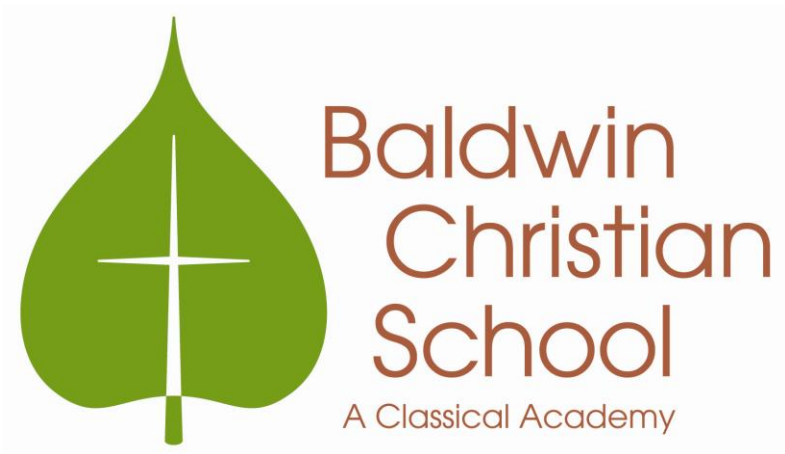


Elementary (K-6)

Parent/Student Handbook



“Give instruction to a wise man, and he will be still wiser;
Teach a just man, and he will increase in learning. The fear of
the LORD is the beginning of wisdom, And the knowledge of
the Holy One is understanding.”

Proverbs 9:9-10

TABLE OF CONTENTS

I. GENERAL INFORMATION.....	4
Goals of Baldwin Christian School	4
Statement of Faith	5
Vision Statement.....	5
Educational Philosophy	6
What do we mean by Classical Christian Education?	7
The Association of Classical and Christian School (ACCS).....	7
School History.....	8
Parent Involvement.....	8
Ebenezer Society.....	9
Student Health Records.....	9
School Hours	10
School Closings	10
Secondary Doctrine Policy.....	11
Evangelism Policy.....	11
Aesthetic Vision	12
II. SCHOOL ADMINISTRATION	13
The Society of Christian Instruction.....	13
Administration	13
Committees & Parental Involvement	13
III. ADMISSIONS.....	14
IV. ACADEMIC PROGRAM	15
Report Cards	15
Parent-Teacher Conferences	15
Textbooks	15
Learning Disabilities Policy.....	15
Curriculum Goals	16
Subject Listing By Grade	21
Latin	22
Homework Philosophy and Guidelines.....	23
Promotion Policy.....	24
V. DISCIPLINE POLICY.....	25
School Rules for Christian Attitudes and Behavior.....	26
Discipline Procedure.....	26

Student Etiquette	28
Dress Code	28
Polo Shirt & Khaki Pants Exchange Closet	30
Attendance Policy	30
Grievance Policy	31
VI. OTHER INFORMATION	32
Chapel.....	32
Lunches	32
Extra-Curricular Activities	33
Illnesses or Injury	33
Early Departures.....	33
Field Trips	33
Fire and Tornado Drills	33
Library	33
Recess.....	34
Home Bulletin	34
Coat Hooks & Lockers	34
Telephone.....	34
School Year Calendar.....	34
School-Sponsored Events Policy	34
VII. TUITION POLICY	35
Rates.....	35
Tuition Assistance.....	36
Automatic Tuition Payments	36
Delinquent Policy	36
SIGN AND RETURN.....	37

Rev. 6/10

I. GENERAL INFORMATION

Goals of Baldwin Christian School

"A Classical and Christian Education"

CHRISTIAN

In all its levels, programs, and teaching, Baldwin Christian School seeks to :

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
- B. Provide a clear model of the biblical Christian life through our staff and Board of Directors (Matthew 22:37-40);
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15)

CLASSICAL

In all its levels, programs, and teaching, Baldwin Christian School seeks to:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
- B. Encourage every student to develop a love for learning and live up to his academic potential;
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions:

Grammar: The fundamental rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: How the grammar and logic of each subject may be clearly expressed.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of God, His personal return in power and glory. (John 10:33, Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:26, John 2:11, 1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, John 11:25, 1 Corinthians 15:4, Mark 16:19, Acts 1:11, Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

Vision Statement

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus

Christ. We aim to give them the tools to eloquently and knowledgeably share the gospel of Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look for them to be mature in Christ, growing in the knowledge of God.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

Educational Philosophy

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at Baldwin Christian School believe distinguish our approach to education.

1. We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Churches commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we

teach that all knowledge is interrelated (integrated) and can instruct us about God himself.

3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method (see following explanation), incorporating instruction in Latin.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct.
5. We have a full K-12 program because we believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7; Prov. 22:6).

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at Baldwin Christian School.

What do we mean by Classical Christian Education?

By *classical* we mean:

1. We use a method known as the trivium, which emphasizes three stages of learning. These three stages are grammar, logic and rhetoric. Each subject contains a grammar element (the fundamental facts), a logic element (the relationship of these facts), and the rhetoric element (the clear expression of the grammar and logic of a subject).
2. Subjects are taught with these three stages and the development stage of the child in mind.
3. We seek to preserve and pass on the richness of our Western cultural heritage.

By *Christian* we mean:

1. All subjects are taught with the understanding that true knowledge can only be understood in relation to the triune God.
2. All subjects are taught as an integrated whole based on the truth of the Word of God.
3. All subjects are taught with a Biblical worldview in mind.

The Association of Classical and Christian School (ACCS)

The primary mission of the Association of Classical & Christian Schools (ACCS) is to promote, establish, and equip schools committed

to a classical approach to education in the light of a Christian world view grounded in the Old and New Testament Scriptures.

Requirements for all member schools:

1. All member schools must subscribe to the Confession of Faith adopted by the ACCS. This must be affirmed on the application form by the signature of an authorized agent of the school.
2. All member schools must demonstrate conformity to the *Trivium* as set forth in the ACCS mission statement.
3. All member schools must demonstrate a commitment to furthering the work of the ACCS, its goals, purposes, mission, and objectives.
4. All member schools, except charter schools, must pay annual dues.

School History

Our school has been in operation since 1917, and has operated in our present school building since 1954. Today's Baldwin Christian School is the result of a combination of Hammond Christian School and Baldwin Christian schools 50 years ago. Hammond Christian School began operating in 1917 as a one-room K-8 school on the west side of Highway 63, one and one-half miles north of our present site. Baldwin Christian School also operated as a one-room K-8 school beginning in 1919, located several miles east of Hammond Christian School. The schools combined, and began operating as one school at a new site in 1954. Our present school building is the result of that new building in 1954, with several additions and improvements since. In 2009, the Society of Christian Instruction voted unanimously to add grades 9-12, as well as use the classical method to educate the students.

Parent Involvement

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4

As a support and extension of the family unit, Baldwin Christian School considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Baldwin Christian School we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
3. Act as chaperone on field trips and/or library visits.
4. Serve as a story-reader, song-leader (in K-3), guest artist or offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Volunteer your help in the preparations for the many tasks related to the annual fundraiser.
8. Help hostess class parties at home or in the classroom.
9. Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent's request.
10. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home!
11. Offer specific assistance to serve on board-appointed committees, or the board itself.
12. Invite the teacher home for dinner.

Ebenezer Society

What is an Ebenezer? From 1 Samuel 7:12 - "Then Samuel took a stone and set it up between Mizpah and Shen. He named it Ebenezer, saying, "Thus far has the Lord helped us." The word Ebenezer, translated from Hebrew, literally means "Stone of Help."

Not to be confused with the Society of Christian Instruction, the Ebenezer Society is a parent support group for Baldwin Christian School. They meet monthly and sponsor a variety of activities to benefit the school. They also coordinate classroom helpers. All interested parents are encouraged to attend the meetings, which will be announced regularly in the Home Bulletin and on our website at www.baldwinchristianschool.org. Monetary donations to Ebenezer sponsored events are not donations to the school and therefore do not qualify as contributions to become a member of the Society of Christian Instruction.

Student Health Records

1. **All students attending Baldwin Christian School must have on record with the school office, either a current immunization record or an exemption statement according to Wisconsin Code, before entering school in the fall.** Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

2. **Before the school will issue any medication to a student, we must receive written parental permission.** In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol & Tums), we have a form available for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission each time.

We must also have on file:

3. **Emergency Form:** Lists the emergency contact names and phones numbers of people who may need notification in a medical emergency. Includes signed waiver in order to facilitate necessary medical care.

School Hours

School hours are from 8:10 a.m. to 3:10 p.m.

1. In the morning, students are not allowed inside the school building prior to 7:55 a.m. The bell will ring at 8:10am in the morning and we ask that all students be ready to line up for the pledge at this time.
2. At the end of the day, students riding the bus will be picked up at 3:05 p.m., and non-bus riders will be released immediately after. If you arrive before this time, please park across the road in the CRC parking lot. Do not park between the fence and the building because it can be a problem when the bus arrives. Remember to always look for children before driving in the school lot.
3. Please keep in mind that no adult supervision is provided for playground activities prior to 7:55 a.m. or after students are released at the end of the day.

School Closings

The school will be closed or delayed whenever the Baldwin-Woodville public schools are closed or delayed due to inclement weather. For school closings or delays call the school closing hotline at 684-2200. You may also go to the following websites or TV stations: WCCO (4), FOX (9), KSTP (5), KARE (11), or WEAU (13). Each of these websites makes it possible for you to automatically receive emails if there is a change in the school schedule.

You can also receive automatic phone call alerts. Call the secretary of the school to be added to the Alert Now phone list.

Secondary Doctrine Policy

Secondary doctrine: doctrinal issues which are not addressed in the Baldwin Christian School statement of faith. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. Presentations of all sides of an issue are encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

Evangelism Policy

To outline the approach taken by Baldwin Christian School in the evangelization of any unsaved students.

This policy applies to all administrators, faculty or staff at Baldwin Christian School.

For the purposes of Baldwin Christian School, with regard to those who are of age and mental capacity, the Christian here refers to a person who has heard the word of truth, the Gospel, and has responded to that message in genuine repentance and faith. This means they confess with their mouth that Jesus is Lord, and that He died for their sins. They believe in their heart that God raised Him from the dead.

Guidelines:

1. The Baldwin Christian School Statement of Faith says that, "for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary." We hold that a Christian is one who is so regenerated.
2. Baldwin Christian School teachers should not endeavor to pronounce who is or who is not a Christian in a careless or overbearing manner. But they are encouraged to freely declare the Gospel in the normal flow of classroom instruction, in line with the curricular objectives of that course. This should be done in terms of I Corinthians 15: 1-6, or as declared in the gospels or elsewhere in the New Testament. For any students whose manner of life does not bear witness to a genuine faith (Gal. 5:19-23; I John), a teacher may (in cooperation with parents and pastors, in line with other Baldwin Christian School policies) tell the child that they are not acting as a Christian.
3. The overall strategy of Baldwin Christian School is to have the same attitude in all our faculty and staff toward the lost as did our Lord Jesus Christ who came to seek and to save the lost; (a) live a life of love consistent with this attitude in which we pour out ourselves for the sake of others; (b) seek the help of the Holy Spirit in this enterprise (I Thess. 2:2; John 3); (c) declare the Gospel clearly as we ought to; (d) model an evangelistic heart to our students worthy of imitation; (e) where activities allow, to show them how to reach out to our unsaved community; (f) be patient in this matter like God who seeks all men to be saved and come to the knowledge of the truth; (g) and to remove impediments to discipleship, evangelism, and instruction by firm and loving discipline. If this discipline requires that we remove a

student from our classes, we ought to do so with a heart toward seeing them saved and restored.

Aesthetic Vision

God instructs us through His Word in Philippians 4:8, “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” As a classical and Christian school, we have certain duties in this regard. We have been entrusted by our school parents with the responsibility to train and discipline the minds of their children. We understand that the loveliness and nobility that Paul describes in Philippians involves more than just spiritual truths, and that what God commands in His Word must be acted upon in our daily lives. Therefore our duty as a school must include the discipline of aesthetic education. Aesthetics is simply what Paul describes above. It is the attempt to understand and appreciate the beautiful, the artistic, the tasteful. At Baldwin Christian School, we affirm that the triune God contains within Himself all ultimate loveliness and beauty. He has created us in His image, requiring us to strive to imitate Him in all that we do (Leviticus 11: 44-45), and this includes the duty to understand how we are to appreciate, reflect, and create that which is lovely.

As fallen beings in a fallen world, we will only dimly understand godly aesthetics. Only He knows exhaustively what is truly beautiful. However, the partiality of our understanding does not free us to form our judgments of beauty based on individual preference or bias. Thus, at Baldwin Christian School, we deny all forms of aesthetic relativism as being against how a Christian must understand reality as it is revealed in Scripture. Aesthetic relativism demands that beauty be thought of as specific to cultural biases and individual interpretations instead of being judged upon innate qualities that originate in the godhead. Therefore, we want to train our students in their responsibility to make biblically grounded and informed aesthetic judgments and will instruct them to make their aesthetic judgments in humility and with a goal of Christian maturity.

Education in aesthetics does not stop at curriculum selection and classroom instruction. We also aim to teach the importance of biblical aesthetic standards in all activities associated with the school, striving for the form of excellence suitable to each activity. This begins with a strong emphasis throughout the curriculum on the fine arts – music, painting, sculpture, drama, literature, and poetry. However, our emphasis on aesthetics extends into our daily lives – the cleanliness and decoration of classrooms, staff and student personal appearance, and by our demeanor in athletic and academic competitions. In all this we aim to teach our students the reason for striving for godly aesthetics is an act of obedience to God.

II. SCHOOL ADMINISTRATION

The Society of Christian Instruction

The school is owned and operated by “The Society of Christian Instruction” of Baldwin, WI. The Society is organized solely for charitable, educational, religious, or scientific purposes within the meaning of Section 501 (c) of the Internal Revenue Code. The members of the Society are people who are in express agreement with Article II of the Constitution of the Society of Christian Instruction , and who are either parents or guardians of children attending the school, or who contribute not less than \$50 annually per person, and are 18 years or older.

The annual meeting of the Society shall be held in Baldwin, Wisconsin during the month of September of each year, the exact day, time, and place to be determined by the Board of Directors. Notices of all meetings shall be mailed to each member not fewer than ten days before the meeting.

Administration

The school is administered by the Board of Directors, aided by several committees.

The Board of Directors consists of at least five Society members; including a President, Vice-President, Secretary, Treasurer, and General Assistant. Directors serve three-year terms, and are elected by Society members at the Society’s annual meeting in September of each year. Director terms are staggered so that one or more terms expire each year.

Committees & Parental Involvement

Each of the students’ parents and guardians serve on one of several committees assisting the Board of Directors. Usually, parents/guardians can be placed on the committees of their choice. Standing committees consist of:

- Curriculum Committee
- Fundraising Committee
- Fellowship Committee
- Marketing/Public Relations Committee
- Audit Committee
- Buildings and Grounds Committee

The Curriculum Committee oversees curriculum and educational materials. The Fundraising Committee promotes ways for people to financially benefit the school and organizes several fundraising activities each year. The Fellowship Committee organizes several fellowship gatherings each year for students’ families, teachers, and other Society members. The Marketing/Public Relations Committee promotes certain school activities within the community each year and keeps our name in the view of the community as frequent as possible. The Audit Committee

oversees the work of the Treasurer. The Buildings and Grounds Committee maintains the physical needs of the school and organizes the annual clean up day.

Because Baldwin Christian School is parent operated school, committee involvement is **MANDATORY**.

III. ADMISSIONS

I. Admission Procedures:

1. Upon return of a completed application, an interview with the family will be held with the Board of Directors.
2. After the interview, and after reviewing all other required materials (as stated on the application form), the Board of Directors will make the decision whether or not to admit the student(s).
3. The Board of Directors will then notify the parents with the decision regarding acceptance. If accepted, the parents will receive an Acceptance Letter and a Transfer of Records form, if the student attended another school previously.
4. All financial arrangements between the family and the school must be agreed upon before an admission is considered final.

II. Admission Requirements for the Student:

1. A child must have reached the age of five years by June 1 of the fall in which he would be entering kindergarten.
2. A child entering first grade must have reached the age of six years by September 1 of the fall in which he would enter Baldwin Christian School. A child entering any grade level may be tested for grade placement.
3. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and school Board of Directors in their prescribed roles at Baldwin Christian School.
4. Baldwin Christian School admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Baldwin Christian School practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs.

III. Admission Requirements for the Parents:

1. The parents of students in Baldwin Christian School should have a clear understanding of the biblical philosophy and purpose of Baldwin Christian School. This understanding includes a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
2. The parents should be willing to cooperate with all the written policies of Baldwin Christian School. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and school work standards, as well as active communication with the respective teacher(s) and administration.

IV. ACADEMIC PROGRAM

Report Cards

Report cards will be sent home with the students on a quarterly basis within two weeks of the end of each quarter. Report cards are sent home with the students at the end of each quarter. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing grade for the quarter or the semester.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled in the fall. Parents and/or teachers may schedule additional conferences anytime they desire.

Textbooks

Each student is responsible for the care of the books he or she uses. Students who lose or severely damage a textbook or other classroom supplies will pay for their repair or replacement.

Learning Disabilities Policy

Severe Learning Disability: Any condition in a potential student, which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents.

Learning Disability: Any condition in a prospective student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

Guidelines:

1. Children with a severe learning disability will not be admitted to Baldwin Christian School due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

Curriculum Goals

In keeping with our understanding and practice of the Grammar stage methodology (see School Goals) and its approximate correlation to the elementary years, we have divided each area below into Goals and Memory sections. The Goals are those basic principles we seek to achieve throughout the seven years of elementary school, K - 6. The Memory section contains an abbreviated list of material (the Grammar) we seek to have the students commit to memory through repetition within that subject area.

BIBLE:

GOALS: We seek to:

1. Have the students read the actual text for themselves vs. only prescribed verses.
2. Have the students read at least one Gospel account, one Epistle, and one Old Testament book each year.
3. Encourage the students to understand the verses in context, along with other good interpretation principles.
4. Let the scriptures speak for themselves with clarifications and illustrations by the teacher.
5. Show the students the richness and requirements of the Bible.
6. Teach the biblical pattern of salvation; Law before Grace.
7. Encourage each student to come to the Father, through the Son, and grow in their knowledge and love of Him.

MEMORY: The students will memorize:

1. The entire list of books of the Bible in correct order and know their genre.
2. The major attributes of God, i.e. Loving, Just, Omnipresent, Omniscient, Creator, etc.

3. The names and significance of Adam, Abraham, Moses, David, Paul, Peter, etc.
4. The major acts and themes of the Gospels: Jesus' birth, miracles, crucifixion, resurrection.
5. The Ten Commandments

ENGLISH:

GOALS: We seek to:

1. Equip every student with the skills necessary for good writing, including correct spelling and grammar, pleasing style, clarity of focus, proof-reading, and self-correcting.
2. Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.
3. Encourage clear thinking by the students through requiring clear, focused writing.
4. Introduce the students to many styles of writing using the Bible and other high quality literature.

MEMORY: The students will memorize:

1. The names and functions of a noun, verb, adverb, adjective, preposition, etc.
2. Basic spelling rules.
3. Correct punctuation marking and capitalization rules.

READING:

GOALS: We seek to:

1. Use phonics (the Grammar of reading) as the primary building blocks for teaching students to read.
2. Encourage the students to read correctly as soon as possible (normally in Kindergarten or first grade).
3. Introduce the students to high-quality children's literature as soon as possible through our literature program.
4. Carefully monitor the student's reading abilities to ensure he is at a reasonable level, is comprehending adequately (the Logic of reading), and is reading fluently, both orally and silently. This includes the proper use of word-attack skills.
5. Integrate, wherever possible, other subjects into reading, such as history and science.
6. Foster a life-long love of reading and high quality literature, especially the Scriptures, after being taught to recognize the characteristics of such literature (the Rhetoric of reading).
7. Build and maintain clear, specific, but broad criteria for the selection of a good number of varied, high-quality titles to include in our reading lists for each grade. The classes also should maintain titles with a range of difficulty from grade-level to above

grade-level. These titles are to be logically sequenced in difficulty from first through the sixth grade.

MEMORY: The students will memorize:

1. The vowels and their sounds.
2. The consonants and their sounds.
3. The definitions of plot, character, fiction, non-fiction, biography, etc.
4. Oral reading skills.
5. Their favorite authors.

LATIN

GOALS: We seek to:

1. Instruct the students in the fundamental vocabulary and grammar of Latin to better their fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.
2. Reinforce the students understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English grammar class work, e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.
3. Cultivate study and logical thinking which are inherent in the study of Latin.

MEMORY: The students will memorize:

1. The vocabulary introduced and used.
2. All of the five declensions of nouns.
3. All four conjugations for active verbs.
4. Other chants, including verb examples and pronouns.
5. Subject-noun agreement.
6. Noun-adjective agreement
7. Forming questions and commands.

Primer A (1st Year, no earlier than 4th grade): vocabulary, beginning grammar work, basic verbs, simple sentences, basic translation work

Primer B (2nd Year): More vocabulary, beginning grammar work, basic verbs, simple sentences, basic translation work

Primer C (3rd Year): More vocabulary, beginning grammar work, basic verbs, simple sentences, basic translation work

MATHEMATICS:

GOALS: We seek to:

1. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
2. Put an emphasis on conceptual, as well as practical, understanding of math through the frequent use of story problems.
3. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

MEMORY: The students will memorize:

1. The four basic mathematics properties; i.e. addition, subtraction, multiplication, division, and their uses.
2. Multiplication facts to 12.
3. Addition and subtraction facts to 20.
4. All aspects of telling time, reading thermometers, and identifying dates.
5. All cardinal directions and basic geometric shapes.

HISTORY/GEOGRAPHY:

GOALS: We seek to:

1. Teach the students that God is in control of History and He will determine its ultimate outcome.
2. Enable the students to see God's hand in the history of the world and the United States, specifically by illustrating the effect His people have had on history.
3. Broaden the students' understanding of history and geography as the students mature, specifically by deepening the level of exposure and research into various topics (e.g. U.S. History, or geography) from kindergarten through sixth grade.
4. Make history and geography "come alive" for the students through the use of a unit approach to history and its related areas and by using many forms of information and research, e.g. biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc.

Memory: The students will memorize:

1. The names and capitals of all fifty United States.
2. The names of most major countries of the world.
3. Key figures in history; e.g. Homer, Martin Luther, George Washington, etc.
4. Key dates and their significance in history; e.g. Fall of Rome, 1492, 1620, 1776, etc.
5. Preambles to the Declaration of Independence and the U.S. Constitution.

SCIENCE:

GOALS: We seek to:

1. Teach that the biblical creation account is true and that the theory of evolution is false.
2. Teach the students the basic elements of both accounts and that both systems are based on either sound or unsound faith.
3. Show the students that, because God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method), as well as to identify, classify, and categorize elements of Creation. This is particularly practiced with local plant and animal life.
4. Treat the study of science as a part of the study of history. That is, show the students the natural integration between the advances, individuals, and applications of science, with the development of historical events within the cultures studied.
5. Use many forms of instruction to teach science, particularly identifying, classifying, categorizing, integrating with history and math, as well as some experiments, demonstrations, collecting, illustrating, field trips, and guest speakers.

MEMORY: The students will memorize:

1. (work in progress)

ART:

GOALS: We seek to:

1. Teach all our students the basic fundamentals of drawing to enable them to create adequate renderings.
2. Encourage the students to appreciate and imitate the beauty of the creation in their own works.
3. Introduce the students to masters' works of the Western culture.
4. Equip the students to knowledgeably use a variety of art media.

MEMORY: The students will memorize:

1. The primary and secondary colors.
2. The use of perspective in drawing.
3. At least four influential artists.

MUSIC:

GOALS: We seek to:

1. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
2. Systematically instruct the students in the fundamentals of vocal and instrumental music.
3. Enrich the teaching of scripture through the teaching of many classic, meaningful hymns and songs.

4. Encourage (through a variety of options) the students to select some area of music, vocal or instrumental, to pursue on their own.

MEMORY: The students will memorize:

1. The timing of whole, half, and quarter notes.
2. The difference between the base and treble clefs.
3. The major instrument groups in a band and orchestra.

PHYSICAL EDUCATION:

GOALS: We seek to:

1. Systematically work with the students to teach them basic exercises and game skills (e.g. throwing, hitting, kicking, catching, etc.)
2. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
3. To enhance biblical patterns of behavior through activities requiring cooperation, team work, and good sportsmanship.

LEARN: The students will learn:

1. The benefit specific exercises provide for various body parts.
2. The function of different muscles and how to strengthen them.

Subject Listing By Grade

KINDERGARTEN: Phonics training (early reading), math properties (patterns, adding, graphing), science units, community helpers/jobs/locations, Bible stories/characters/songs, integrated art projects, PE skills/games, integrated music

FIRST GRADE: Phonics training/literature reading, math problem solving/properties, integrated (with reading, math, art) science quarterly units, spelling rules/memorizations, parts of speech, history units (famous places in the world & U.S.,etc.), Bible reading/memorizations, integrated art, PE skills/games, thematic music

SECOND GRADE: Guided independent reading of books, math properties/problem solving, science quarterly units, spelling rules/patterns/memorization, cursive handwriting, basic English grammar, history units in early U.S./NW History, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

THIRD GRADE: Guided independent reading of books, math skills/problem solving/integrated, science quarterly units, spelling

rules/patterns/lists, cursive/essay practice, English grammar, Latin I (vocabulary/chants), U.S. geography/early U.S. History units, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

FOURTH – SIXTH: Monitored, independent reading of books (often integrated with history), Math (Saxon: skills/problem solving/integrated), Science cycle: Year 1 – Botany, Year 2 – Zoology 2, Year 3 – Zoology 3, Spelling (lists/patterns/rules, writing assignments), English (Shurley grammar integrated with Latin). Latin Primer A-C (vocabulary/early grammar/beginning translations) History cycle (Integrates World and U.S. History): Year 1 – Middle Ages, Year 2 – Early Modern Era, Year 3 – Late Modern Era, Bible cycle: Year 1 – Genesis-Ruth, Year 2 – 1 Samuel-Malachi, Year 3 – New Testament, Art (drawing instruction, integrated art projects, art history), PE (skills/games) Music (basic theory, vocal instruction, music history)

Latin

Considering the sheer number of years and amount of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction in Latin at Baldwin Christian School should need no explanation or defense. However, like many traditional particulars of good education lost in the name of "modern" or "progressive" education, Latin's advantages have been neglected and forgotten by a couple of generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Baldwin Christian School teaches Latin, therefore, for two major reasons:

1. Latin is not a "dead language", but rather a language that lives on in almost all major western languages, including English. A training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages.
2. Learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English class work, e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.

The **Elementary Latin Program** consists of the following basic objectives:

Third Grade (1st Year): Vocabulary acquisition, declensions, chants of endings.

Fourth Grade (2nd Year): More vocabulary, beginning grammar work, basic verbs, simple sentences

Fifth Grade (3rd Year): More sentences, vocabulary, basic translation work, phrases, grammar

Sixth Grade (4th Year): Translation work (New Testament/Vulgate and other sources), grammar, writing of sentences, stories, Classical background

Homework Philosophy and Guidelines

I. PHILOSOPHY:

Baldwin Christian School may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long study period.
3. Since Baldwin Christian School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a punitive, as well as practical purpose.

II. GUIDELINES FOR ASSIGNING HOMEWORK:

Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school.

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then only if homework is assigned. In any event of homework normally being assigned, a Weekly Homework Assignment Sheet or a Student Assignment Book will be used based on the teacher's preference.

<u>GRADE</u>	<u>MAXIMUM APPROX. TIME PER WEEKNIGHT*</u>
K	Reading Practice
1ST- 2ND	20-40 MINUTES (infrequently)
3RD	30-45 MINUTES
4TH- 5TH	45 MINUTES
6TH	45-60 MINUTES

*NORMALLY HOMEWORK IS NOT TO BE ASSIGNED OVER THE WEEKEND OR OVER HOLIDAYS AND VACATION PERIODS.

Promotion Policy

Elementary students currently in Baldwin Christian School must meet all the following basic criteria for promotion to the next successive grade:

1. Pass at least three quarters of *reading*, *math*, and language arts (1st -6th grades), and have at least a 70% average for the entire year.
2. Pass at least three quarters each of *history* (geography), and *science*.
3. Failure to pass at least two quarters each of *Latin*, *Bible*, *spelling*, *art*, *music*, or *PE* will necessitate some make-up work in summer school, at the recommendation of the teacher and school Board of Directors.
4. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery (see the Curriculum Guide Objective) of the following skills/subjects in the grades noted:

Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.

First Grade to Second Grade: Students will demonstrate their ability to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. They will be able to write complete sentences with neat lettering. They will be able to add and subtract single digit numbers with at least 70% accuracy.

Second Grade to Third Grade: Students will demonstrate cumulative mastery of above requirements, plus: the ability to read fluently and independently at the second grade level. They will be able to write neatly and correctly identify the basic parts of a sentence. Students will spell correctly with at least 70% proficiency. Students will be able to add and subtract two-digit numbers with at least 70% accuracy.

Third Grade to Fourth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Fourth to Fifth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Fifth to Sixth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Sixth to Seventh Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

V. DISCIPLINE POLICY

Baldwin Christian School students are expected to live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12)

Purpose

We would like Baldwin Christian School to be a place where visitors sense a difference. Specifically, the constant and unmistakable aroma of Christian love.

“But thanks be to God, who always leads us in triumphal procession in Christ and though us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the

smell of death, to the other, the fragrance of life.”

II Corinthians 2:14-15

School Rules for Christian Attitudes and Behavior

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. No chewing gum, electrical music devices, or firearms (legal definition) are allowed on the school grounds.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
5. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
6. Lunchroom rules are posted in the lunchroom.
7. Speak clearly and politely to the teacher, other adults and each other.

Discipline Procedure

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the board. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

Love and forgiveness will be an integral part of the discipline of a student.

I. Office Visits: There are five basic behaviors that will **automatically** necessitate discipline from the school board (versus the teacher). Those behaviors are:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.

4. **Fighting**, i.e. striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar or profane language**, as well as taking the name of the Lord in vain.

During the visit with the board, they will determine the nature of the discipline. The board may require restitution, janitorial work, parental attendance during the school day with their student, or other measures consistent with biblical guidelines which may be appropriate.

If for any of the above, or other reasons, a student receives discipline from the school board, the following accounting will be observed.

1. The first *two* times a student is reprimanded for discipline the student's parents will be contacted immediately afterward and given the details of the infraction. The parents' assistance and support in averting further problems will be sought.
2. The *third* offence will be followed by a meeting with the student's parents, and the school board.
3. Should the student require a *fourth* reprimand, a **two-day suspension** will be imposed on the student.
4. If a *fifth* reprimand is required, the student will be **expelled** from the school.

II. Expulsion: The Baldwin Christian School Board of Directors realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems after having met with the school Board of Directors, the student will be expelled.

III. Serious Misconduct: Should a student commit an act with such serious consequences that the teacher deems it necessary, the meeting with the school Board of Directors may be bypassed and **suspension or expulsion** imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands.

IV. Re-admittance: Should the expelled student desire to be readmitted to Baldwin Christian School at a later date, the Board of Directors or its delegated committee will make a decision based on the student's attitude and circumstances at the time of re-application.

Student Etiquette

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” Phil. 2:3-4

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at Baldwin Christian School. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at Baldwin Christian School.

First, we want to train our young men to show consideration and respect for the ladies in the school. (*“Husbands, in the same way, be considerate as you live with your wives, and treat them with respect as the weaker partner and as heirs with you of the gracious gift of life, so that nothing will hinder your prayers.”* 1 Peter 3:7).

Second, we want to train our students to show proper respect to their teachers and administrators. (*“Submit yourselves for the Lord’s sake to every authority instituted among men; whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right.”* 1 Peter 2:13)

At Baldwin Christian School, the secondary students will be an example to the younger students. We want them to be a good example. Consider the heart of Christ toward younger children. *Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”* When he had placed his hands on them, he went on from there.

Conclusion: We would like Baldwin Christian School to be a place where visitors sense a difference. Specifically, the aroma of Christian love. (*“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life.”* II Corinthians 2:14-15)

Dress Code

Baldwin Christian School students are expected to live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12), which includes how they dress.

We have found that it is generally true that children and young people in play clothes will tend to play; children dressed in clean, neat clothes are more likely to behave in a way which corresponds with their attire.

The cooperation of STUDENTS, PARENTS, and TEACHERS is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school - PARENTS are expected to cooperate with the school in monitoring their child's DAILY attire.

Students should dress in a way to demonstrate their respect for the school. Therefore, students shall:

- **Be respectful:** All shirts tucked in, no unrepaired holes/tears in clothes, clothing appropriately sized for the wearer, an overall neat appearance.
- **Be modest:** No tight tops. Shirts may not reveal any midriff area when standing *or* sitting. Pants should be high enough on the natural waist to be considered modest when bending *or* sitting.
- **Be professional:** Outlandish or distracting clothing or appearance will not be allowed.
- **Be diligent:** Dress as if you are coming to work, prepared to do the work of a student. Be consistent in presenting yourself well each day at school.
- **Be clean:** Recently washed, hair combed neatly.

As a guideline, we strongly encourage dressing up for rather than dressing down for school.

Pants, or shorts:

Shorts need to be mid thigh or longer. No unrepaired holes in pants.

Shirts, blouses and sweaters:

No T-shirts with offensive or distracting logos.

No low-neck lines.

No uncovered spaghetti straps. No midriff should show when hands are raised or while sitting.

Shoes:

Students are required to keep one pair of inside shoes at the school to prevent wear and tear of the carpets. Lace-up shoes are required for safety reasons during Physical Education.

Skirts and Dresses:

Should be knee length or longer.

Required Uniform Code for Informal School Functions:

(The teacher and/or home bulletin or emails will let the students know when to wear their uniforms)

- Short or long sleeve Navy Interlock Polo Shirt with Baldwin Christian School logo (tucked in)
- A white long sleeve shirt may be worn under a short sleeve polo in cooler weather
- Khaki Pants, shorts or skirt
- Brown or Black Belt if belt loops are present
- Brown or black shoes

Please visit www.landsend.com to order a polo shirt with logo. You are welcome, but not required to purchase other select Baldwin Christian School items as well. Our preferred school number is 900133158.

Here are the requirements for each shirt:

Classic Navy
Interlock fabric (**not mesh**)
Short or long Sleeve

Required Uniform Code for Formal School Functions:

- Long sleeve white oxford (tucked in) for boys
- Long sleeve white blouse or button down for girls
- Black Pants or Black Skirt
- Black or Dark Brown Belt if belt loops are present
- Black Socks
- Black or dark Brown Shoes

Polo Shirt & Khaki Pants Exchange Closet

If your child has outgrown his Lands' End Uniform shirt or khaki pants, you may donate them to the Exchange Closet so another child may use them. Please drop the clothes off in the office and let the office administrator know if you need a new size.

Attendance Policy

A student enrolled in Baldwin Christian School is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the elementary students are kept by the individual classroom teachers and reported on the student's report card each quarter.

Vacations are encouraged during scheduled school breaks.

1. Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact the teacher by note or phone as soon as possible. In case of illness, please notify the school by 8:00 a.m.

2. Long-Term Absences: If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the appropriate teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

3. Extended Absences: We will gladly cooperate with families taking their children from school for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed prior to the absence. Please keep in mind that these disruptions from schedules school time often cause extreme academic hardship for the student.

4. Tardy Report:

Tardiness is disruptive and disrespectful to the teacher and to other students. Students are expected to be seated and ready to learn at the ringing of the first bell. Failure to do so will result in the student being reported as tardy. No distinction will be made for excused vs. unexcused tardy reports. The Board of Directors will be notified if any student has four (4) tardy reports in a semester. If necessary the parents, teacher and Board of Directors may have a meeting about the situation.

Grievance Policy

Christian Conciliation:

In keeping with I Cor. 6:1-8 and Matt. 18:15-20, all parties formally affiliated with Baldwin Christian School agree that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church.

Purpose: The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Baldwin Christian School. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Baldwin Christian School's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board of Directors.

General Guidelines:

1. It is understood that if any disputes arise which are not covered by this policy, the Board of Directors will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

Students/parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the president of the school Board of Directors. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Board of Directors.
4. If there is still no resolution, they should request a hearing from the Baldwin Christian School Board of Directors.

Parents to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Board of Directors.
2. This procedure also applies to Board of Directors members who are acting in their capacity as parents.

VI. OTHER INFORMATION

Chapel

Chapel is held weekly. Chapel usually lasts about 15 minutes and includes prayer and a brief message. This is in addition to regular Bible classes, which are held daily.

Lunches

Hot lunch is provided through the public school system. The menu can be found in the *Baldwin Bulletin* or at www.bwsd.k12.wi.us.

1. The Baldwin Christian School has a monthly billing system for lunch charges. The system works well for students and their parents. However, charges may accumulate faster than parents realize unless they monitor their accounts carefully. Each

month, a written statement will be sent to each family notifying them of the balance due. The statement will be sent home with the oldest child of each family.

2. When the School Food Authority determines that a family is two months delinquent, the students will no longer be allowed to participate in the hot lunch program until there is a positive balance in their account.

Extra-Curricular Activities

Students may participate in extra-curricular activities through the public school system. Parents should notify the teacher ahead of time so that attempts can be made to minimize the amount of class instruction missed at Baldwin Christian School. Students are responsible for making up any work that is missed. Parents are responsible for transporting students to and from the public school.

Illnesses or Injury

If a child becomes ill or receives an injury during school hours, the teacher will contact a parent and make arrangements for the child's care. By law, teachers may not dispense aspirin or other medications without written permission.

Early Departures

A child may not leave the school grounds unless a parent has previously made arrangements with one of the teachers. Written permission from home is required if a student is to go home with someone else or by a means other than their usual routine.

Field Trips

A child must be present at roll call to be eligible to attend a field trip.

Fire and Tornado Drills

To prepare our students for such emergencies, fire and tornado drills are held periodically.

Library

Each classroom contains suitable reading materials for the students of that room. Students must check out books with their teachers to be read at school or to take home. As with textbooks, students who lose or severely damage library books will be responsible for paying for their repair or replacement. Newspapers, magazines and reference materials such as encyclopedias and dictionaries must remain at the school. We encourage the students to use reference materials found at the local public libraries and electronic resources.

Recess

All students are expected to remain outdoors during recess whenever weather permits. A student may stay in due to health reasons if he has a note from home.

Home Bulletin

The home bulletin is a weekly letter containing school news, announcements, upcoming events, etc., which is made available each Monday. Please be diligent to read the HB weekly to keep up with school news. It can be found each Monday on the school's web site at www.baldwinchristianschool.org. Contact the web administrator to obtain the password. Alternatively, a paper copy can be requested.

Items to be included in the Home Bulletin need to be submitted to the school by the end of Friday of the preceding week. Submittals can be placed in the Home Bulletin mail slot in the school's office.

Coat Hooks & Lockers

The teachers assign all students a coat hook or locker at the beginning of the school year. Students are responsible for maintaining the appearance and cleanliness of his/her hook area.

Telephone

The school telephone or personal cell phones may not be used by students except in emergencies. Messages will be taken and delivered to a student by a teacher to avoid disrupting classes. Parents are asked to please make calls either before 8:00 am, between 10:00-10:30 am, or between 12:00-12:30 pm. The school's telephone number is: (715) 684-2656.

School Year Calendar

Generally, the school year begins after Labor Day and ends before Memorial Day. The school year calendar includes several departures from the Baldwin-Woodville public school calendar.

Parents are encouraged to schedule vacations using the breaks in the schedule rather than on school days. The school calendar is determined by the Board of Directors and the most current calendar can be found at www.baldwinchristianschool.org

School-Sponsored Events Policy

This policy seeks to ensure that school-sponsored programs meet the same standards for quality and content established in the educational programs at Baldwin Christian School. It also seeks to ensure that the same standards for student conduct established at the school are maintained at all events sponsored by Baldwin Christian

School. Finally, this policy is designed to limit the liability assumed by Baldwin Christian School for school-sponsored events.

School-sponsored events are:

- 1) events which are organized by a Baldwin Christian School staff member acting in his official capacity as a teacher, administrator, etc. or
- 2) events which are published on the Baldwin Christian School yearly calendar or
- 3) events which receive financial support from Baldwin Christian School (including fund-raising opportunities provided through Baldwin Christian School).

Guidelines:

1. School-sponsored events should be consistent with the goals of Baldwin Christian School.
2. School-sponsored events require the attendance of a staff member from Baldwin Christian School.
3. Attendance at school-sponsored activities is generally limited to students who are currently enrolled at Baldwin Christian School. Exceptions may be granted by the Board of Directors.
4. Timely information about school-sponsored activities must be provided to the parents. Parents must sign a written waiver releasing Baldwin Christian School from any liability for all events taking place off campus. This statement should also authorize medical treatment to be given to the student in case of injury.
5. Only school-sponsored and Ebenezer events will be placed on the monthly school calendar.
6. The Board of Directors or their delegates must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.
7. Only school-sponsored and Ebenezer activities will receive support from Baldwin Christian School, e.g. no charge for copier and/or telephone use, bulletin announcements to publicize the event, use of supplies).

VII. TUITION POLICY

Rates

Annual Registration Fee: \$100.00/student to be paid during the summer prior to the school year.

Tuition Rates will be mailed in the spring of each year.

Monthly payments are to be paid by the first of each month. Tuition paid on the twelve-month plan is to be paid over the twelve months beginning

August 1st. Tuition paid on the nine-month plan is to be paid over the nine months of September through May.

Tuition Assistance

In the event a family encounters financial difficulty to the extent it is not possible to make tuition payments on time, parents are encouraged to notify the Baldwin Christian School Board of Directors. In the past, Baldwin Christian School has received contributions designated for tuition assistance. Depending on availability and circumstances, it may be possible for the school to financially assist a struggling family. Even if assistance cannot be offered, the Baldwin Christian School Board of Directors appreciates being notified of such situations and is often amenable to alternative payment arrangements.

Automatic Tuition Payments

Parents have the option to pay tuition payments through automatic monthly transfers from their own bank account. Any family desiring to pay in this manner should notify the school's treasurer, who can provide a form to enable automatic payments.

Delinquent Policy

Parents are expected to make tuition payments in a timely manner. When the school treasurer determines that a family is two (2) months delinquent, the parents will receive written notice from the Baldwin Christian School Board of Directors or the Treasurer. The parents will then have one month to make their account current or make alternate payment arrangements with the Baldwin Christian School Board of Directors or the Treasurer. If a family is three (3) or more months delinquent in tuition payments, and has not made alternate payment arrangements with the Baldwin Christian School Board of Directors, the parents will need to make other arrangements for the education of their children. All previous financial obligations must be paid before a student will be enrolled for the following school year. Parents are responsible for reimbursing the school for any bank fees incurred as a result of bad checks.

SIGN AND RETURN

Please tear out this page and return to your teacher by the end of the first week of class.

I have read and understand the policies in this handbook.

Signed _____

Dated _____