

# Table of Contents

<b>1. INTRODUCTION</b>	<b>1</b>
1.1. History of the School	1
1.2. Relationship of the School to the Church	1
1.3. Faculty & Staff	1
1.4. The Deacons	2
1.5. The School's Constituency	2
1.6. The School Principal	2
<b>2. ACADEMIC POLICIES</b>	<b>3</b>
2.1. Athletics	3
2.1.1. Available Sports Teams	3
2.1.2. Eligibility for Playing Sports	3
2.1.3. Physical Education (P.E.) Requirements	3
2.2. Awards (Academic & Behavioral)	4
2.2.1. General Awards	4
2.2.2. Senior Class Awards	4
2.3. Bible	4
2.4. Chapel	5
2.5. Communication of Student Academic Progress	5
2.5.1. Agendas	5
2.5.2. Five-Week Progress Reports	5
2.5.3. Parent-Teacher Conferences	5
2.5.4. Report Cards	6
2.5.5. Tests and Quizzes	6
2.6. Credits Transferring	6
2.7. Curriculum	6
2.8. Failing a Bible Course	6
2.9. Field Trips	6
2.10. Grading Scale – Academic	7
2.10.1. Kindergarten [K4] (4 yr. old)	7
2.10.2. Kindergarten [K5] (5 yr. old)	7
2.10.3. Elementary (1 <sup>st</sup> – 6 <sup>th</sup> Grades)	7
2.10.4. Secondary (7 <sup>th</sup> – 12 <sup>th</sup> Grades)	7
2.11. Grading Scale – Character/Behavior Growth	8
2.12. Graduation Requirements	8
2.12.1. Diploma Tracks	8
2.12.2. Early Graduation from High School	9
2.12.3. Withdrawal from Individual Class Policy	9
2.13. Homework	10
2.13.1. Amount of Homework	10
2.13.2. Consequences for Incomplete Homework & Unprepared for Class	10
2.13.3. Homework Exemption and Excuses	11
2.13.4. Parent Responsibility for Homework	11
2.14. Promotion to the Next Grade/Level	11
2.15. School Graduates	12
2.16. Senior Trips	12
2.17. Special Academic Advancement Considerations	13
2.18. Standardized Achievement Tests	13
2.19. Tutoring	13
<b>3. ADMISSIONS</b>	<b>13</b>
3.1. Admissions Policies	13
3.1.1. Admissions Committee	13
3.1.2. Nondiscrimination Statement	13
3.1.3. Re-enrollment	13
3.1.4. Selection of Students	14
3.2. General Admission Policies for All Students	14
3.3. Specific Admission Policies by Grade Level	15
3.3.1. Kindergarten	15

3.3.2.	Elementary (Grades 1 through 6)	15
3.3.3.	Secondary (Grades 7 through 12)	15
<b>4.</b>	<b>BEFORE AND AFTER SCHOOL CARE</b>	<b>15</b>
4.1.	Cost	15
4.2.	Times	16
<b>5.</b>	<b>DISCIPLINARY POLICIES</b>	<b>16</b>
5.1.	GBCS' Philosophy of Discipline	16
5.2.	Home & School Cooperation	16
5.3.	Minor Offenses	17
5.4.	Detention & Work Detail	17
5.5.	Discipline Through the School Office	17
5.6.	On-Campus Suspension	18
5.7.	Disciplinary Probation	19
5.8.	Expulsion	20
<b>6.</b>	<b>DRESS CODE</b>	<b>20</b>
6.1.	Dress Code for Females	20
6.2.	Dress Code for Males	21
6.3.	Dress Code for Parents/Guests Visiting GBCS or Chaperoning Trips	21
6.4.	Dress Code Violations	22
6.5.	Reasons for a Dress Code	22
6.6.	When Does the Dress Code Apply?	22
<b>7.</b>	<b>FINANCIAL POLICIES</b>	<b>22</b>
7.1.	Fees	22
7.1.1.	Athletic Fees	22
7.1.2.	Books & Supplies	23
7.1.3.	Graduation Fees	23
7.1.4.	Laboratory Fees	23
7.1.5.	Locker Fee	23
7.1.6.	Lunch & Snacks	23
7.1.7.	On-Campus Suspension Fee	23
7.1.8.	Physical Education Fee	23
7.1.9.	PSAT/NMSQT® Testing Fee	24
7.1.10.	Registration Fees	24
7.1.11.	Senior Class Trip	24
7.1.12.	Tardy Fee	24
7.1.13.	Transcript Fee	24
7.1.14.	Tutoring Fees	24
7.1.15.	Yearbook	24
7.2.	Financial Policies & Procedures	25
7.2.1.	Exclusion Policy	25
7.2.2.	Financial Hardships	25
7.2.3.	Late Payments	25
7.2.4.	Payments on Account	25
7.2.5.	Returned Check Fee	25
7.3.	Gifts & Contributions to the School	25
7.4.	Tuition	26
7.4.1.	Tuition Amount	26
7.4.2.	Tuition Discounts	26
7.4.3.	Tuition Refunds	26
<b>8.</b>	<b>GENERAL POLICIES</b>	<b>26</b>
8.1.	Arrival & Dismissal	26
8.1.1.	Inclement Weather Arrival & Departure	27
8.1.2.	Office Hours	27
8.1.3.	School Hours	27
8.2.	Articles Prohibited in School	27
8.3.	Attendance	28
8.3.1.	Absences - Excused	28
8.3.2.	Absences - Pre-planned	28

8.3.3.	Absences - Unexcused.....	29
8.3.4.	Attendance Requirements .....	29
8.3.5.	College Visitation .....	29
8.3.6.	GBCS School Calendar for 2011 – 2012.....	30
8.3.7	Student Responsibilities for Making Up Schoolwork .....	31
8.4.	Breaks.....	32
8.5.	Church Attendance .....	32
8.6.	Contacting Students in the Classroom .....	32
8.7.	Deliveries .....	32
8.8.	Early Dismissal from Class .....	33
8.9.	Earthquake & Fire Drills .....	33
8.9.1.	Earthquake Drills .....	33
8.9.2.	Fire Drills.....	34
8.10.	Handbills or Sales .....	34
8.11.	Health Service and First Aid.....	34
8.11.1.	Accidents & Emergencies.....	34
8.11.2.	Medications.....	34
8.11.3.	Student Illness .....	35
8.12.	Lunch .....	35
8.12.1.	Kitchen & Microwave Use.....	35
8.12.2.	Lunch Times .....	35
8.12.3.	Parental Visitation during Lunch.....	35
8.12.4.	Type of Lunches Available .....	36
8.13.	Off-Campus Lunches .....	36
8.14.	Parental Involvement .....	36
8.15.	Personal Property .....	36
8.16.	Releasing Students.....	36
8.17.	School Closing.....	37
8.18.	Searches for Suspicion of Illegal or Unauthorized Materials .....	37
8.18.1.	Student Lockers.....	37
8.19.	Student Insurance .....	38
8.20.	Student Bicycles & Vehicles.....	38
8.20.1.	Bicycles.....	38
8.20.2.	Parental Permission Needed for Student Drivers.....	38
8.20.3.	Student Driver Regulations.....	38
8.20.4.	Student Vehicle Registration .....	38
8.21.	Tardiness.....	39
8.21.1.	Unexcused Tardiness to Class.....	39
8.21.2.	Unexcused Tardiness to School.....	39
8.22.	Visitors .....	39
<b>9.</b>	<b>MISCELLANEOUS.....</b>	<b>40</b>
9.1.	Birthday Parties & Class Parties .....	40
9.2.	Class Rings.....	40
9.3.	Fine Arts Competition .....	40
9.4.	Graduations .....	40
9.4.1.	Financial Responsibility for Senior High Graduation Reception.....	40
9.4.2.	Junior Class Responsibility for Serving and Cleaning Up .....	40
9.5	Open House.....	40
9.6.	Pledges to the U.S. Flag, Christian Flag and the Bible .....	41
9.6.1.	Pledge of Allegiance to the Bible .....	41
9.6.2.	Pledge of Allegiance to the Christian Flag.....	41
9.6.3.	Pledge of Allegiance to the United States Flag .....	41
9.7.	School Photographs.....	41
9.8.	School Programs (Christmas & End-of-the-Year) .....	41
<b>10.</b>	<b>PHILOSOPHY AND OBJECTIVES .....</b>	<b>41</b>
10.1.	GBCS' Mission Statement and Objectives .....	41
10.2.	GBCS' Philosophy of Christian Education .....	42
<b>11.</b>	<b>PROCEDURES FOR CONFLICT RESOLUTION.....</b>	<b>43</b>

<b>12. REQUIRED FORMS</b> .....	<b>45</b>
12.1. Medical Information Form & Request for Administration of Medication.....	45
<b>13. SCHOOL SUPPLIES</b> .....	<b>45</b>
13.1. Supplies .....	45
13.2. Textbooks & Workbooks .....	46
<b>14. STANDARDS OF CONDUCT</b> .....	<b>46</b>
14.1. Rationale Supporting GBCS' Standards of Conduct .....	46
14.2. Cheating .....	48
14.3. Classroom Discipline .....	48
14.4. Cleanliness of Clothes and Person .....	48
14.5. Courtesy .....	48
14.6. Language.....	49
14.7. Off-Campus.....	49
14.8. Physical Contact.....	50
14.9. Stealing.....	50
14.10 Vandalism .....	50
14.11. Worldly & Sinful Pursuits.....	50
<b>15. WITHDRAWALS</b> .....	<b>51</b>
15.1. Notice.....	51
15.2. Tuition Refund .....	51

# 1. INTRODUCTION

## **1.1. History of the School**

In 1980 God led Pastor Jim Black to start Gethsemane Baptist Christian School (GBCS). Mr. David Sisson was the school's first principal. In its inaugural year GBCS had sixty students in grades K4 through fifth grade and twelve full and part-time staff and faculty. In its second year of operation, the Lord added a sixth grade, the school's first boys' basketball team and girls' cheerleading squad. The enrollment in the second year jumped to 119 students. Also during this year, Mr. and Mrs. Dan Habrial came on staff as teachers. Mr. Habrial would become the school's second principal in 1985.

From 1983 to 1988 the administration added a new grade every year, and in 1988 Gethsemane Baptist Christian School graduated its first senior class with four graduates. During the same time span the school launched its first boys' football team, boys' and girls' volleyball teams and girls' basketball team. GBCS relocated to its present location at 6095 Orange Avenue here in Long Beach in 1988.

Several years later in 1995, God saw fit to bless both Gethsemane Baptist Church and Gethsemane Baptist Christian School with new leadership. First, Dr. David Smith obeyed the Lord's call to become the church's fourth pastor in its 21-year history. Second, Mr. Dave Duncan became the school's third principal. In 1996, Mr. Doug Weldon took the helm of leadership of the school as its fourth principal. The year of 1997 brought another change, as Mrs. Debra Pryde became the fifth administrator of GBCS. It was during this year that GBCS' Independent Study Program (ISP) for home-schooling families was implemented. In 2000 Mr. Nelson Jones became the sixth principal with the privilege of administrating Gethsemane Baptist Christian School. In the fall of 2005 Dr. David Smith became the principal/administrator of GBCS. In November of 2009 Mr. David Murphy became the principal/administrator of Gethsemane Baptist Christian School, as well as the pastor of Gethsemane Baptist Church. In June of 2010 Mr. Joshua Weldon, a graduate of GBCS, became the ninth principal.

GBCS was founded to provide the membership of Gethsemane Baptist Church with an alternative to public education. GBCS affords parents assistance in developing their children not only academically, socially and physically, but spiritually as well. GBCS reinforces to its students the Biblically based spiritual values taught by their parents. Over the past years many of GBCS graduates have gone on to college to pursue bachelors and advanced degrees in education, mathematics, theology and various other fields of study.

## **1.2. Relationship of the School to the Church**

Gethsemane Baptist Christian School (GBCS) is a ministry of and is governed by the Gethsemane Baptist Church (GBC) of Long Beach, California. The senior pastor serves as the administrator of the school. All school employees are, in reality, employees of Gethsemane Baptist Church.

## **1.3. Faculty & Staff**

Gethsemane Baptist Christian School employs a professional and degreed teaching staff, of which many possess considerable teaching and leadership experience. In addition to having high academic qualifications, each teacher is chosen for their high spiritual qualifications. Because every employee of the school is in a position to influence the students, all GBCS teachers must give a clear salvation testimony, as well as demonstrate evidence of a mature faith in Christ and spiritual fruit by their personal life and devotion to their local church and its ministries. Each member of the faculty and school staff has a love for children and a servant's heart. All willingly sacrifice and give of themselves for the spiritual welfare and success of our children and young people.

Following are the names and positions of those employed by GBCS:

### Full-Time Administrative Staff

Mr. David Murphy	Pastor & Administrator
Mr. Joshua Weldon	Principal
Mrs. Michelle Murphy	Administrative Secretary
Miss Joan Carey	Financial Secretary
Mr. Cipriano Villarreal	Maintenance

#### Full-Time Teaching Faculty

Miss Zaigra Martinez	Kindergarten
Mrs. Lydia Jones	1 <sup>st</sup> & 2 <sup>nd</sup> Grade
Miss April De Vera	3 <sup>rd</sup> & 4 <sup>th</sup> Grade
Miss Linda Romero	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mr. Doug Weldon	Chemistry, Computer Literacy, Physics, Yearbook
Mrs. Janet Weldon	Choir, Drama, Home Economics, Math

#### Part-Time Teaching Faculty

Mrs. Aloha Dickinson	History, Learning Center Monitor
Mr. Phillip Goltiao	English, Piano
Miss Nancy Mata	Learning Center Monitor, Typing
Mr. Ely Reynolds	Athletic Director, Bible, P.E., Substitute Teacher
Mr. Joshua Weldon	Bible Quiz, English, Learning Center Supervisor

#### Part-Time Support Staff

Mrs. Mana Campbell	Extended Care
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### **1.4. The Deacons**

Because the Gethsemane Baptist Christian School is a ministry of the Gethsemane Baptist Church, both the senior pastor and the deacons of the Gethsemane Baptist Church comprise the reviewing body of GBCS. As needed, the deacons, in conjunction with the pastor, review the school's policies and procedures and makes necessary recommendations to ensure that the school operates efficiently and effectively, not only within established legal parameters, but also within the school's philosophy of education and mission statement. Even though church deacons' meetings are closed to the public, school parents may petition to speak to the deacons about an issue, provided that normal communication/grievance procedures have been pursued through the administration.

### **1.5. The School's Constituency**

Gethsemane Baptist Christian School has a "closed" enrollment. This means that while the school is primarily for the membership of Gethsemane Baptist Church, the administration, as space provides, may extend enrollment opportunities to Christian families who attend other churches. Attendance at Gethsemane Baptist Christian School is a privilege and not a right; and a student's privilege of attending GBCS may be revoked if he does not faithfully abide by the tenets of this handbook.

### **1.6. The School Principal**

The principal was hired by the senior pastor to oversee the day-to-day operations of the school. Having been formally trained in Christian education, the principal has the authority and responsibility for:

- (1) Recruiting and selecting employees under his supervision.
- (2) Supervising the educational program under his jurisdiction.
- (3) Developing a curriculum that is consistent with the philosophy and objectives of the school and church.
- (4) Scheduling, assigning, and supervising the work of his staff and the general operation of the school.
- (5) Keeping the school neat and clean and working with maintenance staff/other responsible church staff to keep the school facilities in good operating repair.
- (6) Organizing and directing in-service training programs for the faculty.
- (7) Keeping appropriate school records and making necessary reports.
- (8) Being responsible for the attendance, health, welfare, and conduct of students, and administering discipline as and when necessary.
- (9) Preparing and maintaining a set of rules and regulations for the control and operation of the school.
- (10) Organizing and directing all student body affairs and all extra-curricular activities.
- (11) Evaluating the work of employees under his supervision and maintaining written evaluation reports.
- (12) Recommending any changes in the faculty or staff salary schedules.
- (13) Recommending student expulsions and re-enrollment rejections.

## 2. ACADEMIC POLICIES

### **2.1. Athletics**

One of the positive benefits of a school athletic program is the development in students of healthy attitudes toward competition and winning and losing in life. Just as learning how to lose and win gracefully is an important part of competition, so is learning how to compete vigorously while keeping emotions and attitudes under control in a way that honors Christ. Competitive sports give students opportunities to develop physical coordination, confidence, teamwork abilities, sportsmanship and Christian character.

#### **2.1.1. Available Sports Teams**

Sixth through twelfth grade boys and girls are encouraged to participate on the school's sports teams. In a given year the school may field volleyball, basketball, and flag football teams for the boys and basketball and volleyball teams for the girls. GBCS is a member of California Baptist Athletic League (CBAL), an organization of Christian schools, which compete against one another in a variety of sporting events.

#### **2.1.2. Eligibility for Playing Sports**

The Athletic Director, or his designated representative, will verify eligibility of student sports program participants at the end of every week. Sports eligibility will be determined by the following:

- (1) Any student participant within the school's sports program (i.e., athlete, statistician, manager, etc.) at the time of eligibility must have at least a cumulative G.P.A. for the reporting period of 2.000. Furthermore, the student must maintain a grade of "C-" or better in Bible and every core subject with no grades of "F" in his remaining subjects at the time of verifying student eligibility.
- (2) Eligibility is determined weekly. Eligibility is checked every Friday afternoon by the end of the school day. (In other words, the student cannot do something over the weekend to become eligible for a Monday game.) If a player is ineligible, he/ she cannot play in any game the following week, even if he raises his grade during the week.
- (3) Students may not elect to go to practice or a game in lieu of serving an assigned detention or work detail. Permission to reschedule a detention or work detail must be obtained from Mr. Joshua Weldon.
- (4) Students on suspension, academic or behavioral probation are not eligible to participate in the sports program.
- (5) The academic requirements for number (1) above will be modified for tournament play.
- (6) Should it be determined that an ineligible student has played in a game when they were not supposed to play, the administration, upon investigation, reserves the right to automatically suspend that student from participating in the next three (3) consecutive games.
- (7) While an ineligible student may not play in a game, he may participate in team practice, notwithstanding the provisions under number three (3) above are not violated.
- (8) If a player is able to play on both the varsity and junior varsity teams, then he may not play for either team when he is ineligible.
- (9) If a student is absent from school on the day of a game, he may not play in the game.
- (10) The administration reserves the right to implement other guidelines to this sports eligibility policy as deemed necessary without prior notice.

More guidelines concerning the school's sports program will be provided to sports participants as necessary.

#### **2.1.3. Physical Education (P.E.) Requirements**

ELEMENTARY LEVEL - Elementary students will participate in organized physical educational activities on a weekly basis. These physical education times are exclusive of recess and lunch activities.

SECONDARY LEVEL - Students in the seventh through the tenth grades are required to take physical education classes unless otherwise specified by the administration. Each high school student must earn at least twenty (20) credits to be eligible for graduation from high school. A student will earn two and one half (2 ½) credits for each team sport he plays completely. Students in physical education must dress out in the appropriate physical education uniform implemented by the school. Students who fail to dress out for P.E. will have their grade lowered accordingly, as decided by the P.E. teacher, and may be disciplined further, depending upon the circumstances.

## **2.2. Awards (Academic & Behavioral)**

The following list provides most of the awards which students could earn. Most awards are not given out until the end-of-the-year graduation ceremonies.

### **2.2.1. General Awards**

- (a) **"A' Honor Roll"** - awarded to students with a G.P.A. between 3.750 and 3.999 for a semester
- (b) **"B' Honor Roll"** - awarded to students with a G.P.A. between 3.000 and 3.749 for a semester
- (c) **"Citizen of the Year"** - given to one student per group [primary and junior elementary, junior high and high school] who exemplifies the traits listed under the "Student of the Month" Award
- (d) **"Highest Overall Average"** - given to the student in each grade who earned the highest overall academic average in all subjects combined
- (e) **"On-Time" Award** - given to students with no unexcused tardies to school for the year
- (f) **"Outstanding Achievement"** - given to students who achieved excellent grades in a given subject
- (g) **"Outstanding Attendance"** - given to students with less than five absences
- (h) **"Outstanding Effort"** - given to students who demonstrate consistent effort and hard work in a particular subject
- (i) **"Perfect Attendance"** - given to students with perfect attendance; students using pre-planned absences cannot qualify for this award
- (j) **"Straight 'A' Honor Roll"** - awarded to students with an overall 4.000 G.P.A. for a semester
- (k) **"Student of the Month"** - given to one student per class in elementary and to one student for every two grades in the secondary level who demonstrate exemplary consideration and kindness to others; these students also are helpful, participate in the classroom, and complete their assignments
- (l) **"Student of the Year"** - an academic award given to the student with the highest academic average in a given subject, usually a core academic class; this award is given in each grade/level/course
- (m) **"Christian Character"** - given to the student in each group mentioned in the "Citizen of the Year" Award that exemplifies sterling Christian character in every aspect of his/her life

### **2.2.2. Senior Class Awards** (Each of these awards is based on all 4 years of high school.)

- (a) **"Drama" Pin** - given to a senior who has participated in drama class
- (b) **"High Honor Student" Pin** - awarded to students whose G.P.A. is between 3.500 and 3.799
- (c) **"Highest Honor Student" Pin** - awarded to students whose G.P.A. is 3.800 and above
- (d) **"Honor Student" Pin** - awarded to students whose G.P.A. is between 3.000 and 3.499
- (e) **"Leadership" Pin** - given to seniors who have exemplified exceptional Christian leadership
- (f) **"Service" Pin** - given to a senior if he has served in some capacity in his local church
- (g) **"Salutatorian" Pin** - awarded to the senior with the second highest G.P.A.; must have minimum G.P.A. of 3.500 in a graduating class of five or more students; must also be graduating with at least a college preparatory diploma; a student graduating with an Honors diploma will be considered for salutatorian above other students in a less challenging diploma track
- (h) ☆ **"Valedictorian" Pin** - awarded to the senior with the highest G.P.A.; must have minimum G.P.A. of 3.750 in a graduating class of five or more students; and must also be graduating with at least a college preparatory diploma; a student graduating with an Honors diploma will be considered for valedictorian above other students in a less challenging diploma track
- (i) **"Yearbook" Pin** - given to seniors who have participated in the yearbook class

☆ = Eligible student must attend GBCS for at least two years as an on-campus student during high school.

## **2.3. Bible**

As a ministry of Gethsemane Baptist Church, Gethsemane Baptist Christian School uses and promotes the King James Version of the Bible, not the New King James Version. All students must bring a King James Version of the

Bible to school to complete any Bible work and to use during chapel services. Students will not be permitted to use any other Bible versions on campus or for any school-related work, unless they are doing a comparative study between versions for a Bible assignment by direction from a teacher. Students will need to memorize certain passages of Scripture throughout the school year. This Scripture memorization is mandatory and is a key component to each student's Bible grade. Students must memorize Scripture from the King James Version of the Bible.

## **2.4. Chapel**

Students are required to participate in weekly chapel services. Chapel services are conducted much like regular church services. The students sing songs, give testimonies and listen to the preaching of God's Word. Chapels are held each Wednesday morning on school days and last between thirty-five minutes and one hour. Parents are encouraged to attend the school's weekly chapel services, as they are vital times of spiritual renewal and direction.

Since chapels are considered very special times, students must dress in "chapel dress". "Chapel dress" guidelines are as follows:

- K – 6<sup>th</sup> Girls - Plaid skirt or jumper with white blouse.  
K – 6<sup>th</sup> Boys - Navy pants with white short or long sleeve oxford shirt. Navy/red striped tie (clip).
- 7<sup>th</sup> – 12<sup>th</sup> Girls - Navy skirt with white blouse. .  
7<sup>th</sup> – 12<sup>th</sup> Boys - Navy pants with white short or long sleeve oxford shirt. Navy/red striped tie (no clip).

- NOTE:**
- (1) All students must wear dress shoes for chapel; however, elementary students may change into tennis shoes after chapel.
  - (2) Secondary level students (7<sup>th</sup> – 12<sup>th</sup> grade) must remain in "chapel dress" for the entire school day unless directed otherwise.

## **2.5. Communication of Student Academic Progress**

### **2.5.1. Agendas**

K4 – 8<sup>th</sup> grade students have been instructed to take their agenda home each day. Each parent must check his child's agenda for important information regarding homework and school activities. Parents of K – 8<sup>th</sup> grade students must sign their children's agenda daily. This checking process should include signing or initialing the homework assignments when students complete them. Occasionally, a teacher may write in the agenda a brief comment directed to the parent about the child's performance. A parent may also use his student's agenda to make a brief statement to his child's teacher or to ask questions about his student's work. As one can see, the student agenda has the potential to be a dynamic communication tool.

### **2.5.2. Five-Week Progress Reports**

At the five-week point in the quarter, the teachers issue five-week grades for the students. These five-week grades are a snapshot of the students' academic progress up to that point within the quarter. These reports are usually sent home to the parents via the students on the first Tuesday after the end of the fifth week. (Five-week report dates are listed on the school calendar in section 8.3.6. of this handbook.) Once a parent receives his child's five-week report, the parent must review it with his child, sign it and return it to the school office within three days of receipt of the report. A parent should contact his child's teacher(s) immediately upon receiving either a poor or an unsatisfactory five-week report.

### **2.5.3. Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled every semester so that parents may meet with their children's teachers to review their children's academic progress and to develop jointly a plan of action for academic improvement, if necessary. (Please refer to section 8.3.6. of this handbook for parent-teacher conference dates.) The school office will provide scheduling information for parent-teacher conferences, as the time approaches to conduct them. Of course, any parent may meet with his child's teacher at any non-academic time for a conference, as long as the conference has been scheduled with the teacher in advance.

#### **2.5.4. Report Cards**

Report cards will be issued after the close of each nine (9) week period, called a quarter. (Some quarters are longer than nine weeks). Report cards will be sent home with the students approximately one week after the end of each quarter. It is the parent's responsibility to ensure that his child takes the report card home. Report card dates are given on the school's annual calendar. (Please refer to section 8.3.6. of this handbook.) Each parent must sign his child's report card and return it to the school office by the date on the report card. A parent's account will be assessed a \$5 processing fee if his child's report card is not returned to the school office. The end-of-the-year report cards (4th quarter/2nd semester) and the students' annual achievement test results are given out on the night of the K5, 6<sup>th</sup> & 8<sup>th</sup> grade graduation and elementary program for grades K4-8<sup>th</sup> and on the night of senior graduation for 9<sup>th</sup> – 12<sup>th</sup> grade students. Families with delinquent accounts will not receive final reports cards, test results or awards until accounts have been reconciled.

HIGH SCHOOL STUDENTS (9<sup>th</sup> – 12<sup>th</sup> grades) - Credit for satisfactorily passed courses will be issued to high school students at the semester break. A student will typically earn five (5) credits a semester for a class that meets five days a week. In addition, a student will earn 5 credits when he satisfactorily completes six (6) PACEs in the appropriate series within a particular course using the Accelerated Christian Education® curriculum.

#### **2.5.5. Tests & Quizzes**

All graded tests/quizzes will be sent home for the parent to sign in grades K4 through 6<sup>th</sup> grade. These tests/quizzes need to be returned to the teacher within the time frame specified by the student's teacher. Parents of secondary level (7<sup>th</sup> – 12<sup>th</sup> grade) students will receive a quiz and test schedule prior to every test they take via email. The secondary level students must take information on failed tests home and ask their parents to sign the information and return it on the next school day.

### **2.6. Credits Transferring**

We are currently a Candidate for Accreditation for our 9<sup>th</sup>-12<sup>th</sup> grades, approved by the Schools Commission of the Western Association of Schools and Colleges. (Western Association of Schools and Colleges; Accrediting Commission for Schools, 533 Airport Blvd., Suite 200, Burlingame, CA 94010) This candidacy will last for three years within which time we hope to receive full accreditation. It is still up to each individual school whether or not to accept our credits. Therefore, high school credits earned at GBCS may or may not transfer to a public school.

### **2.7. Curriculum**

ELEMENTARY - GBCS utilizes both A Beka® and Bob Jones University Press curriculums at the elementary level in the conventional classroom manner. Since both of these curriculums are published by Christian organizations, the textbooks and workbooks are thoroughly integrated with Biblical principles. Both A Beka® and Bob Jones University Press have been in existence for many years, and their curriculums are mainstays in Christian schools throughout the world.

SECONDARY - The seventh through twelfth grade students use the A Beka®, Saxon®, and Accelerated Christian Education® curriculums. These organizations have been providing quality Christian educational resources to thousands of Christian schools throughout the world for many years.

### **2.8. Failing a Bible Course**

Since the administration believes that a student's attitude toward the Bible is pivotal to his success at GBCS, a student must pass his Bible classes to maintain his enrollment in the school. A failed Bible course will have to be made up. A student who fails two (2) successive semesters in Bible may be asked to withdraw from GBCS.

### **2.9. Field Trips**

Each class schedules field trips during the school year that supplement material being taught in class and that offer students learning experiences outside the classroom. Once a field trip has been approved by the school administration, parents will be notified of all the details pertaining to the field trip and will be asked to sign a liability release and permission form for their children. (No student will be allowed to participate on a field trip activity without this form being completed and signed by a parent/guardian. These forms are provided by the teacher or may be obtained through the school office.) Parents are encouraged to go on field trips and to assist as chaperones if they

are interested. When transiting to and from a field trip destination, all students and chaperones must ride on the bus provided by the school. (A parent chaperone may only take his own child to and from the field trip destination in the parent's vehicle.) Chaperones must conform to the school dress code while attending a school-sponsored field trip. There also may be a fee that each student/chaperone must pay to participate in the field trip.

**2.10. Grading Scale – Academic**

**2.10.1. Kindergarten [K4] (4 yr. old)**

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement

**2.10.2 Kindergarten [K5] (5 yr. old)**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average (NOTE)

**NOTE:** A "D" average in phonics/reading/math may be grounds for retaining the student in K5. If a student is not retained, then he will be promoted into first grade on academic probation with the option of being placed back into K5 if he struggles too much.

**2.10.3. Elementary (1<sup>st</sup> – 6<sup>th</sup> Grades)**

- |               |               |  |                           |
|---------------|---------------|--|---------------------------|
| A+ = 98 – 100 | Excellent     | F = 0 – 64   | Failing                   |
| A = 95 – 97   |               | I =  | Incomplete                |
| A- = 92 – 94  |               | P =  | Pass (no numeric average) |
| B+ = 89 – 91  | Above Average | *E =   | Excellent                 |
| B = 86 – 88   |               | *G =   | Good                      |
| B- = 83 – 85  |               | *S =   | Satisfactory              |
| C+ = 80 – 82  | Average       | *N =   | Needs Improvement         |
| C = 77 – 79   |               | *U =   | Unsatisfactory            |
| C- = 74 – 76  |               |  |                           |
| D+ = 71 – 73  | Below Average | (* = applies to elementary art, music, P.E. and penmanship;<br>a "+" or "-" after an "E", "G", "S" or "N" delineates a gradation<br>of the mark) |                           |
| D = 68 – 70   |               |  |                           |
| D- = 65 – 67  |               |  |                           |

**2.10.4. Secondary (7<sup>th</sup> – 12<sup>th</sup> Grades)**

- |               |                           |                    |
|---------------|---------------------------|--------------------|
| A+ = 98 – 100 | Excellent                 | 4.000 grade points |
| A = 95 – 97   |                           |                    |
| A- = 92 – 94  |                           |                    |
| B+ = 89 – 91  | Above Average             | 3.000 grade points |
| B = 86 – 88   |                           |                    |
| B- = 83 – 85  |                           |                    |
| C+ = 80 – 82  | Average                   | 2.000 grade points |
| C = 77 – 79   |                           |                    |
| C- = 74 – 76  |                           |                    |
| D+ = 71 – 73  | Below Average             | 1.000 grade points |
| D = 68 – 70   |                           |                    |
| D- = 65 – 67  |                           |                    |
| F = 0 – 64    | Failing                   | 0 grade points     |
| I =           | Incomplete                |                    |
| P =           | Pass (no numeric average) |                    |
| F =           | Fail (no numeric average) |                    |

Students, who have work that has not been turned in, including tests, quizzes, etc., will receive an incomplete for the grading period. Any special arrangements because of long-term illness must be made through the principal. No student will earn credit for an incomplete grade on his report card. This lack of credit will negatively impact a student's potential for promotion/graduation, as well as his grade point average (G.P.A.) and any honors associated with it. Students receiving an incomplete grade will be given a specified timeframe in which to make-up missing work. If the work is not completed by the designated time, then an "F" will be assigned to the missing work and the grade will be calculated accordingly. (This policy applies to elementary students as well.)

## 2.11. Grading Scale – Character/Behavior Growth

Included with the achievement marks will be the character/behavior growth marks. These indicate the student’s character/behavior growth in various areas of conduct such as attitude, cooperation, respect for others, group interaction and behavior becoming a professing Christian. These marks are a valuable reflection of the student’s attitudes in all areas of schoolwork and activities. Progress in character/behavior growth is equally as important as academic growth. The grade scale for character/behavior growth is as follows: E = Excellent, G = Good, S = Satisfactory, N = Needs Improvement; and U = Unsatisfactory. If a student maintains an unsatisfactory character/behavior growth grade average for the entire semester, the administration may ask the parents of said student to withdraw him from school.

## 2.12. Graduation Requirements

In grades nine through twelve students earn credits toward graduation from high school. A student must earn between 220 and 280 credits to be eligible for graduation. The number of credits that a student needs for graduation is dictated by the type of diploma he desires to achieve.

### 2.12.1. Diploma Tracks

The following tables set forth the course requirements for the courses of study offered at GBCS. (Deviations from these requirements must have prior approval in writing from the administration. Since graduation requirements will not usually be altered, a request for deviation from the norm must be borne by extreme extenuating circumstances. Furthermore, due to changes in the curriculum/courses of study, the administration reserves the right to alter these requirements for either an individual/particular group. If the administration does not provide for a student to take a course, which satisfies a particular track requirement, then the student’s graduation requirements/course of study will be adjusted accordingly.)

<b>Vocational Course of Study</b> (R) = Required; (O) = Optional; (E) = Elective	
COURSE	MINIMUM CREDITS REQUIRED
Bible (R)	40
English (R)	30
Mathematics (R)	30
Social Studies (R)	30
Science (R)	30
Computer Literacy (R)	5
Speech (R)	5
Music (R)	5
Physical Education (R)	20*
Health (R)	5
Electives	20
<b>TOTAL CREDITS</b>	<b>220</b>

<b>General Course of Study</b> (R) = Required; (O) = Optional; (E) = Elective	
COURSE	MINIMUM CREDITS REQUIRED
Bible (R)	40
English (R)	40
Algebra I (R)	10
Algebra II (R)	10
Math Elective (E)	10
World Geography (R)	10
World History (R)	10
U.S. History (R)	10
Gov. & Economics (R)	10
Biology (R)	10
Physical Science (R)	10
Etymology (O)	10
Computer Literacy (R)	5
Speech (R)	5
Music (R)	5
Physical Education (R)	20*
Health (R)	5
Electives	20
<b>TOTAL CREDITS</b>	<b>240</b>

<b>College Preparatory Course of Study</b>	
(R) = Required; (O) = Optional; (E) = Elective	
COURSE	MINIMUM CREDITS REQUIRED
Bible (R)	40
English I (R)	10
English II (R)	10
English III (R)	10
English IV (R)	10
Algebra I (R)	10
Algebra II (R)	10
Geometry (R)	10
World Geography (R)	10
World History (R)	10
U.S. History (R)	10
Gov. & Economics (R)	10
Biology (R)	10
Physical Science (R)	10
Chemistry (R)	10
Etymology (O)	10
Computer Literacy (R)	5
Speech (R)	5
Music (R)	5
Foreign Language (R)	10
Physical Education (R)	20*
Health (R)	5
Electives	20
<b>TOTAL CREDITS</b>	<b>260</b>

<b>Honors Course of Study</b>	
(R) = Required; (O) = Optional; (E) = Elective	
COURSE	MINIMUM CREDITS REQUIRED
Bible (R)	40
English I (R)	10
English II (R)	10
English III (R)	10
English IV (R)	10
Algebra I (R)	10
Algebra II (R)	10
Geometry (R)	10
Advanced Math (R)	10
World Geography (R)	10
World History (R)	10
U.S. History (R)	10
Gov. & Economics (R)	10
Biology (R)	10
Physical Science (R)	10
Chemistry (R)	10
Physics (R)	10
Etymology (O)	10
Computer Literacy (R)	5
Speech (R)	5
Music (R)	5
Foreign Language (R)	20
Physical Education (R)	20*
Health (R)	5
Electives	10
<b>TOTAL CREDITS</b>	<b>280</b>

\* Physical education is usually taken in both the freshman and sophomore years. Students also receive physical education credit for playing on the sports teams or being a cheerleader (2 ½ credits per sport).

### **2.12.2. Early Graduation from High School**

Generally, students will not be allowed to graduate early from GBCS. Students who are excelling academically may be considered for early graduation provided that they are placed in the Honors diploma program and will complete all the necessary requirements prior to graduation.

### **2.12.3. Withdrawal from Individual Class Policy**

Students may not drop any academic core class for their convenience. The administration will determine if a student needs to drop a class; and if a determination is made that a student needs to drop an academic class, then the administration will drop the class at the semester break. Elective classes may not usually be dropped after the first week of the semester. Only seniors may be allowed to drop one or two electives (with administrative approval) during the last hour of the day if they have to leave early to go to work off campus.

## **2.13. Homework**

Homework has been proven to be a powerful tool for ensuring a student's success in school. Doing assigned homework is beneficial for the following reasons:

- Homework provides the necessary reinforcement of daily work through practice. This in turn effects long-term memory and results in retention of the subject matter being taught.
- Homework increases a student's confidence and skill level.
- Homework improves academic achievement.
- Homework develops a sense of responsibility and encourages the development of life skills that will help children to grow and to be independent, motivated, successful adults.
- Homework is a vital link between home and school.

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework to aid the students in the advancement of their studies. Each student is required to complete his homework assignments on time. Schoolwork classified as "homework" is unfinished class work, drill and practice, a remedial activity or a special project. While parents may assist by explaining work when necessary, the homework must be done by the student, and the student must take responsibility for it.

### **2.13.1. Amount of Homework**

The following lists the approximate amounts of time for nightly homework based on an average student's ability.

K4 & K5	➔ limited homework (10 – 15 minutes)	4 <sup>th</sup> Grade	➔ 50 minutes
1 <sup>st</sup> Grade	➔ 30 minutes	5 <sup>th</sup> Grade	➔ 55 minutes
2 <sup>nd</sup> Grade	➔ 40 minutes	6 <sup>th</sup> Grade	➔ 60 minutes
3 <sup>rd</sup> Grade	➔ 45 minutes	7 <sup>th</sup> – 12 <sup>th</sup> Grade	➔ 20 – 30 minutes per core subject; higher mathematics courses may take longer

### **2.13.2. Consequences for Incomplete Homework**

#### **ELEMENTARY (PER QUARTER)**

- 1<sup>st</sup> offense ➔ Extra work (This usually means that the homework is doubled. For example, if the homework was ten questions, then the students does twenty.)
- 2<sup>nd</sup> offense ➔ Extra work
- 3<sup>rd</sup> offense ➔ Extra work; teacher phones home to parents
- 4<sup>th</sup> offense ➔ One after-school detention\*
- 5<sup>th</sup> offense ➔ Two after-school detentions\*
- 6<sup>th</sup> offense ➔ Student sent to office to complete homework before returning back to class; principal phones parents; student receives a "0" daily grade for the subject in which homework was incomplete

\* Detentions may occur during lunch or after school. In lieu of a detention, the student may be assigned a work detail, and/or directed Bible studies on relevant topics such as "work", "priorities", and "time management". Continual homework offences will result in more severe consequences.

\* A student's consequences for being unprepared for class are the same as those for incomplete homework.

#### **SECONDARY (PER QUARTER)**

- 1<sup>st</sup> offense ➔ Grade lowered
- 2<sup>nd</sup> offense ➔ Grade lowered
- 3<sup>rd</sup> offense ➔ Grade lowered, one after-school detention\*
- 4<sup>th</sup> offense ➔ Grade lowered, one after-school detention\*, phone call to parents
- 5<sup>th</sup> offense ➔ Grade lowered, one after-school detention\*, one point off semester grade, phone call to parents
- 6<sup>th</sup> offense ➔ Grade lowered, one after-school detention\*, one additional point off semester grade, student sent to office and cannot return until work is completed. Each day a student misses will result in an unexcused absence.

\* Detentions are thirty minutes in length and are served after school on Tuesdays and Thursdays.

### **2.13.3. Homework Exemption and Excuses**

The only acceptable excuses for incomplete homework are illness, emergencies, or attendance at church-sponsored meetings. In any case, a note of explanation must be written in order to avoid penalty. Light or no homework will be assigned on Wednesdays or on days that there are special services. Usually, no extra homework is assigned over holidays; albeit book reports or research papers may need to be worked on during holiday breaks due to the magnitude of such projects. Incomplete seatwork and goals always become homework, even on mid-week church nights.

If a student fails to bring in homework, as well as acceptable excuse, then he will still be responsible for turning in the homework, even though the grade for it may be lowered. The parents of a student who is neglecting his homework will be notified by his teacher to discuss the situation.

### **2.13.4. Parent Responsibility for Homework**

The administration expects the full cooperation of parents to ensure that students complete their homework assignments properly and on time. All K4 – 8<sup>th</sup> grade students must notate all homework assignments in their agendas to help keep their parents informed of homework assignments. These agendas must be signed by parents every school night. Agendas of high school students (9<sup>th</sup> – 12<sup>th</sup> grade) do not need to be signed unless the parent is contacted by the teacher.

Research indicates that parental motivation and support is the most crucial element in determining a child's success in school. A student more likely will do his best if his parents:

- (1) help him to plan and to use his time wisely.
- (2) establish his homework routine. (Parents should ensure that homework time is scheduled into their children's lives at a specified time each day.)
- (3) are available to help and to encourage him.

A good resource for parents to obtain in developing homework habits with their children is Lee Canter's book, *Homework Without Tears*.

## **2.14. Promotion to the Next Grade/Level**

A student will be promoted to the next higher grade/level upon his satisfactory completion of the requirements for the current grade/level in which he is enrolled. This typically means that a student must pass his math and language arts/reading courses both semesters in order to be eligible for promotion to the next grade/level. However, if a student fails these courses all year, then he will not be promoted to his next grade level.

**ELEMENTARY LEVEL** - Students who fail a math and/or a language arts course must obtain tutoring during the school year/summer, so that they might master the material that they didn't learn in those subjects. Students who did poorly in a subject, but didn't fail the subject, may also be required to obtain tutoring or to attend summer school.

**SECONDARY LEVEL** - Students who fail any course must obtain tutoring/remedial help in the affected course(s) during the school year/summer.

★ **FOR JUNIOR HIGH STUDENTS** → If a student fails a class, then he must make up the class during summer school. Students who fail or do poorly in many classes throughout the year may be retained in that same grade level.

★ **FOR HIGH SCHOOL STUDENTS** →

- (1) If a student fails a class, then he must make it up either during summer school or during another semester before he graduates. Since a student does not receive any credit for failed courses, his graduation from high school can be delayed if he fails many classes.
- (2) Students who are using the Accelerated Christian Education® curriculum to complete high school coursework, must complete satisfactorily the twelve (12) PACEs for a given subject to receive

the full year's credit for that course, unless the subject only contains six (6) PACEs. Incomplete PACE work can be completed during summer school before the student may proceed to the next level/course or graduate.

## **2.15. School Graduates**

In keeping with its mission statement, Gethsemane Baptist Christian School trains the whole child spiritually, academically, socially and physically. The school offers a complete curriculum that constantly encourages the student body to serve the Lord Jesus Christ with all of their heart, soul, mind and strength throughout the entirety of their lives. Therefore, the administration guides the students to ask the Lord, "What do you want me to do with my life?" While the faculty and staff know that not all students are called to be pastors, missionaries, Christian school teachers or other full-time Christian workers, we will endeavor to instill in them to be faithful to God no matter what their vocation may be.

## **2.16. Senior Trips**

The following is provided in addition to the information listed in section 7.1.11. of this handbook.

- (1) The senior class will be taking its senior class trip only during the school's Easter Break during the spring.
- (2) The administration will give the collateral responsibilities of being the senior class advisor to a full-time, faculty member, who will directly report to the administrator. (This will be done on a yearly basis, and the person may change from year to year depending upon various factors.) The senior class advisor will oversee all fund-raising activities for the senior class, as well as coordinate the senior class trip. The senior class advisor will also be responsible to oversee the graduation reception. The senior class advisor will also accompany the senior class on the senior class trip, unless another faculty member has been approved by the administration to function as the lead chaperone of the senior class trip.
- (3) The senior class may only go on a trip for which all funds have been secured through fundraising or parent donations. The school's general budget will not subsidize the expenses of the senior class trip. The following information concerning fundraising is critical.
  - (a) Both parents and students should adhere to two basic principles while participating in fundraising for the senior class trip:
    - Do all fundraising as unto the Lord and for the school, not for the individual student.
    - Whatever money is acquired through a fundraiser belongs to the school and not the individual students.
  - (b) Students may not be "refunded" amounts "earned" by their efforts in the fundraising activities. Legally, they are not working for themselves in a school fundraiser. They are volunteering for the school so that the school can provide them with an educational experience. The fact that a student participates in a fund-raising activity is immaterial. In other words, although the school puts fundraising monies into an "account" to provide the students with a measurement of how they are doing, the money does not belong to the students individually. Conversely, if a student does not participate in a fundraising activity, then the student does not receive any of the money from the fundraiser. "Refunding" money to students who participate in fundraisers turns the student volunteers into employees of the school for tax purposes.
  - (c) Matthew 20:1-16 contains Scriptural instruction regarding the aforementioned principles for fundraising.
- (4) Since the senior class trip is a school-sponsored function, both the destination and the activities of the trip must be approved by the administration prior to the expenditure of any funds to secure plane tickets, hotel accommodations, etc. If the parents and seniors do not observe this provision, then they may suffer financial loss, as the administration reserves the right to alter/cancel any part or all of the senior trip itinerary if what is planned does not coincide with school's educational philosophy, mission statement or policies. The school reserves the right to determine both the trip itinerary and the dates of the trip.
- (5) The type of trip and activities which a senior class may enjoy are incumbent upon the diligent participation of both the parents and seniors. No other school personnel resources will be expended to facilitate either fund-raising or planning of the trip, unless ordered by the administration.
- (6) Chaperones approved by the administration must accompany the seniors on every part of the senior class trip.
- (7) Both seniors and chaperones must follow the school's dress code unless a specific activity warrants a modification in the dress code. The senior class advisor or lead chaperone will decide and communicate any changes to the dress code that may be appropriate.
- (8) The seniors are still bound by the tenets of this school handbook while they are on the trip.

## **2.17. Special Academic Advancement Considerations**

A student may be considered for advancement past his current or chronological grade level if he has consistently demonstrated superior achievement in previous grades. This superior achievement usually must be demonstrated in the attainment of both a 4.000 grade point average and a superior ranking on a nationally standardized achievement test for the past three (3) years. Providing that a student meets all of these qualifications, he may be advanced no more than (2) grade levels past the chronological grade level for his age. This advancement is not automatic. Both the student's parents and the administration must agree that advancement is in the best interest of the student. The ultimate decision to advance a child beyond his current grade/level rests solely with the administration.

## **2.18. Standardized Achievement Tests**

Each year in the spring, the school administers the Stanford Achievement Test to all K5 (5 year-old) through twelfth grade students. The administration disseminates the results of these nationally recognized standardized tests upon receipt of all student scores. Since it is mandatory for all designated students to take the complete standardized test(s) when administered by the school, and it is extremely difficult to administer make-up tests, parents must not permit their children to be absent on testing days. (Please refer to section 8.3.6. for the dates of the standardized testing.)

## **2.19. Tutoring**

All GBCS teachers will offer limited tutoring to their students at no charge. However, when it is evident that a student needs remedial tutoring beyond the average scope of help that a teacher would normally provide, then that student's parent must make arrangements with his child's teacher or another teacher to secure extended tutoring for a fee. GBCS teachers normally charge \$25 per hour of extended tutoring. Names of recommended tutors may be obtained from the school office. Furthermore, academically gifted students may be available for hire to tutor struggling students. Parents must pay tutorial fees directly to the tutors.

# **3. ADMISSIONS**

## **3.1. Admissions Policies**

### **3.1.1. Admissions Committee**

The school principal reviews each new student application and makes a determination whether a student will be accepted or rejected. However, when necessary, the principal may consult the administrator and teachers concerning an applicant's fitness for admission.

### **3.1.2 Nondiscrimination Statement**

Both Gethsemane Baptist Church and Gethsemane Baptist Christian School do not discriminate against members, applicants, students or others on the basis of race, color, or national or ethnic origin.

### **3.1.3. Re-enrollment**

The following delineates the steps in the re-enrollment process for returning students.

- (1) A returning family picks up enrollment forms, once early registration for the next year begins. (The administration will contact families whose enrollment for the upcoming year may be jeopardized prior to giving them a re-enrollment packet.) This early registration process gives current school families the first opportunity to enroll their children before new students are accepted. If currently enrolled families do not register for the upcoming school year during the early registration, then they jeopardize their children's enrollment for the next year, as other new students may be accepted, once open enrollment starts, causing classes to fill up.
- (2) A returning family must completely fill out the paperwork in the re-enrollment packet.
- (3) Once the returning family completes all required paperwork, then the completed enrollment packet must be submitted with the first semester registration payment. (No enrollment forms will be processed without a registration payment. A re-enrolling student's place cannot be indefinitely held until the registration is paid.)

### **3.1.4. Selection of Students**

The following, as listed, delineates the priority for admitting students for each new academic year.

- (1) Returning students from church members.
- (2) Returning students from non-church members.
- (3) New applicants from church members.
- (4) New applicants from non-church members

Usually no deference is given to whether a new student is coming from either a public or a Christian school. However, if there is limited space in a class, then deference may be given to the student coming from a Christian school over a student transferring in from a public school.

GBCS does not accept either married or divorced students into its student body. Furthermore, GBCS does not accept students who will have reached their 20<sup>th</sup> birthday by the time of their graduation from high school

## **3.2. General Admissions Policies for All Students**

A student may be admitted into Gethsemane Baptist Christian School following a favorable review process of the student's former school records, placement/diagnostic tests, course grades, achievement test scores, discipline records, and psychological/behavioral evaluations. A critical part of this review is a "New Student Interview" (NSI), which is held between the applicant parent(s) and the school principal. The NSI helps to facilitate parental understanding and agreement with the school's educational philosophy and objectives. With the training of Christian students to live for Christ as its primary objective, GBCS sets forth the following policies that are applicable to each student/family, seeking enrollment into GBCS.

- a. In a home where both of the parents are married and reside together with the student, at least one of the parents must be a Biblically born-again Christian. In a single-parent home, the custodial parent/guardian must be a Biblically born-again Christian.
- b. While it is desirable for the applicant student to profess personal, saving faith in the Lord Jesus Christ, it is not necessarily a requirement, depending upon the age/understanding of the prospective student. The general guideline is that an applicant student must be Biblically born-again, if he is applying for enrollment into either junior or senior high school (grades 7 through 12).
- c. Both the applicant family and student must be faithfully attending members of either Gethsemane Baptist Church or another Bible-believing church of like faith. This is important so that there is consistency in belief with regards to morality, virtue and doctrinal teaching between the student's home, church and school. Faithful church attendance of both the student and his custodial parent(s) is required to maintain the student's enrollment in GBCS. If a family or student does not maintain faithful church attendance, then the administration reserves the right to withdraw said student from the school. Furthermore, if a family or student attends regularly or maintains their/or his membership in a church whose doctrinal position is/are not consistent with Scripture, then that family or student will be asked to withdraw from GBCS.
- d. Students whose national percentile ranking (PR) have been below average in math, reading/language for the past two consecutive years on nationally recognized achievement tests may not be admitted into GBCS.
- e. Students whose grades in core academic subjects have been poor for the past two consecutive years may not be permitted to enroll in GBCS.
- f. If upon review of a student's academic achievement and record it is determined that he should be retained in the previous grade, then such a recommendation will be made to the student's parents prior to the acceptance of said student into GBCS.
- g. Both parents and students are expected to uphold the objectives, values, rules and purpose of GBCS.
- h. Students who have unsatisfactory conduct records from a previous school, overt behavior problems, or suspensions/expulsions from other schools are not usually considered for admission.
- i. Students who have used drugs, alcohol, tobacco or pornography are not usually considered for admission.
- j. Both parents and students must agree to abide by the school's *Standards of Conduct & Disciplinary Policy*.
- k. While GBCS may elect to admit a student who has minimal special education needs, it generally does not take special-needs students. Furthermore, GBCS does not accept government subsidies for special-needs students.
- l. GBCS will permit students from public school to transfer in, provided that both the students' and parents' motive for transferring is consistent with GBCS' philosophy of education. To remove a student from unseemly influences or to put him in a more controlled environment are not reasons enough to consider enrollment in GBCS.

### **3.3. Specific Policies by Grade Level**

#### **3.3.1. Kindergarten**

- a. Students must have reached by December 2<sup>nd</sup> of the school year either their fourth birthday to be eligible for admission into the kindergarten (4 year-old) [K4] class or their fifth birthday to be eligible for admission into the kindergarten (5 year-old) [K5] class.
- b. While a physical examination is not necessary for admission into kindergarten, students must be completely immunized according to the State of California's immunization guidelines. (These guidelines are provided in the enrollment packet.)
- c. It is neither necessary for K5 applicants to have been in K4 the previous year nor for them to take an entrance examination for K5. There are no pre-requisites for entrance into K4.

#### **3.3.2. Elementary (Grades 1 through 6)**

- a. Students must have reached by December 2<sup>nd</sup> of the school year their sixth birthday to be eligible for admission to first grade.
- b. Students applying for entrance into 1<sup>st</sup> grade must have a complete and certified physical examination prior to admission.
- c. All elementary students must be completely immunized according to the State of California's immunization schedule and guidelines.
- d. All new students transferring into first grade through sixth grade must take an entrance/diagnostic examination to determine if they are on level academically.
- e. The testing fee of \$25 is non-refundable, but will be deducted from the total registration amount upon acceptance into GBCS.

#### **3.3.3. Secondary (Grades 7 through 12)**

- a. According to new California law for the 2011-2012 school year, seventh through twelfth grade students must present proof of a tdap booster shot before starting school.
- b. All new students transferring into the seventh grade through the twelfth grade must take an entrance/diagnostic examination to determine if they are on level academically.
- c. The testing fee of \$25 will be deducted from the total registration amount upon acceptance into GBCS.

## **4. BEFORE AND AFTER SCHOOL CARE**

### **4.1. Cost**

An hourly rate will be charged for each student, rounded up to the next half hour. Extended care rates have a minimum ½ hour charge and are as follows:

#### Students in K-4 through 6th Grade

1<sup>st</sup> Child → \$2.25 per hour      2<sup>nd</sup> Child → \$2.00 per hour      3<sup>rd</sup> Child → \$1.75 per hour

#### Students in 7<sup>th</sup> – 12<sup>th</sup> Grade

\$1.25 per hour

A parent, who picks up his child (-ren) after extended care hours have ended, will be charged \$5 per child for every ten-minute segment that the child (-ren) has/have been in extended care past 6:00 P.M. (A minimum of \$5 will be charged.) Those participating in extra-curricular sports must sign into extended care 15 minutes after their sports/practice activity has ended.

(Extended care charges will begin 15 minutes after school has ended.) Extended care billing is done on an alternate cycle than tuition billing. Extended care billing is usually assessed around the 20<sup>th</sup> of the month and is listed with the tuition billing on the same monthly statement.

## **4.2. Times**

GBCS offers before-school extended care from 7:00 A.M. to 7:45 A.M. and after-school care from fifteen minutes after school ends to 6:00 P.M. each school day. (On a regular day school ends at 2:45 P.M. **except Wednesday it ends at 2:00 p.m.**) On non-school days and early dismissal days prior to holidays, extended care is not provided.

# **5. DISCIPLINARY POLICIES**

## **5.1. GBCS' Philosophy of Discipline**

The word *discipline* means to educate, to prepare by instructing, to correct, to train in principles and habits, to condition by repetition in matters of subordination to authority. The Bible instructs parents to discipline, or train, their children in order to produce Christ-like character within the children. Biblical discipline involves deliberately guiding and teaching the child in such a way as to change the child's will, attitude, and behavior, ultimately resulting in the child's joy and success. Biblical discipline includes many means of accomplishing this, including patient teaching and training, as well as chastisement when necessary. Nevertheless, all forms of chastisement are to be corrective and restorative, done in love for the benefit of the offending child.

There are three specific objectives in the discipline policy at GBCS. They are appropriate obedience, respect for legitimate authority, and personal responsibility.

1. **Obedience** – One can recognize the fact that disobedient children grow up to defy, not only parents and teachers, but government, laws, rules, their bosses, or anyone who would attempt to restrict them from doing what they want to do, including God. Those, who know the Lord, recognize that God's gracious commands are designed to spare them from the sorrows of sinful choices and to lead them to receive the blessings of conforming to God's character. They also recognize that children who refuse to submit to God's limitations and guidance, as they grow into adulthood, bring into their lives great sorrow. Children greatly benefit by learning to obey legitimate authority. Healthy obedience leads children to become well-adjusted, unselfish, happy people rather than deceitful, selfish, miserable people.

2. **Respect** – Respect for God, authority, and other people gives children the skill they need to get along with others and function as members of society and members of God's family as well. A proper respect for parents and teachers forms a foundational attitude, which will later determine a child's attitude toward all other people in his life. Children who are allowed to treat others with contempt, who are not taught to respect the rights and property of others or who don't regard authority with proper esteem will grow up to be demanding, obnoxious, and arrogant people. They will learn to get what they want at other people's expense and will use manipulative means to assert their will and to satisfy their desire for control and dominance. They will become insensitive to the feelings of others and will lack the humility that is necessary to practice Biblical love and forgiveness between brethren in Christ and others in their community.

3. **Responsibility** – Children who learn to be responsible for their own behavior and choices learn to be self-controlled. They develop the satisfaction and security that results when they are able to implement achievements in practical, everyday living. Responsible behavior in children prevents many painful consequences, including much of the despair and depression that is always associated with behavior that is irresponsible and undisciplined.

Students who are present where school rule violations occur may be subject to the same discipline as those who commit the offense. Furthermore, students who ridicule or make fun of students, who are being disciplined, may also be subject to the same disciplinary procedures as those whom they are ridiculing. Students may also be disciplined for infractions of school policy outside normal school hours, either during school-sponsored events or non-school times.

## **5.2. Home & School Cooperation**

Since GBCS does not usurp the authority of the parent in teaching his child, but rather supports the parent's endeavor and acts on the behalf of the parent in a delegated, authoritative role, the school does not usurp the parent's responsibility to discipline his child. The school sees its relationship with the parent as a partnership to assist the parent in discharging his Biblical responsibility to train and to discipline his child. Subsequently, the administration desires to involve the parents of its school children to whatever extent possible in the discipline of the students. Likewise, school parents must cooperate with the school to address student discipline issues.

### **5.3. Minor Offenses**

The following offenses are considered minor infractions of school policy. (This list is not inclusive of all possible minor infractions and may be edited as needed by the administration.)

- breaking a procedural, classroom rule
- dress code violations/sloppiness
- passing/reading notes
- talking without permission
- littering
- running in the building
- playing during class time
- willful disobedience
- griping/murmuring/complaining
- teasing
- any infraction of policy which the administration deems minor
- rudeness
- rowdiness
- throwing objects/food
- “horseplay”
- eating outside the cafeteria area
- being in an unauthorized area
- not returning proper forms/reports when required to
- worldly conversation
- name-calling
- derogatory remarks/slang
- chewing gum/eating food/drinking without permission

Students who violate the school's rules in these areas may be subject to one or more of the following disciplinary actions:

- ★ timed separation from the group activity
- ★ loss of recess/activity/play time
- ★ additional homework
- ★ work sheets/essay assignment addressing the inappropriate behavior
- ★ work details
- ★ detentions
- ★ parent-teacher conferences

### **5.4. Detention & Work Detail**

Detentions are used to communicate to students that they have exhibited some form of unacceptable behavior. Detentions may be assigned by teachers or the school administration and may include a written assignment designed to help the student to understand and to change his behavior for the better. A student who receives either a detention slip or a work detail slip must have the slip signed by his parent or guardian and returned on the next school day. Any student who fails to serve his detention may be disciplined further (i.e., receive an additional detention, work detail, etc.).

A detention is a discipline measure designed to correct a student's behavior. While detentions are not punitive in nature, they are designed so that students do not enjoy them; and even though detentions are not given to “punish” the parents, the scheduling of detentions may be inconvenient to both parent and the student. Notwithstanding, the student must serve his detention/work detail as scheduled by the administration. Neither the student nor his parent may reschedule a detention just for convenience sakes. The administration may reschedule a student's detention/work detail if his parent notifies the school office or the Learning Center supervisor that his child has a previously scheduled doctor's appointment. This is typically the only reason for which the administration will reschedule a detention. However, extenuating circumstances may be taken into consideration by the administration for a request to reschedule a detention.

In some instances the administration may elect to assign a student a work detail instead of a detention. A work detail is served by a student for a particular time, typically the amount of time for which a detention would be scheduled. A work detail may include such things as sweeping, picking up trash, cleaning out lockers, washing walls, and other campus beautification projects. Work details may be scheduled by the administration before, during or after school.

### **5.5. Discipline through the School Office**

When a student is directed to the school office for correction of an offense, the administrative person dealing with the student will seek to determine the student's motives, possible underlying causes to the behavior, the facts surrounding the incident and the student's understanding of the offense. The objective of all such encounters is to correct the student's wrong behavior and attitude and to replace it with the correct behavior and attitude. This is

done by helping the student to clarify and to understand how he specifically chose to behave inappropriately or how he sinned against another individual; explaining the violation in Biblical terms; determining what corrective measures are appropriate and explaining the consequences of the student's choice to misbehave; explaining what the administration desires the student to learn from the correction that will be administered and what right behavior must replace the wrong; instructing the student how to resolve an offense Biblically or make proper restitution; reassuring the student of the administration's love, forgiveness and desire to help him behave appropriately in the future.

A *Student Behavior Report* will be completed by the teacher, who referred the student to the office. (A copy can be provided to the parent, and another copy is filed in the school office.) Not only is the behavior report designed to keep the parents informed of what happened and what corrective measures were implemented, but the report is used to help both the school and the home work together to monitor and to correct the student's behavior. Once issued, the *Student Behavior Report* must be read, signed by the parent or guardian, and returned to the school office the following school day. If a detention, a work detail or an on-campus suspension is assigned, it will be noted on the *Student Behavior Report*, along with date and time on which the detention/work detail/suspension is to be served, as well as any assignments to be completed. Some assignments may be sent home directly with the student to do with the parent. These must be completed and returned to the school office on the date specified on the *Student Behavior Report*. Failure of the student to complete required assignments, to return them on time, or to show up for detention on time will result in further disciplinary action.

## **5.6. On-campus Suspension**

In cases which a student's behavior merits the consequence of a suspension, he may serve such a suspension at school. This type of suspension is called an on-campus suspension. An on-campus suspension will be supervised by the administrative staff. The type of work which a student may complete during an on-campus suspension will depend on the infraction which the student committed. Usually the work is tailored to help him address the issue(s) that led him to choose the wrong behavior that resulted in the suspension. A work detail may also be assigned to a student who is serving an on-campus suspension.

A \$15-a-day charge will be assessed to a parent's account whose child is serving an on-campus suspension. This fee is normally billed after the completion of the suspension. For cases in which a student must serve a suspension longer than two (2) days, the administration may elect to have the student serve his suspension at home. Parents will not be charged a fee if their children serve their suspensions off-campus.

Students who are serving an on-campus suspension must report directly to the office upon arrival to school, and they cannot leave the office until their parents come to pick them up from school. Suspended students will not be permitted to attend any school function, either during school or after school, on the days which they are suspended. Suspensions do not normally become a part of a student's permanent record. However, in the case of a serious infraction/repetitive behavioral issue, the administration may elect to make a student's suspension a part of his permanent record.

The following infractions are ones for which a student may be suspended. (This list is not inclusive of all of the things for which one may be suspended, and the administration may modify this list as necessary.)

- ♦ Cursing/using profanity
- ♦ Bringing objectionable magazines, tapes (audio/video), CDs/DVDs/ or literature to school
- ♦ Inappropriate behavior towards the opposite sex/same sex (e.g. violating the "no touch" policy)
- ♦ Stealing (including borrowing someone's property without permission)
- ♦ Caused/attempted to cause/threatened to cause physical harm/injury to another
- ♦ Disrespect towards authority/gestures of disgust towards authority
- ♦ Fighting
- ♦ Gossip/slander
- ♦ Cheating (including copying another student's homework)
- ♦ Gambling
- ♦ Lying
- ♦ Vandalism/defacing of school/private property
- ♦ Body piercing (except for ladies' normal ear piercing)

Should a student need to be suspended, the administration will notify the student's parent(s) of its intent prior to suspending the student. The student will be permitted to answer for himself during the investigative process of the disciplinary stage before a decision is made to suspend him. Furthermore, the administration reserves the right to place a student on an administrative suspension pending the results of an investigation into the student's behavior. If

a student is placed on an administrative suspension, then he will not be allowed to attend school or to be on campus, or to attend a school-sponsored activity. A parent may grieve the administration's decision to suspend his child. The following guidelines apply to making up missed work from a suspension. Students who are placed on a one-day suspension must make up all quizzes and tests on the first school day of their return regardless of whether or not the class(es) in question meet(s) on that day. (The administration will work with the teachers to grant students, who were suspended for more than one day, additional time to make up quizzes, tests and missed work.) Although a suspension is classified as an unexcused absence, no points will be deducted from the quizzes/tests, and the availability exists for bonus/extra credit points to be awarded if the teacher(s) allowed for such opportunities. Students who disregard the tenets of this provision will receive a zero ("0") on each quiz/test they fail to make up.

### **5.7. *Disciplinary Probation***

Disciplinary probation is a serious level of discipline, which is administered to a student who has not wholeheartedly responded to the less severe methods of correction previously given to correct his behavior. The placing of a student on disciplinary probation is one of the final efforts of the administration to help the student to cease his sinful behavior and to choose godly and righteous actions. A student may be placed on disciplinary probation for either willful neglect of academic responsibilities or serious or habitual behavioral offenses. The following lists contain examples of improper conduct that may result in the placing of a student on disciplinary probation.

#### ACADEMIC ISSUES

- Unsatisfactory progress or work
- Failure to maintain a "C-" average with no "F"s
- Accumulated homework offenses

A student in grades 1 through 12 may be placed on academic probation, lasting between nine and eighteen weeks, if he fails to maintain a passing grade in Bible and two (2) core, academic subjects. Should a student need to be placed on academic probation, his parent will be notified in writing of that need, and a subsequent meeting between the student's parents, his teacher and the administration may be held. Students who are placed on academic probation may participate in extracurricular activities as long as they maintain a "C-" average. At the end of the probation an evaluation will be made by the teacher and the administrator to determine the appropriate action that needs to be taken. This action could be either the lifting of the probation or the extending of the probation with mandatory tutorial intervention. A student, who is placed on academic probation due to his unwillingness to complete his assignments and to study for his quizzes/tests, may jeopardize his enrollment in GBCS should he not accept personal responsibility for his non-compliance and change his behavior. In other words, the administration reserves the right to request that the parents withdraw such a student from the school.

#### BEHAVIORAL ISSUES

- Accumulated class tardies
- Accumulated unexcused absences from school
- Accumulated office referrals
- A rebellious spirit, negative attitude, or bad influence on other students
- Continued disobedience or disrespect to authority
- Committing a serious breach of conduct inside or outside the school ministry, which has an adverse effect upon the testimony of GBCS

Students who are placed on behavioral probation may not be permitted to participate in extracurricular activities. A student placed on behavioral probation during any quarter of the school year will remain on probation through the end of the succeeding quarter.

The parent(s) of any student, who is being placed on disciplinary probation, will be notified in writing of this administrative action. Once a student is placed on disciplinary probation, his enrollment in the school is seriously jeopardized, as the continuation of habitual, sinful behavior on his behalf will result in his immediate withdrawal from the school.

## **5.8. Expulsion**

When it becomes apparent that a student's influence is detrimental to the progress of others, or that, after counseling, a student remains unsympathetic toward the educational and spiritual objectives of the school, or that a student refuses to live under the authority of his/her parents and no longer lives at home, then that student's enrollment in GBCS will be terminated (expulsion). Furthermore, failure on the behalf of the parents to comply with the policies and disciplinary procedures of the school ministry may be grounds for the withdrawal of their child from the school. The following infractions of school policy are so serious that they will result in the expulsion of any student that commits them. (This list is not inclusive of all the infractions for which a student may be expelled, and it may be edited by the administration as deemed necessary.)

- fornication and/or any type of lewd sexual behavior such as homosexuality/bestiality
- having an abortion
- possession of any type of pornography or sexually explicit or alluring pictures
- possession of, providing for or arranging the sale of, taking or being under the influence of narcotics/alcohol (This includes abusing prescription drugs and possessing drug paraphernalia as well.)
- smoking or possession of any form of tobacco or smoking paraphernalia
- making terrorist threats
- rebellious spirit/disdain for authority (NOTE: *This does not refer to isolated instances of disobedience or disrespect, but rather the habitual characteristic of rebellion and mockery.*)

A student may even be expelled for repeated offenses, which are considered less serious, if it is determined that the student does not want to be submissive to the school's authority.

Before a student is expelled, an administrative review will be conducted to evaluate all of the aspects pertaining to the incident(s). Of course, the student will be allowed to answer for his committing of the infraction, and the administration will meet with the student's parents. Usually the administration will place a student on an administrative suspension while it reviews and makes a ruling on the expulsion. If the administration rules in favor of expulsion, then the student's belongings are returned to him, and the school's property is collected from the student, and any outstanding pre-paid annual tuition is reimbursed to the parent. [See Section 3.2. of this handbook.] The parent(s) of an expelled student may appeal the administration's decision to the school superintendent. Any student who is expelled from GBCS is not permitted to participate in any school-sponsored activities and is not allowed to be on campus. Students who are expelled may not apply for re-enrollment until one full semester has passed, in addition to the balance of the semester in which the student was expelled.

## **6. DRESS CODE**

In keeping with its educational objective, the school has chosen rules and standards of conduct that it believes will promote the development of Christ-likeness in each student. It is the administration's desire and prayer that every student enrolled in GBCS will develop a desire to please Christ in all they do, whether it be in the choices they make in clothing, what they choose to do for recreation, how they conduct themselves with others, or what they choose to do with their future both spiritually and academically. As a Christian school, GBCS applies the following spiritual principle to the area of dress: "*Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.*" (1 Corinthians 10:31)

Students will be required to wear school uniforms purchased through DENNIS Uniform Manufacturing Company. Only uniforms purchased through DENNIS specified on our schedule will be acceptable.

### **6.1. Dress Code for Females**

HAIR - Hair must be neat, clean, feminine, in a moderate style becoming to the specific age. It must be of a uniform, naturally occurring color. Bleaching portions of hair is not permitted. Extreme hairstyles are not acceptable. The appropriateness of a hairstyle is the ultimate determination of the administration.

BLOUSES, SKIRTS & JUMPERS - Although uniforms are purchased through DENNIS, they must meet the following criteria. Blouses, skirts, and jumpers may not be tight-fitting. Dresses and jumpers must be two inches or more from the bottom of knee when standing. Shorts or tights are to be worn under jumpers or skirts for girls who play on the playground equipment.

**SHOES & SOCKS** - Girls in kindergarten through sixth grade may not wear sandals, backless shoes or shoes with a sole higher than 1 ½ inches. Their shoes must be safe and appropriate for playground activity, worn with socks or tights. Girls in grades seven through twelve may wear dress sandals, but may not wear split-toe or beach sandals. Girls may not wear combat or “masculine looking” boots. Tennis shoes are not to be worn on chapel day for Jr./Sr. High students. Elementary students may not wear tennis shoes during chapel, but may be permitted to wear tennis shoes after chapel at the teacher’s discretion. Girls in grades seven through twelve may not wear shoes with a heel higher than 2 ½ inches.

**MISCELLANEOUS** - Make-up may not be worn by girls in sixth grade or below. Girls in seventh grade and above may wear make-up in moderation. Heavy or extreme make-up is not permitted. No multiple earrings (only 1 earring in the bottom of earlobe); thumb rings, toe rings, anklets, body piercing or tattoos (phony or real) will not be permitted. Students may not write on skin. Excessive (not more than 2 items per hand is recommended) or extreme jewelry is not permitted. No undergarments may be exposed or visible through dresses, skirts or blouses. Proper undergarments must be worn at all times. Only DENNIS jackets (including those with hoods) may be worn in class during cold and inclement weather. (See section 2.4. of this handbook for further guidelines about chapel dress.)

## **6.2. Dress Code for Males**

**HAIR** - Hair must be clean and neatly combed (no spikes allowed). Excessive use of gels or sprays is not permitted. Hair must be off the ears and collar, and may not hang over eyes. Hair must be tapered on the sides and back. The administration will not allow designs to be cut into the hair, tails, or step cuts. Students whose hair does not meet dress code will be sent home and not allowed to return until their hair has been cut to a balanced length and approved by the administration. Hair must be its original color. “Hair check” will be held periodically on Wednesdays after chapel. If a student does not pass “hair check” he will receive a “Hair Cut Slip”. The student will need to have the slip signed and returned to the school office, and he must have his hair cut by the date indicated on the slip. The appropriateness of a haircut is the ultimate determination of the administration. Mustaches or beards are not permitted. Boys must be clean-shaven at all times. Side burns cannot go past the middle of the boys’ ear. Boys may also be issued a “Sideburn Slip” to be signed by parents. If a student’s facial hair does not meet dress code, then he will be sent to the office so that he can wait for his parent(s) to pick him up, or he can shave his face at school. (The administration may also provide disposable razors and shaving cream for young men to shave at school if necessary.)

**SHIRTS & SLACKS** - Although uniforms are purchased through DENNIS, they must meet the following criteria. Shirts are to be tucked in at all times and buttoned up. Pants must look neat and clean with no holes. Pants must not be “oversized” (no larger than 2” gap at the waist, and no more than 2.5” gap in the leg and length of pants should not touch the floor). Tight fitting pants are not permitted. Belts must be worn with pants designed for them.

**SHOES & SOCKS** - Socks must be worn. Shoes must be tied or fastened. No combat boots, steel-toed boots, slippers, or sandals may be worn by the boys. Younger boys (6th grade and down) must wear footwear that is safe for playground activities. Tennis shoes are not to be worn on chapel days for junior and senior high students. Elementary students may not wear tennis shoes during chapel, but may be permitted to wear tennis shoes after chapel at the teacher’s discretion.

**MISCELLANEOUS** - Earrings, necklaces or feminine bracelets are not allowed. No body piercing or tattoos (phony or real) will be permitted. Students may not write on skin. Generally, boys may not wear beanies or hats to school; however, special allowances may be made for extremely cold weather. Only DENNIS jackets (including those with hoods) may be worn in class during cold and inclement weather. (See also section 2.4. of this handbook for further guidelines about chapel dress.)

## **6.3. Dress Code for Parents/Guests Visiting GBCS or Chaperoning Trips**

In order to encourage the students to dress appropriately for a school environment and to uphold a dignified Christian testimony with a desire to reflect love for Christ, the administration requests that parents and guests, who visit the school or chaperone school events and field trips, observe the same standard of dress as do the students. Parents’ sensitivity and cooperation in this area will be greatly appreciated by the school and church staff.

#### **6.4. Dress Code Violations**

If a student violates the dress code, he/she may be sent home that day to correct the offense, depending on how serious the infraction is. Repeated warnings or office referrals for dress code violations will be regarded as willful disobedience and disciplined accordingly. If a student is sent to the office for a major dress code violation, he will be asked to wait in the office until his parent brings the appropriate attire into which he must change. Any missed work due to a dress code violation must be made up after school. Repeated minor dress code infractions will be corrected through appropriate disciplinary measures.

Parents who are unwilling to support and to enforce the school dress code with their children encourage disharmony between the school and their homes, which often results in defiant attitudes within their children. Parents are expected to support the school's efforts to establish a school dress code that reflects high Christian standards and an attitude of neatness and dignity.

#### **6.5. Reasons for a Dress Code**

(a) Research supports our observation that clothing has a direct affect on behavior. Both adults and children behave distinctively different while wearing different types of clothing. Play clothes, work clothes, dress clothes and evening attire all affect the way one feels and acts, as well as the way others feel and react toward him. When considering the reasons behind the school's dress code, it is important to remember that sloppy clothing encourages sloppy behavior, sensual clothing encourages sensual behavior, dignified clothing encourages dignified behavior, well-balanced and attractive clothing encourages confident behavior, and ill-fitting, out-dated clothing encourages insecure behavior.

(b) The Scriptures command Christians to reflect Christian principles in what they choose to wear. *"For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's."* (1 Corinthians 6:20) *"...Adorn themselves in modest apparel..."* (1 Timothy 2:9-10)

(c) The Scriptures teach Christians to behave differently than those who do not believe the Scriptures and do not submit themselves to the Lordship of Christ. *"For ye were sometimes darkness, but now are ye light in the Lord: walk [live] as children of light."* (Ephesians 5:8)

(d) The Christian school has an important responsibility to maintain a Christian testimony in the community and to reflect the image of Christ. One way the community judges a church and its school is by the appearance of its students and faculty. Though God looks at the inward man, the world looks at the outward man and makes judgments accordingly. While modest clothing may not be a reflection of a heart that's right with God, a heart right with God *will* willingly reflect its love for God with an outward appearance that conforms to God's revealed will in the Scriptures. (1 Samuel 16:7)

Students who have a sincere desire to please God and to reflect Christian values and principles in their life will have a desire to choose clothing that reflects the same.

#### **6.6. When Does the Dress Code Apply?**

Uniforms are to be worn during school hours. In all other activities (i.e. sports, open houses, orientations, school programs, etc...), students should follow the school guidelines.

### **7. FINANCIAL POLICIES**

#### **7.1. Fees**

##### **7.1.1. Athletic Fees**

There is a per-sport fee charge for all participants of extra-curricular sports. The per-sport fee charge is determined and announced prior to the beginning of practice for the sport. In addition to the per-sport fee, other costs may be borne by the parents such as the purchasing of uniforms, shoes and other sports accessories. The athletic director

will inform the parents of such required costs. If a student quits a sports team, is removed by the coach or becomes ineligible due to academics or poor behavior, no refund of any sports related costs will be given.

### **7.1.2. Books & Supplies**

**ELEMENTARY** - Parents purchase their children's schoolbooks prior to the beginning of the school year. Graded booklists are mailed with the first month's billing so that parents can order and pay for the books. If a student needs to have a book ordered during the school year, the appropriate shipping charge and tax will be added to his parent's account. Along with the graded booklists, supply lists are mailed to parents before school starts. These supply lists provide pertinent information to parents regarding the scholastic supplies that their children will need. Some teachers may elect to have parents pay a supply fee instead of requiring the parents to go out and purchase school supplies. Teachers that opt for the supply fee usually do so because they want to ensure that the children in their classes have the same type of supplies.

**SECONDARY** - Students in the secondary grades (7 – 12) utilize the A Beka®, Alpha Omega®, Saxon® and Accelerated Christian Education® curriculums. Just as for elementary students, booklists for each level (grade) will be mailed to the parents of the secondary students, so that the parents can order and pay for the books. Along with the booklists, a basic supply list is provided as well. Secondary students will need to provide their own supplies (i.e., pens, paper, notebooks, etc.).

### **7.1.3. Graduation Fees**

**KINDERGARTEN (K-5)** - Each prospective K5 graduate will have a \$25 graduation fee assessed on their parents' April billing.

**SENIORS (12<sup>th</sup> GRADE)** - Each prospective high school graduate will have a \$75 graduation fee assessed on their parents' April billing.

### **7.1.4. Laboratory Fees**

Students enrolled in classes such as art, computer, Biology, Chemistry, Physics, etc. may have an additional fee in order to cover supply expenses for these classes. Such fees are listed on the graded booklists.

### **7.1.5. Locker Fee**

Lockers are assigned to the junior and senior high students (7<sup>th</sup> – 12<sup>th</sup> grade) for their use during the school year. Locks are provided by the school and must be returned at the end of the school year. A locker rental fee of \$4 will be assessed to the parents in the October billing.

### **7.1.6 Lunch & Snacks**

Students may provide their own lunches from home, or they may purchase lunch through the school. A monthly calendar, showing the daily "a la carte" entrées that could be purchased, is provided for parents and students. Beverages and snacks may be purchased by students from the school to supplement their lunches.

### **7.1.7. On-Campus Suspension Fee**

Students who are suspended for conduct reasons may be asked to serve their suspension at school. This is called an on-campus suspension. A fee of \$15.00 per day will be charged to the parent's account to help offset the expense of providing special supervision to the student during his suspension. If a student is asked to serve his suspension at home, there will be no charge.

### **7.1.8. Physical Education Fee**

All students in 7<sup>th</sup> through 12<sup>th</sup> grades who are taking physical education (P.E.) are required to purchase the school P.E. uniforms. Parents may purchase the P.E. shirts from DENNIS and order and pay for girls' culottes utilizing the booklist order form. Boys navy P.E. shorts are not purchased from DENNIS or GBCS. In addition, a nominal P.E. fee is charged for the purpose of purchasing P.E. equipment for use in class.

### **7.1.9. PSAT/NMSQT® Testing Fee**

All tenth and eleventh grade students are required to take the PSAT (Pre-Scholastic Aptitude Test)/NMSQT (National Merit Scholarship Qualifying Test). The school calendar lists the date for this test. Each student taking the test must pay a \$15 testing fee before he/she takes the test. There is no makeup date for this test and no refund for the testing fee. The PSAT/NMSQT® gives the students a foretaste of what will be on the SAT® college aptitude test. All students are encouraged to take either the SAT® or the ACT® by the fall semester of their senior year. All 11<sup>th</sup> and 12<sup>th</sup> grade students preparing for college will be given the opportunity to utilize the school's computer programs that are especially designed to prepare students to take the SAT® or ACT® exams. Students, who are taking either the SAT® or ACT®, are responsible to set up their own testing dates and to remit the appropriate testing fees. The school administration will assist the students with this process.

### **7.1.10. Registration Fees**

Each student's total registration for the school year is divided into two semester payments.

- 1<sup>st</sup> Semester's Registration Payment - due payable with (re-)enrollment application and reserves student's place until August 10<sup>th</sup>, after which date the student's place may be forfeited to those on the waiting list.
- 2<sup>nd</sup> Semester's Registration Payment - due payable upon receipt of February's tuition statement.

Registration is an annual fee charged for each student, which is non-refundable and non-transferable.

### **7.1.11. Senior Class Trip**

The highlight for the senior class is its senior class trip. Both the seniors and their parents raise the money necessary for the seniors to go on the trip, as the school does not underwrite any expense relating to the trip. Each senior must pay for his portion of the trip before he goes on the excursion. A parent's account cannot be billed for the senior class trip.

### **7.1.12. Tardy Fee**

Students will be charged a \$5 tardy fee for the 5<sup>th</sup> and subsequent unexcused tardies to school during the quarter. If multiple children in a specific family are tardy on the same day, then the family is only assessed one tardy fee, not a tardy fee per child. At the beginning of each quarter the tardy tracking rolls back to zero. (This is only for tracking tardies for tardy fee purposes. The tracking of tardies for attendance purposes is continual.) Tardiness disrupts the quality of education for all students in the class. It is suggested that parents establish a policy in their families that the person causing the tardy pays the tardy fee. This will help to teach the students a sense of responsibility about the important aspect of being punctual.

### **7.1.13. Transcript Fee**

A parent may receive one (1) complimentary copy of his senior high student's transcripts (one per year). Additional copies are \$10 each. No fee will be charged for transcripts sent directly to requesting institutions. In either case a *Transcript Request* must be completed for the school's records. The administration will not release transcripts to parents whose financial accounts are delinquent.

### **7.1.14. Tutoring Fees**

When it is determined that a student will need more individualized assistance than is normally provided by his teacher, then the teacher will discuss with the student's parents the option of additional tutoring. Tutoring fees are charged by the individual instructor chosen and due at the beginning of each lesson, unless other arrangements have been made between the parent and the tutor. Generally, instructors charge \$25 per hour for tutoring.

### **7.1.15. Yearbook**

Each student purchases a copy of the school's yearbook, *The Sword*, when book fees are paid. (The cost of the yearbook is listed on each student's booklist.) School parents who own businesses may contact the yearbook advisor and discuss the possibility of purchasing advertising space in the yearbook to advertise their businesses.

## **7.2. Financial Policies & Procedures**

### **7.2.1. Exclusion Policy**

If a family doesn't pay the monthly tuition by the last day of the month, and arrangements have not been made with the finance office, then the student(s) will be excluded from class until the tuition is paid. Excluded students must remain at home, as the school will not provide child care for them. If an excluded student is brought to school, then he will be required to stay in the school office until he can be picked up by his parent/guardian.

### **7.2.2. Financial Hardships**

If a school family has suffered a temporary financial hardship, the finance office may be able to set up special payment arrangements in order to help the family through the crisis. **However, it is incumbent upon the family needing special payment arrangements to contact the financial office prior to the tuition due date to discuss the special payment needs.**

### **7.2.3. Late Payments**

Tuition is due on the 1<sup>st</sup> day of each month. A \$15 late charge will be applied to all accounts that are not paid in full by the 10<sup>th</sup> of the month. (This late charge applies to accounts with balances of \$10 or more.) Payments are considered late if they are not received by the school/finance office by the close of business hours on the 10<sup>th</sup> day of the month. If the 10<sup>th</sup> day of the month falls on a weekend or holiday, then the payment must be received by the school/financial office on the first business day following the weekend/holiday in order not to be considered late. The monthly tuition must be paid by the last day of the month to avoid exclusion.

### **7.2.4. Payments on Account**

The following policies/procedures for making payments are hereby set forth.

- (1) All checks and money orders must be payable to either Gethsemane Baptist Church (GBC) or Gethsemane Baptist Christian School (GBCS).
- (2) Two-party checks or post-dated checks cannot be accepted.
- (3) Payments may be either mailed or brought to the school office. (If a student brings a payment to school, the parent must ensure that the student is responsible enough to take the payment to the office before class begins. The administration will not be held responsible for a payment being late if a student neglects to turn it in on time.)
- (4) A cash payment should neither be mailed nor placed in the drop-box.
- (5) School payments should never be given to the teachers or extended care personnel.
- (6) A payment for more than the amount due will be shown as a credit on the following month's billing statement since no change is available in the school office.
- (7) Tuition/registration payments must be kept separate from other payments such as book fees, lunch charges, etc.
- (8) Billing statements are generally mailed around the 25<sup>th</sup> of each month.

### **7.2.5. Returned Check Fee**

If a check is returned by the bank due to insufficient funds, a returned check fee of \$20 will be charged to the appropriate family account, and the parent's account will be adjusted for the amount of the returned check. If a family's account is not current and its payment check has been returned for insufficient funds, then the child may be excluded until the insufficient funds have been paid. If a family's account is current when its check is returned due to insufficient funds, then the returned check will automatically be re-deposited. Payment by check will not be accepted from a family for whom the school has received two (2) returned checks due to insufficient funds, regardless for what the returned check was used to pay (i.e., lunches, books, etc.). A family's privilege of paying by check may be permanently revoked if the school has a history of receiving returned checks for insufficient funds from said family.

## **7.3. Gifts & Contributions to the School**

Because Gethsemane Baptist Christian School is a ministry of Gethsemane Baptist Church, it is a non-profit organization. Therefore, as such, it receives neither federal assistance, financial support, nor endowments from any

organization. Subsequently, gifts and contributions, no matter how small or how large, are deeply appreciated. If someone desires to give a designated monetary gift to the school, here are some suggested areas of need: computer hardware/software, playground equipment, library books, school supplies, furniture, etc. Of course undesigned monetary gifts would be appreciated too. In addition, gifts and contributions of physical assets are welcomed (i.e., computer hardware, furniture, supplies, etc.). All gifts and contributions are tax-deductible.

## **7.4. Tuition**

### **7.4.1. Tuition Amount**

A student's annual tuition amount may be calculated using the monthly tuition figures listed on the *Tuition/Fees Listing* contained in the (re-)enrollment packet. In order to obtain a student's annual tuition amount, one would take the monthly amount listed on the *Tuition/Fees Listing* and multiply it by ten. The following are two payment options provided for parental selection:

(1) **Full-Year-in-Advance**

- ✧ Due by August 12<sup>th</sup>
- ✧ 10% discount given

(2) **Ten-Month**

- ✧ 1<sup>st</sup> payment due August 1<sup>st</sup>; the 2<sup>nd</sup> through 10<sup>th</sup> monthly payments are due on the 1<sup>st</sup> of each month, with the last payment being May 1<sup>st</sup>
- ✧ No discount given
- ✧ No interest charged

Students who enter school after September will have their tuition calculated on a pro-rated basis. Tuition for a new student is not due until the student has been accepted into the school.

### **7.4.2. Tuition Discounts**

The following tuition discounts are available:

- ✧ Tithing members of record of Gethsemane Baptist Church receive a 5% discount off their tuition.
- ✧ Those families that pay a full-year in advance receive a 10% discount ("free month"). [The tuition must be paid by August 12<sup>th</sup>.]
- ✧ The senior pastor of a church of like faith receives a 10% tuition discount on all of his children enrolled in GBCS.

### **7.4.3. Tuition Refunds**

Tuition is generally non-refundable. No refund of tuition will be given for any month in which the student attended school, no matter if the student only attended for one day. (Please refer to the *Withdrawals* section of this handbook for cases in which tuition paid a year-in-advance may be refunded.) Students, whose siblings have been withdrawn either for personal, academic, or disciplinary reasons, will have their tuition rates adjusted accordingly.

## **8. GENERAL POLICIES**

### **8.1. Arrival & Dismissal**

For safety reasons students are not allowed to be on the school premises without proper supervision. Furthermore students are not permitted to roam at will throughout school facilities before, during or after school. Subsequently, all students arriving *before* 7:45 A.M. must report to the extended care worker immediately upon arrival to be signed into extended care. The time between 7:45 A.M. and 8:00 A.M. is open arrival time when students are not signed into extended care. Parents may bring their children to school between this time window and not be charged for extended care. At 7:55 A.M. all students line up in the parking lot for pledges. Any student arriving on campus after 8:00 A.M. is considered tardy to school and must report directly to the school office for a tardy pass.

When school dismisses for the day, parents or those on the pick-up list may retrieve students from the playground area (the south parking lot adjoining the building). Parents or those on the pick-up list must show themselves either to the teacher or the extended care worker before they pick up their children. (Parents or those on the pick-up list must physically sign out their children from extended care once the children have been signed into extended care.)

All students are signed into extended care fifteen (15) minutes after school dismisses for the day, unless they are serving a detention/work detail, being tutored, helping a staff member (at the staff member's request), or waiting, as a sports team member, to leave for a game. Once a student has served the detention/work detail, has helped the staff member, or has finished the tutoring session, then he is immediately signed into extended care. Again, when the school day ends, students are expected to leave the campus for home as soon as possible unless a supervised school activity requires their presence. Students may not be on the 2<sup>nd</sup> floor of the school after school hours unless they are with a staff member. Parents should notify the administration in writing of their permission to allow their children (on a regular basis) to walk home from school or to catch public transportation to and from school. No students are allowed in the building after 3:00 P.M. without permission from the extended care worker or the school office. **Parents must not double park in front of the school or park in the red-curbed zone by the cross walk when they pick up their children.**

### **8.1.1. Inclement Weather Arrival & Departure**

On days when there is inclement weather, the gates of the south parking lot will be open so that parents may drive up either to drop off their children or to pick them up. The extended care area will be relocated to inside the building during inclement weather.

### **8.1.2. Office Hours**

The school office hours are from 7:30 A.M. to 3:15 P.M. on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays the office hours are from 7:30 A.M. to 2:15 P.M. Both parents and students may take care of school-related business during these hours. Gethsemane Baptist Church members are asked not to conduct school business during church times/events and on weekends. Students may be in the school office with faculty/staff permission.

### **8.1.3. School Hours**

School regularly begins at 8:00 A.M. and ends at 2:45 P.M. except on Wednesdays school begins at 8:00 A.M. and ends at 2:00 P.M. All students must be in the parking lot for pledges by 8:00 A.M. to prevent being marked tardy for the day. After school has ended for the day, students must leave the school premises by 3:00 P.M. (except on Wednesdays students must leave school premises by 2:15 P.M.), unless they are participating in an official school activity. Students, who are just waiting around to be picked up and who are not in detention, in tutoring, or in a school-sanctioned extra-curricular activity, will automatically be signed into extended care, for which their parents will have to pay.

## **8.2. Articles Prohibited in School**

Many students like to bring toys and balls to use at recess. The administration discourages this since it will not be responsible for the loss of such items. The school provides playground equipment, such as balls, jump ropes, etc., for student use. The administration may elect to permit students to bring basketballs or other balls on a limited basis during a time that such equipment is on order through the school. Once the school has received the equipment, then the students would have to leave their equipment at home. Students may bring physical education equipment from home as long as the teacher has requested it and the parents have given permission.

Students may bring cell phones to school. However, the following rules must govern both the student and his use of the cell phone during school hours.

- (1) Cell phones must be turned off during school hours. At the beginning of each school day, students must turn in their cell phones. Elementary students turn in their phones to their teacher. Junior and senior high students turn in their cell phones to the Learning Center Supervisor. Students may pick up their cell phones once school has ended for the day.
- (2) The student may only use the cell phone during school hours with permission from a faculty/staff member to contact his parent for a school related matter.
- (3) Any calls for a student during school hours must be routed through the school office.

A cell phone that is not turned in will be confiscated and turned in to the school office. Only the student's parent may pick up the cell phone from the school office. Any student who abuses the cell phone policy will have his cell phone privileges revoked for a period of time.

The following items are prohibited both on campus and off campus at a school-sponsored event: (Since this list is not exhaustive, the administration may add and/or delete from it anything it deems necessary.)

- ♦ hard balls (e.g., baseballs)
- ♦ toy guns
- ♦ knives
- ♦ chains (as opposed to jewelry)
- ♦ CDs
- ♦ trading cards (i.e., baseball)
- ♦ playing cards
- ♦ MP3s or IPODs
- ♦ tobacco (★) (any form)
- ♦ alcohol (★)
- ♦ electronic games
- ♦ radios/tape players
- ♦ CD players
- ♦ DVD players
- ♦ video cassettes
- ♦ chewing gum
- ♦ Yugio®/Pokemon® cards
- ♦ cameras
- ♦ drugs [illegal]/narcotics (★)
- ♦ tobacco paraphernalia (★)
- ♦ board games
- ♦ audio cassettes
- ♦ animals/insects (except with permission)
- ♦ literature that contains questionable, inappropriate, worldly, suggestive or immoral content
- ♦ musical instruments (except those used for music class)
- ♦ drug paraphernalia (★)
- ♦ pornography (★) [any sexually explicit material, including nudity]

(★) = Use/possession of these items, either on campus or off campus, will result in an automatic expulsion from GBCS. If a student is under the influence of alcohol or illegal drugs, while on campus, or has in his possession alcohol or a controlled substance, then the local police authorities will be contacted.

GBCS takes a strong stand against all music with a rock/hard, driving beat and a contemporary worldly style and music that is in opposition to Christian principles. A Christian should use Philippians 4:8 as the criteria for judging what he sees or hears: "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." With this in mind, students, in whose possession at school is found inappropriate music CDs or cassettes, such as rock and roll, rap, alternative music, "Christian" rock and roll/rap or worldly contemporary music, will be disciplined accordingly. Such discipline may include either suspension or expulsion.

### **8.3. Attendance**

#### **8.3.1. Absences - Excused**

The following reasons justify a student's absence as an excused absence by the school:

- ✧ illness
- ✧ medical/dental appointments
- ✧ funeral of a close relative or friend
- ✧ court appearances
- ✧ school-related activities

After being absent from school, the student must bring a note written, dated, and signed by his parents on the first day the student returns to class. The only exception to the aforementioned rule is that a student who was absent due to a school-related activity is not required to bring a note from his parents delineating the reason he was absent from school, because the school would know the reason. While a parent may call the school to notify the administration of his child's absence, that phone call does not take the place of a written note. A written, dated and parentally signed note still must be given to the administration upon the student's return to class. If the administration does not receive a written note from the student's parents within two school days from the day of the student's return to class, then his absence will automatically count as an unexcused absence. In order for the school to excuse any absence involving sickness for five (5) consecutive days or more, a student must bring a note from their doctor, indicating the dates ordered to be home by the doctor and the date the student may return to class. Students arriving after 10:00 A.M. will be considered absent for the first half of the school day. Those leaving school before 1:00 P.M. or arriving at school after 1:00 P.M. will be considered absent for the second half of the school day.

#### **8.3.2. Absences – Pre-planned**

Parents may request up to three (3) days of absences per child for the school year for personal reasons, using the school's pre-planned absence request procedures. Parents must obtain a "Pre-planned Absence Request" form from the school office, complete and return it **three school days prior to the desired absence** for administration authorization. Students must request permission from each teacher for the upcoming pre-planned absence(s) and

turn in all assignments according to teacher requests. Each teacher reserves the right to decline the request if he or she believes the absence will have a serious effect on the student's academic progress. Should a teacher disapprove a request for a pre-planned absence and the student still desires to be absent, the administration will make the final decision. No more than two (2) students from any class or group will be granted a pre-planned absence on the same day. However, the administration reserves the right to allow more students to be absent on the same day based upon the nature of the pre-planned absence (e.g. college days).

Students must take all quizzes and tests before taking approved, pre-planned absences. However, should a teacher not make provision for a student to take his quiz/test before going out on the pre-planned absence, then the student is released from culpability and will be allowed to take the quiz/test upon his return from the approved, pre-planned absence.

Any questions related to using pre-planned absences should be addressed to the school secretary in advance of the absence. The administration may deny pre-planned absence requests of students who do not follow these guidelines. Furthermore, please note that absences by students who abuse the pre-planned policy will be considered unexcused. (See policy on unexcused absences.)

### **8.3.3. Absences - Unexcused**

Students, who do not bring a written and signed note by their parents requesting the school to excuse their children's absences for the appropriate reasons set forth in section 8.3.1., will have those absences marked unexcused on their attendance records. Students who oversleep, stay home to study or to complete assignments, miss school due to hair appointments, etc. will not receive excused absences from the school. Students with an unexcused absence must follow the same rules for make-ups as for excused absences with the following exceptions. Upon returning from an unexcused absence, the student must take all quizzes/tests on the first day of reporting back to class. Eighteen (18) points will be automatically deducted from the student's score and no bonus/extra credit points will be awarded. Work other than quizzes/tests may receive a grade/point reduction, based upon the individual teacher's discretion, in each class with an unexcused absence. Unexcused early dismissals will be considered as unexcused absences too.

When a student accrues two (2) unexcused absences per semester, a parent conference will be arranged to ascertain the problem and determine what corrective measures will be taken should further absences occur. Truancy will always be considered an unexcused absence. When a student willingly avoids coming to school or leaves the school campus without permission, he is considered truant. Therefore, work missed due to truancy will fall under the unexcused absence guidelines. Truancy is a serious infraction of school policy, and it will be dealt with very severely. By law the administration has to contact the truancy department of the Long Beach Police Department and notify them of truant students.

### **8.3.4. Attendance Requirements**

Excessive absenteeism during the year may be sufficient cause to keep a student from being promoted to the next grade. Since school attendance is very important, a student should be in attendance at least 80% of the school year in order to be a candidate for promotion to the next grade. Therefore, any student who is absent for more than 36 days during the school year jeopardizes his eligibility for promotion to the next higher grade. The administration will meet with the parents of those students who have exceeded the allowable days of absence to discuss retaining the children in the same grade for next year.

### **8.3.5. College Visitation**

Each 10<sup>th</sup> through 12<sup>th</sup> grade student is permitted two (2) college visitation days per year in addition to pre-planned absences. These are considered excused absences only when a "Pre-planned Absence" form is submitted PRIOR to the absence and when permission has been granted by the administrator. These extra days are given ONLY to the student if he is visiting a college, at which he is considering on attending.

### 8.3.6. GBCS School Calendar for 2011 – 2012

The following school calendar is provided to school families for review and planning purposes. While the school administration endeavors diligently to give faithful adherence to the following calendar, it does reserve the right to modify the school calendar. Should changes to the school's calendar be necessary, the administration will try to notify the school families in advance of the modifications.

## 2011 - 2012 GBCS Calendar

Teachers Return for 2011 – 2012 Term	Monday	August 15, 2011
Faculty In-Service	Monday – Friday	August 15 – 19, 2011
Parent-Student Orientation	Friday @ 7:00 P.M.	August 19, 2011
<b>1<sup>st</sup> QUARTER (8 weeks; begin 1<sup>st</sup> Semester)</b>		
First Day of School	Monday	August 22, 2011
<b>* School Holiday [Labor Day] → No School</b>	Monday	September 5, 2011
Los Angeles County Fair Field Trip (Elementary)	Friday	September 16, 2011
End 5 Week Period	Friday	September 23, 2011
5 Week Progress Reports	Tuesday	September 27, 2011
GBCS Open House	Tuesday @ 7:00 P.M.	September 27, 2011
School Pictures	Friday	September 30, 2011
PSAT/NMSQT (10 <sup>th</sup> & 11 <sup>th</sup> grades)	Wednesday	October 12, 2011
1 <sup>st</sup> Quarter Ends	Friday	October 14, 2011
<b>2<sup>nd</sup> QUARTER (10 weeks)</b>		
2 <sup>nd</sup> Quarter Begins; GBCS Thanksgiving Food Drive Begins	Monday	October 17, 2011
GBCS Worldwide Missions	Wednesday – Friday	October 19 – 21, 2011
<b>‡ Parent-Teacher Conferences [Early Dismissal 1:00]</b>	Thursday – Friday (1:00 P.M. – 6:00 P.M.)	October 27 – 28, 2011
GBC Staff Calendar Planning & Veteran's Day [½ day on Thursday; No School Friday]	Thursday – Friday	November 10–11, 2011
GBCS Thanksgiving Food Drive Ends End 5 Week Period	Friday	November 18, 2011
5 Week Progress Reports	Tuesday	November 22, 2011
<b>* Thanksgiving Holiday Early Dismissal</b>	Wednesday (school ends @ Noon)	November 23, 2011
<b>* School Holidays [Thanksgiving] → No School</b>	Thursday – Friday	November 24 – 25, 2011
GBCS Christmas Program	Wednesday	December 14, 2011
<b>* Christmas Parties &amp; Christmas Early Dismissal</b>	Friday (school ends @ Noon)	December 16, 2011
<b>* School Holidays [Christmas Break] → No School</b>	Monday, December 19, 2011 through Friday, December 30, 2011	
Return to School	Monday	January 2, 2012
1 <sup>st</sup> Semester Exams [regular schedule]	Thursday – Friday	January 5 – 6, 2012
2 <sup>nd</sup> Quarter & 1 <sup>st</sup> Semester Ends	Friday	January 6, 2012

<b>3<sup>rd</sup> QUARTER (9 weeks; begin 2<sup>nd</sup> Semester)</b>		
3 <sup>rd</sup> Quarter & 2 <sup>nd</sup> Semester Begins	Tuesday	January 9, 2012
2 <sup>nd</sup> Quarter & 1 <sup>st</sup> Semester Report Cards	Friday	January 13, 2012
<b>* School Holiday [MLK, Jr. Day] → No School</b>	Monday	January 16, 2012
GBCS "Spirit Week"	TO BE ANNOUNCED	
GBCS Homecoming	TO BE ANNOUNCED	
End 5 Week Period	Friday	February 10, 2012
5 Week Progress Reports	Tuesday	February 14, 2012
<b>* School Holiday [Presidents' Day] → No School</b>	Monday	February 20, 2012
2012 Fine Arts Performances	Tuesday @ 2:00 PM	February 28, 2012
WCBC 2012 Fine Arts Competition	Thursday – Friday	March 1 – 2, 2012
Graduation and Spring Pictures	Thursday	March 8, 2012
3 <sup>rd</sup> Quarter Ends	Friday	March 9, 2012
<b>4<sup>th</sup> QUARTER (10 weeks)</b>		
4 <sup>th</sup> Quarter Begins	Monday	March 12, 2012
3 <sup>rd</sup> Quarter Report Cards & Parent-Teacher Conferences [regular schedule]	Thursday – Friday (3:00 PM – 6:00 PM)	March 15 – 16, 2012
<b>* School Holidays [Spring Break] → No School; Senior Class Trip</b>	Monday – Friday	March 19 – 23, 2012
SAT's Annual Standardized Testing (K5 – 12 <sup>th</sup> Grades)	Tuesday – Thursday	March 27 – 29, 2012
Ladies Retreat <b>* [½ day on Thursday; No School Friday]</b>	Thursday – Friday	April 19 – 20, 2012
End 5 Week Period	Friday	April 20, 2012
5 Week Progress Reports	Tuesday	April 24, 2012
GBCS Sports Banquet	Tuesday	May 1, 2012
GBCS Piano Recital	Thursday	May 10, 2012
<b>‡ Final Exams [½ day schedule]</b>	Wednesday – Friday	May 16 – 18, 2012
Last Day of School and School Picnic (K4 – 12th Grade) [regular schedule]; 4 <sup>th</sup> Quarter & 2 <sup>nd</sup> Semester Ends	Wednesday	May 23, 2012
K5/6 <sup>th</sup> /8 <sup>th</sup> Grade Graduation & Elementary School Program (K4 – 8 <sup>th</sup> Grades)	Wednesday @ 7:00 PM	May 23, 2012
<b>* Teacher In-Service</b>	Thursday	May 24, 2012
Senior High Commencement	Friday @ 7:00 PM	May 25, 2012

**\*** = Neither extended care nor lunch will be provided on this day, as there is neither school nor a reduced schedule.

**‡** = Even though these days have a half-day schedule, extended care will be provided per the regular schedule. Lunch will not be served, but snacks and drinks will be available.

### **8.3.7 Student Responsibilities for Making Up Schoolwork**

**ELEMENTARY** - If homework or make-up work is desired for a student while he is absent, the parent must call the school office to request the make-up work. The make-up work will be compiled and may be picked up by the parent in the school office on *the following school day*. Sometimes make-up work or homework may be picked up on the same day that it is requested provided that a request is made at the beginning of the school day.

After an excused absence, the student has two (2) days for each day's absence to complete the make-up work, tests, or quizzes. The parent or student should request a projected schedule of make-up dates for tests and quizzes

so the student can be prepared for them. Both students and parents should note that a student's failure to make up the assignment(s) within the allotted time may result in a loss of full or partial credit, although the work must still be completed.

**SECONDARY** - When a student is absent from school, it is his own responsibility to obtain any missing assignments and work before leaving or upon returning to school. The school office will not assume responsibility for tracking, assigning and collecting make-up work for secondary level students. If assignments are given prior to and due on days which the student is absent, the assignments will be due the day the student returns to class. The student is given one (1) day for each day missed to make up assignments and tests missed during his absence. Please note that failure to make up the assignments within the allotted time may result in a loss of full or partial credit, although the work must still be completed. Upon returning after an absence, students will be expected to ask their teacher(s) for make-up assignments and due dates for completion of that work and to record such deadlines for their reference.

**8.4. Breaks**

Beside the daily lunchtime, students will be allowed to take breaks at the approximate times listed below. (Please note that some or all of the breaks listed below may be altered or even cancelled on the school days with minimum schedules or altered routines.)

- ELEMENTARY** - **MORNING BREAK**  
Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> Grades → 9:40 A.M. – 10:00 A.M.  
3<sup>rd</sup> – 6<sup>th</sup> Grades → 10:00 A.M. – 10:20 A.M.
- AFTERNOON BREAK**  
1<sup>st</sup> – 6<sup>th</sup> Grades → 12:50 P.M. – 1:05 P.M.
- SECONDARY** - **MORNING BREAK** → 9:50 A.M. – 10:00 A.M.

[NOTE: If a parent plans to come to the school to see his child at a break time, he should call the school office to verify if his child's class will be on break at the time indicated above.]

**8.5. Church Attendance**

Both students and their custodial parents/guardians are required to be faithful, attending members of either Gethsemane Baptist Church or another Bible-believing church of like faith. GBCS families/students must attend the regularly scheduled services of their church no less than four times on a monthly basis. While GBCS does not require its students to submit weekly written proof that they attended church, it may elect to impose such accountability upon a family/student whose church attendance is not faithful.

**8.6. Contacting Students in the Classroom**

Parent visitation of classes is encouraged and appreciated at any time. However, it is requested that parents wait to visit their children's classrooms until after the fourth week of school. Classroom visits should be arranged through the school office and with the student's teacher at least two days in advance. Classroom visits should be limited to 45 minutes per day. Parents coming to visit a classroom should go directly to the school office to sign in and to receive a visitor's pass. The teacher(s) will be notified of a parent's arrival to visit his/their classroom(s). Upon leaving the campus, the visiting parent must return the pass to the school office and sign out.

Should a parent need to talk to his child during school day, he may call the school office and request permission to speak with his child. The school office will contact the child's teacher and have the student take the call. Of course, a parent may leave a message for their child with the school office.

**8.7. Deliveries**

A parent may provide for delivery of things which his child may need while the student is at school (i.e., lunch, P.E. clothes, books, etc.). The administration will receive such things on the behalf of the student's parent and deliver said articles to the student. However, a parent may elect to give personally the things to his child by either signing himself in and going to his child's class or having the child come to the school office to meet him.

## **8.8. Early Dismissal from Class**

In order for a student to be granted an early dismissal from class, his parent must send a note to the office that morning explaining the reason for requesting an early dismissal. As a rule, a parent must not call the school office in lieu of a written note to request an early dismissal for his child. Of course, the administration will make provision for emergency situations and allow parents to call and to request an early dismissal for their children. Upon a parent's request for an early dismissal for his child, the school office will issue to the student an *Early Dismissal Release Form*. The student then takes the form to his teacher, whose class he will miss due to being dismissed early, to get it signed and to obtain any assignments to be completed. If the student has schoolwork that is due on the day of the early dismissal, then the work must be turned in prior to his leaving for the day. The student will be dismissed from class at the stated time and must return the completed form to the school office before leaving school. Parents must come to the school office to both sign-out and to pick up their children for an early dismissal.

Eleventh and twelfth grade students, who hold part-time jobs, may request permission to leave campus early to report to work. However, a student's employment must not prevent him from taking his required classes. Generally, the last part of the school day is the only time an early dismissal for a student's off-campus job will be granted. In order for a student to be allowed to leave campus early for a job, his parent must request permission from the administrator. The school administrator then will verify if the student's early leaving from campus would jeopardize his grades or earning of graduation credits. After review of the student's academic standing, the administrator will either grant approval or deny the request. The administration will not permit a student to drop a class in mid-semester in order to pursue a job opportunity. So, a student must have administrative approval to leave campus for work either at the beginning of the school year or at the beginning of the second semester. Furthermore, a parent may not hold the school liable for his child's safety once the child has left school to go to work.

## **8.9. Earthquake & Fire Drills**

Fire and earthquake drills are held during the school year. Fire escape routes are posted in each room, so that students may know how to exit the building during a fire. Teachers and students should review these escape routes often. Sometimes during a fire drill, the administration will block off a normal escape route to see how the students and faculty respond in exiting the building. After a fire or earthquake drill, the administrator will review the results of the drill with the faculty and students. Once a year the Long Beach Fire Department conducts a fire drill to determine whether the school is following the proper fire drill procedures. After the annual fire drill, the LBFD then performs a fire safety inspection on the school. After the inspection, the fire captain meets with the administrator or the designated representative to discuss what went well during the fire drill and what needs to be addressed in the facility concerning fire safety. The administration then corrects the deficiencies noted by the fire department before its re-inspection.

### **8.9.1. Earthquake Drills**

During an earthquake drill, or even an actual earthquake, the faculty and students will observe the following:

- (1) **DUCK**. The students and teacher are to get under sturdy pieces of furniture, such as their desks or under a doorway. (Students or teachers should not duck under objects that may collapse easily.)
- (2) **COVER**. The students and teacher must keep their heads and eyes protected from falling or flying objects. This is done by placing the hands and arms over the head with the fingers of each hand interlocked with each other and the palms of the hands resting on the back of the neck.
- (3) **HOLD**. The students and the teacher must hold on to the objects, which they are under. If the objects move, then they are to move with them until the shaking has stopped.
- (4) The students and teachers must stay away from windows, bookcases, tall cabinets, mirrors, hanging objects, and lighting fixtures, as these may fall or shatter.

(NOTE: After an actual earthquake the students, as they exit the building to an open area outside, must keep away from anything that can fall, such as trees, power lines, buildings, signs and poles.)

## **8.9.2. Fire Drills**

At least once a month, the fire alarm is sounded in accordance with the Education Code. When the fire alarm is sounded, whether during a drill or a real fire, the faculty and students must observe the following:

- (1) The students and the teacher need to cease all activity within the classroom.
- (2) Then the students will walk quickly, in a single-file line, without running or pushing, to the designated meeting area according to their class' fire escape plan. Students should not talk as they are exiting the building. (The teacher should be the last one out of the room, and the teacher must close the door.)
- (3) Once the students have reached the designated meeting area, then the teacher must take attendance and report it to the administration.
- (4) Once the administrator has verified that everyone is out the building, he will briefly discuss with the teachers how the drill went, according to their perspective, and he will then dismiss the faculty and students back to class.

## **8.10. Handbills or Sales**

At various times student groups, such as the basketball team, the senior class, etc., desire to have low-key fundraisers to raise necessary income to underwrite needs within their groups (i.e., uniforms, expenses for trips, equipment, etc.). Such fundraisers must be approved by the administration prior to the groups' expending of funds, acquiring of materials, or publicizing of information about the fundraiser. The faculty member/parent volunteer overseeing the group must secure a fundraising request form from the administration at least one month before the proposed start date of the fundraiser. The fundraising request form must be filled out and turned in to the administrator for approval. If a group's fundraiser is approved, then the group's faculty/parent sponsor must submit to the administration draft copies of all proposed handbills/flyers announcing the event. The administration will review the draft submissions of the handbills/flyers and will affix an approval signature and date on the bottom of the handbill/flyer. (Groups may put up approved handbills/flyers on school walls with Sticky Tac®, not tape.) School groups will bear all expenses related to their fundraisers. The school will not underwrite a group's fundraising project/budget. GBCS does not permit fundraising for outside groups or for individual students, whose profit completely or partly benefits either outside organizations or themselves.

## **8.11. Health Service and First Aid**

While the school does not retain a school nurse or other healthcare professional, it has implemented the following health service and first aid guidelines to ensure the best possible care of its students.

### **8.11.1. Accidents & Emergencies**

In the event a student should require medical attention due to suffering an injury related to an accident, the parents will be notified immediately. If a parent cannot be reached, persons listed on the emergency form will be notified. Parents need to ensure that information on their children's emergency cards is current. School policy requires that an accident report be completed in the event of an accident and kept on file.

### **8.11.2. Medications**

Students needing medications to fight infections and/or to alleviate symptoms must take those medications at home if possible. Any medication that is prescribed three (3) times a day may be given before a student comes to school, after school and again at bedtime. However, if medication must be given to a student during school hours, the child's parent must secure a *Request for Administration of Medication* form from the school office and have it completed by the child's physician before the school can administer the medication. Once the school receives the completed form along with a note from the parent delineating additional instructions, the school office personnel may administer the medicine to the student. (If the student is a secondary level student, then he may administer the medicine himself under administrative supervision.) A student may take cough drops to relieve his cold/flu-related coughing, provided that his parent writes a note to the school office indicating such a need. No student will be given any internal medication by school personnel, including aspirin, ibuprofen (e.g., Advil®) or acetaminophen (e.g., Tylenol®), unless a *Request for Administration of Medication* form is completed by both the child's parent and doctor. (A copy of the *Request for Administration of Medication* form is provided in section 13 of this handbook.) A parent must notify the school office in writing anytime his child, no matter how old the child is, is taking medication. A parent may not hold

the school liable for his child's misuse/abuse of medication if the school has not been properly involved in the process for administering medication, as listed above, or if the school has not been made aware that the student needs to take medication. The school office will keep all medications that students take. (An exception to this provision may be an asthma inhaler. An older student may be permitted to keep his inhaler with him in the event of an asthma attack.) Parents of students, who need to take medication for chronic illnesses, such as asthma, need to obtain a *Request for Administration of Medication* form, have them completed by their children's physicians and submit them to the school office.

### **8.11.3. Student Illness**

When there are symptoms of illness or other indications that a student is not well enough to attend school, the parent must not send the child to school. A student with fever, vomiting, diarrhea, earache, persistent cough, red or itchy eyes or yellow nasal discharge is not to attend school. The following illnesses require exclusion from school:

- |                 |                              |                  |
|-----------------|------------------------------|------------------|
| ➤ Chickenpox    | ➤ Conjunctivitis (pink eye)  | ➤ Diphtheria     |
| ➤ Impetigo      | ➤ Lice                       | ➤ Measles        |
| ➤ Meningitis    | ➤ Mumps                      | ➤ Rubella        |
| ➤ Scabies       | ➤ Strep-Throat               | ➤ Scarlet Throat |
| ➤ Scarlet Fever | ➤ Whooping Cough (Pertussis) |                  |

If a student becomes ill at school, he/she will be isolated from the student body, and the administration will immediately contact the parents so that the child may be picked up from school as soon as possible. If a child has a fever of 100° or higher, he must be picked up immediately. The parents of children, who are sent to the school office for two consecutive days because of illness, will be asked to keep their children at home until they can bring a doctor's note that medically clears the student for return to class.

If a student is unable to participate in regular school activities for some medical reason, the school must be notified in writing by the attending physician as to the nature of the incapacity and the probable length of its duration.

## **8.12. Lunch**

### **8.12.1. Kitchen & Microwave Use**

The kitchen is an off-limits area to the student body. Students may be in the kitchen only with administrative approval. Due to the limited refrigerator space, students may not store their lunches in the main kitchen refrigerators. Junior and senior high students have access to a microwave oven in their lunchroom. Junior/senior high students may lose this microwave usage privilege if they abuse the microwave oven. Microwave oven usage is **not** permitted for elementary students due to safety concerns, time constraints and facility restrictions. Junior and senior high students may **not** microwave items for their younger siblings in the elementary grades.

### **8.12.2. Lunch Times**

ELEMENTARY - The following times are when each elementary class will have its lunch break:

- Kindergarten → 11:25 A.M. – 12:05 P.M.
- 1<sup>st</sup>/2<sup>nd</sup> Grade → 11:25 A.M. – 12:05 P.M.
- 3<sup>rd</sup>/4<sup>th</sup> Grade → 11:35 A.M. – 12:15 P.M.
- 5<sup>th</sup>/6<sup>th</sup> Grade → 11:35 A.M. – 12:15 P.M.

SECONDARY LEVEL - The junior/senior high students take their lunch break from 11:45 A.M. to 12:15 P.M.

### **8.12.3. Parental Visitation during Lunch**

Parents may join their children for lunch on campus on any day. In fact, a parent may order the main lunch entrée too if he calls the school office before 9:00 A.M. to notify the administration of his intention to eat lunch on campus. Upon arriving on campus, the parent would pay for the entrée. Other visitors may join students for lunch provided that they secure permission from the administration. All visitors with permission to eat lunch on campus must sign in and sign out at the school office.

#### **8.12.4. Type of Lunches Available**

While GBCS does not operate a hot lunch program, it does, however, provide opportunities for students to order main entrées a la carte from food establishments, such as Burger King®, Chik Fil-A®, Taco Bell®, etc. The prices for these entrées will be listed on the school's monthly lunch menu. Furthermore, the school will sell beverages such as juice and water, as well as an array of snacks, at the school snack counter. Of course, students may opt to bring a lunch from home. Parents of elementary children must remember **not** to send anything in their children's lunch that may need to be heated up, as there are no microwave facilities provided for elementary students. If a student forgets his lunch or lunch money, the office staff will attempt to contact his parents so that arrangements could be made to bring his lunch or lunch money. In the event that the student's parents cannot be contacted, the student will receive a cup of noodles and a lunch slip. If the lunch slip is paid the following day, the cost is only \$.50. After that the cost is \$1.50.

#### **8.13. Off-Campus Lunches**

Students may not leave campus on their lunch break, unless their parents pick them up from school and take them to lunch. Parents who desire to take their children off-campus for lunch need to contact the school office to notify the administration of their intent. (A parent may notify the administration of his plans to have another family member take the parent's child off-campus to lunch.) Once the parent or other authorized person arrives to pick up the student, he must sign the child out for lunch. After lunch the parent or authorized person must sign the student back into school. The administration will not excuse the tardy of a student who returns late to class after lunch or the absence of a student who misses a class due to an extended lunch, unless the administration gave prior approval for the student to return late.

#### **8.14. Parental Involvement**

The ultimate responsibility of educating a child belongs to the child's parent(s). As an educational ministry of helps to the Christian home, GBCS neither usurps the authority nor the responsibility of the parent in educating his child. GBCS seeks to develop a partnership with the parent in supporting his God-given responsibility to bring up his child "in the nurture and admonition of the Lord". Today, many parents are all too willing to surrender their responsibility and to allow the schools to raise and to educate their children. GBCS is not such a school! The administration implores its school parents to be actively and regularly involved in the education of their children. While the teacher plays an important part in helping a student to learn, it is the parent's ultimate responsibility to ensure that his child succeeds. Here are some ways that a parent can involve himself in his child's education:

- (a) check homework for completeness and accuracy; explain how to do homework problems without actually doing them for the student.
- (b) attend all school-sponsored functions in which the student is participating.
- (c) read completely all literature sent home by the school.
- (d) develop a dynamic relationship with the student's teacher(s); attend parent-teacher conferences.
- (e) volunteer some time at school.
- (f) intercept problems with the student early before they grow too large.
- (g) pray regularly (and with the student) for the school, its faculty/staff, and its students.

#### **8.15. Personal Property**

Students may have at school only the personal property that is necessary for them to complete their academic studies successfully. This type of personal property would include such items as calculators, notebooks, backpacks, purses, P.E. clothes, toiletries/cosmetics, etc. If contraband property is confiscated by the administration, then it may not be returned; and the student would face disciplinary action. In some cases, the local police authorities may be contacted, depending upon the type of contraband confiscated.

#### **8.16. Releasing Students**

Only parents, guardians or authorized adults listed in the school office may pick up students. The school must verify a person's identity before it releases a child to him/her. The faculty and staff will not release students to people who are not on the school's pick-up list. A child's parent must contact the school office to notify the staff about his intention to have a new person pick up his child. It is very important that parents keep their children's pick-up lists updated. The school discourages frequent changes to a child's pick-up list.

Those who pick up students after school must pick them up outside on the playground from the teacher or extended care worker(s). Parents and others authorized to pick up students are not to stand by the students' classroom and wait for them after school. Those who pick up students during school hours must report to the school office, and the administration will arrange for the students to be brought to the office.

### **8.17. School Closing**

Parents and students may refer to section 8.3.6. of this handbook for school holidays and teacher training/in-service days on which school is not in session, as well as early dismissal days on which school lets out earlier than normal. In the event of a natural, state or federal disaster/emergency, the school would remain closed if it were evident that the safety of the students would be jeopardized.

### **8.18. Searches for Suspicion of Illegal or Unauthorized Materials**

To ensure a safe and secure school environment is one of the most important, if not the most important, function of the school administration. Things today, about which students didn't have to worry fifty years ago, such as guns, drugs, terrorism and other harmful things, are unfortunately a real threat against which a school must watch and fight. Therefore, in an effort to foster safety and security amongst the faculty and student body, the administration reserves the right to search a student's person or belongings when a reasonable suspicion exists that the student possesses an illegal or unauthorized item. This search may be conducted without either the student's or his parent's permission. Parents must understand that the registration of their children in GBCS constitutes parental consent to such searches.

The following items may be searched by either the administration or a local, law enforcement authority, when there is a reasonable suspicion by the administration that such items may contain illegal contraband or things that are considered unauthorized in this handbook:

- automobiles
- backpacks, purses, wallets and pockets
- lockers, desks, etc.

Furthermore, the administration may conduct searches of student desks and lockers to ensure cleanliness and student conformity to the school rules concerning these areas.

#### **8.18.1. Student Lockers**

At the beginning of the school year, each junior and senior high student is assigned a locker to use during the year. This locker use is a privilege that can be revoked if the student abuses it. Both the lockers and the combination locks are the property of the school. The following guidelines apply to the student use of lockers, located by the classrooms and in the locker rooms.

- (1) A student may not bring his own personal lock from home to lock his hallway locker. (The administration may give permission to a student to use a lock other than a school-issued lock on his hallway locker, if there is a genuine need to do so.)
- (2) Students may not trade locks or exchange lock combinations. (History proves that students, who give away their combinations, suffer practical jokes and vandalism at the whims of others.)
- (3) No student is granted access to another student's locker.
- (4) Students may post inside their lockers pictures that are not questionable/worldly. Pictures/posters of entertainers/professional athletes are not permitted for posting in the lockers. Students may not attach stickers to the lockers.
- (5) Students must keep their lockers clean, neat and orderly at all times. (Lockers may not be junky.)
- (6) Nothing may be stowed on the tops of the lockers.
- (7) Food may not be left in lockers overnight.
- (8) Students must lock their lockers each day before leaving school.
- (9) Students may not access their lockers outside of school hours (i.e., before and after church, on the weekend, etc.). [An exception to this provision may be granted to a sports player who returns late from a game and needs access to his locker.]

## **8.19. Student Insurance**

Since students may not purchase student accident insurance through GBCS, parents/guardians must either maintain their own private medical insurance or secure available public medical services to care for their own children in the event of accident or injury.

## **8.20. Student Bicycles & Vehicles**

### **8.20.1. Bicycles**

Students may ride their bicycles to and from school, if their parents desire. All bicycles must be locked on the bicycle rack located outside the school's south entrance. The school cannot be responsible for damaged/stolen student bicycles.

Students who possess a valid driver's license, not a permit, may request permission from the administration to park a vehicle on campus. The following provisions apply:

### **8.20.2. Parental Permission Needed for Student Drivers**

The administration must receive written permission from a prospective student driver's parents in order to process the student driver's request to park a vehicle/motorcycle on campus.

### **8.20.3. Student Driver Regulations**

The following basic regulations govern student drivers of automobiles/motorcycles at GBCS.

- (1) Student drivers may park on campus between 7:00 A.M. and 6:00 P.M. on school days. [Students may park on campus if they are participating in a school-sponsored event that extends after 6:00 P.M. or starts before 7:00 A.M.]
- (2) Student drivers must drive no faster than 5 mph on school property.
- (3) Student drivers must obey all California driving laws.
- (4) Student drivers may not perform routine maintenance on their vehicles while on school property. [Students may be allowed to perform emergency repairs to their vehicles (i.e., replace the battery, change a flat tire, etc.)]
- (5) Student drivers may not get into their vehicles and sit in them unless they are immediately leaving the campus. [No student driver may permit another student to get into his vehicle.]
- (6) No student driver is permitted to hang out at his vehicle (e.g., to listen to music).
- (7) Student drivers may not wash their vehicles on school property.
- (8) Student drivers are not permitted to transport other students to and from school, or to and from any school-sponsored activity, who are not a part of their immediate family, unless the administration receives written permission from both the parents of the driver and the parents of the prospective passenger(s). Parents may not hold GBCS liable for any injuries/damages sustained or caused by a student driver.

[**NOTE:** Student drivers who participate in the sports program must ride with the sports team to and from games in the vehicles provided by the school.]

### **8.20.4. Student Vehicle Registration**

In order for a student to receive permission from the administration to park his car on campus, he must:

- (1) make a written request to the administration to park on campus
- (2) file copies in the school office of the following documents along with his written request:
  - his current driver's license (not provisional permit).
  - the current registration of the car(s) which he would be driving to and from school.
  - proof of liability insurance on the car(s).

Once the administration has approved his request, permission will be granted to the student to park his car on campus.

## **8.21. Tardiness**

A student's tardy will be immediately excused for the following reasons: *illness, a death in the immediate family, or medical/dental appointments*. However, the administration reserves the right to excuse a tardy for a reason other than those mentioned above, provided that the cause of the tardy was not due to the negligence of either the parent or student.

All students must be in their class lineup for pledges by 8:00 A.M. to keep from being marked tardy. A student who is tardy to school must first report to the school office to receive a "Tardy Pass", which must be given to his teacher, so that the student may be admitted to class.

### **8.21.1. Unexcused Tardiness to Class**

The following consequences are for unexcused tardies to class. This provision is basically for the secondary level (7<sup>th</sup> – 12<sup>th</sup> grade) student who is already at school and may have to report to different classes. (For consequence purposes, each student's tardy tally is rolled back to zero at the beginning of each quarter.)

- ◆ 1<sup>st</sup> – 2<sup>nd</sup> tardies      ➞ No action
- ◆ 3<sup>rd</sup> – 5<sup>th</sup> tardies      ➞ Detention for each tardy
- ◆ 6<sup>th</sup> – 9<sup>th</sup> tardies      ➞ Loss of free time for one day and a work detail for each tardy
- ◆ 10<sup>th</sup> tardy              ➞ Mandatory parent conference with principal to address the student's chronic tardiness

**[NOTE:** *If a student is more than 15 minutes late to a class, he may be considered absent. Whether the absence is considered excused or unexcused will be determined by the student's reason for being away from class. No student may be absent from a class without the consent of both the teacher from whose class he is absent and the faculty member who is requiring the student's presence. If a student's absence is unexcused, eighteen (18) points will automatically be deducted from any test, quiz, or class work for that day.]*

### **8.21.2. Unexcused Tardiness to School**

The following consequences are for unexcused tardies to school. (For consequence purposes, each student's tardy tally is rolled back to zero at the beginning of each quarter.)

- ◆ 1<sup>st</sup> and 2<sup>nd</sup> tardies      ➞ No action
- ◆ 3<sup>rd</sup> tardy                ➞ Note to parent
- ◆ 4<sup>th</sup> tardy                ➞ No action
- ◆ 5<sup>th</sup> tardy                ➞ \$5 fine per family (for the 5<sup>th</sup> and subsequent tardies)
- ◆ 10<sup>th</sup> tardy              ➞ Parent conference with principal

## **8.22. Visitors**

Since Gethsemane Baptist Christian School has a closed campus, all visitors must report to the school office to check in with the administration, to present valid identification, and to state the purpose for their visit and intended length of stay. Once the administration has verified that the visitor has a valid reason for being on campus, the visitor must sign in and obtain a visitor pass. Upon completion of his business, the visitor must return the visitor pass and sign out. As a private school, GBCS reserves the right to exclude a visitor from being on campus if it deems it necessary for the overall safety and well-being of both the student body and faculty.

Friends of students who are interested in attending GBCS are welcome to visit classes provided that arrangements with the administration are made at least two (2) days in advance. Visiting students and those who will be sitting in on classes with administrative approval must adhere to the school dress code and code of conduct. Failure to comply with the school's code of conduct and student dress regulations may be grounds for the administration's removal of the visitor from the campus.

Visitors must enter the building through the front doors by the church office. Visitors are not to enter the facility by either the doors adjoining the south chapel or the inset walk-in gate by the south parking lot. Furthermore, visitors are not permitted to roam the facility, but they must be confined to the area in which their business dictates.

## 9. MISCELLANEOUS

### **9.1. *Birthday Parties & Class Parties***

If a parent desires to celebrate his child's birthday at school with his child's classmates, then he must contact either his child's teacher or the school office to make arrangements for the celebration. The parent may bring cupcakes or cookies, but not a layered or sheet cake. Boxed or individually packaged drinks are permitted, but not red punch, as it may stain the carpet. A student may distribute invitations to his off-campus birthday party provided that each student in his class receives an invitation.

Throughout the year teachers hold class parties, particularly at Christmas time. At the Christmas party, the students love to exchange Christmas gifts. Parents are strongly encouraged to allow their children to participate in the class gift exchange. (A parent should spend no more than \$5 for his child's gift that he will exchange with another student.) The teachers will send home detailed information about class parties before they are held.

### **9.2. *Class Rings***

Class rings may be purchased by senior high students from the school's class ring vendor. Parents/students bear the entire financial cost in purchasing class rings.

### **9.3. *Fine Arts Competition***

Each spring students from the fourth grade through the twelfth grade compete in the academic and fine arts competition sponsored by the Lancaster Baptist School in Lancaster, California. The students are given the opportunity to compete against hundreds of other students from the western United States in many academic and fine arts categories, such as math, science, poetry, spelling, choral music, instrumental music, speech, preaching, dramatic presentations, debate, chess, art, crafts and photography. It is mandatory for all fourth through twelfth grade students to participate in the fine arts competition.

### **9.4. *Graduations***

As mentioned in section 7.1.3., prospective kindergarten and senior high school graduates pay a graduation fee. This graduation fee pays for the graduate's cap and gown and other related administrative costs surrounding the graduation (i.e., programs, awards, etc.).

#### **9.4.1. Financial Responsibility for Senior High Graduation Reception**

An informal reception is usually held for all attendees of the senior high graduation after the commencement ceremony. The senior high graduates and their parents are completely responsible for the financial expense of this reception. All reception plans must be pre-approved by the administrator before any expenditure of funds is made. The school will not underwrite any portion of the expenses relating to the senior graduation reception, including decorations.

#### **9.4.2. Junior Class Responsibility for Serving and Cleaning Up**

Both the junior class students and their parents are responsible not only for serving the food at the senior high graduation reception, but also for cleaning up, tearing down the decorations, and setting up the fellowship hall for Sunday school.

### **9.5. *Open House***

During the first quarter of the school year an Open House is held to allow parents the opportunity to see their children's classrooms and teachers. While the school's Open House is not a time to hold lengthy parent-teacher conferences, it is a time for the parents to become more familiar with their children's teachers and learning environments. During the Open House the parents will be able to review their children's work completed up to that point, as well as any projects on which they are currently working.

## **9.6. Pledges to the Bible, Christian Flag and the U.S. Flag**

Every student in GBCS is required every morning to recite the following pledges as a part of the school's curriculum.

### **9.6.1. Pledge of Allegiance to the 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."*

### **9.6.2. Pledge of Allegiance to the Christian Flag**

*"I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe."*

### **9.6.3. Pledge of Allegiance to the 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."*

## **9.7. School Photographs**

Each year at the beginning of the new school year, the school contracts with a photography company to take pictures of the student body. These pictures include individual portraits of the students, class pictures and group/club candid. Parents may obtain copies of the pictures by paying whatever fees are required of the photography company for its picture packages. If a student is absent on the school's annual picture day, he may have his picture taken on the make-up day. Sometimes pictures are taken again in the spring. Kindergarten and senior high school graduates have their cap-and-gown portraits taken in the spring as well. These graduation photos may be purchased by the parents as keepsakes. The fees for school pictures are separate, and are not included in any other fees required by the school. Please refer to section 8.3.6. of this handbook for picture dates.

## **9.8. School Programs (Christmas & End-of-the-Year)**

Each year a very special Christmas program is presented to the parents and friends of GBCS. The Christmas program involves the entire student body, and it gives the students an opportunity to develop confidence and poise, as well as speaking and performance skills. Student participation in the Christmas program is mandatory.

At the end of the school year there are graduation programs that include academic presentations from the different classes. During these graduations, student achievement and character awards are given to deserving students as well. Student participation in these end-of-the-year programs is mandatory.

# **10. PHILOSOPHY AND OBJECTIVES**

## **10.1. GBCS' Mission Statement and Objectives**

***The Gethsemane Baptist Christian School (GBCS) ministers to Christian families by helping their children to "[increase] in wisdom and stature, and in favour with God and man" through a Biblically-based, Christ-centered curriculum taught by godly, trained faculty. The effectiveness of its educational ministry will be measured in the lives of its students, as they allow Christ to live through them.***

While the faculty and staff realize that not every student will be born again upon entrance into the school, they, however, do endeavor to minister wholly (spirit, soul, and body) to children of saved parents who believe and support the school's statement of faith and philosophy of Christian education (Amos 3:3). Subsequently, the administration does not allow families that do not hold to the fundamental tenets of Biblical Christianity to enroll their children into GBCS (II Corinthians 6:14-18; II John 9-11). Furthermore, in an effort to facilitate the development of Christ-likeness in the students, the staff and faculty members teach and model Christian behavior that is consistent with the Biblical mandate of holiness (Titus 2:11-14; I Peter 1:15-16).

Since the faculty and staff place a premium on the spiritual development of their students, they do seek to maintain a balanced approach to the intellectual, emotional and physical maturation of their children (Luke 2:52; Prov. 25:16). They do this by utilizing the most effective curriculums and methodologies available without compromising the

school's educational philosophy. In addition, the faculty and staff strive to enhance the learning experiences of the students with modern technology (I Chronicles 12:32a).

Therefore, the objective of Gethsemane Baptist Christian school is sevenfold. GBCS strives to teach its students:

- (1) to live for God's glory. (I Corinthians 10:31)
- (2) to live for others. (Matthew 20:20-28)
- (3) to train for the future in discipline and obedience. (Job 36:10; I Corinthians 6:12, 9:24-27)
- (4) to teach godly character and actions. (Titus 2:11-14; Colossians 1:9-12)
- (5) the works of God from God's viewpoint. (Psalm 78:1-8)
- (6) to bring students to maturity through service in the local church. (Ephesians 2:8-10; 4:7-16)
- (7) to bring students to Christ-likeness through human instruments (e.g. godly faculty members that live Biblical Christianity before our students). (Galatians 4:19; Hebrews 13:17; II Thessalonians 3:7-9)

## **10.2. GBCS' Philosophy of Christian Education**

The goal of Christian education is the spiritual, mental, social and physical development of Christian students through a Christ-centered and Biblical world view, whereby they learn to allow Christ to live through them for the purposes of glorifying their Heavenly Father, evangelizing the lost and impacting their world for righteousness.

The Bible states in Proverbs 1:7 that the fear of the Lord is the beginning of knowledge. The Scriptures also teaches in John 17:17 that the Bible is truth. In addition, I Corinthians 2:14 says, "...*The natural man receiveth not the things of God: for they are foolishness unto him: neither can he know them, because they are spiritually discerned.*" From just these three passages one can deduce that a reverential fear and respect for God Almighty is the starting point in attaining spiritual knowledge. Of course, this assumes the reality of God as the Creator. Furthermore, one can see that God's word is the source of truth, and it can only be discerned through spiritual eyes. Subsequently, only a student who is born-again is really in the position to receive the greatest benefit of a Christian education – instruction in the application of Biblical precepts and principles for life change.

However, the defining aspect of a truly Christian education is the subordination of every facet within the school to the governing commands and principles of the Bible. In essence, Christian education presupposes that the Bible is the Christian's sole authority in determining what he believes and does. Therefore, it is incumbent upon Christian teachers to base all educational instruction upon a strong Biblical foundation (Biblical integration). Also, students must be taught how to resolve biblically the conflicts that will arise between them and fellow students, faculty and family. Furthermore, Christian education seeks to teach students how to apply the various aspects of their learning in service unto their Lord Jesus Christ.

The philosophy of Christian education that governs Gethsemane Baptist Christian School (GBCS) is comprised of the following major tenets (not necessarily in the order listed).

(1) The administration, faculty and staff believe that God Almighty is the Divine Creator, Who is Self-Existent in the Three Persons of the Godhead: the Father, the Son, and the Holy Spirit (Gen. 1:1 - 2:3; John 1:1-3; Col. 1:12-20; I John 5:7). Therefore, since God created all things, all things are for His pleasure and purpose (Rev. 4:11). Subsequently, in the school's educational practices, GBCS must guide its students to please God in all that they do, as they were created for that purpose (Heb. 11:6; I Cor. 10:31). GBCS students are taught to submit to God's will for their lives as revealed in Scripture and by God's leading in their lives.

(2) The Bible, God's Word, is the special revelation that God gave to man so that man might know how to live. The Lord Jesus Christ said, "*Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God.*" (Matt. 4:4) It is vital in GBCS' educational process that the staff and faculty teach and model before the students that every governing principle for their lives is found in the Bible (II Tim. 3:16-17). Without the Bible man has no basis for truth; and if man has no biblical basis for truth, then he will be subjected to the deceitfulness of his own heart and the destructive philosophies of this world's system (John 17:17; Jer. 17:9; Col. 2:8; I Tim. 6:20-21). The student must be taught that since God is eternal, His Word is eternal. Subsequently, if God's Word is eternal, then it will not change, and, therefore, it can be trusted (Psa. 119:89; Matt. 24:35). [The staff and faculty of GBCS believe that the King James Version of the Bible is God's preserved Word for the English-speaking people, and they use it as their sole authority in all matters of faith and practice.]

(3) Christian students need to know that their works for Christ will be judged. This knowledge of the judgment seat of Christ should help to motivate the students to live for that which is eternal and not that which is temporal (II Cor. 4:14 - 5:11).

(4) Gethsemane Baptist Christian School is a ministry of helps within the structure of Gethsemane Baptist Church whereby Christian parents receive assistance in bringing up their children in the nurture and admonition of the Lord (Ephesians 6:4), while obeying the government's compulsory education requirements set for children (Rom. 13:1-7). Christian education must not usurp a parent's responsibility to train his child, but rather come alongside and help the parent in the educational process (Deuteronomy 6:1-9; Psalm 78:1-8; Matthew 28:18-20; Acts 2:41-42; Ephesians 4:7-16). Both the home and the church must remember that children are a heritage of the Lord, and as such, they primarily belong to God (Psalm 127:3; Ezek. 18:4a). While a part of the Great Commission, given to the church, is to teach believers, the church must subordinate that responsibility to the parent's Biblical priority and obligation to teach his own child.

(5) The Scriptures teach that all men are sinners by nature and need to be born again in order to be partakers of the Divine nature. This is critical to the understanding of Christian education. The spiritual emphasis in Christian education will be senseless to those who are unregenerate, for "*the preaching of the cross is to them that perish foolishness; but unto us which are saved it is the power of God.*" (I Corinthians 1:18) Subsequently, it is not the goal of Christian education to reform: for the Scriptural injunction is to "*put off the old man with his deeds*" and to "*put on the new man, which is renewed in knowledge after the image of him that created him.*" (Col. 3:1-17) The Christian is never commanded to "reform" the flesh. While the Christian's sinful nature can be described in the context of his flesh, the Christian's body is neutral. This is why born-again Christians can walk in the Spirit and not fulfill the lusts of the flesh (Gal. 5:16). Therefore, GBCS endeavors to teach Christian students that they, as believers, have a God-given mandate to "*let not sin reign in [their] mortal bodies that [they] should obey it in the lusts thereof.*" (Rom. 6:12) Since there will be a constant struggle for the Christian student between the Spirit and flesh, the faculty and staff must be vigilant in their efforts to encourage students to present their bodies "*a living sacrifice, holy, acceptable unto God*" and not to defile their "temples" (bodies). (Rom. 12:1; I Cor. 6:19-20) In addition to presenting their bodies a living sacrifice, Christian young people need to be "*transformed by the renewing of [their] minds*" by God's Word through the work of the Holy Spirit, Who guides the believer into all truth (Rom. 12:2; John 16:13).

(6) Each child is uniquely equipped by God with gifts and abilities. Therefore, a part of the educational process is to help each child to discover their special talents so they may glorify the Lord through the use of them (Psalm 139:14; Rom. 12:3-8; Eph. 2:8-10).

The aforementioned, philosophical principles are founded upon Biblical precepts and principles and serve to guide Gethsemane Baptist Christian School in every aspect of its educational mission.

## **11. PROCEDURES FOR CONFLICT RESOLUTION**

The following quotation from *Follow the Matthew 18 Principle*, by author Paul Kienel, is provided to set the tone for proper conflict resolution between parents, students, faculty and administration at Gethsemane Baptist Christian School.

*"The 'me generation' philosophy of 'I'll do it my way' sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their 'own hands' and by-pass the Biblical procedure of solving problems.*

*A Christian school is made up of people—parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrong-doing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, 'A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another.' (John 13:34-35)*

*Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. I call it 'the Matthew 18 principle' for solving school problems. The following are the words of Jesus:*

*'Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every*

word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as a heathen man and a publican.'

There are several clear principles that Jesus taught in solving people-to-people problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. 'A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered.' (Proverbs 11:9)
2. **Keep the circle small.** '...If thy brother shall trespass against thee, go and tell him his fault between thee and him alone...' The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
3. **Be straightforward.** '...Tell him his fault...' Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says, '...Faithful are the wounds of a friend...' (Proverbs 27:6)
4. **Be forgiving.** '...If he shall hear thee, thou hast gained thy brother.' This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads '...If a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.'

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not 'hear' you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

5. **The parent and teacher should agree to share the matter with the school administrator.** At this stage the counsel of Jesus would be '...Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.' Both parent and teacher should rehearse his version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that eighty percent of school problems are solved at the two-people level. Another eighteen percent of school problems are solved at the three and four people level, which includes the school's administration. This leaves two percent to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

6. **The school administrator will decide how the matter will be presented to the board.** Depending on the complexity of the problem, it may be appropriate for the administrator to request that all persons involved be present at a school board meeting. The goals of such a high-level meeting are: (1) [to get] a clear understanding of the problem; (2) [to solve] the problem; (3) [to give] reproof and correction if necessary; and (4) [to facilitate] forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers regarding student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems.

*Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle in solving school problems.*

The following steps are to be taken by any student, parent or faculty member in resolving conflicts with another person or persons within the school.

- a. Address the matter personally and alone with either the offending or offended party(-ies). Involve only those who were directly involved with the matter. Both parties must remember not to attack each other's person, but to confront the issue(s). They must speak the truth in love to each other, seeking reconciliation that glorifies the Lord. If the matter is resolved properly, then the offending party should seek forgiveness and the offended party should grant forgiveness in accordance with the Biblical mandate in Luke 17:1-10 and Ephesians 4:32.
- b. If after meeting together, the parties could not resolve the matter, then both should bring the matter to the school administrator. The school administrator will then listen to the accounting of both sides and help them to resolve the matter both Biblically and within school policy, if applicable.
- c. In the event that the problem could not be resolved, then the administrator may involve the deacons for further action, depending upon the nature of the dispute.

A parent or student may grieve a decision/judgment of an immediate authority to the next higher authority. In the grievance process, a decision/judgment of the administrator is final and binding. (The administrator may seek the advice/collaboration with the deacons in rendering a decision.)

We believe believers are to love one another and that such love manifests itself in interpersonal relationships characterized by, among other things, unity and peace achieved in part by conscious efforts towards lowliness and meekness of mind, longsuffering, forbearance, truthfulness, and away from strife and vainglory, bitterness, wrath, clamor, evil speaking, and malice; that despite such efforts, conflict has been a part of the Christian experience from the earliest days of Christianity; that the Bible is the only authoritative guide for resolving conflict within local churches; and that it is the solemn duty of every local church to resolve conflict hindering its mission. Subsequently, we believe **LOCAL CHURCHES HAVE BEEN GIVEN ALL THE RESOURCES NECESSARY TO JUSTLY RESOLVE PERSONAL DISPUTES BETWEEN BELIEVERS**; that believers have an obligation before God to resolve disputes between themselves so as not to bring reproach upon the name of Christ and His churches; that believers are prohibited from bringing civil lawsuits against other believers or the local church and its ministries; that the judgment of the church is binding on all parties and backed by the Lord Jesus Christ; and that the prohibition against lawsuits does not extend to cases where a believer or church seeks compensation for injuries from another believer's or church's insurance company if the claim is pursued without malice or slander, or in a way that does not bring reproach upon the name of Christ and His churches. (Matthew 18:15-17; Luke 17:3-10; Galatians 5:14-26; Ephesians 4:17-32; Colossians 3:8-15; I Corinthians 6:1-8; Romans 12:17-21)

## 12. REQUIRED FORMS

### **12.1. Medical Information Form & Request for Administration of Medication**

The school may not administer medication, including over-the-counter medication, to a student unless these forms are completed and filed with the school office. This must be done for each instance that the parent desires the school to administer medication to his child. Please see page 55-56 for more information and a copy of this form.

## 13. SCHOOL SUPPLIES

### **13.1. Supplies**

In addition to the booklists, a supply list for each grade is also mailed with the August billing. These supply lists delineate the items that the school expects the parents to purchase for their children. Sometimes, however, a class may not have a supply list because the students in that class pay a supply fee, with which the teacher buys the students' supplies. A teacher may elect to do this so that all of the supplies are uniform. A parent may obtain a copy of his child's class supply list from the school office. The following basic supplies are always needed by students: *pencils, paper, notebooks, binders, folders, crayons/colored markers* (elementary students), *rulers, compass/protractor* (secondary students), *scientific calculator* (high school students), *dictionaries* (upper elementary/secondary students), *glue, etc.*

## **13.2. Textbooks & Workbooks**

Each parent must purchase textbooks and workbooks for his child. Elementary student textbooks and workbooks are typically consumable by design. Textbooks and workbooks for junior and senior high students are usually consumable as well, albeit some textbooks are hardbound.

Once a parent pays for his child's textbooks and workbooks, they belong to the student. No student will be issued any textbooks/workbooks until the school has received payment for them. Furthermore, the parent must bear the actual cost, tax, and shipping expense of any replacement/new books, which must be ordered for his child throughout the school year.

The school office sends out, with the August billing, lists of what textbooks/workbooks that students will need in each class. These booklists contain not only the prices of the textbooks/workbooks, but also other fees that would be due payable (i.e., computer fee, art fee, P.E. fee, etc.). A parent may obtain a copy of his child's class booklist from the school office.

## **14. STANDARDS OF CONDUCT**

### **14.1. Rationale Supporting GBCS' Standards of Conduct**

The moment one turns from his own way to trust in the finished work of Christ for his salvation, he is instantly saved from the penalty of sin and adopted into the family of God permanently. The Scriptures teach that the new Christian is instantaneously given the indwelling Holy Spirit and, consequently, the ability to choose to respond to the Holy Spirit and to begin experiencing growth that will ultimately conform him to Christ-likeness and enable him to express the fruit of God's Spirit in his life (Gal. 5:22-23). This process, of being changed from one who naturally follows the principles and ways of the world to one who is transformed (remolded) to become more like Christ, is called sanctification. While salvation occurs instantaneously and depends wholly upon the work of God, and not anything of the person himself, sanctification is a gradual process that requires the person's willing participation and cooperation with the work of the Holy Spirit and his efforts to know, understand and obey the Word of God. He will experience growth only to the degree with which he cooperates and obeys God's commands to set himself apart from that which is ungodly and to consecrate himself to that which is pleasing to God. "...And let everyone that nameth the name of Christ depart from iniquity...If a man therefore purge himself from these, he shall be a vessel unto honour, sanctified, and meet for the master's use, and prepared unto every good work." (2 Tim. 2:19-21)

Because pastors and Christian educators have been entrusted by God with the leadership and discipleship of young and impressionable children, they are keenly interested in the spiritual growth of their students, as well as the students' academic and social growth. One cannot separate Christian character and spiritual truth from a normal school day or the acquisition of knowledge. Therefore, it is the educator's deepest commitment to provide an educational atmosphere that facilitates character growth, as well as academic growth. Because the teacher understands and believes that God is at work in the lives of his children, he believes that he has a responsibility to protect them from anything that would hinder their proper development and to implement that which is necessary to nurture godly character development. Thus, the teacher seeks to abstain from that which is evil and corrupting, and adhere to that which is good and edifying – as God defines evil and good. God implicitly warns the Christian, "Be not deceived, evil communications [behavior] corrupt good manners. Awake to righteousness and sin not..." (1 Cor. 15:33) A Spirit-filled educator believes that it is imperative to provide appropriate accountability and enforcement behind discipline efforts so as to restrain the natural sinful impulses of the flesh. Such a teacher believes that children need repetitious reminding, training, encouragement and guidance in order to develop appropriately. He also believes that children need to be kept "unspotted [uncontaminated] by the world [world system and ways]" (James 2:27) in order to develop wisdom [the ability to apply knowledge and to make right choices for the right motives].

*"It is undeniably true that Jesus Christ has called His followers to assume a posture of radical non-conformity to the world system. At the heart of the Sermon on the Mount, the manifesto of Jesus, we find these words: 'Be not ye therefore like unto them.' (Matthew 6:8). That is a clarion call for Christians to be different from the world around them. To be perfectly honest, most of us do not like this 'difference talk.' And the reason is clear: moral difference does not make for social acceptance, and social acceptance is the one thing for which...many contemporary Christians are prepared to sell their souls. The world thrives on conformity; it gags on diversity. It is always attempting to force*

*us into its mold (Rom.12:2). 'How dare you be different,' the world says to Christians; and far too many of us conform.*

*But why are Christians to be different? Why has Jesus Christ called His followers to be radical, but Godly, non-conformists? It's not so that we can pour contempt on the world. That's what the punk culture has done. They, too, are radical non-conformists, but of an ungodly variety. They refuse to conform, and for some of the right reasons, but in all the wrong ways. This contemptuous reaction manifested in outrageous hairstyles, eccentric wardrobes, and shameless lifestyles is not fitting for Christians. Christians are not to have contempt for the world but compassion for its needy people. Neither are Christians called to be different so that they can call attention to themselves. As a matter of fact, authentic Christians are always seeking to divert attention away from themselves and up to Christ.*

*Why, then, are we called to be different? I believe the reason is two-fold. First, we are called to this radical difference for the sake of conforming to the image and likeness of Jesus Christ. If Jesus would not go there, say that, listen to that, see that or think that, neither should we. Second, we are called to this radical difference for the sake of modeling before lost men and women, boys and girls, the genuine possibility of change." (from "Reclaiming Authentic Fundamentalism" by Douglas McLachlan)*

The Scriptures provide Christians with a requirement, a rationale and a reward for separating themselves from, or refusing to conform to, worldliness. Because the Christian believes the Bible is the infallible Word of God, and is totally sufficient to provide answers and direction in "all things that pertain to life and godliness," (2 Pet. 1:3) he believes God's commands to His children are imperative. God **requires** His followers to "be...not unequally yoked together...come out from among them and be ye separate...and touch not the unclean thing." God provides a **rationale** for the many commands which He gives to be distinctively different from the world – to "be...holy." Paul states, "...Ye are the temple of God..." (1 Cor. 3:16-17). Finally, God provides a **reward** for those who heed His warning and obey Him with regard to separating themselves from that which has a corrupting influence on them. He says, "...I will receive you and will be a Father unto you, and ye shall be my sons and daughters, saith the Lord Almighty." God does not instruct the Christian to isolate himself from the world. Yet, neither does He instruct the believer to be assimilated or absorbed into the world. The Christian is to be *in* the world but not *of* the world. Christians believe that the Bible clearly teaches parents to protect and nurture their impressionable young children in such a way that they will one day be able to stand strong for Christ "in the world" without becoming "as the world".

The Bible describes the carnal, or spiritually immature person, as one who disregards and takes lightly rules and governing principles for life and godliness. The opposite extreme is described as a Pharisaical person who creates and obeys rules with no understanding of principles as a means to feel superior and righteous on his own merit. The mature believer, who understands the principle of Christ's Lordship (Christ's right to govern his life), learns to understand, love, and implement Biblical principles and the rules that are built on them. He realizes developing Biblically-based standards for his life is a means of protecting him from the corrupting and destructive influence of evil, as well as a means of eliciting God's special blessing and reward for obedience. The mature believer understands that he possesses God's free gift of grace, which is the God-given freedom and ability to know and to obey God's will, not the freedom to disregard God's will. A true understanding of biblical separation produces humility and dependence on the power of the Holy Spirit within the believer, not pride and self-reliance.

A skillful surgeon is not made skillful and useful because he wears surgical gloves to protect himself and his patient. The gloves are absolutely necessary to a skillful surgeon and indicate that the surgeon has a proper understanding and fear of the destructive power of tiny germs and viruses; but gloves alone do not make him skillful. One would not view the surgeon who takes such prudent precautions and teaches others to do the same as one who is prideful. Rather, he would view the surgeon, who *refuses* to believe that he needs to wear surgical gloves for protection, as arrogant and prideful. The wise surgeon does not refuse to wear gloves on the basis that he is a skilled surgeon or an experienced, older surgeon. Rather, he wears them because he knows that danger is always present, no matter what his skill level or age. The practice of keeping oneself uncontaminated from evil influences keeps him from being destroyed, but it does not in itself make him useful or holy. It makes it possible for God to use him and bless him in greater ways, but it does not provide him with any reason to boast or to feel superior. God's power alone makes one holy, and God's grace alone makes it possible for one to understand and obey God's will.

The faculty and staff at Gethsemane Baptist Christian School practice principles of separation from evil influences in order to protect themselves and their children from that which God says will corrupt godly behavior and prevent

spiritual growth. The administration establishes rules, because rules act as guardrails for children, providing them with much needed security and guidance that will keep them safely "on track". It seeks to remove the "sticks and stones" in the soil of the children's environment so the tender plant is able to experience unhindered growth. GBCS faculty and staff diligently seek to be obedient to the Lord's commands in order that their church and school might fully experience the blessings of God's power on what they do. They believe this is a wise practice, and they believe it is a Scriptural command. However, they in no wise believe that separation in itself makes them or their children spiritual or superior.

On what basis, then, does the administration establish guidelines, standards and rules in its life and the lives of its children? It certainly cannot rely on its own intuition or human reasoning to construct Biblical principles for a successful and happy Christian life. The Scriptures teach that human hearts are "desperately wicked" and prone to self-deception, so they are not to be trusted or to be relied upon. To trust in one's own heart, God warns, is foolish. If the school's principles are truly going to be Biblical and blessed of God, then it must rely upon Biblical criteria to make them. The administration must test everything it does by the Scriptures alone, and then it can expect God's leading and blessing.

#### **14.2. Cheating**

Cheating by any student will not be tolerated and will be disciplined severely. Cheating is a form of deception and lying that can be destructive to those who habitually engage in it. If it has been determined that a student has cheated on an quiz/test/exam/assignment, then he will receive no credit (a zero) for the quiz/test/exam/assignment on which he cheated, in addition to the disciplinary consequence that he will receive for breaching the school's cheating policy. Furthermore, students must know that the administration considers copying another student's work, including homework, a form of cheating. For 7<sup>th</sup> – 12<sup>th</sup> grade students the consequences of cheating are as follows: 1<sup>st</sup> offense – 1 hour detention, 2<sup>nd</sup> offense – suspended for 1 day, 3<sup>rd</sup> offense – suspended for 2 days and placed on behavioral probation.

#### **14.3. Classroom Discipline**

All GBCS teachers develop a classroom discipline plan that is appropriate for the age that they are teaching. These discipline plans include positive reinforcements and rewards for appropriate behavior, as well as consequences for inappropriate behavior. Classroom rules define the boundaries and expectations of each teacher, as well as the specific consequences of choosing to ignore or to disobey the rules. The manner and severity of correction vary, depending on a student's age level and ability to understand, as well as his capacity to exert self-control. All classroom rules are specific, easy for students to remember, and reasonable. They are reviewed often by the teacher and posted in the classroom. At the beginning of the school year, the teachers send home copies of their classroom discipline plans to the parents. A parent may request from his child's teacher an additional copy of the classroom discipline plan.

#### **14.4. Cleanliness of Clothes and Person**

For the health and well-being of the student body and faculty, students must maintain the cleanliness of their clothes and person in a manner that glorifies the Lord. Students must bathe/shower and wash their hair regularly, brush/floss their teeth, use body deodorant, if they are old enough to do so, and wear clean clothes to school. Students who do not observe proper hygiene will not be allowed to attend class until their parents ensure that their children's dress and grooming standards are in keeping with good health and propriety.

#### **14.5. Courtesy**

The students are to treat other students, faculty and staff members with proper respect and dignity. Furthermore, students are to show the appropriate respect for those who are in authority, and in fact all adults. Students must address any staff and faculty member by using the staff member's appropriate title and last name (i.e., Pastor Smith, Mrs. Smith, Mr. Weldon, etc.) Furthermore, students must answer a faculty or staff member with "Yes, sir"/"No, sir" or "Yes, ma'am"/"No, ma'am", as appropriate, when responding to a question. Under no circumstances may students talk back to, be sarcastic towards, or gossip/complain about those in authority at school. Those students caught talking back to, being sarcastic towards, or gossiping/complaining about school authority will be disciplined accordingly.

In addition, students are not permitted to use any form of disrespectful language towards fellow students at any time. This disrespectful language would include, "Shut up!" Parents may greatly assist the school's efforts to foster courtesy among the students by refraining from using these kinds of comments themselves when speaking to their children. Parents may also help by training their children to exercise self-restraint when they are provoked and to treat others with dignity and respect always.

## **14.6 Language**

The Scriptural injunctions concerning the verbal language of a believer follow:

- ☞ *"Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers. And grieve not the Holy Spirit of God, whereby ye are sealed unto the day of redemption. Let all bitterness, and wrath, and anger, and clamour, and evil speaking, be put away from you, with all malice: and be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you."* (Ephesians 4:29-32)
- ☞ *"But now ye also put off all these; anger, wrath, malice, blasphemy, filthy communication out of your mouth. Lie not one to another, seeing that you have put off the old man with his deeds; and have put on the new man, which is renewed in knowledge after the image of him that created him."* (Colossians 3:8-10)
- ☞ *"But fornication, and all uncleanness, or covetousness, let it not be once named among you, as becometh saints; neither filthiness, nor foolish talking, nor jesting, which are not convenient: but rather giving of thanks."* (Ephesians 5:3-4)
- ☞ *"...For out of the abundance of the heart the mouth speaketh. A good man out of the good treasure of the heart bringeth forth good things: and an evil man out of the evil treasure bringeth forth evil things. But I say unto you, That every idle word that men shall speak, they shall give account thereof in the day of judgment. For by thy words thou shalt be justified, and by thy words thou shalt be condemned."* (Matthew 12:34-37)
- ☞ *"Do all things without murmurings and disputings,..."* (Philippians 2:14a)
- ☞ *"Exhort servants to be obedient unto their own masters, and to please them well in all things; not answering again."* (Titus 2:9)

Three principles are clear from the aforementioned passages of Scripture concerning one's verbal conversation:

- (1) A person's verbal conversation is determined by what is in his heart.
- (2) A Christian's way of talking is to be appropriate, godly and different from the conversation the world employs.
- (3) A Christian is not to complain, to murmur or to talk back to authority.

Subsequently, students at GBCS are expected to speak words that build people up, rather than tear them down, and to honor authority by respectful speech. Therefore, students are prohibited from using the following forms of sinful and questionable speech:

- lying
- gossip/slander of another person
- murmuring/complaining/gripping
- disrespectful speech
- blasphemy
- cursing (using profanity)
- name-calling/teasing
- malicious teasing/insulting of others
- vulgar/sensual speech
- inappropriate slang

Students who involve themselves with the aforementioned forbidden forms of speech will be disciplined accordingly. The faculty and staff may also require that students refrain from involving themselves in speech that is considered worldly and erosive to godly values and morals.

## **14.7. Off-Campus**

Parents and students must understand, acknowledge and support the truth that Christians are to live their lives void of hypocrisy, duplicity and inconsistency. This means that a Christian is to live under the same spiritual and moral code in every aspect of his life. He is not to have one set of rules under which he lives at school and a different set by which he acts at home. The believer in Christ is supposed to live righteously at all times.

For this reason, parents of GBCS students must realize that their children may be disciplined for infractions of school policy that are committed off-campus. In other words, regardless of whether or not the prohibited activity takes place at or away from school, the student is equally subject to discipline for engaging in such activity, up to and including expulsion. GBCS parents and secondary level (7<sup>th</sup> through 12<sup>th</sup> grade) students must sign an agreement, indicating that they understand that the students are responsible for obeying school rules while they are off-campus and are liable for any infractions thereof.

### **14.8 Physical Contact**

Students are not to intentionally engage in physical contact with other students, except when appropriate as determined by the school administration (i.e., contact sports, certain games, etc.). Students may not engage in the following:

- ♦ fighting
- ♦ pushing
- ♦ showing
- ♦ hitting
- ♦ punching
- ♦ kicking
- ♦ scratching
- ♦ biting
- ♦ touching members of the opposite sex/getting too close to members of the opposite sex (the "6-inch rule")
- ♦ pulling hair
- ♦ "horseplay"

Students involved in these activities will be disciplined accordingly.

### **14.9 Stealing**

To steal another's property violates the clear teaching of Scripture (Exodus 20:15) and is forbidden at GBCS. Stealing is a sin that will exact severe consequences upon its participants. If it is determined that a student stole something from someone else, then, in addition to being disciplined accordingly, the student must restore to the victim either the item(s) which he stole, the price of the item(s) or both items and the price of restitution. Parents of students who steal things either from the school or from other students are financially liable for their children's actions.

### **14.10 Vandalism**

Foolish behavior that results in the destruction of school property is called vandalism. Students involved in vandalism will be disciplined accordingly, and they will be expected to pay for the damage they caused. Vandals may also be required not only to pay for the damage, but to assist in the repair of that which they damaged or destroyed.

### **14.11 Worldly & Sinful Pursuits**

God's Word, the Bible, is replete with commands for the believer to be godly and to be different than unbelievers. In fact the Christian is commanded in I John 2:15, "*Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him.*" To love the world is to be worldly or to engage in worldliness. Now, Christians are to love people in the world, as God loves people; but they are to hate worldliness. To love the world means to desire this world's system and what it offers above the Lord Himself. In fact, God states in I John 2:16, "*For all that is in the world, the lust of the flesh, and the lust of the eyes, and the pride of life, is not of the Father, but is of the world.*" Furthermore, the Scriptures record in James 4:4: "*Ye adulterers and adulteresses, know ye not that the friendship of the world is enmity with God? whosoever therefore will be a friend of the world is the enemy of God.*" One may consider the following additional passages of Scripture, as they instruct Christians not to live worldly lives.

- ☞ "*Wherefore gird up the loins of your mind, be sober, and hope to the end for the grace that is to be brought unto you at the revelation of Jesus Christ; as obedient children, not fashioning yourselves according to the former lusts in your ignorance: but as he which hath called you is holy, so be ye holy in all manner of conversation; because it is written, Be ye holy; for I am holy.*" (I Peter 1:13-16)
- ☞ "*Be not unequally yoked together with unbelievers: for what fellowship hath righteousness with unrighteousness? and what communion hath light with darkness? And what concord hath Christ with Belial? or what part hath he that believeth with an infidel? And what agreement hath the temple of God with idols? for ye are the temple of the living God; as God hath said, I will dwell in them, and walk in them; and I will be their God,*

*and they shall be my people. Wherefore come out from among them, and be ye separate, saith the Lord, and touch not the unclean thing; and I will receive you, and will be a Father unto you, and ye shall be my sons and daughters, saith the Lord Almighty.” (II Corinthians 6:14-18)*

- ☞ *“I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.” (Romans 12:1-2)*
- ☞ *“Thus saith the LORD, Learn not the way of the heathen,…” (Jeremiah 10:2)*
- ☞ *“For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; looking for that blessed hope, and the glorious appearing of the great God and our Saviour Jesus Christ; who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works.” (Titus 2:11-14)*

In keeping with the Scriptural injunctions above to live godly lives, students attending GBCS must agree to refrain from the following worldly activities: *swearing, indecent language, smoking, drinking alcoholic beverages, using illegal drugs or misusing legal drugs, gambling, using pornography (any sexually explicit materials), fornication, homosexuality, dancing, involvement in rock, rap, “Christian rock” music, watching movies (including video/DVD) that are in opposition to a Biblical Christian world view, and any other activities considered to be worldly.* Students must also maintain Christian conduct that demonstrates courtesy, kindness, morality, honesty, decency and behavior that is above reproach.

## **15. WITHDRAWALS**

### **15.1. Notice**

While it is hoped that a student, once he is enrolled, would complete the entire school year with GBCS, it is understood by the administration that situations arise necessitating a family’s permanent withdrawal of their child during the school year for reasons other than disciplinary. The following are examples of such situations: a move out of town, parental custody change, poor student health, and financial distress.

Should a family need to withdraw permanently their child from GBCS for any reason apart from any anticipated disciplinary action by GBCS, the administration requests that written notice of such intent be submitted to the administrator not less than fourteen (14) calendar days prior to the date of the student’s withdrawal.

Gethsemane Baptist Christian School reserves the right to ask for a student’s withdrawal for any reason. Except for the case of suspension/expulsion, GBCS will give a written notice of such withdrawal requests not less than seven (7) calendar days prior to the anticipated date of the student’s withdrawal.

### **15.2. Tuition Refund**

If a student withdraws or is asked to withdraw, a tuition refund will be given only for the remaining whole months in the school year for which tuition has already been pre-paid minus the free month that was given. For example, if a parent pre-pays tuition for the entire school year and then permanently withdraws his child on January 11<sup>th</sup>, then the parent would receive a tuition refund for the months of February, March, and April. There would be no refund for May, as it would be considered the free month the parent would have received had his child finished the school year with GBCS. Furthermore, since the withdrawal took place in January, tuition will not be refunded for that month. This refund would only apply towards tuition, not any other related fees and expenses.



# GETHSEMANE BAPTIST CHRISTIAN SCHOOL

A Ministry of Gethsemane Baptist Church

*Mr. David Murphy, Pastor*

*Mr. Joshua Weldon, Principal*

## Medical Information

Dear Parents,

The most appropriate person to administer medication to a child is the parent. This is best accomplished in the home setting. However, if it becomes necessary for medication to be administered at school, then one of the following two procedures must be followed:

(1) The parent or guardian may come to the school with the medication and administer it personally to the child. The parent must call the school to arrange the time when he will arrive to administer medication.

(2) The parent must fill out a *Request for Administration of Medication* form each time there is a need to give prescription, or **non-prescription** medication. Also, a written statement from the Physician requesting that medication be administered must be given to the school office. **All medication must be in it's original, labeled container.**

The administration of medication in this manner is in compliance with the California Education Code 49423 which is cited below. **The same procedure must also be followed to administer over-the-counter medications.**

Attached is a copy of the *Request for Administration of Medication* form. If necessary, more forms are available in the school office. Any medication may be administered only when the correct procedures are followed.

Thank you for your cooperation in following the guidelines set forth here at Gethsemane Baptist Christian School. Each of these requirements is designed to assist in the safe administration of medication to our students. If you have further questions regarding this process, please do not hesitate to contact the school office.

Sincerely,

The Administration

*Education Code 49423 states that, notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician's statement.*



# GETHESEMANE BAPTIST CHRISTIAN SCHOOL

A Ministry of Gethsemane Baptist Church

*Mr. David Murphy, Pastor*

*Mr. Joshua Weldon, Principal*

## Request for Administration of Medication

Based upon the attending physician's instructions and authorization below, I, by my signature, give permission to Gethsemane Baptist Christian School to assist my child with the administration of the medication(s) indicated on this form. This authorization is required according to the Education Code 49423, notwithstanding the provisions of Section 49422, which states that any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician's statement.

Full Name of Student: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

Name of Parent/Guardian: \_\_\_\_\_  
(Please Print)

Signature of Parent/Guardian: \_\_\_\_\_

### PHYSICIAN'S REQUEST FOR ASSISTANCE IN ADMINISTERING MEDICATION

Please provide assistance to the child in the administration of the following medication(s):

Name of Medication: \_\_\_\_\_ Time(s) to be given: \_\_\_\_\_  
(Please Print) (Please Print)

Method of Administration: \_\_\_\_\_ DOSAGE: \_\_\_\_\_  
(Please Print) (Please Print)

Approximate time span (in days) that school will be expected to administer the medicine: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
(Please Print)

Printed Name of Physician: \_\_\_\_\_ Medical License #: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

MI

Revised 7/25/10