

# Grace Christian School



**2010-2011**  
**Elementary Handbook**

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# **PHILOSOPHY OF EDUCATION**

## **THEME PASSAGE**

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” II Timothy 3:16, 17

## **MISSION STATEMENT**

Grace Christian School, assisting the home and church, provides a nurturing Christ-centered spiritual, academic and physical atmosphere to produce disciples who will have a transforming impact on their world.

## **PRINCIPLE VALUES**

*Value: GCS is in Partnership with Parents*

Grace Christian School recognizes that parents are responsible before God for the instruction, training and discipline of their children. GCS seeks to assist parents in meeting their responsibility in a rapidly changing world by providing curriculum, resources and professional, godly instruction.

*Value: GCS Education is Biblically Integrated*

Education is a quest for truth that builds a personal worldview. GCS accepts the Bible worldview as correct and integrates the whole content and process of education with the Bible.

*Value: GCS is a Local Church Ministry*

Grace Christian School acknowledges that the local church is the instrument established by God for the completion of His program on earth. GCS, a ministry of Grace Baptist Church, seeks to work in cooperation with local churches.

## **STATEMENT OF OBJECTIVES**

### **For the spiritual and moral development of the students, the school seeks:**

- A. To teach that God is the Creator and Sustainer of the universe.
- B. To teach that Jesus Christ is the Son of God who came to earth to die for sinful man.
- C. To teach the necessity of being born again by the Spirit of God through trusting the Lord Jesus Christ.
- D. To teach that growth in the Christian life depends upon: (1) fellowship with God through Bible study, prayer, contemplation and obedience and (2) fellowship with other believers in the local church.

- E. To teach that the Bible, as the Word of God, is both the foundation for all human knowledge and the practical guide for life.
- F. To teach the application of Biblical ethics in every area of life.
- G. To teach students to manifest the fruit of the Spirit and other Christian graces.
- H. To stress the urgency for world missions.
- I. To respect authority.

**For the personal and social development  
of the students, the school seeks:**

- A. To teach students to respect the rights of others that hold views that are different from their own.
- B. To teach students to work both independently and cooperatively.
- C. To teach students to formulate and evaluate their personal convictions based on Scripture.
- D. To assist the students in developing an understanding of the need for wholesome physical and mental recreation.
- E. To assist the students in gaining an understanding of their emotional needs and the necessity of depending upon God to meet those needs.
- F. To develop self-discipline, self-motivation and to learn that work has its reward.
- G. To respect the property and rights of others.

**For the academic development  
of the students, the school seeks:**

- A. To integrate all academic subjects with Biblical revelation.
- B. To teach students to apply themselves to their work and to fulfill their various responsibilities.
- C. To assist the students in the development of creative skills and an appreciation for the fine arts.
- D. To teach the students effective communication skills.
- E. To adequately prepare the students for future student and occupational competence.
- F. To inform students of America's heritage and encourage a love for their country.
- G. To encourage students to be conscientious citizens, informed about current national issues.

# DOCTRINAL STATEMENT

1. We believe in the Scripture of the Old and New Testaments as verbally inspired of God and inerrant in the original writings. They are of supreme and final authority in faith and life. (II Timothy 3:16; II Peter 1:21)
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Matthew 23:19; Deuteronomy 6:4)
3. We believe the Genesis account of creation and believe that Man came by direct creation of God and not by evolution. Man's purpose is to glorify God in all he does. (Genesis 1, 2; John 1:3, Colossians 1:16)
4. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man. (Isaiah 7:14; Philippians 2:5-11; Colossians 1:15)
5. We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature. (Romans 3-5)
6. We believe that the Lord Jesus Christ lived a sinless life, died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood. (I Peter 2:24; Hebrews 9:11-28)
7. We believe in the resurrection of the crucified body of our Lord, in His ascension to Heaven, and in His present life there for us as High Priest and Advocate. (I Corinthians 5:3-4)
8. We believe in "that blessed hope" the personal, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ. (I Thessalonians 4:13-18; Revelation 19-20)
9. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby, become the children of God. (John 3:1-18)
10. We believe that every born-again believer is, by the miracle of God, accorded a place in the body of Christ, and that this body is Biblically identified as "the Church". The Church, which is His body, realized in the assembly of the local church. (Ephesians 3:3; Colossians 1:24-27; I Corinthians 12:12, 13)
11. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. (Revelation 20:7-15; 21:1-8)

# SCHOOL STANDARDS

## A. DRESS CODE

**Rationale:** As Christians, we realize that conformity to an outward standard of dress does not cause true spirituality. However, the Bible is not silent on the matters of appearance and our appearance is to be an accurate reflection of godly character.

1. Our appearance should give glory to God.
2. We should avoid styles of dress that identify with or promote sinful attitudes, beliefs, or practices.
3. Clothing should be **modest**, not tempting others to impure thoughts.
4. As faithful stewards of the clothing the Lord has entrusted to us, our clothes should be clean and in good repair.
5. As ambassadors of Christ, we should dress neatly and appropriately.

**General Standards:** Classroom dress must be followed while a student is attending classes at GCS. All students should arrive in classroom attire unless the School Administrator gives special permission. Relaxed clothing is permitted for certain field trips and at after-school activities. **The School Administrator does reserve the right to determine what is acceptable dress and appearance for school and school related functions.**

As a modesty standard, shorts worn for P.E. or athletic practices are to be at least mid-thigh in length (finger-tip length is a minimum guide). Outdoor coats and boots are not to be worn during class. Writing on shirts is limited to "logo size" (smaller than 2" x 3") and should have no negative connotations. Hats/head coverings of any kind may not be worn inside the building at any time except for special theme day participation. Any questionable clothing will be referred to the School Administrator.

### 1. Boys

- a. **Shirts** – A shirt with a turnover collar, a turtleneck, a sweater, crew neck shirt or banded collar shirt may be worn.
  - 1.) Striped or solid colored T-shirts as well as those with a pattern or over-all print are acceptable.
  - 2.) The following are not acceptable:
    - a.) Undershirts worn alone
    - b.) Shirts made of long-john material
    - c.) General sweatshirts
    - d.) T-shirts with pictures, words or numbers

- 3.) GCS hooded and non-hooded sweatshirts are the only exception.
- b. **Pants** - Dress or casual pants are suggested. Colored jeans are acceptable (with no rips or holes and not faded or worn) but no shade of blue or any color of stone washed jeans will be allowed. “Sagging” is not allowed. **Pants should not be so tight as to be immodest.**
  - c. **Hair** - The School Administration expects each boy (with help from his parents) to take responsibility for keeping his hair neatly trimmed and groomed. Hair must be above the ear, collar and eyebrows. Excessive hairstyles shall be avoided. Natural hair colors are permitted.
  - d. **Jewelry** - Jewelry is not to be excessive; earrings/nose rings are not to be worn. Body piercing is not appropriate.
  - e. **Shoes** - Dress shoes, fashion and non-athletic sandals or tennis shoes may be worn. “Flip-flop” sandals are not permitted.

## 2. **Girls**

- a. **General** – A dress, shirt with a skirt, jumper, or pants are appropriate. Leggings may be worn with **knee length** skirts or dresses. Low necklines, back lines, visible midriff, revealing or tight fitting styles are not allowed. Split skirts, capris and skorts are not appropriate for normal school dress. Appropriate undergarments shall be worn but shall not be visible. Hemline length for dresses shall come to the middle of the knee while standing **and sitting**. Slits are to be no higher than the middle of the knee.
- b. **Shirts**
  - 1.) Striped or solid colored T-shirts as well as those with a pattern or over-all print are acceptable.
  - 2.) Sleeveless shirts may be worn but must extend from the neck to the end of the shoulder.
  - 3.) The following are not acceptable:
    - a.) Long sleeve athletic or “men’s looking” t-shirts
    - b.) Shirts made of long-john material
    - c.) General sweatshirts
    - d.) T-shirts with pictures, words or numbers
  - 4.) GCS hooded and non-hooded sweatshirts are the only exception.

- c. **Pants** – Dress or casual pants are suggested. Colored jeans are acceptable (with no rips or holes and not faded or worn) but no shade of blue or any color of stone washed jeans will be allowed. **Pants should not be so tight as to be immodest. Pants should not fit like leggings.**
  - b. **Hair** - Hairstyles shall be feminine and conservative. Natural hair colors are permitted.
  - c. **Jewelry** - Make-up and jewelry shall not be excessive. Body piercing is limited to ears only.
  - d. **Shoes** - Dress shoes, fashion and non-athletic sandals or tennis shoes may be worn. “Flip-flop” sandals are not permitted. A “flip-flop” will be considered any shoe that goes between the toes and is “V”-shaped regardless of the size of the heel.
3. **Questions** - If a student has any doubt concerning what clothing is acceptable, he/she should contact the School Administrator or his/her appointee, prior to wearing the apparel in question.
4. **Dress-Down Day Guidelines for Boys and Girls** - Modest fitting jeans without rips, holes, or fringes may be worn with t-shirts containing positive images, words and suggestions. T-shirts must look neat and nice, but do not have to be tucked in. Hat and shoe policies still apply. No athletic wear such as sweat pants, jogging pants, wind pants or pajama pants are acceptable.

## **B. SCHOOL RULES**

- 1. **Respect** - Students are expected to have respect for those in authority over them. Students will be expected to address such persons in a manner that shows respect.
- 2. **Conduct**
  - a. Conduct should be that which is becoming to a Christian young person. Fighting, teasing, playing excessively rough games, name-calling, throwing stones or snowballs and using improper language are strictly prohibited on the school grounds. Students are expected to keep their hands to themselves. The Bible teaches us that Christians should conduct themselves at all times in such a way that the Lord Jesus Christ will be honored (I Corinthians 10:31).

A Christian's actions and language should always be in good taste, especially with members of the opposite sex.

- b. Each classroom functions on four basic rules:
  - 1.) Listen and obey teacher instructions the first time they are given.
  - 2.) Talk only with permission.
  - 3.) Remain in your seat unless receiving permission otherwise.
  - 4.) Respect the persons and property of those around you.
- c. Students are to enter the building quietly, taking their seats, sharpen their pencils and be prepared for class to begin before school starts.
- d. Students are expected to use their normal speaking voice at all times; no yelling, screaming, or making excessive noise is permitted.
- e. Students may not eat or drink during class or chew gum during school hours.
- f. Any student sent to another classroom is expected to knock before entering.
- g. All students, unless specially authorized, should be out of the building by 3:30 PM.
- h. Electronic devices such as but not limited to CD players, iPods, and MP3 players are not allowed at school or school activities and should be left at home.
- i. Cell phones should not be seen or heard during the school day. Cell phones may be in the student's locker or book bag only. Any necessary phone calls should be made in the school office.
- j. Using tobacco, drinking alcoholic beverages, abusing drugs, stealing or participating in immoral activity are grounds for immediate dismissal from GCS. Abstain from all appearance of evil. (I Thessalonians 5:22)

### **3. Playground**

- a. Students are to remain within the boundaries of the playground area.
- b. Conduct should be that which is becoming to a Christian boy or girl. Fighting, teasing, playing excessively rough games, name-calling, throwing stones or snowballs and using improper language are strictly prohibited. Students are expected to keep their hands to themselves.

- c. Swinging double and standing while swinging are not allowed.
- d. Roller blades and skateboards are allowed only when a permission slip signed by the student's parent is on file in the office.
- e. When recess ends, students should line up immediately and quietly. Students are expected to enter the building quietly.
- f. Students are not allowed on the playground after school unless accompanied by a parent or guardian.

#### **4. School Grounds**

- a. GCS has a closed campus. Students are to remain within defined boundaries of the school. A student may not leave the school grounds until his/her parents have arrived, until school is out, or he/she has checked out through the office. When a student must leave the campus during the day, a parent or another responsible adult must sign him/her in or out at the office.
- b. Students will not be allowed to leave campus for lunch unless accompanied by their parents or an adult who has obtained permission in writing from their parents. Since lunch is only twenty-five (25) minutes long, care needs to be taken to return on time. Students returning late will be counted tardy.

**5. Respect of Property** - All church and school property should be treated with respect and care. Any damage should be reported immediately. A student will be required to pay for any damage he/she does or helps to do. The cost of items will be assessed appropriately.

#### **6. Hallways**

- a. Should be clear of personal belongings.
- b. Book bags should be hung in student lockers, taken with them to class or placed under the coat rack upstairs. Book bags may be kept in the lunchroom during lunch only.

#### **7. Library Procedure**

- a. No talking is allowed in the library except to the librarian or teacher.
- b. Two (2) books may be checked out at a time for one (1) week and may be renewed three (3) times.
- c. Books must be checked out with the librarian.

- d. A fine of ten (10) cents per school day will be charged on overdue books.
- e. Anyone found with library books in their possession that have not been checked out will lose their library privileges.
- f. Reference books and reference encyclopedias may not be taken out of the library.
- g. Students are expected to keep the library neat and in order as taught by the librarian. Anyone who does not take proper care of the facilities will lose their privilege to use them.
- h. The person to whom the book was last checked out must pay for lost books.
- i. There will be no eating or drinking in the library.
- j. Any student who loses a book and then loses a second book within the school year will not be allowed to have library privileges.
- k. Report cards will be held in the office until all books have been returned and library fines have been paid.

**C. DISCIPLINE** - We believe that discipline plays a very necessary role in the development of a young person's self-esteem and sense of security. Grace Christian School is dedicated to the training of students in a program of study, activity and living that is Christian. We believe that "all things should be done decently and in order," and that our students should be taught to feel a God-given responsibility to "walk honorably before all men." Thus, discipline is maintained which is firm and consistent, yet tempered with love. (Galatians 6:1) Our teachers maintain standards of behavior in the classroom through kindness, love and a genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. We desire to be fully supportive of whatever discipline measures are being taken in the home and trust that parents will be equally supportive of the measures taken at school.

- 1. The school stands in the place of the parent during the school hours. The student must be obedient and cooperative in their response to whichever adult is in charge at that time and to adults in general.
- 2. The Scriptures are very clear when describing the training process:
  - a. Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not depart from it."

- b. Proverbs 22:15, “Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.”
  - c. Proverbs 13:24, “He who spares the rod hates his son; but he that loves him is careful to discipline him.”
  - d. Proverbs 29:17, “Discipline your son, and he will give you peace, he will bring delight to your soul.”
  - e. Hebrews 12:6, 7, “...the Lord disciplines those he loves, and he punishes everyone he accepts as a son. Endure hardship as discipline; God is treating you as sons.”
  - f. Hebrews 12:11, “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”
3. We believe in correcting in love those who have disobeyed. This means that when a student does not obey the teacher right away without objection, some form of loving discipline needs to be administered. Each teacher sets various “penalties” for minor infractions.
  4. Fighting, cheating, lying and stealing will call for immediate disciplinary actions.
  5. We believe this type of discipline develops a sense of security within the heart of the child, because, “discipline is security.”
  6. Any parent whose child is enrolled in our school must agree to this form of discipline and training, as our teachers will attempt to apply it consistently throughout the entire school. This is not our unique way of disciplining, but God’s way.
  7. Any parent who has a question about discipline and why it was administered is encouraged to talk to the teacher. Good communication and a parent’s support are essential. The Matthew 18 principle should always be followed in handling things of this nature. Talk first to the child’s teacher. If things are not settled there, contact the School Administrator. Only after these two levels have been tried (then and only then) should contact be made with the School Board Chairman. Please be sensitive in this area. When the chain is not followed, or when rumors begin, problems get blown out of proportion. Most matters can be resolved on the lowest level.

## **D. SCHOOL POLICIES**

**1. Tardiness** - A student is considered tardy when he/she is not in his/her classroom and ready to start class when the bell begins to ring.

- a. Punctuality is important. When a child is tardy, he/she disrupts the class that is already in session, he/she misses valuable class time.
- b. When a student is tardy in their arrival to school, he/she must be signed in at the office by the person providing their transportation to school before entering his/her class or he/she must have a signed note explaining the tardiness.
- c. Elementary classes begin at 8:30 AM. Parents should try to arrange arrival of their children by 8:20 AM. Avoid having the child arrive too early, however, allow him/her enough time to be punctual and to have all the child needs with him/her for the day. Worry about these things prevents the child from working to the best of his/her ability. Students arriving before 8:20 AM will be required to go to the early AM supervision area.
- d. It is also important to pick up your child(ren) from school at a reasonable time. School is dismissed at 3:00 PM. Please arrange to have your elementary child(ren) picked up no later than 3:15 PM. Children who stay after school for long periods of time often get into trouble and also miss valuable time at home. Teachers are not on duty to supervise children after 3:15 PM.
- e. If a student is to be released from school early in the school day, the parents should notify the teacher of the arrangements being made by sending a note or calling the school office to leave a message.

### **2. Absence**

- a. The school office must be notified of any absence by 9:00 AM.
- b. Unless a parent previously notified the office, a student is required to give the office a note, which states the reason for the absence. If a note is not received, the absence will be unexcused.
- c. Effort should be made to schedule dentist and doctor appointments after school or on Saturday if at all possible. Class time is very important and valuable and should not be missed by any student unless it is absolutely necessary.

- d. Any student missing ten (10) days of school or more per semester may be retained in the same grade the next year or be dismissed from school, depending upon the circumstances surrounding the absence.
- e. If a student knows in advance that he/she will have to miss a day or more of school, he/she may request assignments from the teacher ahead of time. It is always a student's responsibility to make up the work that was missed. Tests will be made up at a time designated by the teacher, not necessarily during class time.
- f. If a student comes in after the school day has begun, or is to be released from school early in the school day, the parent or person dropping off or picking up the student must sign the student in or out at the office.
- g. Any student who is suspended from school or takes an unexcused absence may not be able to make up his/her work and may receive zeros for the day.

**3. Administration of Medication** - In order to comply with Michigan General School Laws and Administrative Rules, we must require the following before administering any medications.

- a. A permission slip from parents or guardians and a signed physician's order, indicating the Prescription drug name, dose, time, method of administration and duration (length of time) for medication to be dispensed must be on file in the school office. It is also recommended that the possible side effects of a medication be indicated on the permission slip.
- b. School personnel will keep track (in writing) of medications dispensed.
- c. Medications will be picked up by the parents or disposed of by the end of the school year.
- d. Medications will be kept in a locked location when not being dispensed.
- e. No over-the-counter drugs will be dispensed without a written order by a parent.
- f. Parents will be notified when a student reports to the school office. If the student has a temperature of 100° or more, he/she **will not** be allowed to remain at school.

In instances where a student needs medical attention, the school office will call the parent or family doctor (in that order). No staff member will be permitted to administer medicines to any student for any reason without written consent of the parent or guardian.

**4. Academic Testing** - GCS gives the Stanford Achievement Test to each of its students at least once every two to three years. Parents receive the results of these tests at the end of that school year.

- 4.) All students for which application is made must want to attend GCS.
- 5.) Students may be required to take an entrance exam. If transferring from another school, a copy of a report card must be submitted as part of this evaluation. In addition, no student may start classes until the school receives up-to-date immunization records.
- 6.) All new students are accepted for an initial nine-week (9) probation period. During this time, the child's conduct, attitudes and academic suitability for enrollment in the school will be evaluated by the staff. If difficulties are observed, parents will be notified by the School Administrator. Alternatives will be explored, including the possibility of extra help, grade level change or withdrawal of the student from the school.

**5. Homework** - Homework is an extension of the teacher's efforts in the classroom. It serves two basic purposes:

- a. reinforcement and development of a concept taught in the classroom
- b. development of responsibility on the part of the student
- c. homework will generally not be assigned for Wednesday night

The following are some ways you can help your child with his/her studies:

- See that the student has an organized and complete record of assignments. Upper elementary students should keep an assignment book.
- Be sure the student is provided with a quiet, secluded, study place.
- Keep distractions of any sort to a minimum.
- The hours reserved for study should be planned and kept consistent as much as possible.
- Have all necessary tools and materials for work available.
- Plan for regular breaks in the study time to keep the student's attention level high.
- Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.

**6. Progress Reports** - will be sent home at the middle of each nine-week (9) period for each student. Progress reports must be signed and returned to that teacher within three(3) school days that they are sent home.

**7. Report Cards** - Each nine (9) weeks report cards are sent home with the student or may be picked up in the school office. Report cards are not released to parents unless their account is current, all library (and any other) fines are paid and all sports uniforms are returned.

**8. Grading Scale** Grades 2-6:

A	90-100%	Superior	<i>Note: Preschool, Kindergarten, and 1st grade will be graded with a separate developmentally appropriate scale.</i>
B	80-89%	Excellent	
C	70-79%	Average	
D	60-69%	Poor	
F	59% & Below	Failing	
S	Satisfactory		
U	Unsatisfactory		

**9. Parent/Teacher Conferences** - Parent/Teacher Conferences are held at least twice a year. Parents are encouraged to attend. Parents and teachers are encouraged to set up conferences to keep communication between them open at all times.

**10. Honor Roll** - Students who excel in their work consistently and demonstrate high academic excellence will be recognized on the honor roll. Students receiving all A's (90 or above) will be placed on the All A Honor Roll. Students receiving only A's (90 or above) or B's (80 or above) will be placed on the A & B Honor Roll.

**11. Recess and Sports**

- a. All students will be required to go outside for recess with their class unless their teacher has been given a written note explaining a reason for staying indoors.
- b. If a student has one of the following: two (2) D's, one (1) F, or a D in Bible at the time of progress reports or report cards, he/she will be placed on Academic Probation for two (2) weeks. They will not be allowed to participate in athletic games, however, they will be allowed to practice during that time. Ineligible students are expected to be on the bench for home games. Ineligible students will not be allowed to go to away games. If at the end of the two (2) week period his/her grades are above the requirement, he/she will remain on probation but will be allowed to resume play as long as their grades

remain above the standard. Grades for that student will be checked every week for the remainder of the marking period to determine athletic eligibility.

There may be situations with special circumstances. In these situations, the probation could be determined through a conference with the teacher, School Administrator and athletic director.

- c. Students who participate in sports should consider it a privilege. As a representative of Christ and GCS, they should maintain proper activity and attitude at all times. Those not displaying proper Christ-like character will be asked to give up this privilege.

**12. Non-Discriminatory Policy** - GCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and athletic and other school administered programs.

**13. Visitors** - Only authorized persons and students whose parents are interested in having them attend GCS will be allowed to visit the school during class time. All visitors must check in at the office upon arrival. Please make arrangements to visit at least a day in advance.

#### **14. Financial Policies**

- a. A student's tuition and activity book/fee may be paid in full by the first day of the school year. See the Fee Schedule for payment plan options.
- b. Tuition and the activity/book fee payments must be paid by the 1<sup>st</sup> or 15<sup>th</sup> of each month and continuing through the end of the school year.
- c. There will be a \$25.00 fee for all returned checks.
- d. The following steps will be taken by the school in handling accounts that are behind the following days:
  - 1.) 10 days – A \$25.00 late fee will be charged. (If the due date falls on a holiday or a weekend, payment is due the next business day.)
  - 2.) 30 days – Family will be contacted by the Financial Secretary.

- 3.) 45 days – Family will be contacted by the School Administrator.
- 4.) 55 days – Family will be contacted by a School Board member.
- 5.) 60 days – Family may be asked to withdraw their child (ren) until the family account is caught up.

15. **Transfer of School Records** - All financial obligations to GCS must be met before any records or transcripts will be released.

## **E. GENERAL INFORMATION**

1. **Student Information** - In order to keep our records up to date, it will be necessary for parents to notify the school office of any changes in address or telephone number. If your employment number is the number to call in case of emergency, the school office should be notified immediately of the change.
2. **Transportation** - Transportation to and from school will be furnished by parents; car pools are encouraged. If you need help with transportation or wish to alternate driving with another family, the office will provide information to help you set up the arrangements. Saginaw Township provides bus service for Saginaw Township residents. You may contact them at: 797-1840.
3. **School Office/Telephone** - The school office will be open from 8:00 AM to 3:30 PM. The school phone number is: 793-2129. A message may be left before or after hours by using the answering machine.

In order for classes in session not to be disrupted, teachers and students are not called out of a classroom for telephone calls except for an emergency. Messages may be left in the school office for both teachers and students.

4. **Field Trips** - Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student and permission slips must be signed and returned to the teacher. Parents may be asked to help with transportation and supervision of field trips. Please note that the Michigan Law requires that until students are 8 years old **OR** 4’9”, they must use a booster seat.

**5. Lunch/Milk** - Students are required to bring their own lunches or purchase lunch at school. Milk and Capri Sun are available to purchase every day. Lunch is available to purchase **three days a week**.

**6. Room Parents** - Parents from each class may be asked to serve as room parents. They may be responsible for elementary parties, which would include refreshment and games.

**7. Lost and Found**

- a. Students are responsible for everything that belongs to them. Any property that could be confused with property of others (i.e. gym clothes, school jackets and lunches) should be plainly marked. The school is not responsible for the student's personal property left in the school or on the school grounds.
- b. Any article found by teachers or janitors on the school property after school hours will be placed in the lost and found area in the hallway across from the church office. Items of value such as purses, wallets, glasses and jewelry will be brought to the office.
- c. Students are encouraged to keep money and valuables in their possession. The school is not responsible for valuables left in the restroom or student's desks. Any items not claimed will be disposed of at the end of each semester.

**8. Textbooks and Library Books** - The books used are property of GCS. Students who damage, destroy, or lose books will be asked to pay for their replacement.

**9. Donations and Gifts** - Grace Christian School is a non-profit organization. Tuition at GCS is kept as low as possible so that concerned Christian parents can afford to give their children a Christ-centered education. Because tuition does not cover all operating expenses, gifts are necessary to provide the total amount needed. In addition to contributions of money, donations of library books and other gifts are also welcome. Every gift, small or great, works together with other gifts to keep GCS functioning and moving forward in the educational process.

Cash gifts will be put into the general fund or can be designated to some project. Make checks payable to Grace Christian School. For tax purposes, if you designate a gift, write the project name on the envelope or another piece of paper rather than on your check.

## **10. New Enrollment**

- a. **General Information** - Grace Christian School exists to provide quality Christian education for parents who want an education for their child(ren) that is consistent with the teachings in their home and their local church.
  - 1.) Payment of the appropriate fee (see Fee Schedule).
  - 2.) He/she and at least one (1) parent must be born again and give testimony of this (depending, however, on their age of understanding, see Application).
  - 3.) An established involvement and regular attendance of at least one parent with their child(ren) in a Bible teaching, Bible preaching church.
- b. **Preschool** - A child must be three (3) years old by December 1<sup>st</sup>, to enroll in Preschool 3. A child must be four (4) years old by December 1<sup>st</sup>, to enroll in Preschool 4.
- c. **Kindergarten** - A child must be five (5) years old by September 1<sup>st</sup>, to enroll in Kindergarten.
- d. **Elementary and High School Enrollment** - The student must have demonstrated satisfactory completion of the previous grade (i.e. report card or entrance exam).

**11. Re-Enrollment** - Parents re-enrolling their children should submit a re-enrollment form and the re-enrollment fee for the next year by June 1<sup>st</sup>. The re-enrollment fee is non-refundable.

**12. Weather/School Closing** - Due to inclement weather, our school may have to close. Please listen to WUGN (99.7 FM), WSGW (790 AM), TV channels 5, 12 and 25 for school closing information.





