect property, and to care for the world in which s/he lives.

Rules are made clear and understandable to the child. They are well explained to the child before and after the time of disciplinary action, and we attempt to enforce them consistently. We also strive to make school a positive growing experience. We believe it is necessary to follow the Scriptural admonition to correct a child when his/her behavior is in violation of rules and/or procedures. Through use of a positive method of motivational tactics like praise and rewards, we encourage the children to obey. If this becomes ineffective, correctional methods will be taken.

If we have a recurring disciplinary problem with a child, we will inform the parents of the child's specific behavioral problems. Parents may be asked to come to the school to help with the discipline of the child. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of staff and administration and to disobey the rules. In such cases, the school reserves the right to have full discretion in disciplining, to place such students on probation for a reasonable corrective period of time, and/or dismiss any student who does not cooperate with the total educational process.

**A. HOME AND SCHOOL COOPERATION**

The goal of the staff at GBS is to work with Christian parents in training their children to love, obey, and serve the Lord. Parents are responsible for their child's discipline, and we wish to assist them in fulfilling this important task. By enrolling their child in GBS, the parents delegate to the school assistance in the responsibility to administer any discipline the child needs while in the school's care.

To assist the school in training your child, please follow these procedures if your child comes home complaining about a disciplinary action:

- Give the staff the benefit of doubt.
- Realize that the child will report from an emotionally based viewpoint. All the facts may not be presented objectively.
- Realize that we have reasons for all rules and that they are enforced without favor.
- Support the administration and call us for all the facts.

GBS is committed to working in partnership with parents in teaching and training their child. If the parents feel that they cannot work with the staff, trust their judgment, and support their decisions, the parents are expected to voluntarily withdraw their child from school. By enrolling their child in GBS, parents agree to resolve differences by contacting the persons involved and working through the situation in a Christ like manner. Parents and staff may appeal to the principal if necessary. As a last resort, parents will follow the Biblical command not to seek legal action.

**B. OFFENSES**

The student will be disciplined for the following offenses:

- Communicating or disturbing in class
- Writing or passing notes
- Damage to property
- Repeated offenses after warning has been given
- Lying, fighting, or filthy language
- Teasing other students or calling names
- Out of seat without permission
- Running in buildings
- Gum chewing
- Homework slip not returned
- Uniform violation
- Failure to return Parent Communication Envelope
- Disrespect to others

This is not meant to be an exhaustive list of all possible offenses. We reserve the right to make exceptions to this policy as we deem necessary. Exceptions will be made on an individual basis only.

**C. SUSPENSION AND EXPULSION**

A student may be suspended or expelled from school for any one of the following reasons:

1. Seven absences in any one quarter
2. Uncooperative attitude by student or parent
3. Non-payment of school bills
4. Striking another student
5. Habitual disobedience to school rules
6. Smoking; drinking; use of drugs, bad language, or pornography at school or home; or introducing other students to such activities
7. Repeatedly failing to do homework and/or school assignments

This is not an exhaustive list of reasons. We reserve the right to make exceptions to this policy as we deem necessary. Exceptions will be made on a case-by-case basis only. If suspension is not effective, the administration will consider asking the parents to withdraw the student from school or expelling the student. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, programs, and spirit of the school. The prevailing attitudes of all students and parents concerning GBS should be that attendance is a privilege, not a right.

**D. DISCIPLINARY PROCEDURES**

If a behavior problem should develop with your child, we will notify you early before the problem becomes more involved. Please feel free to set up an appointment through the office for a conference with the teacher or principal.

Here are general, step-by-step procedures that we follow:

1. *Child-Teacher Conference:* To teach the child what s/he has done wrong and warn of consequences.

2. *Time Out or Loss of Privilege:* The student may have to take a “time-out” or lose a portion of recess time or a special classroom privilege. At the teacher’s discretion, a note may be sent home or a detention may be given.
3. *Child-Principal Conference:* The Principal will patiently counsel the child from Scripture; perhaps assign a task to the child that is appropriate to the situation and offense. A note will be sent home to inform you.
4. *Corporal Correction:* We will **ONLY** administer corporal correction to your child with your verbal and written permission.
5. *Parent-Teacher Conference:* We will sit down together and analyze the problem and plan together a way to correct it. This conference may include the Principal.
6. If the behavior problem still continues after the above corrective measures have been carried out and after prayer and patient counseling, we reserve the right to dismiss a child from school.

### XIII. ACADEMIC POLICIES

#### A. GRADING SCALE

A+	99-100	B+	91-93	C+	82-84	D+	74-76
A	96-98	B	88-90	C	79-81	D	70-73
A-	94-95	B-	85-87	C-	77-78	F	0-69

#### B. CURRICULUM

We use the A Beka curriculum, which is God-centered, is based on Biblical principles, and uses Scripture memorization to teach students to see life from God’s point of view. The Biblical education received in our school is distinctly different from secular education.

#### C. REPORT CARDS

The grading system of our school is designed to give the parents a true indication of the student’s progress. Report Cards are given to the students to present to their parents on the Wednesday following each nine week grading period. The report is to be signed by the parent(s) and returned the next school day.

Students will receive awards for both “A” Honor Roll and “A/B” Honor Roll at the end of the year.

#### D. HOMEWORK

Any daily goals which are not completed in school will be assigned to the student as homework. All homework must be completed before the beginning of the next school day. Parents are responsible to check that their child’s homework is complete and to sign the homework pad (when applicable). Incomplete homework receives a zero.

#### E. GRADUATION REQUIREMENTS

Each student must exhibit exemplary Christian character, testimony, and be personally involved in the outreach ministries of their local church. Furthermore, each student must earn 24 credits while successfully completing all *required* and *elective* subjects as prescribed by Grace Baptist School and the A Beka Curriculum. A pastoral recommendation by the pastor of Grace Baptist Church will also be required for graduation from Grace Baptist School.

A Valedictorian must maintain a four-year average of 94% and have been an example of high Christian standards throughout his/her high school career. A Salutatorian shall be selected on similar criteria, to include a four-year average of at least 92%.

#### **F. BIBLE**

The King James Bible is used throughout the A Beka curriculum. All students are required to bring to school a King James Bible. They will be memorizing Scripture from their Bibles and need to be able to follow along during Bible teaching.

#### **G. CHAPEL**

Weekly chapel sessions are held where the student identifies his education with the Word of God and the ministry of the local church. Students will be taught what is contained in the Doctrinal Statement of Grace Baptist Church. We will use the King James Bible and preach Baptist doctrine.

We are proud to be Americans. We place emphasis upon the greatness of America's heritage and sacrifices of her heroes. America's Constitution guarantees liberties to educate and preserve freedom. We unashamedly teach Bible doctrines of self-discipline, respect of those in authority, obedience to law, and the natural outgrowth and love for the flag and country.

#### **H. SUMMER SCHOOL POLICY**

Grace Baptist School offers summer school to students on a case-by-case basis only. The purpose of summer school is to help the child who is struggling in a certain academic area when it is needful for that child so they can advance to the next grade. The purpose of summer school is not for it to be used as a daycare, to allow students to work ahead towards another grade, or for those students who did not put in appropriate effort in class the previous year.

If a parent sees the need for their child to be in summer school, the principal must be contacted by the beginning of May so adequate planning can be made. All fees/costs incurred are the responsibility of the parent. For further questions, please contact the school office.

## **XIV. MISCELLANEOUS**

### **A. PLEDGES TO THE U.S. FLAG, BAPTIST FLAG, AND THE BIBLE**

Each morning the students will begin their day with pledges and prayer. Listed below are the pledges so you may work on them with your child.

#### **United States Flag**

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

#### **Baptist Flag**

*I pledge allegiance to the Baptist Flag, and to the Faith once delivered unto the Saints. I will ever remain faithful to the tie that binds us together, The Book, the Blood, and the Blessed Hope of our Lord's soon coming.*

**Bible**

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

**B. SCHOOL SUPPLIES**

A list of school supplies is available for each student, respective for their grade. Please ensure that your student is prepared the first day of school.

**C. FOOD**

There will be no lunch provided by Grace Baptist School. Students should bring a lunch with them each day. Microwaves are available and students will be assisted by their teacher for lunches that require heating. Please do not send lunches that require adding ingredients such as water, cheese, etc. Kindergarten may not bring "heat-ups."

Soft drinks and snacks may be available for sale depending on demand.

Every Friday is "Pizza Day." Students may order pizza at the beginning of class for \$1 a slice.

**D. LOST AND FOUND**

The Lost and Found Department is operated through the school office. At the end of each quarter, all items which have not been claimed will become the property of the church.

**E. PHONE CALLS**

Except in emergencies, students will not be allowed to use the telephone in the school office during school hours. Students will not be allowed to bring cell phones or any type of electronic communication devices to school.

**F. FIRE DRILLS**

At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner to a designated place. Fire drills will be held each month during the school year.

**G. PARTIES**

Parties are not school-sponsored unless parents receive a notification letter from the Principal. A child may bring cake or cupcakes on their birthday to share with their class. Please ask the teacher before bringing these items. **All items should be brought to the office to be distributed.**

**H. FIELD TRIPS**

Students will go on field trips during the school year. These are primarily educational and are designed to motivate students to do quality school work. Students must earn the privilege to go on field trips.

**I. FINANCIAL ASSISTANCE**

GBS exists to serve parents who have a deep conviction that their child(ren) should attend our school and who make a commitment to send their child/ren to GBS out of obedience to God, trusting Him to make the finances available and being willing to sacrifice financially to achieve this goal.