



**MUNISING BAPTIST
SCHOOL**

Handbook

*Excellence in Education
Since 1982*

Revised:
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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 child. Thus, whether or not you are a member of our 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 Biblical 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 Christ at its 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. Our objective is to challenge students to think clearly, logically, and independently. Many opportunities are given for a developed appreciation in all realms of learning: Bible, English, math, history, science, foreign language, music, art, 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.

STATEMENT OF FAITH

1. The Bible is the inspired Word of God and the Christian's final authority from God.
(II Timothy 3:16-17; II Peter 1:19-21)
2. 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; Ephesians 4:4-6)
3. The birth of Jesus Christ is evidence of His deity, in that He was virgin born God in the flesh.
(Isaiah 7:14; Matthew 1:18-25; I Timothy 3:15)
4. That the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary sacrifice, that He arose from the dead in His glorified body, ascended into heaven, and as our great High Priest and Advocate, He lives to make intercession for us; that all who believe on His name are justified on the ground of eternal life by the grace of God.
(Hebrews 9:22-28; John 3:16; I Corinthians 15:1-4; Acts 1:11)
6. 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; Acts 5:11, 11:22, 8:1; 1 Corinthians 1:2)
7. The blessed hope and personal return of the Lord Jesus Christ.
(I Thessalonians 4:13-18; Titus 2:15)
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 academic requirements 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 a student any weekday, Monday thru 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. Attending Munising Baptist School is a privilege, not a right.

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, immunization record, and his most recent report card.
2. Submit payment of the full registration fee.
3. Personal interview with the school administrator.
4. Complete, sign, and submit the statement of cooperation form, the health/emergency documents, a physician exam, and the 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. School tuition from the previous year must be paid in full to re-enroll the student. In all cases, the decision of the school administration will be final.

TRANSFER STUDENTS

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

WITHDRAWAL

Withdrawals from the school must be made in person through the school administrator. There is a \$35.00 withdrawal fee for those who withdraw during the school year.

Students transferring from MBS to another school and having attended one day or more of any month will owe that full month's

tuition. No monthly tuition or fee is refundable if the student is voluntarily withdrawn. If a family, who has already paid their tuition in full, withdraws their child from the school the refund will be prorated to include only the months the child attended. School records will not be released until all bills are paid and textbooks and other school materials are returned.

FINANCIAL INFORMATION

Munising Baptist School receives its income from tuition and fees, not from state or federal funds. Therefore, it is important that all tuition and fees be paid when due. Students will not be allowed to start the fall semester if their school bill is not current.

Registration Fee

This fee is charged each year to returning and new students alike. This fee covers the cost for transfer and establishment of student records, an insurance policy for student accidents, and the cost of material and equipment necessary in classroom preparation for each student being enrolled. ***To receive a discount on the registration fee, all re-enrollment or enrollment forms must be turned in by May 15th.*** The fee schedule is as follows:

Registration fee per student per year\$150.00
 Discounted fee if paid by May 15th\$100.00

Tuition

The following is the schedule of tuition rates per child for the school year:

	Kindergarten	1st-12th grades
1 st child	\$1,760.00	\$2,535.00
2 nd child	\$1,540.00	\$2,315.00
3 rd child	\$1,325.00	\$2,100.00
4 th child	\$1,110.00	\$1,875.00
families enrolling an additional child will pay a flat fee of \$600		

Tuition rates to be re-evaluated by the MBS board of directors annually and is subject to change.

Tuition payments

MBS offers three payment methods to its families.

- Plan 1 Tuition can be paid in full by the Friday following Labor Day.
- Plan 2 Tuition can be paid by using a monthly payment plan based on a ten-month schedule beginning August 15 with the last payment due May 15.
- Plan 3 Tuition can be paid with the money collected from tax refunds. Payments are due by April 20.

A \$15.00 late charge will be assessed on all plan 2 accounts not received by the 18th of each month. A late charge of 3% monthly will be assessed on all plan 3 accounts not received by April 24.

If a situation arises which prohibits payment of an account, it is the responsibility of the parents to notify the school principal, in order to request a possible payment extension.

Tuition Scholarships & Discounts

MBS Scholarship (varies upon donations)	Based on need
MBC Membership Scholarship	10%

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 \$50 for the school over the course of the school year. A student can easily raise the above amount by participating in the various fund-raisers offered by MBS. If your child fails to raise the necessary funds, then your tuition account will be charged a one-time fee to make up the difference. Once your family's fund-raising fee is met, 50% of all additional profits will be credited to your tuition account or donated directly to the school depending on which option you choose.

HEALTH POLICY

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

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. A physical examination shall be conducted within one year prior to your child 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 an annual physical examination. Athletes will not be allowed to participate in practices or games 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/or 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 or her at 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. Your child is your responsibility when he or she 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. Please make sure your emergency contact information is up to date. If an accident or illness occurs, basic first aid will be administered.

Administration of Medication Policies

1. Prescription medications are to be brought to school in the 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 by 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 and ibuprofen, should be brought directly to the school office, preferably by a parent, 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

ACCREDITATION

National, regional and state accreditation or registration is something sought after by educational institutions, but is not always desired. When a school voluntarily allows itself to this outside criticism and oversight, it subjects itself to the possibility of compromising its Biblically based positions. We, at MBS, have chosen not to seek this oversight, but strive to equal and surpass all state educational standards set by the Michigan Department of Education. Our graduates have never had any problems being admitted to any college or university due to our status.

ATTENDANCE POLICIES

Regular attendance at MBS is essential to the progress of a student. This is necessary so the student can keep up with his or her daily work and to conform to state laws. It is common knowledge 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 a student to be successful in school. Therefore, every effort should be made to have your child in school every day.

The school asks that absences result only from personal illness, doctor's appointments, or special/emergency situations. ***Parents are asked to please call the school office by 9:00 a.m. each day their child is absent, stating the reason for the absence.*** A note of explanation should also be brought to the school office the day the student returns to school.

Students coming to school later than 11:30 a.m. or leaving before 11:30 a.m. will be counted as a half-day absence, and those coming prior to 11:30 a.m. will be counted tardy, but not absent.

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 he or she is absent (i.e. 2 days absent = 4 days to make-up work). Work not made up by the amended due date will be deducted 10% for each day it is late. It is the student's responsibility to find out what work he or she missed.

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 or she returns. Class work not turned in prior to a student's absence will be deducted 25% of the final grade. This policy applies to regular homework assignments, tests, quizzes, exams, and/or projects.

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 are 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 (to school or to class) will be counted as one day absent on a 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 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. 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 parent might excuse a tardy, 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 or the parent fails to contact 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 will require written notification from the parent/guardian explaining the reason for the absence.

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 as long as it is turned in by the amended due date. For any **unexcused absence**, the work must be made by the amended due date, but the student's final grade will be deducted 50%. This policy applies to regular homework assignments, 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. 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, could possibly be 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 leaving early will be held responsible for all scheduled assignments, tests, quizzes, projects, etc.

If someone other than you or your spouse is picking up your child, please contact the office with his or her name. 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), TV-6 News, and ABC10. 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 and special speakers 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 chairs of the auditorium.

CLOSED CAMPUS

Munising Baptist School has a “closed campus” policy. This simply means that attendance is required at school from the beginning of classes to the regular dismissal time, regardless of any free periods a student may have, without first receiving special permission from the administrator.

Students who leave school without permission (parental or administrative) may be suspended for up to three days. In regards to this policy, the class hours that a student misses will be treated the same as an unexcused absence.

At the same time, all people wishing to visit the campus must first come to the school office. ***Please, never go directly to your child’s classroom.***

CORRESPONDENCE

Each Friday a copy of “The Bobcat Cry” will be sent home giving important announcements about the school. The newsletter will be attached to a 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 slip 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 relay a message or would like to have a conference with your child’s 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 day and 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.

Students are to show respect, good judgment, and propriety toward members of the opposite sex. There is a definite “no touch” rule between boys and girls.

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. All donations made to MBS are tax deductible and a receipt will be issued upon request.

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. Many of the field trips will be paid for through our fundraising program; however, 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 out of the registration fee. The insurance will cover a variety of accidents that take place during school hours, on school property, and while traveling to and from 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 also not covered from loss, theft, or damage when left at the 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, 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 has been assigned by the office.

LOST AND FOUND

Lost and found articles will be kept by the school for a minimum of one month. Items not claimed within that time will be donated to appropriate causes. Students can redeem lost items by paying a fine of \$0.25 for each item claimed. Parents please help us by placing your child's name on the belongings he or she brings to school. This will help us return any lost item to the proper owner.

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. Snacks may be purchased daily through our snack shop. It is very important that orderliness and manners be observed during the lunch period. Microwaves are also available for student use.

ON-LINE POLICIES

The internet can be an incredibly helpful resource, but can also be extremely dangerous. To follow Biblical principles and to try to prevent on-line predator abuse, the following rules have been set in place for MBS students using on-line blogging sites such as **Twitter, Facebook, You-Tube**, and other similar internet sites. The content, profiles, pictures, and correspondence on students' personal sites can and will be used against them when it comes to their enrollment at MBS.

Students will be held accountable for any inappropriate language, actions, or pictures posted on the internet. Students are representing their families, MBS, and, most importantly, God. We, in no way want to allow our students to do or say anything

that would hurt the testimony of any of those three entities. Students, whose sites contain inappropriate material, may face suspension or expulsion. Be mindful that even mainstream media has reported the incredible dangers of online blogging sites.

PARENT - TEACHER CONFERENCES

The involvement of parents in the educational process is vital to the success of the student. MBS desires to develop and maintain a healthy relationship between the home and the school. Regular correspondence through the weekly packet provides you a glimpse into your child's academics. Because academics are just a portion of your child's education, MBS sets aside specific days for parent-teacher conferences throughout the school year. If you desire an additional meeting, please do not hesitate to contact the school office to set up an appointment with a teacher or the administrator.

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 sacrifices that have been made, so we can experience and enjoy the many 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 who is on playground duty at all times.
2. Students must not enter or cross the street without permission from the teacher who is on playground duty.
3. Students must stay out of the shrubbery and trees.

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.

PROHIBITED ITEMS

The school has a “*no tolerance*” policy on bringing weapons to school and on threatening any student and/or teacher. Prohibited items include, but are not limited to, the following: knives, guns, water pistols, look-a-like weapons, fire crackers, matches, explosives, lighters, bow and arrows or any other dangerous item.

Also, the following articles are not permitted at school or school sponsored activities: tobacco/marijuana products, alcoholic beverages, illegal drugs, and obscene or questionable reading material.

Any prohibited items that have been brought to any class, including any toys, phones, video games, and i-pods, will be confiscated and brought to the principal’s office where a parent can come and retrieve the item for their child.

PERSONAL ELECTRONIC DEVICES:

Personal electronic devices (i.e. phones, ipods, kindles, laptops, ipads, etc.) are not allowed for/during school unless approved by administration. They may bring them to school, but the PED must be left in their locker/backpack until the *end of the day*.

SAFETY DRILLS

Safety drills for the possibility of attacks and building fires are periodically done throughout the school year to ensure the safety of

our students. Procedures for these drills will be thoroughly explained at the beginning of the 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 and MBS principal are also members by virtue of their positions. The board typically meets the second Wednesday of each month. Anyone wishing to address the board must be placed on the agenda by contacting the principal 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 due to early dismissals.

When coming to the school for any reason, please stop at the secretary's desk first. ***Please do not go directly to your child's classroom.*** Forgotten lunches, homework, messages, etc. may be left at the school office and a staff member will deliver the item or message 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, 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 such in the school handbook. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

SECURITY DOORS

Security doors have been installed at Munising Baptist School to further ensure the safety of our students and staff. The entrance doors will remain locked during school hours when school is in session. In order to gain entrance into the building, you must ring the buzzer located to the left of the doors and state your name as well as your reason for desiring admission. Once the office has recognized you, a buzzer will sound which will electronically unlock the doors for you to enter. Please stop at the secretary desk.

SOLICITATION

Soliciting is forbidden at Munising Baptist School without the permission of the administration. 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. MBS is not liable for anything on the commute to or from school.

Students cannot leave school property at any time without parental permission. Also, a student cannot ride with another student without parental permission.

STUDENT RELATIONSHIPS

Munising Baptist School expects its students to live above reproach. We expect students to not only show respect and honor to God, family, faculty, and country, but also to show respect and honor to fellow students. Behavior, such as fighting, hitting, shoving, mocking, bullying, scratching, etc., that demeans another individual will not be tolerated at any time and will be dealt with harshly. Students are to treat others the way they would like to be treated. Any student that is the subject of ridicule or witnesses another student being picked on, either verbally or physically, should inform a teacher immediately.

TELEPHONE USAGE

Students can use the office phone before school begins, during lunch hour and at the end of the day for approved reasons. All phone calls are \$0.25.

Cell phones are permitted at MBS, but must be silent and kept in the student's locker during the school day. They may be used during the times stated above, but only with staff permission.

TRANSPORTATION

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

VISITORS

Parents are welcome and encouraged to visit their child's classroom. 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 and the classroom teacher at least two days prior to the visit.

Visits will not be permitted during the first four weeks of school or during the last two weeks of each semester. Parents and visitors are asked to abide by the school's appearance code when visiting.

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 wants 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 who can 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	8:00 – 11:55
Elementary	8:00 – 2:50
JH / SH	8:00 – 2:50

KINDERGARTEN

The MBS Kindergarten is established to lay a proper foundation for elementary school. A child who is the age of 5 years old by September 1st of the current school year may be enrolled. 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

<i>Percent</i>	<i>Grade</i>	<i>Points</i>	<i>Honor Points</i>
100	A+	12	4.0
93-99	A	11	
90-92	A-	10	3.7
87-89	B+	9	3.3
83-86	B	8	3.0
80-82	B-	7	2.7
77-79	C+	6	2.3
73-76	C	5	2.0
70-72	C-	4	1.7

67-69	D+	3	1.3
63-66	D	2	1.0
60-62	D-	1	0.7
Below 59	E	0	0.0

DUAL ENROLLMENT

Policy adopted by Munising Baptist School considering the rules of dual enrollment of a student attending high school and college courses.

Minimum Requirement

The minimum requirement for a high school student dual enrollment program:

- 16 years of age
- 3.3 GPA or greater and/or SAT score of 550 or greater on Reading, Writing, & Math

Credits

Dual enrollment credits can be given both for college credit and high school credit. A 2 credit college course and below is equivalent to .5 high school credit. A 3 to 4 credit college course is equivalent to 1 high school credit. Any other considerations for credits will be determined by the administrator and/or school board.

College Courses

A student may enroll at a 2 or 4 year college/university to obtain credit for college and high school. The classes that are eligible are ones that the high school does not offer. A total of 10 courses can be taken by a student. No more than 2 college courses can be taken in a given semester and no more than 4 college courses within a given school year.

College courses/classes must be approved by the school to be given high school credit. These college classes will have to be academic based (i.e. no PE classes, field trip classes, etc.). Any college course/class not lasting a full semester will be taken into consideration also.

High School Record/Transcripts

College courses taken by a student will be counted toward their graduation requirements. The final grade given by the college/university will be counted on the student's record. When recording the information, the student's class, course title, and institution will be written on their transcripts.

Course Payment

Any dual enrollment course opportunities are paid for by the student or parents of the student. Funding may be available through the State of Michigan for approved colleges and college courses.

These rules/requirements are written to give opportunity to those willing to put in the time and effort for dual enrollment. Munising Baptist School has the right to deny any student who does not meet the above criteria or uphold to Munising Baptist School standards. Any and all other questions are determined by the Munising Baptist School Board and school administrator as well as in compliance with Michigan Department of Education and their website.

Distance Learning Opportunities: (*Elementary Only*)

It is a great opportunity for students of Munising Baptist School to be able to attend classes. While it is important for students to be in the school facility for their academics, there are some cases that become more difficult for families. In some of these situations we may be able to assist. For these families we offer a Distance Learning Program for elementary students only that fall under the criteria listed:

1. The student/s must possess an A- average with *no* grade falling below B-
2. The student/s must be highly motivated to complete his/her homework by the assigned time.
3. Travel distance of 50 miles and above will be taken into account.
4. The student/s must attend school at least 3x/week.

If any of the above criteria is not met, the student/s will be required to be in the school facility during school hours. The administration and school board has the right to view each case and make a decision based on information from student/s academic achievement, teachers, and family circumstances. There is no discount on tuition.

Internship Opportunities:

Students entering the 12th grade have the opportunity to apply for an internship program. The student may leave school during his/her allotted time frame to attend an internship within the community. Time away from school must be “time for time” (each hour away from school must be an hour of intern work). A student intern application packet will be handed to the student to be filled out by the student, internship area, and school administration prior to the internship. The packet contains a contract that the student must sign agreeing to expectations, grading scale, and time log. The school administration has the right to deny any internship that is deemed not applicable for the student. There is no tuition deduction for internships. Travel will be at the expense of the student.

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 achievements. Concentration will be upon the Highest Honors, High Honors, Honor Roll, and 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 and secular colleges and universities 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.....	4
English.....	4
Fine Arts.....	2
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 days a week will be awarded 0.5 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.

It is the responsibility of the student and his parents to meet application deadlines and search for scholarship opportunities. Juniors and seniors may take two college days, without penalty, per school year in order to visit institutions in which they have an interest.

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 Honors	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, class participation, and on their behavior.

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 Wednesday.

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. A student’s grade is based upon the actual work done on homework, quizzes, tests, exams, and projects.

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 a student’s progress.

GRADUATION POLICIES

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

Seniors will not be able to participate in commencement exercises 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 participate. 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.

There is a \$15 graduation fee for all Kindergarten students and a \$75 graduation fee for all graduating seniors. The fee is applied to each student’s tuition account and goes to help offset the graduation expenses.

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 “E’s” on a report card indicates that a grade promotion may not be in the student’s best interest. Input from parents and teachers are 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.

SELECTIVE SERVICE

By law, all young men, within 30 days of their 18th 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 or a detention.

TEXTBOOKS

Each textbook assigned by the school to a student is his or her 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 hardback schoolbooks.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY REQUIREMENTS

A 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. Student-athletes are required to maintain at least a *C* average with no *E*'s on the report card/progress report (excluding exam grade).

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 in that status until the following quarter. All new students will have one quarter for academic adjustment and will not be ruled ineligible during their first quarter of attendance at MBS.

ACADEMIC COMPETITION

Students may participate in various state and national academic competitions throughout the school year. Many of the tests cover academic subjects such as English, Bible, Science, History, Math, Art, Writing, Poetry, and Home Economics.

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, girls' volleyball, boys' and girls' basketball, co-ed track. Student athletes are expected to demonstrate a solid Christian testimony at all times, maintain the

required grade point average, and have an updated physical in order to participate.

PAY TO PLAY

Because of our school size our sports budget is tight. In order for a student to participate in the sports program there is a “Pay to Play” fee. The cost to participate in sports is \$200 per athlete per sport with the chance to recoup up to \$130 with various fundraising opportunities. Throughout the year, the school institutes fundraisers that range from pizza sales, bake sales, work tasks, spaghetti feeds, etc. If a student athlete participates in a fundraiser that requires time spent (working tasks), that student athlete will be credited \$10/ per hour. For fundraisers that require sales, the student athlete will recoup 50% of the total net profit that was sold by the individual. If there was more than one student involved in the sale, the fundraiser will be distributed evenly among those involved and given the 50% credit. All of these opportunities can lower the “Pay to Play” fee to the minimum of \$70 per sport.

FINE ARTS

Students in elementary, junior high, and high school will participate in the school choir and in art class. Students will receive a half credit for each year they participate.

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 fund-raisers 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 chaperone. Upon approval of the school board and administrator, that will be the school-funded trip. There is no segregation of funds for individual trips.

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 by 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 “B” or above. Any time the grades go down or the student quits working; he or she must remain at school all day. Leaving during the day for work does not discount 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 around these events to minimize conflicts.

STUDENT CONDUCT & DRESS CODE

BASIC CLASSROOM RULES

At Munising Baptist School, these fundamental classroom rules must be followed:

- Students will not speak out in class without permission.
- Students will not leave their seat without permission.
- Students will be on time to class and prepared to work.
- Students will treat one another with respect as well as show honor to those in authority.
- Lying, cheating, and stealing will not be tolerated.

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 a student to 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 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. The students' off-campus activities are also important in developing and maintaining this testimony.

Each student is expected to avoid involving him or herself 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 warnings, loss of privileges, detentions, parent conferences, suspensions, and ultimately expulsion from MBS.

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, detentions, suspensions, or expulsion could result.

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.

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. 5th-12th grade students will be assigned one week per quarter to help with lunchroom clean up.

Gum, Candy, Food, & Beverage

Because of the problems gum chewing can cause, students are not to chew gum at any time in the school building. Parents can assist us by seeing to it that their child does not bring gum to school.

Candy, food, and drinks should not be consumed at any time outside of recess and lunch. This includes the halls, classrooms, locker room, and bathrooms. Typically, during the cold and flu season, the administration will allow students to keep a bottle of water at their desks.

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.

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 or her opportunity to attend Munising Baptist School. This applies to 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 clothing to school will be sent to the office to wait for a parent to bring 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 athletic trips. Other occasions must be granted permission by the administrator.

The students of Munising Baptist School will be required to wear uniforms that have been selected by the school. Uniforms are to be worn by all students each day. Uniforms may be ordered online or through the catalogs from *Land's End* or *Old Navy*. Specific guidelines and information concerning uniforms may be picked up in the office. Students not wearing uniform clothing purchased from the above companies will be dealt with according to the policy stated above.

Girl's Standards

1. All MBS clothing must be purchased through *Land's End* or *Old Navy* (*Old Navy clothing list can be found at the end of this handbook*).
2. Uniforms should fit comfortably and not be form fitting or excessively baggy. Girls have the option to wear either pants or a skirt to school each day.
3. Skirts should not come above the middle of the knee and should have no frayed edges, ripped areas, or be excessively faded.
4. Girls should be able to easily pinch excess material at the upper sides of their pants. Pants should have no frayed edges, ripped areas, or be excessively faded.
5. Shirts must be long enough as to not see the midriff when arms are lifted. The top button is the only button that may be left unbuttoned on all blouses and polo shirts. Shirts that are neat and hemmed at the bottom do not need to be tucked in. Final discretion will be left to the teachers.
6. Only uniform approved sweaters are to be worn to class. No coat or outerwear is to be worn during class or chapel.
7. Elementary girls may wear dress, casual, or gym shoes during school hours. Socks must be worn with all shoes. Flip-flops, athletic slides, or "heelies" are not to be worn.
8. Secondary girls may wear socks or nylons with all closed toe shoes. They do not need to wear socks or nylons with open toed dress shoes or sandals. Flip-flops, athletic slides, or "heelies" are not to be worn.
9. Secondary girls may use make-up to produce a natural look, but is not to be used in excess.
10. Jewelry may be worn, but must not be excessive or distasteful.
11. Traditional hairstyles are required. Extreme styles or colors are not allowed. Determination will be left to the administration.

Boy's Standards

1. All MBS clothing must be purchased through *Land's End or Old Navy (Old Navy clothing list can be found at the end of this handbook)*..
2. Clothes should fit comfortably. Excessive loose-fitting pants or shirts will not be permitted.
3. Belts are to be worn every day by all ages.
4. All shirts must be tucked in at all times.
5. Only uniform approved sweaters are to be worn to class. No coat or outerwear is to be worn during class or chapel.
6. Boys may wear dress, casual, or gym shoes during school hours. Socks must be worn with all shoes. Secondary boys may wear dress sandals. Flip-flops, athletic slides, or "heelies" are not to be worn.
7. Jewelry, other than watches and class rings, including any bracelets, is not acceptable and will be confiscated.
8. 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.

Field Trip / Casual Day Dress Code

Students may wear jeans or cargo pants, t-shirts, and sweatshirts. All clothing must be appropriate and abide by the spirit of the school's dress code. Clothing advertising an objectionable product or person should not be worn. For field trips, some sort of MBS attire must be worn for his or her top. MBS attire could be a MBS t-shirt, sweatshirt, or uniform top. Final discretion will be left to the administration.

Outdoor/Indoor Shoes

During the winter and spring months, all students must have a pair of indoor shoes for school use. Students will need to change out of their boots or travel shoes before going to the auditorium or their classroom. Boot trays will be used for the students' outdoor shoes. Lockers are also available to keep indoor shoes at the school.

Physical Education Dress Code

All students in grades 1-12 are required to participate in physical education classes. Elementary and secondary students **are required** to bring a change of clothes for P.E. class.

Long shorts and loose fitting t-shirts are acceptable for indoor P.E. classes. Students should bring a sweatshirt and wind pants or sweatpants for outdoor P.E. classes. Clothing advertising an objectionable product or person should not be worn. Final discretion will be left to the P.E. teacher and/or the MBS administration. All students need to have a pair of athletic tennis shoes for P.E. class.

Programs, Graduation, Plays, etc. Dress Code

Typically "Sunday" dress is required of the students for special events. Girls will be required to wear a nice dress or blouse and skirt and dress shoes. The boys will be required to wear dress pants, a dress shirt with a matching tie, and dress shoes with matching socks. Tennis shoes are inappropriate attire for all special events. The overseeing teacher of the given program will give any additional dress guidelines and specifications.

HELPFUL PARENTAL ATTITUDES

The following parental attitudes will be helpful to students in regard to the dress code: (1) Do not allow your child to live on the edge, (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.

Ultimately, it is the parent’s responsibility to see that their child is in conformance to the dress code. Repeated non-conformance to this code will generally be determined as an act of rebellion toward authority and will be dealt with accordingly.

DISCIPLINE PHILOSOPHY

Although we have many guidelines and procedures for our students, they are designed to help in the achievement of our ultimate purpose: to give a quality education in a Christian environment so that our students 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.

All students attending Munising Baptist School are expected to conduct themselves in accordance with the rules and regulations outlined in this handbook. Students who repeatedly fail to observe the spirit of the rules and guidelines will be subject to suspension or expulsion from MBS.

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 MBS to renew their commitment to God and His Word, which *does* produce a good school.

Elementary Discipline

Each elementary student must maintain the basic classroom rules spelled out in this handbook. Additional rules and regulations will be given to students by their classroom teachers. Each teacher has developed a certain disciplinary system within her own classroom. Failure to abide by the classroom rules might result in a student’s loss of recess or other privileges, writing assignments, extra seatwork, 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.

The principal will talk with the student to make sure he understands the seriousness of the situation. Biblical and practical steps will be set in place to help the student correct the problem. The principal or teacher will then make contact with the parents, so they are aware of the situation. Depending on the severity of the situation, the administration may issue a detention or suspension to an elementary student.

Secondary Discipline

Detentions are given to students for discipline in the classroom. Each detention that is issued is to be served for no longer than one hour from the time the student checks in with the monitor. Each detention administered after the first offense will cost the student \$10. If at any time there are over 3 detentions within a semester, the student must sit out 1 game if in sports, or must sit out 1 school activity per offense above the 3 detentions.

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

If an academic or behavioral problem persists, the student will be called into the principal's office. The principal will explain to the student the seriousness of the situation and also the consequences if these patterns continue. Biblical and practical steps will be discussed in order to help the student correct the problem. The

principal will then make contact with the parents, so they are aware of the situation.

For more serious offenses, the school board may issue suspensions. In-school suspensions will typically be issued first followed by out-of-school suspensions. If the student fails to make the necessary changes, behaviorally or academically, he will ultimately be expelled from MBS.

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

Please follow these basic principles when dealing with a potential problem:

- Don't believe everything you hear. Students often pass on interesting, but far-fetched stories. If it concerns you, check it out to make sure it is accurate. Don't pass it on.
- Encourage other people to handle problems properly as well. Don't be a listener to another person's complaint.
- Please feel free to give MBS suggestions and input about a particular matter when you have an opportunity. Parents' suggestions given in the right spirit will improve our school program.
- Initiate direct communication with teachers and the school whenever there is a problem.

Please follow these guidelines when dealing with a legitimate problem:

1. Student-Teacher Conference

Matthew 18:15 says, “if your brother sins against you, go and tell him his fault, between you and him alone.”

- The first step in dealing with a problem is that the student should go directly to the teacher involved.
- The student should not discuss a discipline problem with a teacher in front of other students.
- The student should go respectfully to the teacher after class and ask to discuss the problem privately.

2. Parent-Teacher Conference

Matthew 18:16 says, “But if he does not listen, take one or two others along with you...”

- The next step is that the student may wish to discuss the problem with his parents and ask the parents to arrange a conference with the teacher.
- Please do not discuss the unresolved problem with any other parents since they may not fully understand the situation.
- If possible, contact the teacher for an appointment to discuss the problem. Please do not stop by their classroom unannounced. Also, please do not call the teacher at home unless the teacher has asked you to do so.
- In general, it is always best to go to the person who is involved with the problem first, rather than involving the principal or a pastor.

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 parents may call the school and request a conference with the principal.

- Please understand that the principal will be happy to talk with you about any problem or concern at any time, but the problem will be solved more quickly if you deal with the teacher first.
- If you are not satisfied with the principal's decision, you may request a conference with the school board.

Remember that when you come to us with problem, you are helping us. You may very well be informing us about something of which we were unaware, that needs attention. Please never hesitate to talk with us about any matter concerning the school.

Old Navy Apparel

Please be respectful to our policies when purchasing uniforms. Approved uniform pants STILL need to abide by the girls' standards and boys' standards on page 45-46 in the student handbook (not excessively too tight, loose, or baggy). **Even though the girls' pants from Old Navy are "skinny fit", "girls should be able to easily pinch excess material at the upper sides of their pants" (MBS Handbook, p. 45, #4). Shirts do not require embroidery. The approved list for Old Navy is as follows:

Girl Uniforms

Shirts

Colors: Monet Blue, Heather Gray, Ink Blue, Maroon Jive, Blue Tango

Uniform Short-Sleeve Pique Polo for Girls

Uniform Stain-Resistant Pique Polo for Girls

Uniform Moisture-Wicking Polo for Girls

Uniform Long-Sleeve Pique Polo for Girls

Pants

Colors: Ink Blue, Classic Navy, Uniform Blue, Rolled Oats, Khaki

**Skinny Uniform Pants for Girls

**Uniform Pull-On Skinny Pants for Girls

Boy Uniforms

Shirts

Colors: Monet Blue, Heather Gray, Ink Blue, Maroon Jive, Blue Tango

Uniform Built-In Flex Pique Polo for Boys

Uniform Stain-Resistant Built-In Flex Pique Polo for Boys

Moisture-Wicking Uniform Polo for Boys

Uniform Built-In Flex Long-Sleeve Pique Polo for Boys

Pants

Colors: Shore Enough, Ink Blue

Straight Dry-Quick Built-In Flex Uniform Tech Pants for Boys

Straight Built-In Flex Uniform Pants for Boys

Uniform Built-In Flex Stain-Resistant Straight Khakis for Boys