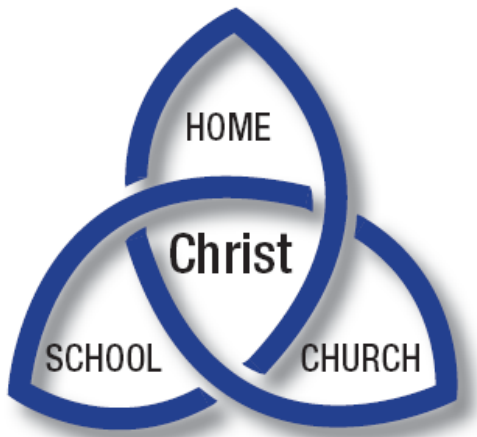


2011–2012 Parent/Student Handbook



Grace Christian School

**325 N. M140 Hwy.
Watervliet, MI 49098
269-463-5545**

www.gcspatriots.com

Letter from the Administrator

Dear Parents and Students,

Thank you for partnering with us in the education of your child/children. It is an honor to be trusted with your most valuable possession.

In the enclosed book you will find many policies and procedures that help us run smoothly as a school. It is our goal to communicate as clearly as we can with each family so that you know what to expect throughout the year. If you have questions along the way, do not hesitate to set up a time to meet with me. Keeping the lines of communication open will be an important component to our success.

Thank you again for your willingness to entrust us with the education of your student(s). May He bless us richly and may He have all of the glory!

In Christ's Service,

Dr. Jonathan Kohns
Administrator

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School Leadership Roster

Board of Trustees

- Dr. Michael Eggebrecht, Chairman
- Dr. Bill Wilkinson, Vice-Chairman
- Mr. James DeWitt, Treasurer
- Mr. Randy Miota, Secretary
- Mr. Dave Brown
- Dr. Alan Stockdale
- Mr. Brian Gardner
- Mr. Tim Ulrich
- Mr. John Chandler

Administration

- Dr. Jonathan Kohns, Administrator
- Laurie Jewell, Operations Manager
- Todd Zimmerman, Principal
- Jody Galens, Athletic Director

Support Staff

- Mrs. Debera Barton, Librarian
- Mrs. Sheryl Bontrager, School Secretary
- Mrs. Wanda Price, Facilities Coordinator & Maintenance
- Mrs. Jill Riedel, Bookkeeping
- Mrs. Michelle Riedel, Lunchroom Coordinator
- Mr. Matt Romeo, Information Technology
- Mrs. Jodi Thompson, Administrative Assistant

Faculty

- Preschool Director, Mrs. Tina Johnson
- Preschool Teacher, Miss Sam Jewell
- Preschool Assistant, Mrs. Rebecca McGee
- Kindergarten, Mrs. Jennifer Lanham
- 1st Grade, Mrs. Cindy Krall
- 2nd Grade, Mrs. Elizabeth Johnson
- 3rd Grade, Mrs. Marilyn Cuthbert
- 4th Grade, Mrs. Jeri Anthony
- 5th Grade, Mrs. Sarah Pollard
- 6th Grade, Mrs. Karrie Estes

- 7th Grade, Miss Sarah Erickson
- H.S. English, Ms. Leslie Beukelman
- H.S. Bible/History, Mr. Garry Fisher
- H.S. Math/Health, Mrs. Jody Galens
- H.S. Math, Mr. Brian Powers
- H.S. Science, Mr. Ron Stalcup
- H.S. Social Science/Math, Mr. Vincent Trapani
- Art, Mrs. Debbie Tarantino
- Computers, Mr. Matt Romeo
- Music, Mrs. Robin McBride
- Spanish, Mrs. Becca Phelps

Identification

Mission Statement

*Inspiring students to impact the world
for Jesus Christ through
an excellent educational experience
from a Biblical worldview.*

Doctrinal Statement

We believe in the Scriptures of the Old and New Testaments as verbally, plenary inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally co-existing in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, his virgin birth, His sinless life, who is true God and true man.

We believe in the present ministry of the Holy Spirit whose primary work to the sinner is to convict of sin, righteousness, and judgment, hopefully to bring him to Christ; and Who indwells each believer at the moment of conversion primarily to establish God's work of redemption in him; simultaneously to join him to the body of Christ with equal privileges with all other believers without additional works of grace.

We believe that man was created in the image of God; that he 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 and in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word, and deed.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures; who is our substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

We believe in the physical resurrection of our crucified Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.

We believe in “that blessed hope” the personal pre-millennial and imminent return of our Lord and Savior, Jesus Christ.

We believe in the security of the believer and that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Grace Christian School neither supports nor endorses the World Council of Churches, National Council of Churches, nor any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

Philosophy of Education

The philosophy of education at Grace Christian School includes five key pillars which support the overarching methodologies for everything we do. Those pillars are: (a) the supremacy of Christ, (b) the learner’s need for a relationship with God, (c) the primacy of the parent-child relationship, (d) the commitment to a non-denominational evangelical theology, and (e) the importance of an excellent education.

The Supremacy of Christ. We believe that all education must start with the acknowledgement that Jesus is the unique Son of God and is Lord of all. The book of Colossians informs us that Jesus is the head of everything and that in Him all things hold together. With this understanding we approach every subject matter with the foundational belief that the integration of faith and learning is not something we do but something we discover. Jesus is already present within the subject matter; it is our duty to seek Him out.

The Learner’s Need for a Relationship with God. Humankind was made in God’s image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. However, because people are sinners by nature and choice, they cannot, in this condition, enter into fellowship with God. As a result, the entire process of education is seen as a means used by the Holy Spirit to bring the student into a personal relationship with God, to help him become strong or mighty in the spirit, to enable the learner to think Biblically, and to train him in Christ-likeness. To this end the learner will be equipped to fulfill God’s purpose for his or her life personally and vocationally.

The Primacy of Parent-Child Relationship. The book of Deuteronomy establishes parents as the primary educators of their children. In the educational process, after our relationship with Christ, there is no more important relationship

than that between parent and child. It is improper for the school to usurp the role of the parent in the education of the child. As a result, we seek to partner with the parent and walk alongside the parent during the education of their children.

The Commitment to a Non-denominational Evangelical Theology. God has called Grace Christian to be a school and not a church. We believe that the church has an important role in the spiritual formation of a child, and the Lord has given GCS a separate function in that development. We seek to provide a solid Biblical foundation for our students that will support the ministry and goals of many evangelical churches throughout Southwest Michigan. We seek to respect the denominational beliefs of the various churches represented in our school while holding strong to the inerrant Word of God as our guide through life. At the same time, we hold to an unapologetic evangelical theology which believes in the necessity of spiritual regeneration by grace through faith in Christ alone. To this end, we present the gospel message to our students giving each one an opportunity to receive Christ as his or her Savior and also provide opportunities for others to grow deeper in their faith.

The Importance of an Excellent Education. The mission of Grace Christian School is to “inspire students to impact the world for Jesus Christ through an excellent educational experience from a Biblical worldview”. Our students will be best able to impact the world for Jesus Christ when they have a well developed Christian worldview and are fully equipped academically as lifelong learners. We seek to hire excellent teachers, create a challenging curriculum, and utilize the finest textbooks in order to prepare our students for the next step in their educational path. We believe that excellence is not a destination but a journey. As a school we endeavor to improve our instructional program in order to pursue excellence.

The Grace Christian School Concept. We believe that when the home, church, and school are working together, centered on the person of Christ, we see the best possible educational outcomes for our students.

Governing Associations

Grace Christian School is governed by a board of directors, elected to three year terms at the annual meeting of Grace Christian Education Association. Any adult can join the association by agreeing to the association statement of faith and paying the annual dues. If you would like to learn more about the Grace Christian Educational Association, please schedule a time to meet with Dr. Kohns.

Grace Christian School is accredited by the Association of Christian Schools International (ACSI). ACSI is the leading independent accrediting agency of Christian schools worldwide. Accreditation is granted based on documentation of adherence to a strict set of requirements as well as a sight visit by an accrediting

committee. Reaccreditation occurs every five years. Grace Christian School is accredited through 2015.

Admission Philosophy, Policies, and Procedures

Admissions Philosophy:

Grace Christian School is open to anyone interested in securing a Christian education, from preschool through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Grace Christian School rules. It must always be understood that attendance at Grace Christian School is a privilege and not a right. This privilege can be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend Grace Christian School and agree to honestly and wholeheartedly apply themselves to study "to show (themselves) approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Grace Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Grace Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Grace Christian School administration and to abide by its policies.

Admissions Procedures

Families seeking first time admission to Grace Christian School must complete the application materials (including an application fee of \$20) and attend an interview with one of our administrators. Upon administrative approval, the new family must pay a registration fee to secure a spot in the classroom.

School History

From tomatoes to strong academic minds, 325 N M-140 has risen from humble farmland to a rich educational field. Built on a former tomato patch, Grace Christian School grows young people “to impact the world for Jesus Christ through an excellent educational experience from a Biblical worldview.” (*Current Mission Statement, Adopted 2005*)

The school was formed on the belief that school, family and church, with Jesus Christ at the center, all play important roles in education children. In the spring of 1973, several area pastors began meeting to discuss their vision for a non-denominational Christian day school. They formed a study group adding parents and others and bringing in expert speakers from Christian schools. The group was devoted to prayer and progressed seeking God’s guidance on how to create a school with the hallmarks of the Gospel of Christ and educational excellence. Over the course of that year they became convinced that Southwest Michigan needed a Christian school free from the control of any single church, thereby allowing the school to serve the need of many Bible believing churches.

By the spring of 1974 the school was incorporated as Grace Christian Education Association with an elected board of directors who were entrusted with the hiring of a school administrator. The school began with the following purpose statement:

Grace Christian School is a private, non-profit Christian school which offers high academic and spiritual standards to the families of Southwestern Michigan. The purpose of the school is to give Christian training, along with a solid academic foundation in the basic principles of learning. This purpose will be accomplished through the use of a faculty committed to the Christian philosophy of education. Christ is the center of our entire curriculum.

Grace Christian officially opened on September 4, 1974 at Midway Baptist Church, education 64 students with four certified teachers and Brain Mayfield as the first administrator. Over the next 35 years the school grew in facilities as well as enrollment, maturing with the needs of the student body. In 1976 a permanent facility was opened on M-140 in Watervliet, Michigan. In 1978 a high school wing was constructed. In the fall of 1996 a ten year labor of love was completed when the multi-purpose gymnasium was inaugurated.

Grace Christian School sits on 24 acres in rural Bainbridge Township in the heart of the fruit belt, serving students from fifteen communities and three counties. Our facilities consist of two academic wings, a multipurpose gymnasium, a library, a history and music annex, and three outdoor athletic fields. Grace Christian has a current enrollment of 210 students in grades preschool through 12th grade.

God took a humble tomato field and produced a fruitful Christian day school, harvesting hundreds of graduates and still education children's hearts and minds in Michigan's great southwest. Graduates are serving in many leadership capacities locally, across the United States and around the world, including serving as pastors, teachers, business owners, service men and women, missionaries, engineers, artists, teachers abroad and completing doctoral work. Some have returned to Grace Christian School as faculty, coaches, board members, and, what we are most proud of, parents of current students. Grace Christian stakeholders consider being entrusted with the education of the children of alumni to be the most significant indicator of the school's success.

Policy and Procedures

Academics

The school has full discretion for the grade placement of each student. Students in grades K-12 may be given an entrance test to determine grade placement and to determine if they fit the educational capabilities of the school. The school will review students' transcripts, including their most recent report card, standardized test scores, and any disciplinary or special needs information from the last school attended or the school where the student is presently enrolled prior to enrollment.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Home Work

Homework is a necessary part of each child's education. All students will be assigned homework by their teachers in ways that are appropriate for a given grade level. The classroom teachers will communicate policies pertaining to the return of homework.

Grading Scale

The grading scale for GCS is listed below. Each letter grade is followed by the equivalent grade point that would be awarded to secondary students. A student's grade point average (GPA) would be used to determine class rank.

<u>Score</u>	<u>Letter Grade</u>	<u>Grade Point</u>
97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
Below 60	F	0.00

Grading Calculations

Daily grade/homework:	20%
Quizzes:	30%
Tests:	50%

Exams

7th & 8th Exams count 10% toward the semester average
9th – 12th: Exams count 20% toward the semester average

Graduation Requirements

<u>Basic Requirements</u>		<u>College Prep Requirements</u>	
Language Arts	4	Language Arts	4
Social Studies	3	Social Studies	4
Mathematics	3	Mathematics	4 or 3
Science	3	Science	4 or 3
Bible	4	Bible	4
Computer	1	Computer	1
Fine Arts	1	Fine Arts	1
Spanish or +FA	1	Spanish	2
Health/PE	1	Health/PE	1
Electives	3	Electives	3 or 4
Total	24	Total	28

Grade Reporting

Gradelink. Parents may keep track of students work through the on-line service of Gradelink. Gradelink can be accessed by visiting www.gradelink.com. Each parent is issued a username and password by the main office. Please contact the main office if you do not know your username or password.

Progress Reports are issued to the student during the fifth week of the quarter. Progress reports provide a snap shot of a student's academic progress at that time.

Report Cards cover a 9-week marking period. These cards are issued to pupils following the 9-week grading period. The report card is the most important document sent out from the school and is retained in students' files.

Honors Classes

Honors assignments are offered to allow a student to enhance his or her learning in an area of particular interest (e.g. Math, English, History, or Science). The Honors assignment is not meant to accelerate the students learning but to provide more depth and breadth to the normal curriculum. Honors assignments must adhere to the following guidelines.

1. The assignment(s) will be given on a quarter by quarter basis.
 - a. They may be given all at once, at the beginning of the quarter, or in smaller components.
 - b. All work for the quarter must be completed by the last day of the quarter.
2. Honors assignments will amount to approximately 25% addition to regular instruction requirements.
3. Honors assignments will require higher order thinking on Bloom's Taxonomy.
 - a. Analyze, evaluate, create
 - b. We want students to be pushed in their ability to think, not simply "do more work"
4. All assigned honors work for all four quarters must be completed for a student to be given honors credit.
5. Honors credit grants an additional grade point for the purposes of calculating grade point average.
 - a. Honors credit does not turn a "B" into an "A".
 - b. Honors credit turns the 3.0 associated with a "B" into a 4.0 when gpa is calculated.
6. A student must maintain a "B" average (per semester) in his or her standard course work for that class.
7. Honors credit is assigned at the completion of the school year after exams are concluded.
8. Honors assignments completed during the senior year are not taken into account for class standing.
 - a. The Valedictorian and Salutatorian is chosen mid way through the 4th quarter before honors assignments are complete.
 - b. Senior honors classes (Anatomy, Physics, and Calculus), do count toward class standing.

Grade Point Average and Class Rank

Grace Christian School will report a graduation student's a GPA, honors recognition, and class ranking to colleges, scholarship foundations, and similar institutions. Class rank and GPA will be determined by a student's 9-12 grade transcripts.

Valedictorian/Salutatorian

The student who earns the highest GPA while successfully completing the requirements of the graduation will be recognized for the top honor of valedictorian. If less than two students meet this requirement, then:

- If a tie occurs in the top rank, all students with the top GPA will share the honor as valedictorian. If a tie occurs in the second rank, all students with the second highest GPA will share the honor as salutatorian.

Note: Only students who have completed their 11th and 12th grade years at Grace Christian School will be eligible for Valedictorian or Salutatorian Honors.

Standardized Tests

Grace Christian School administers the Terra Nova standardized test to Kindergarten through 10th grade each spring. 10th graders are also afforded the opportunity to take the PSAT. 11th graders take the PSAT in the fall and the MME each spring. 11th and 12th graders are strongly encouraged to take college admission test (the ACT or SAT) as early as possible to leave time for retakes if necessary.

Parents will receive more detailed information about the testing dates prior to the test administration. After Grace Christian School receives the testing reports, individual score reports will be forwarded on to each family. If families need assistance with the interpretation of test results, score reports and explanation of the data, they can set up an appointment with the school principal who will help parents interpret these scores.

Transcripts

Grace Christian School transcripts are available to all students by written request. A "Transcript Request" form is available in the Main Office or on our website (www.gcspatriots.com). Transcripts will be available for mailing or pick-up five business days after the completed/signed form is received at Grace Christian School. All financial obligations to the school need to be met before transcripts or grade reports will be released by Grace Christian School. You can obtain information concerning outstanding account balances and payments through the Business Office.

Attendance Policies

Attendance Requirements

To gain as much as possible from school experiences, a pupil's attendance should be regular and punctual. We believe it is part of our responsibility to be concerned about each student's attendance. When a student is absent, a

significant inconvenience is caused for teachers and no amount of take-home work can replace teaching done in the classroom. Excessive absenteeism may result in the student being retained in the same grade for the next year.

1. *Calling In.* We ask that parents call the school absent/tardy line at ext. 17 before 8:00a.m. the day their child is absent. If we do not hear from you, the office will call the home to insure your child's safety.
2. *Daily homework & test make-up.* A student with an **excused** absence (either due to school activities or excused by parent) may have one day to make up all daily assignments/quizzes/test for each day absent. Makeup work will require equal quality to that of the regularly assigned classroom work. Work not made up will receive zero credit. If a test or a quiz was scheduled prior to a student absence; that is, they knew about it in advance, and no new material was given during the absence; then the teacher may expect the student to take the test/quiz upon returning to school. A student with an **unexcused** absence may not make up missed work and the missed work will be given an automatic zero. The parent or guardian has five days to excuse an absence starting with the student's return to school.
3. *Excessive absences.* Excessive absences not only handicap the pupil's chances for getting the most out of each class, but at times can develop into a discipline problem. Whenever the absences exceed 7 per quarter in any classes, they are considered excessive. At this point the administration may:
 - a. Require a special doctor's excuse before allowing the child to return.
 - b. Require a parental interview.
 - c. Require changes in the curriculum.
 - d. Require loss of academic credit in very excessive cases.
4. *Residing at home.* All students must reside with their parent(s) or legal guardian(s). Any other arrangements require written permission from the administration. Should custodial arrangements legally change within the family structure, the office must be notified immediately.

Truancy

Truancy (or skipping classes) is a willful absence from an assigned class (including study hall) without parental permission. If a student is absent for more than 15 minutes of class without an excuse, he/she will be considered truant. Unexcused absences of less than 15 minutes fall under the school's tardy policy. Truancy is a deception and counter to the Biblical stance of the school. As a result, punishment will be quick and certain. If a student is found to be truant, the following three consequences will result:

1. Time missed will be made up with an after school suspension. If the truancy involves a complete day, one day will be added on to the end of the school year for that student.
2. The student will receive a zero for any work in the class(es) skipped. This could include daily participation grades, homework, quizzes, and test.

3. The student will be ineligible for any extracurricular activities for one week, commencing on the following Monday and running through the subsequent weekend.

Tardiness

Tardiness to class (grades 7-12). Tardiness is defined as not being on time for a scheduled class or homeroom. An unexcused tardy is defined as not being on time and not having a written excuse explaining the delay. Parents and teachers may write excuses for students when the student will be late due to circumstances beyond the student's control. Students may not excuse their own tardiness. Being tardy to class is a serious situation which causes students to be unprepared and miss class time while also disrupting classroom.

Students are allowed three unexcused tardies per nine weeks. After three tardies have been exceeded, the student will serve a Friday detention for each additional unexcused tardy. Accumulation of time during a single week is discussed below.

The recording of tardies for the basis of determining Friday detention will be done from Friday until the following Thursday. Time will be allotted in the following manner:

1 tardy for the week:	30 minute detention
2 tardies for the week:	45 minute detention
3 tardies for the week:	60 minute detention
4 tardies for the week:	75 minute detention
5 or more:	90 minute detention

All detentions will be served on Fridays. If there is a compelling reason why a student cannot serve a Friday detention the detention must be served the following Tuesday without exception. Request for a Tuesday rather than a Friday detention must be made by the parent.

Tardy Exceptions

Students may be late to class if they are involved with lunch clean up or the chapel team. In such cases the student must observe the following guidelines or they will be considered tardy and potential disciplinary action.

Lunch Clean Up:	Excused until 1:05
Chapel Team:	Morning set up: excused until 8:30 (Wed only)
Tear Down:	Excused until 15 minutes following the end of chapel

If a student is late for class for any other school related reason, they must present a tardy slip to the teacher in order to not incur a tardy.

Sick Days

Parents are asked to call the school each day their child will be absent due to sickness. There are no limit on the number of sick days available but students and parents should keep in mind the policy regarding excessive absences. It is improper to use sick days for family trips or other activities. Instead, please utilize the preplanned absences.

Preplanned Absences

Preplanned absences are designed to assist students who may have family or other plans that would require them to miss additional days of school. A request to use a “preplan” absence must be filed with the school office at least one week prior to the date of absence. Requests made with less than the required one week notification time must be approved by the administrator. Students are required to communicate with teachers and, when possible, receive work ahead of time. Work given to students in advance are due on the students return to school. All other work must be made up according to the guidelines for excused absence makeup work.

Each student receives six preplans each year. Juniors and seniors receive an additional two preplans to be specifically used for college visits.

When students have exceeded the number of allotted preplans they will not be allowed to make up missed work.

Late Arrival/Early Dismissal

Students arriving late or leaving early, regardless of reason or parental excuse, must sign in or out through the main office. The school must receive written permission from the parent or the parent must sign them out before the student will be allowed to leave. That permission should include who will be picking up the student.

Before and After School Care

Extended care is available for preschool and elementary student from 7:00am until 5:30 pm for an additional charge. Please contact the business office for more information about costs and how to receive a reduction in this rate.

Bullying

Grace Christian School will not tolerate any physical or verbal threats or intimidation. Students found to be bullying other students will be immediately suspended from school. The length of suspension is the discretion of the

administrator. Students who are being bullied (threatened or harassed) may report the bullying to a teacher, coach or administrator. The student reporting the bullying has the right to remain anonymous if he or she chooses. When a report of bullying has occurred it is incumbent upon the school to fully investigate and determine the proper course of action. Students who repeatedly bully other students after being disciplined for bullying will be asked to leave the school.

NOTE: Bullying that occurs outside of school through such means as social networking (i.e. Facebook, Twitter, etc.) can be addressed by the school as well if the administration feels that it is affecting school life in any negative manner.

If administration becomes aware of “cyber-bullying” or other inappropriate or inflammatory language used by students on social media sites or via cell phone, administration will investigate and refer the issue to the parent for proper corrective action. If the problem persists the school will move forward with appropriate disciplinary actions.

Federal Regulations/Information

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”.

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under certain conditions:

- Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and date of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (Special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
- The federal government has determined that FERPA does not apply to homework and quiz grades. For more information, contact Dr. Kohns.

Asbestos Regulations

Asbestos reports are kept on file in our main office in a folder separate from the MSD (Material Safety Data) sheets. If you have questions see the facilities custodian.

Pesticides Regulations

In the event pesticides have to be used on the school grounds notification will be posted at each entrance of the building. State law says posting must be done up to 48 hours after application. The area affected will be thoroughly cleaned and rinsed down.

Field Trips

Field trips are a part of our educational program. A new parent/guardian permit must be completed for all students on a yearly basis. Forms for students in 5th – 12th grade must be notarized. Parents will be notified of all trips via the Non-Campus Activity form and weekly Communiqué. This form contains information about the destination, travel times, objectives of the activity, appropriate dress, and transportation. Students and chaperones for field trips must dress neatly and appropriately. Per Michigan State Law, all children 8 and under must be in an approved booster/car seat at all times. Please plan to leave these at school with your child’s name on it for field trips in which chaperones will be transporting your child.

Hall Passes

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, lunch time, passing

periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.

All staff is responsible for reporting students who are outside of class without a valid pass or truant during instructional time by notifying the principal's office. Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

- Carry a valid (completed, signed, and current) Hall Pass.
- Students are not to use cell phones and other personal electronic devices while using a hall pass unless the permission has been asked and granted from administration.

Health and Safety Issues

Closed Campus

No pupil is to leave the campus for any reason without parental approval. Under no circumstances may students leave campus during lunch time unless accompanied by a parent, guardian, or other adult designated by the parent or guardian. A student may not go out to his or her car without permission from the school office.

Distribution and Consumption of Medication

Policies and Guidelines for Administering Medications to Pupils at Grace Christian school: The following definition of "medication" is adopted for use at Grace Christian School: medications, includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are inject able, and those applied as drops to eyes, nose, or medications applied to the skin.

1. Medications need to be brought into the school by the pupil's parent or legal guardian.
2. The pupil's parent/legal guardian will give the school written permission and request to administer medication(s) to their pupil.
3. Written instructions from a physician, which includes the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
4. Oral medication should be given in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
5. No changes to medication dosage or time of administration will be made except by instruction from a physician.
6. Parental or guardian request/permission and a physician's instructions for administration of medications shall be removed every school year.

7. Expiration dates of prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
8. Medication left over at the end of the school year, or after a pupil has left the school, shall be picked up by the parent/legal guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.
9. Parental or legal guardian request/permission and a physician's instructions for administration shall be renewed every school year.
10. The building administrator will designate an individual(s) responsible for administering medications to pupils at the school.
11. Medications will be administered by one adult in the presence of a second adult, except where the individual administering is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.
12. Students with disabilities who have a Service Plan (Individualized Education Plan – IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications unless specifically indicated otherwise in the Service Plan or Section 504 Plan and there is a physician's script indicating that the pupil would benefit in self-medicating and it is written into the plan.

Visitors

Please report school visitors at least one week prior to the visit. Student visitors will be asked to meet the school dress code. Students and staff are encouraged to be friendly and courteous to all visitors. Expelled or suspended students will not be permitted on the school grounds without permission from the administration.

All visitors, including parents and alumni, must check in at the Main Office and receive a visitor's badge before visiting any classroom. Individuals visiting during lunch time must sign out at the commencement of classes. Students are not allowed to bring visitors to school for social visits. All student visitors should be those who have an enrollment interest in GCS and be approved by administration.

Lockers

Students in grades 7-12 are issued lockers for the storage of their personal belongings. All lockers are the property of Grace Christian School. Students are permitted to go to their lockers between classes to obtain what they need for their next class.

Items left in the hallways will be collected by the homeroom teachers, administration, and/or cleaning personnel and placed in the Lost and Found. All books, coats, and book bags must be placed inside the lockers. Nothing can be placed in front of the lockers as this is a fire code violation.

Students may hang decorations inside the lockers, but all decorations must be consistent with the Christian mission of the school. No decorations or writing are permitted on the exterior of the locker unless sanctioned by GCS or an organized club of the school (i.e. athletic spirit club).

The administration may authorize the opening of a student's locker at any time. Students do not have the right to be present at such inspections. Any suspected locker abuse will be cause for an unannounced locker check.

The school has a limited number of locks that can be rented for a nominal fee. If a student chooses to place a locker on his or her locker, the home room teacher of that student must have a copy of the combination or key.

Opportunities for Parent Involvement

Parent involvement is critical to Grace Christian School's overall effectiveness. Parents can get involved by...

Fund-Raising

Tuition does not cover the entire cost of education a child. Tuition covers 80% of the cost of each child's education. The school depends upon additional 20% from gifts and fund-raisers to supplement tuition. Each family is requested to assist the school in various school wide fund raisers throughout the year. When we all pull together, the work is much easier.

There are many opportunities throughout the school year to participate in a fundraiser that fits into your schedule. We have four school wide fundraisers and we ask all parents and staff to participate in at least one. They are Work-a-Thon, Annual Banquet, Auction and the Rummage Sale. There are many small fundraisers that you can participate in as well. Any participation in those events/sales is appreciated.

Parent Teacher Fellowship

All parents, teachers and administration are welcome to participate in the PTF. This organization was established to create a bond and working relationship between the parents and all GCS staff. We hold monthly meetings that all are welcome to attend. This organization encourages our parents to appreciate our staff and to help make our school excellent through events, appreciation luncheons, spirit wear, fundraising, etc.

Volunteering

We have an open volunteer policy at Grace Christian School. Studies show that children who have parents volunteering in the school achieve higher test scores. Children love to see their parents at school. If you have a few minutes to a few hours, there is a place for you to help GCS. There are even opportunities to help at home. To find out how you can help around the school, please contact the school office, or better yet, join the PTF. Due to the fact that volunteers will be working around children, background checks will be run on all volunteers. In addition, to insure the safety of our students, GCS will run safe driver checks and require proof of current vehicle registration and liability insurance for all drivers of field trips and extra-curricular trips.

Plagiarism/Cheating

The school considers any form of a student passing another's work off as his or her own as a serious issue and must be dealt with directly and forcefully. Teachers are encouraged to use the instance of cheating as an opportunity to teach about academic integrity as well as Biblical principles such as the fruit of the spirit (e.g. patience, faithfulness, and self control). The policy listed below has been established to protect the teacher. At the same time, discretion is left up to the teacher in terms of how to deal with a specific problem since many factors affect one's disciplinary decision. If you are unsure how to proceed, please discuss the situation with the administrator.

Disciplinary Actions:

K-4

1st offence: score on assessment is negated; student is allowed to redo work.

2nd offence: score on assessment is negate; student is allowed to redo work with point deduction not to exceed $\frac{1}{4}$ deduction of the total point value, phone conference with parents.

3rd offence: score is negated, no opportunity to make up work, conference with parents, and administration is notified.

5-8

1st offence: score on assessment is negated; student is allowed to redo work.

2nd offence: score on assessment is negated; student is allowed to redo work with point deduction not to exceed $\frac{1}{3}$ deduction of the total point value, phone conference with parents.

3rd offence: score is negated, no opportunity to make up work, conference with parents, and administration is notified.

9-12

1st offence: score on assessment is negated; student is allowed to redo work with point deduction not to exceed 1/3 deduction of the total point value, phone conference with parents.

2nd offence: score is negated no opportunity to make up work, conference with parents, administration is notified.

Scheduling

Course Selections

Secondary students sign up for elective classes yearly. Students have the opportunity to make changes to their schedule during the first two weeks of the semester. After the first two weeks have passed, students can only drop a class with approval of the administrator.

Minimum Course Requirement

A student must take five classes on campus or a combination of on campus and dual enrollment to be considered a full time student at Grace Christian School. A full time student is expected to be on campus from 8:10 until 3:20. Alternate arrival and departure times can be arranged for students involved in dual enrollment or work-study.

Schedule Changes

There is a two week drop and add period at the beginning of each semester in which secondary students may make changes to their elective schedules. After the two week period, no schedule changes may be made unless they are approved in advance by the administrator. When a student drops a class after the drop and add period, all grades earned up to the drop date remain on the student's record. All class changes, regardless of the time, must be approved by the parent or legal guardian.

State Regulations/Information

Laws Regulating Child Services

Grace Christian School understands that child abuse/neglect is against the law and will not tolerate any activities that could be deemed as abusive or neglectful of any child. Staff members who have acted in any way that is abusive or neglectful towards children will be reported to the state authorities and removed from employment or position as volunteer.

Any employee or volunteer who has a reasonable suspicion of child abuse/neglect is required by law to:

1. Report suspected abuse to Child Protective Services (CPS) of the county where the suspected abuse took place immediately.
2. Follow up any phone call to CPS with a written report also sent to CPS within 72 hours.

Student Activities

Opportunities for Student Involvement

Opportunities for student involvement include, but are not limited to: Mission Trip, Student Council, National Honor Society, Band, Choir, Worship Team, Drama, and Athletics.

Activity Eligibility

GCS Activity Requirements

1. Students must attend full time, carry at least five credit hours.
2. Student must maintain proper conduct in and out of school.
3. Student must maintain at least a C- average (70%, 1.67).
4. Student must not be failing a Bible course.
5. Student must not be failing more than one non-Bible course
6. When a student becomes ineligible, he/she will be notified by the principal of his/her status. A list will be given to the athletic director who will notify the coaches.
 - a. The student who becomes ineligible will not be permitted to participate in games or tournaments for **ten full school days** following the notification of the student's ineligible status.
 - b. During the period of ineligibility, the student will **not** attend practices until all of his/her assignments, test, quizzes, and/or special projects are made up to the best of his/her ability. The student must, during sport practice time, work on his/her classroom assignments, either with his/her instructor or in an appropriate place, until all work is satisfactorily completed and handed in to the appropriate teacher. Should the student refuse to do this, he/she shall be removed from the team for that sport season.
 - c. When work is caught up, the student must bring a note to the coach from his/her respective teacher(s) of the class or classes in which he/she was ineligible, stating that his/her work has been satisfactorily completed. The coach may then allow the student to participate in practice.
 - d. The student will not "suit up" for games until he/she has regained eligibility. Should a student's academic performance be such that there is little chance for regaining eligibility, the administration and

parent(s)/guardian(s) shall set up a meeting to discuss that student's future status.

Regaining Eligibility

1. After the period of ineligibility (**10 full school days**) is over, the student must request a "grade eligibility recheck" form from the main office. It is the **student's** responsibility to request a grade average from all of his/her teachers during the school day, as he/she attends classes throughout that day. It is the responsibility of the teacher to calculate, within the same day, with as much accuracy as possible, the student's grade.
2. After the recheck slip is complete, the **student** shall give the slip to the high school principal no later than 3:00pm of that school day to determine if his/her average is at least 70 percent with **no** failing grades.
3. If everything is in order, the student shall be eligible. If paperwork is not in order, the student is ineligible for an additional five school days.
4. After the determination is made, the "grade recheck" slip is given to the administrator for review.
5. The student is not considered eligible until his/her "grade recheck" has been delivered to and checked by the administrator.

Affects of Suspension on Eligibility

If a student-athlete has been issued an in-school or out of school suspension, that student-athlete will immediately be suspended from, and be ineligible for, the next contest.

Additional information concerning athletic policies can be found in the **Athletic Handbook**. Each family can obtain a copy of the handbook from the Athletic Director.

Eligibility and Tryouts

In order for students to participate in extra activities they must be academically eligible and have a creditable discipline record (see Activity Eligibility for more information). The administrator may deny a student participation in an extracurricular activity or student government if he/she has been suspended during the previous or current semester.

Music Standards

Students should appreciate music and adopt listening habits that will promote spiritual growth. Secular music will not be allowed on campus. It is the recommendation of the school that personal listening devices not be brought to school. Parents should check with the student's teacher to find out if personal listening devices are allowed on field trips.

Student Relationships

It is the desire of the administration and staff at GCS to see students develop relationships that are wholesome and Biblical. However, most school-age young people are not ready for and do not need the pressures that come with intimate dating relationships. Therefore, handholding, kissing, or any physical contact of an intimate nature is not acceptable on school grounds. Any inappropriate behavior may result in disciplinary action.

Student Discipline

All parts of Grace Christian School's program are designed as learning experiences. We are each part of a world that is the creation of a sovereign God; everyone has a master, and it is the staff's privilege and responsibility to help the student to adjust his or her behavior to that which is appropriate for a Biblical Christian. For this reason, students are strongly encouraged to be punctual, to seek permission to speak in class, and to learn carefully the standards of each of his or her teachers. The GCS staff desires to ensure consistent Biblical discipline at Grace Christian School.

Discipline Guidelines

1. The kind and amount of discipline (punishment) will be determined by the teachers, and if necessary, the principal or administrator. The discipline will be administered in light of the individual student's problem and attitude.
2. All discipline will be carried out in a timely manner. All discipline will be based on Biblical principle; e.g. restitution, apologies (public and private), swift restoration, no lingering attitudes, etc.
3. The vast majority of discipline problems are to be dealt with at the classroom level.
4. Love and forgiveness will be an integral part of the discipline of a student.

When authorities at GCS are aware of misconduct on the part of a student, they will respond with the following procedure (see also Discipline in Secondary Policies):

1. The offending student will be confronted about the problem (in private when possible) Matt. 18:15.
2. If the problem continues, the teacher will notify the parent that home discipline may be in order (Matt. 18:16).
3. The next step would be a conference between the parent and the teacher.
4. If the problem continues without definite signs of improvement, the administration will become involved and could include a personal conference with the student, parents, teacher, and administration.

5. If the issue has not been resolved, the administrator will establish a progressive discipline plan for that student which can include school detention, in-school suspension, out of school suspension, and potentially expulsion.
6. If a parent disagrees with the administration's disciplinary action, that parent can appeal the decision to the full board.

Administrative Involvement in Discipline

1. The first time a student is sent to the principal's office the student will have a conference with the principal and a phone call will be placed with the parent and they will be given the details of the visit including both the offense and the discipline given. The parents' assistance and support in averting further problems will be sought.
2. For a second occurrence of the same offense a second conference will take place with the loss of privileges and the parents will be called in to meet with the principal or administrator to discuss possible corrective actions.
3. For a third occurrence of the same offense the student will lose privileges and a conference with the parents will take place to establish a progressive discipline plan.
4. Additional visits will follow the progressive discipline plan established in the previous meeting. (Options in a progressive discipline plans are not limited and may include a one, two, or three-day in-school or out of school suspension and eventually a student being expelled from school.)

There are several basic behaviors that will automatically necessitate discipline from the principal or administrator (verses 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 instruction; extended and unrepentant display of a negative attitude towards a teacher, GCS or work required, etc.
4. Fighting, i.e. striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, images, or gestures, as well as taking the name of the Lord in vain.
6. Repeated disruption of class; i.e. interruption of a teacher or fellow student, inappropriately timed stories, jokes, or comment, etc.
7. Mistreatment of school property (vandalism).
8. Improper use of a school-owned computer or any computer being operated within the school.

During the visit with the principal or administrator, they will determine the nature of the discipline. They may require restitution, loss of privilege, work detail,

detention, one-day suspension, parental attendance during the school day with their child, physical exercise assignment, or any other measure consistent with Biblical guidelines that may be appropriate.

NOTE: School behavioral policies also apply to on campus extracurricular events (athletic events, student council parties, etc). If a student commits an act with such serious consequences that the principal or administrator deems it necessary, the office visit process may be by-passed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, physical violence against another with the intent to inflict harm to a student or staff member, gross violence, vandalism of school property, violations of civil law, any flagrant act, or immoral behavior in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct that run counter to standards and values of Grace Christian School that occurs after school hours. Secondary students will sign a code of conduct contract during the first week of school.

Should an expelled student desire to be readmitted to Grace Christian School at a later date, the Grace Christian School Board, or its delegated committee, will make a decision based on evidence of compliance by the student and his/her family's compliance with the policy for student return after discipline requiring dismissal from school.

Student Dress and Grooming

The dress code standard presented here is a general guideline set forth as a framework within which parents, students, and administration can operate at GCS. It is not intended to be an absolute statement in reference to personal tastes, or to dictate parental standards. Personal appearance impacts a student's attitude that, in turn, has an effect on the student's ability to stay focused on academic pursuits. Therefore, the board, administration, and parents must insist upon a personal appearance among the students that reflects Christian principles of appropriateness and modest.

Styles change and hence appropriate grooming changes. Extremes in brevity and style are not appropriate in that they either gain undue attention or are immodest. God's Word teaches that Christian ladies should always dress modestly (I Tim. 2:9-10; Matt. 5:27-28).

The major responsibility for student appearance rests with the parents. They have an obligation to guide and supervise their children in the selection of appropriate hairstyles and clothing. However, ultimate decisions concerning what is appropriate, modest, neat and/or extreme is the responsibility of the administration.

Dress Code Guidelines for K-12

Shirt for all students (boys and girls):

1. All shirts worn by students must have a collar, buttons, and sleeves.
2. They can be of any color and may have stripes, plaids, or patterns.
3. Only the top button may be unbuttoned.
4. Polo and rugby shirts may be worn un-tucked (shirts that will be worn un-tucked, must be long enough to tuck in – no bare midsections).
5. All “oxford” style shirts (button up shirts) must be fully buttoned.
6. T-shirts of any color may be worn underneath the collared shirt.
7. Turtleneck, crew neck, and mock turtleneck sweaters may be worn without a collared shirt. Any v-neck sweater or fleece pullover must be worn with a buttoned collared shirt underneath.
8. GCS sweatshirts may be worn at any time with a collared shirt underneath – no other sweatshirts are allowed.
9. T-shirts as outer wear may only be worn on scheduled spirit days, dress down days, or game days for team members.
10. Coats, jackets, and nylon may not be worn during class except as approved Grace team-wear on game days.

Pants (boys):

1. Acceptable: dress or casual slacks, cords, cargo and colored denim (other than blue jeans).
2. Unacceptable: camouflage, blue jeans, sweat pants, baggy pants, shorts, bib overalls, and warm up pants.
3. Pants must fit properly. No “sagging” pants. Undergarments should not be visible.
4. Ripped or torn pants are not allowed.

Pants & Skirts (girls):

1. All pants must meet the basic requirements of a classic waist (no low riders), loose fitting (no form fitting or tight pants) and not made of nylon, spandex, or lycra.
2. Acceptable: dress or casual slacks, cords, cargo, gauchos, and capri’s (to the middle of the calf).
3. Unacceptable: any tight pants, camouflage, blue jeans, sweat pants, shorts, bib overalls, and warm up pants.
4. Skirts may be worn provided they meet the following criteria:
 - a. Classic waist
 - b. Come to the top of the knee or lower while standing.
 - c. Slits may not come above the knee while sitting.
 - d. A shirt worn with a skirt does not have to be tucked in but must meet all other requirements.

Footwear (boys and girls):

1. Acceptable: athletic shoes, dress shoes, all weather boots (i.e. cowboy boots, hikers), sandals with a heel strap, crocs.
2. Unacceptable: flip flops, slippers, bare feet, wheelies, snow or rain boots (can be worn to school, but not in class).

Hair Policy

Boy's hair length will be maintained according to the following guidelines: Front-Above the eyebrows. Back-Above the collared of a collared dress shirt. Sides-ear lobes must be showing. Sideburns-May not extend past the earlobes. No extreme haircuts allowed (Mohawks, partial head shavings, striped, etc). Hair will be maintained at these lengths without the aid of clips, pins, or bands. Hair color may not be other than natural tones (no green, blue, orange, burgundy, etc.). No facial hair. No tails of any kind.

Girl's hair should be maintained in a neat fashion. No extreme hair styles allowed (buzz cuts, partial shavings, spiked). Hair color may not be other than natural tones (no green, orange, burgundy, etc.).

Piercings and Tattoos

Students are not allowed to get tattoos while enrolled at Grace Christian School. Tattoos that were acquired before enrollment must be covered during school hours and activities.

Male students are not allowed to get any piercings while enrolled at Grace Christian School. Furthermore they cannot wear earrings or studs during school hours or activities.

Female students are allowed ear piercings only (no other body piercings). Excessive piercings or gauging is not allowed. The administration reserves the right to determine what constitutes excessive piercings. If a student or parent is uncertain of what might be considered excessive, they are encouraged to consult with Mr. Zimmerman before acquiring piercings.

General Information

Campus Hours

The usual school day will be from 8:10 a.m. until 3:20 p.m. On Wednesday, however, school hours will be from 8:10 a.m. until 1:50 p.m., with a twofold purpose of encouraging participation in Wednesday evening church functions, and providing time for weekly staff meetings. The school is open for drop off at

7:55 and children can be picked up until 3:30. Please make arrangements for your child to be dropped off and picked up within this window.

At 3:30 (2:00 on Wednesdays) all remaining elementary students will be placed in after school care and families will be charged for this service.

Communication

The school telephone number is 269-463-5545. The school FAX number is 269-463-5739. The school mailing address is 325 N. M140 Hwy., Watervliet, MI 49098. The school website is: www.gcspatriots.com. Staff e-mail addresses are the first letter of their name, their last name spelled out, the @ sign, then the ending gcspatriots.com.

Parents wishing to contact teachers may do so via e-mail or should call between 3:20 and 3:45 p.m. Meetings may be set up by appointment with a teacher, principal, or administrator by calling the main office.

If you need to contact us with information or a question, please do not hesitate to send in a note with your child. We will answer in writing or call you as soon as possible.

Telephone Regulations

No student or teacher is called out of class to answer the phone, except in the case of an extreme emergency.

Parents desiring to contact a teacher or child may leave their number requesting a return call at a convenient time.

In the case of an emergency, a phone in the office will be made available for students to use.

If a phone call is deemed to not be of an emergent nature, the student will be charged 25¢ per phone call.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please phone 269-463-5545 and give the receptionist your new information.

Messages

Messages for students can be phoned in or left in the Main Office. If there is a need to leave a message for a student, the following procedure will be followed: Elementary – Main Office will notify the student’s teacher so that they can pass the message along. Secondary - Main Office will tape a message to the student’s locker taking all precautions that the message will be kept private. Classes will only be interrupted for a message if the caller/visitor indicates that it is an absolute emergency.

School Closure Information

In the event of inclement weather, school closings will be announced over the following FM and AM radio station network: WFRN FM 104.7, AM 1270, WSJM AM 1400, WIRX FM 107.1, WYTZ FM Y97.5, WZTY FM 103.7, COSY FM 98.3, WCSY AM 940, KOOL FM 94.9, AM 1440, WHFB FM 99.9, AM 1060. We also try to get information on WNDU channel 16 and WSBT channel 22 television as early as possible.

Who to Call

The following list tells who to call of assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:	Call	
Tuition, fees, and other charges	Business Office	ext 11
Athletics (including gym availability)	Athletic Director	ext 15
Attendance issues	School office	ext 10
Homework or grade concern	Student’s teacher	ext 10
Calendar question	School office	ext 10
Class Schedules	Registrar	ext 20
Graduation requirements	Principal	ext 30
Transcripts		

Junior/Senior Banquet

Each year the juniors host a school sponsored banquet for the seniors. The banquet must follow these guidelines:

1. The banquet is to have a spiritual emphasis (i.e. a tone for the whole evening; includes meal time, program, etc.; not limited to a theme only).
2. Appropriate dress is required. Ladies dresses must be approved in advance by the administrator designee.
3. The Junior class is to plan the banquet under the supervision of the class staff sponsor.
4. The following school personnel are to be invited:

- a. Junior class sponsor and spouse
 - b. Senior class sponsor and spouse
 - c. The Administrator and spouse
 - d. A board representative and spouse
5. Adult representation is to be in the neighborhood of one adult per 10 students.
 6. The banquet and its program will not last longer than midnight.

Lunch Program

The lunch period provides a break in the student's busy academic schedule. Pupils are under the direct supervision of their teacher or an assigned supervisor during the lunchtime and are expected to follow that person's directions. Students will be expected to pick up after themselves, use courtesy and good table manners at lunch. Students may only eat in designated areas.

- Students must bring their own lunches except on days when they are ordering "hot lunches".
- Students' names should be clearly marked on lunch boxes so that if it is ever misplaced it can get back to its rightful owner.

Parking Lot

Please take care that you are accompanying your children through the parking lot. Do not send them out to your car while you stay behind.

Personal Property

All possessions should be marked with the student's name. Toys brought from home may be used before and after school and during recess. The school is not responsible for personal belongings brought to school that could end up missing. The school recommends valuables not to be brought to school.

Personal use of Technology

Much of technology can be a distraction in the educational setting unless there is a clear reason why it will enhance learning. Therefore, personal computers may not be brought to school unless approved by the administration. Portable radios, CD players, cassette players, pagers, etc should not be brought into the school unless permission has been granted for classroom use by the administration.

With the increasing number of students who are bringing cell phones to school, it is important that students understand the rules for their usage. Students who violate the rules will have their cell phones confiscated and returned only to their

parents. Cellular phones, given to students by their parents, must be kept in the student's locker or backpack, turn off/silence Text messaging during school hours, for this is prohibited. Emergency calls may be made at the main office.

The above rule applies at all on-campus events during school hours and throughout the day, including breaks and lunch. Cell phones may be used before and after school.

Lost and Found Items

Anything put in lost and found will be stored in the elementary janitor's closet until the fine is paid to the main office. The cost is 25 cents per item. Any item going unclaimed will be moved to the barn for further storage. In the spring all items left over will be put in our school rummage for purchase.

Playground

Please send children prepared with the appropriate outerwear. We are not able to provide two recess settings (one indoor and one outdoor) each day. Students unprepared for outside recess put undue stress on our faculty during recess times.

The playground is a wonderful place for our elementary students to get a break from classes and expend excess energy. However, supervision and safety are primary concerns. Therefore, students are not to leave the playground without permission from the teacher on duty. Students are to follow all of the safety rules given to them by the adult in charge. Students disobeying the rules should be sent to stand at the wall.

The following are NOT acceptable playground behavior:

1. Roughhousing (this includes tackling and fighting)
2. King-on-the-mountain on snow or tires
3. Standing or jumping on teeter totters or doubling up on ends
4. Standing on swings, jumping on swings, or climbing swing poles
5. Playing by school building windows
6. Students not using age appropriate playgrounds

The following guidelines should also be observed:

1. **SWINGS AND SLIDES:** Students should not use swings or slides with mud/water under it. It is dangerous to run close to swings. There is to be no standing on the swings and no climbing up the slide. Only one person may swing on a swing at a time. Swings may not be swung from side to side or twisted. No one may jump from a swing that is in motion.
2. **BALLS:** Ball throwing should be by/on the soccer field. If weather conditions make this impossible, students should get permission to use another area from the people on duty. There is to be no kicking of balls at

any time unless a faculty supervised game that requires kicking is being played. Only soccer balls or footballs may be kicked, not foursquare balls or basketballs. Balls are not to be bounced on the walls of the school building. Students should not bring balls from home.

3. **WOODED AREAS:** Students are not allowed to play or run through the woods that surround the school. Students are not to go into any of the wooded areas without adult supervision.
4. **SKATEBOARDS, ROLLER BLADES:** Skateboards, roller blades, roller skates, and roller shoes are not allowed on the playground or elsewhere on campus during school hours.
5. **LEAVING THE SCHOOL GROUNDS:** No student is to leave the school premises at any time, for any reason, unless he or she has permission to do so. This rule is in effect from the time of arrival until departure by the usual means used for transportation to and from school. If a student needs to leave the playground to go to the bathroom, he or she must first check with a faculty member and obtain permission to do so. Failing to obtain permission will result in a detention.
6. **FACULTY WHISTLE SIGNALS:** Faculty/staff will signal students with one whistle blow to give warning if any student is in jeopardy of breaking a playground rule. Three consecutive whistle blows indicates that all students need to line up quickly and orderly.

Children disobeying the above rules should be sent to stand at the wall.

School Calendar

School calendars are available on-line and in the main office.

Student Drivers

Any student who possesses a valid Michigan driver's license may drive to school. However, students must annually complete a "Student Driving Permit" form obtained in the principal's office. A copy of the student's driver's license, registration, insurance, card, and a \$2.00 permit fee must be submitted. After approval by the principal a parking permit will be given to the student. This permit **MUST BE** hung on the rearview mirror in the car with the permit number facing out so it can be read through the front windshield at all times. All cars parked in the parking lot should have a parking permit.

Any student who demonstrates careless or reckless driving habits will be asked to forfeit the privilege of driving to school. When students arrive at school in a car driven by a student driver, all must leave the car and go to their designated waiting areas.

Students will park in the area designated by the administration and will remain parked until the end of the school day. Students are not allowed to park in areas with grass at any time. If a vehicle is parked inappropriately, Grace Christian School can have the vehicle towed at the owner's expense.

Students must receive written permission from the front office to go to their vehicle during the school day, if they have forgotten an item needed for the school day. Students are not allowed to go to their car to make a cell phone call.

No other students are to be transported by the student driver unless written parental permission for both the driver and passenger has been given in advance to the principal's office.

Technology Policy

Technology Usage Guidelines

The use of technology at Grace Christian School is an opportunity extended to students, faculty, and staff to enhance learning, productivity, and information processing. The computer hardware software of Grace Christian School shall be used solely for educational purposes and support of education specified by the Grace Christian School Board. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a pornographic, cultic or otherwise unwholesome nature is expressly prohibited.

Technology Code of Ethics

Students are responsible to:

- Utilize information technology only for educational purposes, including, but not limited to the attainment of outcomes, goals, and objectives specified in curriculum documents of Grace Christian School or otherwise delineated by teachers, administrators, and the Board of Education.
- Adhere to the rules, including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, and software, labs, and networks in the school.
- Obtain permission from a computer teacher or administrator before bringing in their own software and using it in school equipment.
- Avoid installing computer viruses or enabling the spread of such viruses on school equipment.
- Keep hardware and software from being relocated, removed from school premises, or modified without permission of an administrator.
- Maintain the privacy of passwords and are prohibited from publishing or discussing passwords.
- Adhere to the law pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files.

- Review the appropriateness of all material received from sources outside of Grace Christian School including the Internet.
- Accept responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school.
- Avoid using the technology for private commercial business, for product advertisement, or political lobbying.
- Avoid the malicious use of information technology to disrupt the use of technology of others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.
- Save all documents to a USB flash drive only. Saving to the hard drive is prohibited.
- Only use a computer while a Grace Christian Staff member is present in the room.
- Print all documents in black and white. You must have permission from a teacher to print in color.
- Games are not permitted for use during school time.
- The use of proxy sites to bypass the Internet Filter Program will not be tolerated.
- Absolutely no email, instant messages, social sites, or music sites are allowed.

Textbook Selection Guidelines

GCS does not necessarily endorse all the contents of any given textbook or reference book used in the school curriculum. It is understood that to meet certain academic standards and to provide books of various fields of research and contents, GCS must of necessity have many books of different types. The position of Grace Christian School is well understood to be in strict adherence to the doctrines and principles taught in the Bible.

Miscellaneous Information

School Songs

Grace Christian School Song

Chorus:

Forth in Thy name, O Lord, we go
Daily our labor to pursue
Thee, only Thee, resolved to know
In all we think or do
In all we think or do.

The task Thy wisdom hath assigned,
Let us cheerfully fulfill;
In all our works Thy presence find,
Prove Thy good and perfect will.

Chorus

For the Grace Christian School employ
Whate'er Thy grace hath giv'n;
And run our course with even joy,
As we walk with Thee to heav'n.

Chorus

Go on, You Patriots!

Go on, you Patriots, go on into the fight!
Go on, you Patriots, fight on with all your might!
Go on, you Patriots, your blue and gold shines bright!
Go on, you Patriots, and win tonight!

The Spirit of Grace

In the spirit of grace we have come
Justified through our faith in God's Son
From all sin and disgrace into this favored place,
We have come in the spirit of grace.

In the spirit of grace we are led
And through God's holy word we are fed.

With our sins now erased, all our pride we abase,
We are led in the spirit of grace.

In the spirit of grace we press on
For in Christ all our battles are won,
And when trials we face all God's pow'r we embrace
We press on in the spirit of grace.

In the spirit of grace we will go
Through our lives love and mercy will flow,
And when done with our race we'll see Christ face to face
We will go in the spirit of grace.

Pledges

To the American Flag

I pledge allegiance to the flag
Of the United States of America
And to the republic for which it stands
One nation, under God, indivisible
For liberty and justice for all

To the Christian Flag:

I pledge allegiance to the Christian flag
And to the savior for whose kingdom it stands
One savior, crucified, risen, and coming again
With life and liberty for all who believe

To the Bible

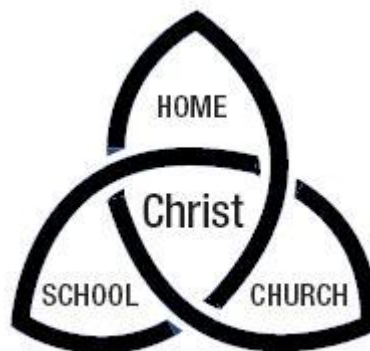
I pledge allegiance to the Bible
God's Holy Word
I will make it a lamp unto my feet and a light unto my path
I will hide its words in my heart
That I might not sin against God

School Mascot, colors, and logo



The School mascot is the Patriot

The school colors are Blue and Gold



Official School Logo