

# PRAIRIE BAPTIST SCHOOL

2011 - 2012  
Student/Parent Handbook

"That they might set their hope in God, and not forget the works of God, but keep his commandments:"

Psal m 78:7

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“Many men of earnest spirit and established Christian character are hindered in their efforts to do good by the slenderness of their knowledge.”

– Charles Spurgeon

## DOCTRINAL STATEMENT

1. We believe in the verbal/plenary inspiration of the Bible, both the Old and New Testaments. We use the 1611 King James Version. We believe in the Old and New Testaments as a rule of faith and practice.
2. We believe in one God, eternally existing in three persons: the Father, Son, and Holy Spirit.
3. We believe that Jesus Christ is the virgin-born Son of God, begotten by the Holy Spirit, and is true God and true man.
4. We believe man is born with a sinful nature and is in need of the New Birth.
5. We believe that the Lord Jesus Christ died for the sins of all mankind as our substitutionary sacrifice.
6. We believe that all those that receive the Lord Jesus Christ by faith are born again of the Holy Spirit, become children of God, and receive the gift of eternal life.
7. We believe in the eternal security of the believer.
8. We believe in the resurrection of the crucified body of our Lord and His ascension into heaven.
9. We believe in the personal, pre-millennial, pre-tribulational, and imminent return of our Lord Jesus Christ.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
11. We are not in agreement with the Charismatic movements (healing, tongues, visions, etc.).
12. We believe in personal and ecclesiastical separation.

## GOALS AND OBJECTIVES

- To conform children to the image of the Lord Jesus Christ (Romans 8:29)
- To prepare students to be learners
- To provide a Christ-centered education where the Word of God is the basis of the entire curriculum
- To help instill a moral code of behavior in the life of each student, based on the Word of God, that will be the guide for the student's life
- To align our practice with our position
- To provide high academic standards that will prepare each student to develop his potential for the glory of God
- To train the whole child
  - **Spiritually**...to have a personal and abundant relationship with Christ and to be obedient to His will in every area of life (Ephesians 2:8-10)
  - **Mentally**...to relate all truth to THE TRUTH and to gain wisdom, to develop a genuine, biblical love of knowledge, to teach the student to think biblically, critically and thoroughly when facing the issues of life (Proverbs 9:10; John 14:6)
  - **Socially**...to enable students to develop godly relationships with others and loyalty to Christ in all areas; to prepare students to live in the world, yet not be of the world (John 17:15); to equip students to be ambassadors, soldiers and servants for Christ (II Corinthians 5:20)
  - **Emotionally**...to build discipline and to develop a Christ-controlled personality that can in all things give thanks (Philippians 4:11; I Thessalonians 5:18; II Timothy 1:7)
  - **Physically**...to teach care of the body, to instill respect for the body as the Temple of the Holy Spirit and to use it for the glory of God (I Cor. 6:19-20)

## CHURCH AFFILIATION

Prairie Baptist School is a direct ministry of Prairie Baptist Church. Therefore, the philosophy held and practiced, the doctrines taught, and the beliefs shared with the students are those of Prairie Baptist Church.

We believe in the authority of the home as well as the autonomy of the individual local church. **Therefore, we expect our students to regularly attend a Bible-believing, Bible-preaching church. Students who are not in the habit of regular church attendance will not be permitted to enroll or to continue their education at Prairie Baptist School.**

## **ACCREDITATION/CERTIFICATION**

We do not seek any outside approval and reject any interference from any government agencies to approve or accredit.

We do not require state certification of our teachers, as certification is not indicative of teaching ability.

## **NON-DISCRIMINATION POLICY**

Prairie Baptist School admits students of any race, color, national or ethnic origin to all the rights, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship or loan programs and athletic and school-administered programs.

## DISCIPLINE AND STANDARDS

Training a child involves both instruction and correction. The school, acting in cooperation with the home and church, should help to form good habits in the student. For discipline to be effective it must be based upon biblical principles. This can be accomplished through the following:

1. Obedience to authority (parents, teachers, coaches, etc.) - Such obedience is expected to be immediate.
2. Responsibility - in doing assigned or expected tasks
3. Cooperation - with others while working in the classroom or playing on the playground
4. Courtesy and respect for others - students, teachers, visitors
5. Cleanliness in person and property - put all trash in trash cans, pick up paper on the floor/grounds, keep desk and lockers orderly and dress neatly
6. Truthfulness and honesty in word and life
7. Respect - for the property of the school and of others
8. Promptness - in attendance and assignments
9. Good conduct - in respect to recreation, social relationships and language
10. Loyalty - to God, to God's Word, the home, the local church, school, and its God-appointed leaders
11. Attitude - Gripping will not be tolerated.
12. Chivalry - in the male students' treatment of all girls and women

Prairie Baptist School holds a no-tolerance policy when it comes to threats (verbal, non-verbal, direct, indirect). This conduct will end in expulsion and notification of the proper authorities. Total payment for the school year will still be required.

Various forms of correction/discipline will be administered, depending upon the nature of the offense.

\*Demerits - are used to correct day-to-day problems of a less serious nature.  
(An accumulation of demerits may result in detention/suspension/expulsion.)

\*Detentions - are scheduled for after school and are used to help reinforce proper behavior and help students to form good habits.

\*Corporal punishment (spanking) - is sometimes necessary and is ordained of God; therefore, **parents will administer the spanking.**

The goal of Christian education is to develop a self-disciplined student who is submissive to the Word and will of God. If the student allows God to discipline him, he will not need to be disciplined by others. We emphasize Spirit-control - not self-control.

Attendance at Prairie Baptist School is a *PRIVILEGE* and not a right.

Students and a parent or guardian are required to sign a "Standard of Expectation" form regarding the abstention from the following: tobacco, alcohol, illegal drugs; the attendance of movie theaters\* and dances, and the use of coarse or vulgar language, as these practices are considered to be detrimental to Christian character and will be taught as such! Exposure to music, literature, television, videos, and dating (we discourage serious dating relationships) should be carefully chosen and supervised by the *parents* in accordance with Philippians 4:8. When the student deviates in these areas it is the responsibility of the home to provide both correction and guidance.

**Any student whose conduct, attitude, or philosophy is detrimental to the basic goals and objectives of the school will be dismissed.**

\*Although TV, DVD's and VCR's have complicated the movie problem, we ask that you refrain from movie attendance because the movie industry advertises immorality, divorce, drinking, gambling, profanity, and immodesty (Romans 8:13, 14:21, II Corinthians 6:14,17).

Whatsoever things are...  
true...  
honest...  
just...  
pure...  
lovely...  
of good report;  
if there be any virtue,  
if there be any praise,  
think on **these** things.  
-Phillipians 4:8

## **BUILDING AND GROUNDS RULES**

Cars and other vehicles must be driven appropriately. The privilege of having a vehicle on the premises will be up to the discretion of the administration. We assume that all students will be driving legally. *Vehicles are off limits to students during school hours without permission.*

If it is necessary for a student to leave the premises during the school day, permission from the parent is required. Students must park on the field side of the parking lot.

Use of computers, classrooms, or offices after school or on weekends is prohibited without permission from the principal or teacher whose computer or classroom you are using.

No music players, movie players, electronic games, etc. may be brought to school or school events. Cell phones should be kept turned off, placed in the lockers, and only used with permission from the principal.

## **ACADEMIC STANDARDS**

94-100 A	87-89 B+	77-79 C+	67-69 D+
90-93 A-	83-86 B	73-76 C	63-66 D
	80-82 B-	70-72 C-	60-62 D-

Sr. High - Failing grades will result in no credit earned for the failed class.

Sports Program - In order to participate, students must maintain an overall C average (70% minimum) in their academic classes and may not be failing any class. (Specific details are outlined in the sports handbook.)

Bible - All students are expected to maintain a C average (70% minimum) in all Bible classes. If not, they will be placed on academic probation regardless of the rest of their grades.

Graduates - In order to graduate from Prairie Baptist School the student must have been a full-time student here during his entire senior year and have met all graduation requirements. There is a \$50 graduation fee payable at the time of registration.

Curriculum - While the curriculum is purchased from a variety of companies, the majority of our materials are from A Beka.

## **ADMISSION APPLICATION AND HEALTH FORM**

Admission applications must be filled out completely along with the health form and your Pastor's recommendation. Submit these and a copy of the student's most recent report card, with your enrollment fee, to Prairie Baptist School, 11210 E. PQ Ave., Scotts, MI 49088.

New enrollees and their parents must set up an appointment with the principal before enrollment can be completed. It is recommended that new families read the student handbook before making this appointment.

Forms **MUST** be handed in at the time of registration. All enrollment & registration fees are **NON-REFUNDABLE**.

**THE OFFICE MUST BE NOTIFIED OF ANY CHANGES (PHONE NUMBER, ADDRESS, ETC.)**

## ATTENDANCE

Regular attendance is EXTREMELY important! ABSENCE FROM SCHOOL CAN NEVER REALLY BE MADE UP. Absence means missing oral teaching for the day which means extra work for the student, parent, and teacher. We cannot emphasize enough the importance of faithful school attendance! It is a strong character builder and very important to your child's academic success. *It is the student's responsibility to obtain and complete missed assignments.*

If an absence is to be excused for reasons other than illness or emergencies, a note must be written - before the absence - by the parent to the principal's office requesting permission for the absence. Work to be missed must be made up or accounted for before the student leaves. Arrangements for this must be made with the student's teacher after permission has been secured from the office.

Students are urged not to take time from school unless it is absolutely necessary. There is no substitute for good attendance. Students who begin to develop a consistently poor attendance record are developing attitudes toward personal responsibility that can do them irreparable harm as well as dramatically affect their performance in school.

- a. A student who exceeds ten (10) days of absence in a class per semester may lose credit and be removed from that class.
- b. Students will be marked tardy if they are late for class. If a student comes late or leaves early they must sign in/out in the school office. Six (6) tardies are equal to one (1) absence.
- c. Habitual tardiness will not be tolerated. Consequences may include suspension and/or expulsion.
- d. Exceptions to this policy can be made for serious health problems and school-related activities. All exceptions will be subject to review and approval by the principal.
- e. Removal from a class for exceeding the maximum absences will be recorded as a failure in that class.
- f. Any student with excessive absences will meet with the principal. Situations will be handled on a case-by-case basis.

- g. The school will appreciate a phone call from the parents, before 9 a.m., if the student is going to be absent because of illness; a note is required from the parent upon the student's return explaining the reason for his absence. An absence will be considered **unexcused** if this requirement is not met.
- h. Having once arrived at school no student will leave before dismissal time without permission from the school office. This is very important. Leaving the school campus without checking out properly or leaving without permission may result in immediate expulsion.
- i. Students are to take upon themselves the responsibility for make-up work. All work missed for absences must be made-up within a period of time specified by each teacher.
- j. There will be no pre-approved absences given the first week of first semester, exam weeks, the week of S.A.T.'s, the week prior to school programs, or the last two weeks of second semester.

### **FIELD TRIPS**

Field trips are scheduled periodically throughout the school year. A note which will include specific information, parental permission, etc., will be sent home by the teacher prior to each field trip.

The dress code for all individuals for all field trips, unless otherwise stated, is school dress as outlined in this handbook.

**All** field trips are required. If you choose to keep your child home, it will count as an absence. There will be no provision for staying at school instead of attending a field trip.

### **HOMEWORK**

Out of school assignments will be given. While the parents may assist in seeing that the work is done and in explaining the work when necessary, the work must be done by the student and they must take responsibility for it. The parents should insist that their child bring graded papers home (tests, projects, etc.) for them to review.

## LENGTH OF SCHOOL DAY

K3 & K4	Part-time: Tuesday, Thursday	8:00 a.m - 3:00 p.m.
K3 & K4	Full-time: Same as times listed below for K5-12 students	
K5-12	Monday, Tuesday, Thursday, Friday	8:00 a.m - 3:00 p.m.
K5-12	Wednesday	8:00 a.m. - 12:00 p.m.

**School Closings:** Weather-related school closings will be publicized on television station WWMT (Channel 3), WOOD (Channel 8) and radio stations WBCK/WBXX (FM 95.3/104.9) and WKZO (AM 590). If school is closed for any reason other than weather, you will be contacted by phone at home or at the work/emergency numbers you have provided.

**Students should arrive at school 5-10 minutes early daily to prepare for the school day.**

## LUNCH

Students should bring a sack lunch. Most of the time concessions, pop, candy, and sandwiches are available for purchase. A price list for these items will be sent home at the beginning of the year. Supplies of napkins, paper plates, plastic spoons or forks, ketchup & mustard should be sent in throughout the year. **These items are available to students only if they are on hand.** An optional hot lunch will be available occasionally through an in-school group (i.e. Senior Class, yearbook, etc.).

## PROBATION

All new students are automatically on a one semester probation.

Any student who receives failing grades because of an attitude problem, lack of discipline, or effort will be put on academic probation. Bible grades must be maintained at 70% or above.

The end result of this probation period will be an obvious show of improvement, or the parent may be asked to withdraw their child from PBS. As stated in the financial information, payment in full for the school year is still required.

## SCHOOL VISITORS

Parents are always welcome in our school. **Please come by the office first**; do not go directly to the classroom. Because of the nature of a classroom setting, there are times when it is unprofitable to have visitors. Therefore, **if you wish to visit your child's classroom, please make arrangements with the principal no later than 24 hours before visiting.** (Lunch, homework, books, etc. may be left in the office to be delivered/picked up from there.)

Student visitors are welcome. HOWEVER, permission must be received from the school office **BEFORE** your child *invites* a visitor. The student visitor must meet our dress and conduct policies.

## SCHOOL/PARENT COMMUNICATION

Envelopes are used to transport information and school bills from the school to the parents. THIS INFORMATION IS FOR THE PARENT, and it is the parent's responsibility to read the contents and respond if necessary. These are sent with the oldest student in the family, and they are to be returned **the next school day**. A fee of \$1.00 will be added to the school bill each time an envelope must be replaced.

**THE OFFICE MUST BE NOTIFIED OF ANY CHANGES (PHONE NUMBER, ADDRESS, ETC.)**

## **TELEPHONE USE**

In order to discourage students from calling home for minor things, excessive local calls are \$.50 per call. Long distance calls must be made collect, or with a phone card. Calls may only be made from the school secretary's office, and permission must be given by a staff member before a call may be made. Calls made after regular school hours may only be made with permission from a staff member. The same charges apply.

## **TRANSPORTATION**

Transportation to and from school is the *PARENT'S Responsibility*. Students should not arrive before 7:40 a.m. There may be a charge of \$8.00/student added to the school bill if they arrive before 7:40 a.m. Students should leave by 3:15 p.m.

Please contact the school whenever a change in transportation is made (even if it is just a temporary change). Your child will only be released to those designated to pick him up. For safety reasons, elementary students will only be released upon the arrival of the designated party in the classroom.

It is the parents' responsibility to notify their source of transportation of any school cancellations, days off, etc. Prairie Baptist School does not use or endorse the use of public school transportation.

*“I am much afraid that the schools will prove to be great gates of hell unless they labor diligently in explaining the Holy Scriptures, engraving them in the hearts of the youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must become corrupt.”*

– Martin Luther

## STUDENT SUPPLY LIST

<u>K3-K5</u>	<u>1-2nd Grade</u>	<u>3-4th Grade</u>	<u>5-6th Grade</u>	<u>7-12th Grade</u>
Crayons (24 ct only)	Crayons (24 ct only)	Crayons Supply Box (small)	Crayons Supply Box (small)	Pens (blue, black, red)
Colored pencils (10-12 ct)	Supply Box (small)	Glue (Elmer's)	Assignment notebook	Pencils (#2 & colored)
Ruler (inches only)	Glue (Elmer's) Glue Sticks	Glue Stick	Glue	Glue
Supply Box (small)	Scissors (no plastic)	Scissors	Scissors(large)	Scissors
Glue Sticks Only	Paper (100 ct)	Paper	Paper	Ruler
Pencils (#2)	Pencils (#2 & colored)	Pencils (#2 & colored)	Graph Paper	Eraser
Scissors (no plastic)	Pencils Large Erasers (2)	Pens (red & black)	3x5 Cards	Paper***
Kleenex* (2 lg boxes)	Ruler (metric & English)	Large Erasers	Pencils (#2 & colored)	Assignment notebook
Small pillow	Small note pad	Ruler (metric & English)	Pens (blue, black, red)	3x5 Cards
Small blanket	Flashcards**	Pocket Folders (2)	Highlighter	Protractor & Compass (small size)
Kindermat (Walmart-see teacher for details)	Sweater Kleenex* (2 lg boxes)	Binder - one inch size (1)	Large Erasers	Kleenex* (2 lg boxes)
	Spiral notebook (wide-rule)	Kleenex* (2 lg boxes)	Ruler (metric & English)	
			Kleenex* (2 lg boxes)	
			<u>6<sup>th</sup> Grade:</u> Protractor Compass pencil pouch pocket folders (3)	

\*Kleenex - Please give the Kleenex to your home room (1<sup>st</sup> hour) teacher.

\*\*Flashcards - 1<sup>st</sup> grade (+, -); 2<sup>nd</sup> grade (+, -, x, ÷) [Check a \$1 store for these items.] (These are for use at home.)

PAPER - Only **loose leaf paper** may be used for written work that is handed in. Any other type (spiral, legal pads, etc.) is not acceptable.

\*\*\***All 7-12 grade students must use college-ruled paper.** (2011/12 school year - paper donated to the school may be used by all students.)

BIBLES - a King James Version Bible will be provided for each student. **THESE BIBLES MAY ONLY BE USED AT SCHOOL.** Loss or damage beyond normal use will result in a charge to the student to replace it.

Other supplies may be needed throughout the year. You will be notified at that time.

## ELEMENTARY INFORMATION

### DRESS CODE

We, as a school, recognize that we give a lot of time, thought and policy space to dress code issues. We also admit that our dress code standard is not a sign of godliness. Following these guidelines does not make anyone a better Christian. To us, a dress code is simply a way of showing our love and deference for others. We wish to dress so as not to be an offense and not to provoke or entice. Dressing conservatively and carefully while at the same time exhibiting a humble and gracious spirit produces the sweet savour of Christ in our hallways. We are not going for prudish; we are going for God-pleasing in our inward parts.

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school that we trust will be followed appropriately and with the proper spirit.

Some general scriptural guidelines are as follows:

1. Modesty (I Timothy 2:9; II Timothy 2:22)
2. Distinction (Deuteronomy 22:5; I Corinthians 11:14-15)  
Men should dress like men, and women like women.
3. Identification with the Lord and not with the world  
(I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion (I Corinthians 14:40)

Students are expected to be neat and well groomed. Clothing size should be appropriate for the size of the student. It is also our desire to avoid pictures, symbols and messages on clothing that are at a variance with the biblical lifestyle we are trying to teach at Prairie Baptist School.

#### **Girls**

*May only wear listed items.*

- Modest\* blouses/shirts or sweaters (not low, see-through, sleeveless, or tight-fitting). Blouses/shirts must be tucked in (unless made to be worn untucked). Nice t-shirts (no inappropriate wording/pictures or placement thereof) may be worn. No sweatshirt material.
- Modest\* skirts and dresses. **Hemlines and slits must come to the bottom of the knee naturally *when sitting, standing, walking, or bending.*** Wrap skirts must be pinned or fastened to the required hem line. Denim skirts/dresses of any color are acceptable

- if in good repair.
- Shoes and socks/opaque (not see-through) tights must be worn. Socks must show above the top of the shoes. Elementary girls may wear tennis shoes but **must** have good dress shoes for programs.
- Hair should not fall over the face.
- Reasonable jewelry is allowed.
- No make-up is allowed.

## **Boys**

*May only wear listed items.*

- Shirts with a traditional collar (no t-shirts or banded collars), turtlenecks, or sweaters with a collared shirt under them are acceptable. Shirts must be buttoned up and tucked in. No sweatshirt material.
- Loose fitting, sturdy pants/slacks (corduroy, colored denim [NO BLUE JEANS], etc.). Pants may have an elastic waist if they are dress pants. Belts are to be worn with pants that are designed for them.
- Shoes and socks are to be worn. Elementary boys may wear tennis shoes but **must** have good (black or brown) dress shoes available for programs.
- Hair must be neatly trimmed so that it is off the collar, off the ears, and above the eyebrows when combed down. Hair styles that reflect current worldly trends (bowl cuts, razor cuts, weight lines) are not permitted. We do not permit boys to color, bleach or dye their hair.
- Boys may not wear jewelry other than a ring and/or watch.

## **DRESS CODE CATEGORIES**

There are times during the school year when the written dress code is modified for the occasion. For example, during school programs, graduations, and fine arts festival students will dress more appropriately for these more formal occasions, while during gym class, field trips and casual days, a more relaxed standard is used. A note will be sent home to the parents informing them of the dress code for special events.

- **Program, Graduation, Fine Arts Festival**  
Pressed, polished and clean. Students should wear their Sunday best including dress shoes. Girls: dressy dress or skirt and blouse with tights/socks. Boys: suits or dress slacks with collared dress shirt, tie and dark dress socks.
- **Physical Education Class**  
A gym shirt (purchased from the office), black or navy culottes\* (girls) or loose fitting sweats/wind pants (boys), tennis shoes and socks.

- **Casual Days**  
Appropriate shirt (no inappropriate pictures or placement thereof; regarding wording: logos & names are okay, slogans & messages are not acceptable), denim skirts (no culottes) for girls. Boys may wear jeans in good repair and must wear a collared shirt (even if under a sweatshirt). Casual shoes including tennis shoes (no flip-flops) may be worn.
- **Athletic Events**  
Appropriate shirt (no inappropriate pictures or placement thereof; regarding wording: logos & names are okay, slogans & messages are not acceptable) along with skirts (including denim) or culottes\* for all girls/ladies. Appropriate shirt (no inappropriate pictures or placement thereof; regarding wording: logos & names are okay, slogans & messages are not acceptable) along with slacks or jeans in good repair for all boys/men.

\*\*Culottes are an A-line look; not tight; fuller on the body with legs at least 6" when pulled out & measured from leg to edge of culotte and hemline must come to the bottom of the knee naturally *when seated*.

## **K3 - K5 KINDERGARTEN INFORMATION**

### **K3 & K4**

\*Must be three/four by September 1<sup>st</sup>

\*Part-time class meets two days per week (T, Th 8:00 a.m. - 3:00 p.m.)

\*Full-time class meets 5 days (M,T,Th,F 8:00 a.m. - 3:00 p.m. & W 8:00 a.m. - noon)

\*See Pre-School Handbook for more details.

### **K5**

\*Must be five by September 1<sup>st</sup>

\*The day of Kindergarten Graduation is ½ day for all kindergartners.

\*Before the first day of school the student should know how to: zip up or button his coat; tie shoes; recognize numbers 1-10 and count from 1-30; recognize basic colors and shapes (square, rectangle, triangle, circle); recognize letters and know their names.

## HIGH SCHOOL INFORMATION

### DRESS CODE

We, as a school, recognize that we give a lot of time, thought and policy space to dress code issues. We also admit that our dress code standard is not a sign of godliness. Following these guidelines does not make anyone a better Christian. To us, a dress code is simply a way of showing our love and deference for others. We wish to dress so as not to be an offense and not to provoke or entice. Dressing conservatively and carefully while at the same time exhibiting a humble and gracious spirit produces the sweet savour of Christ in our hallways. We are not going for prudish; we are going for God-pleasing in our inward parts.

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school that we hope will be followed appropriately.

Some general scriptural guidelines are as follows:

1. Modesty (I Timothy 2:9; II Timothy 2:22)
2. Distinction (Deuteronomy 22:5; I Corinthians 11:14-15)  
Men should dress like men, and women like women.
3. Identification with the Lord and not with the world  
(I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion (I Corinthians 14:40)

Students are expected to be neat and well groomed. Clothing size should be appropriate for the size of the student. It is also our desire to avoid pictures, symbols and messages on clothing that are at a variance with the biblical lifestyle we are trying to teach at Prairie Baptist School.

#### **Girls**

In general, girls should dress to call attention to their femininity and Christian character and not to their bodies. Everything they wear should be modest from the standpoint of exposure and accent and follow the guidelines set forth below:

#### **Ease**

The garment industry uses measurements of "ease" to determine fit. Ease is the difference in the measurement of the body and the measurement of the garment's circumference.

Generally, the classic or natural fit is determined by an ease of 3 to 4 inches in the bust and hips. In order to give a guideline to measure what we mean by “loose fitting,” we have adopted the standard of a minimum of 3 inches of ease for all dresses, skirts and shirts.

An informal way to measure ease is to stand up straight and pinch the loose fabric on both sides of the hips or at the bust line. Without stretching the fabric, there should be at least a 1 inch fold of fabric on both sides. Anything less is too tight.

### **Skirts and Dresses**

Skirts or dresses must be worn to all classes.

1. Dresses and skirts must come at least to the bottom of the kneecaps when walking, standing, bending or sitting. Slits or any opening whether at the front, back or side, may not open higher than the bottom of the knee when sitting, standing, walking, or bending. Wrap skirts must be pinned or fastened to the required hemline.
2. Denim skirts/dresses (or any material made to look like denim) may not be worn unless an exception is announced by administration.

### **Blouses, Shirts, and Sweaters**

1. Should be loose fitting so that they do not draw attention to the bust (inch-of-pinch; see above).
2. Must never be left unbuttoned so as to make them immodest or draw attention to one's body.
3. Sleeveless attire is not permitted.
4. Shirts must be tucked in unless cut to be worn out (i.e. straight cut or short tails)
5. In order not to be immodest, blouses, shirts and sweaters are to remain below the waistband when bending over or when the arms are raised overhead. There should be no bare skin exposed when bending at the waist or raising the arm.
6. Because each young lady is built differently, what is modest on one girl may not be on another. Generally, dress which reveals or hints of cleavage would be considered immodest. As a general guideline, necklines of dresses, blouses, tops and sweaters should be no lower than four finger widths below the collarbone. Necklines which are modest when standing may gap open when a student is bent over her desk or reaching into her locker. Therefore, some necklines may not be modest wear for school activities.

### **Shoes, Socks and Hose**

Shoes must be worn. Tennis shoes or casual shoes that resemble tennis shoes are not permitted. Socks that show above the top of the shoe or hose must be worn with all styles of shoes.

## **Hairstyles**

Hairstyles must be feminine and reflect neatness and order. Hair should not fall over the face. Hairstyles that reflect current worldly trends (including dying, coloring, and highlighting with unnatural colors) are not acceptable.

## **Makeup and Jewelry**

1. Excessive use of makeup is unacceptable, since it draws attention to itself and carries unchristian connotations.
2. Girls may wear only two sets of earrings at a time. They must be worn in the lobe of the ear and both sets must be matched pairs. Never at any time may earrings be worn in the upper ear. Any other body piercing is not permitted.

## **Boys**

In general, we expect our young men to be clean cut, neat and masculine. We expect boys to wear belts or suspenders when their slacks have belt loops, to keep their shirts buttoned and tucked in, their shoes tied, and to wear socks. These items are common sense, but current fashions undercut these basic tenets of neatness.

## **Hair**

Hair must be neatly trimmed so that it is off the collar, off the ears, and above the eyebrows when combed down. Sideburns are to be kept neat and are to be no longer than the bottom of the opening of the ear. Hair styles that reflect current worldly trends (bowl cuts, razor cuts, weight lines) are not permitted. We do not permit boys to color, bleach or dye their hair. Young men are to be clean shaven. Beards/mustaches are not permitted.

## **Pants**

Boys must wear slacks - no denim (of any color). Pants must not touch the floor and may not show wear or be tattered. "Too big" style slacks are not permitted.

## **Shirts**

Shirts with traditional collars that turn down are required for classes. Turtlenecks, or sweaters with a collared shirt under them are also acceptable. Shirts must be buttoned up and tucked in.

## **Shoes and socks**

Shoes and dress socks must be worn. Tennis shoes or casual shoes that resemble tennis shoes are not permitted.

## **Jewelry**

Boys may not wear jewelry other than a ring and/or watch.

## **DRESS CODE CATEGORIES**

There are times during the school year when the written dress code is modified for the occasion. For example, during school programs, graduations, and fine arts festival students will dress more appropriately for these more formal occasions, while during gym class, field trips and casual days, a more relaxed standard is used. A note will be sent home to the parents informing them of the dress code for special events.

### **Program, Graduation, Fine Arts Festival**

Pressed, polished and clean. Students should wear their Sunday best including dress shoes. Girls: dressy dress or skirt and blouse with nylons. Boys: suits or dress slacks with collared dress shirt, tie and dark dress socks.

### **Physical Education Class**

A gym shirt (purchased from the office), black or navy culottes\* (girls) or loose fitting sweats/wind pants (boys), tennis shoes and socks.

### **Casual Days**

Appropriate shirt (no inappropriate pictures or placement thereof; regarding wording: logos & names are okay, slogans & messages are not acceptable), denim skirts (no culottes) for girls. Boys may wear jeans in good repair and must wear a collared shirt (even if under a sweatshirt). Casual shoes including tennis shoes (no flip-flops) may be worn.

### **Athletic Events**

Appropriate shirt (no inappropriate pictures or placement thereof; regarding wording: logos & names are okay, slogans & messages are not acceptable) along with skirts (including denim) or culottes\* for all girls/ladies. Appropriate shirt (no inappropriate pictures or placement thereof; regarding wording: logos & names are okay, slogans & messages are not acceptable) along with slacks or jeans in good repair for all boys/men.

\*Culottes are an A-line look; not tight; fuller on the body with legs at least 6" when pulled out and measured from leg to edge of culotte. Hemline must come to the bottom of the knee naturally when seated.

## **SPORTS PROGRAM**

Girls volleyball, boys basketball, and cheerleading will be offered pending enrollment. A fee will be charged. Sports handbooks may be obtained in the school office.

## **FINANCIAL INFORMATION**

\*A financial COMMITMENT is required from you on a **YEARLY** basis. The admission of your child to our school requires us to make a year-long commitment to our staff, as well as the purchase of supplies based upon this number. *Therefore, you are required to pay for the entire year your child begins, regardless of when or why he may leave.*

\*All school payments are to be made in the school office or through the mail to the attention of the school office.

**\*Your previous year's account must be paid in full in order to register for the new school year.**

\*Records Policy - records may not be transferred to elementary, junior high, high school, college until an account is paid in full. Report cards may also be withheld if there is a balance due.

\*If a payment is not received by the 20th of the month your child(ren) may not be able to attend school until it is paid.

\*Please be advised that we do use the services of a collection agency if necessary.

**\*There will be no reimbursement of tuition, registration, etc. for school cancellations, withdrawal or expulsion.**

\*All school expenses must be paid in full by May 30<sup>th</sup>.

\*New families! Please let the office know if you were referred by a current PBS family. The referring family will receive a \$500 credit to their tuition.

## **FUND RAISING**

PBS is endeavoring to keep tuition rates at a minimum. For that reason, we will have periodic fund raising events. We anticipate every student's and/or parent's participation in helping us raise additional funds for designated school projects.

**Enrollment Fee - NON-REFUNDABLE**

Returning Students & K3/K4:  
By April 1 - \$50 per student  
By June 30 - \$100 per student  
After June 30 - \$125 per student

New Students (K5 & up):  
\$150 per FIRST-TIME student (maximum of \$450/family)

**Other Fees Due at Registration - NON-REFUNDABLE**

Books

K3 & K4                    \$50 per student  
K5-6                        \$155 per student  
7-12                         \$180 per student

MACS Representative \$25 per family (*Michigan Association of Christian Schools*)

Elementary Art            \$10 per student K3-6

Fine Arts                    \$15 per student 4th-12th

Yearbook                    \$25 per student

Graduation

Kindergarten            \$10 per student  
Senior                        \$50 per student

**TUITION - DUE FOR THE YEAR, PAYABLE BY THE MONTH**

K3/K4 Part-time:        \$1,630.00  
K3/K4 Full-time:        \$3,260.00

K5-12:                    \$3,260.00 - first child  
                              \$2,934.00 - second child  
                              \$2,608.00 - third child  
                              \$1,956.00 - each additional child

Parents are responsible for the whole year's tuition, even if the student is expelled, withdraws or is asked to withdraw. Monetary restitution is expected for any destruction of school property.

Payment Options

*Full Payment* - 5% discount if tuition is paid in full prior to the first day of school

*Monthly Payment* - Tuition may be paid in 10 monthly installments due on the 10<sup>th</sup> of each month August through May. If payments are made on time deduct \$5 per enrolled child from your payment. If payments are made after the 10<sup>th</sup>, a \$10 per enrolled child late fee will be added to your bill.

**2011-2012 SCHOOL CALENDAR\***

**June**        30                    Registration & fees due  
**July**        1-4                    Field of Flight Parking Fundraiser

<b>August</b>	10	Payment due
	22 (M)	Staff Reports - Teacher In-Service
	29 (M)	First day of school for students - full day
<b>September</b>	5 (M)	Labor Day - no school
	10	Payment due
	20	Grandparents Day
	23 (F)	3 <sup>rd</sup> Annual Walk-a-thon
	29-30 (Th-F)	MACS Teachers' Convention- no school
<b>October</b>	9-12	Revival Meetings with Evangelist Burden
	10	Payment due
	28	End of 1 <sup>st</sup> Quarter
November	3	½ day of school; Parent/Teacher Conferences (1:30-7:00 p.m.)
	4	No School
	10	Payment Due
	23-25 (W-F)	Thanksgiving Break
<b>December</b>	8	½ day; Christmas Recital 6:30; Christmas Program-7:00 p.m. <b>Student attendance required (K3-12)</b>
	10	Payment due
	20 (T)	Full day of school; Parent/Alumni Game - 6:00 p.m.
	21-3	Christmas Break
<b>January</b>	4 (W)	School resumes
	10	Payment Due
	13	End of 2 <sup>nd</sup> Quarter/First Semester
	27	No School - Ladies Seminar Preparation
<b>February</b>	10	Payment Due
	23-24	Potential Mid-Winter Break
<b>March</b>	2 (F)	Elementary Fine Arts
	10	Payment Due
	16	End of 3 <sup>rd</sup> Quarter
	20 (T)	½ day; Spring Program/Open House-7:00 p.m., <b>Student attendance required (K3-12)</b>
	22 (Th)	½ day of school; Parent/Teacher Conferences (1:30-7:00 p.m.)
	23 (F)	Senior High Fine Arts Competition
28-1	PBC Missions Conference	
<b>April</b>	2-6	Spring Break
	9	School Resumes
	10	Payment Due
	27	Junior High Fine Arts Competition; Kite Day
<b>May</b>	30-4	Teacher Appreciation Week
	10	Final Payment Due
	18-19	12 <sup>th</sup> Annual Meal/Auction/Golf Outing
	25	Senior Graduation - 7:00 p.m., <b>Student attendance required (7-12)</b>
	28	No School - Memorial Day
<b>June</b>	1	½ day; Kindergarten Graduation - 7:00 p.m., <b>Student attendance required (K3-6)</b> End of 4 <sup>th</sup> Quarter

The Administration will determine if makeup days need to be added to the school year if too many school days are canceled.

**\*All dates are subject to change.**