



2025-2026

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. (John 14:16-26; 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)

ACADEMICS

Grace Christian School values education. We wish to instill in students the excitement and joys of learning using activities and varied strategies. Therefore, we place high expectations on student learning. We choose curriculum that challenges students to apply themselves.

Progress Reports

Progress reports will be sent home at the middle of each nine-week (9) period for each student, K-8th grade.

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.

Homework

Homework is an extension of the teacher’s efforts in the classroom. It serves two basic purposes:

1. Reinforcement and development of a concept taught in the classroom
2. The development of responsibility on the part of the student

Parent/Teacher Conferences

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

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.

Recess & Physical Education

1. All elementary 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.
2. Students participating in P.E. or sports should wear appropriate clothing in line with the student dress code.
3. Every student will be expected to participate in P.E. unless they have a written excuse from their parents stating a valid reason for not participating.

Field Trips

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with each student. 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.

Academic Probation/Negligence leading toward dismissal

A student, who consistently does not put forth sufficient effort as expressed in any of the following:

- Failing grades (any combination of 3 D's or F's) without utilizing help
- Not turning in assigned work/homework
- An attitude of carelessness or unconcern about failing may be placed on Academic Probation/negligence leading to dismissal.

Once probation has been instituted, if a change is not witnessed by both the teachers and administration a student may be dismissed from GCS.

SCHOOL POLICIES

Members of Grace Baptist Church

School tuition is discounted by 10% for members in good standing with Grace Baptist Church.

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, athletic and other school administered programs.

Attendance

1. Punctuality is important. When a child is tardy, he/she disrupts the class that is already in session, he/she misses valuable class times.
2. 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.
3. The number of tardies a student accumulates will be recorded on their permanent record.
4. Classes begin at 8:15 AM. Parents should try to arrange arrival of their between 8:00 and 8:05. This allows them time to get unpacked and ready to begin their day. The school doors are physically

monitored until they are locked for the school day. Please ring the bell to gain entrance.

5. Students are dismissed at 3:00 PM. Please arrange to have your-child(ren) picked up no later than 3:15 PM. Teachers are not on duty to supervise children afterschool. If you end up running a few minutes late, please contact us. Otherwise, students who are not picked up by 3:15 PM will be assessed a \$10 fee.

6. If you need to pick your child up from school early, please contact the school office and your child's teacher.

Absence

1. The school office should be notified of any absence by 9:00 AM.

2. Please schedule professional appointments for afterschool as to miss as little class time as possible.

3. If you know in advance that your student will have to miss a day or more of school, please let the office know so that work can be arranged. At least a day's notice gives teachers time to prepare and to get work ready. It is the parent/student's responsibility to see that missed work is turned in. Tests will be made up at a time designated by the teacher, not necessarily during class time. Some teachers may choose to give students work upon their return to school after the absence.

4. 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.

Financial Policies

1. Tuition payments must be paid by the 1st or 15th of each month and continuing through the end of the school year.

2. There will be a \$25.00 fee for all returned checks.

3. The following steps will be taken by the school in handling accounts that are behind the following days:

a. 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.)

c. 30 days – Family will be contacted by the financial secretary.

d. 45 days – Family will be contacted by the school administrator.

e. 60 days – Family may be asked to commit to a new payment agreement or withdraw their child(ren).

f. Families who end the school year with a balance may be sent to collections. Families who have not paid a school year in full, will not be allowed to start a new school year.

Transfer of School Records

All financial obligations to GCS must be met before any records or transcripts will be released.

Physical Privacy and Sexuality Policy

Purpose

In light of Grace Christian School's statements of Principle Values, Objectives, and Doctrinal Statement and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of our school community of their duties with regard to use of restrooms, locker rooms, showers, and any other facilities where individuals may be undressed in the presence of others.

Definitions

“Sex” means the biological condition of being male or female as determined at birth.

“Member of the school community” means any Grace employee, volunteer, student, parent, or visitor.

Sincerely Held Religious Belief on Sexuality

Grace Christian School’s sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26–27). Rejection of one’s sex is a rejection of the image of God within that person.

Policy

Notwithstanding any other policy, Grace Baptist Church/Christian School restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other school used facilities or settings where members of the School community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), GCS shall provide separate, private areas designated for use by members of the School community based on their sex.

GCS recognizes there may be instances where members of the School community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God’s Word and His plan for their lives. We encourage members of the School community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word. Grace Christian School will at all times interact with members of the School community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the School community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral standards established by the School which is cause for terminating his/her privilege of membership in the School community. To preserve the function and integrity of GCS and to provide a biblical role model to members of the School community and the community-at-large, it is imperative that all members of the School community agree to and abide by this policy

Posting

Copies of this policy shall be provided or made available to all School employees, volunteers, students, and parents.

SCHOOL STANDARDS

Behavior and Conduct

Respectful, responsible behavior and speech toward adults, other students, and self is expected at all times, whether in the building, on the playground, at school functions, or online.

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. This includes textbooks that are not cared for or abused.

Dress Code

Rationale

Adherence to a dress code helps maintain an atmosphere conducive to learning and reinforces proper life skills and self-discipline. Dressing appropriately does not cause spirituality; however, cooperation with the administration on dress code issues follows the Scriptural bidding to respect authority.

(Romans 13)

General Standards:

Daycare and preschool students do not fall under dress code policies.

Dress code must be followed while students attend GCS. Our appearance at school and school functions sends an important message to everyone around us. This message should convey respect for ourselves and be positive in nature. Parents should oversee their children's choices to fit our school guidelines. The school administrator does reserve the right to determine what is acceptable dress and appearance for school and school related functions.

Students should dress for the season. Hats and head coverings of any kind may not be worn inside the building except for special theme days. Pajamas are not considered appropriate attire for school. Clothing should be clean and in good condition without rips, holes, or tears. Any questions about clothing should be referred to the school administrator.

Every Friday students are encouraged to wear school colors (royal blue and lime green). School shirts and sweatshirts are also encouraged!

Boys

1. Shirts—Boys should wear shirts with no words, numbers, or entertainment-related images. Students may be asked to tuck in garments that appear unnecessarily sloppy or casual.
2. Pants – Boys may wear dress, cargo, or casual pants. Jeans of any color that are in good repair are also acceptable. Shorts may be worn before October 15 and after April 15. Short length must be below the knee. Clothing must be in good condition without rips or holes.

Girls

1. Girls may wear dresses, skirts, or pants. Jeans of any color that are in good repair are also acceptable. Capris may be worn before October 15 and after April 15. Capris are defined as pants worn at or below the knee. Leggings and skinny pants worn tight enough to resemble leggings are considered immodest and may only be worn with skirts, dresses, shirts that are long enough to cover the backside and are at least fingertip length. Skirts and dresses without leggings must be knee-length.
2. Shirts should be modest with no numbers, words, or entertainment-related images. Sleeveless shirts may be worn as long as they extend from the neck to the end of the shoulder.
3. Appropriate undergarments should be worn but not be visible. Low necklines, backlines, visible midriff, revealing or tight-fitting styles are not allowed.

Hair- Students should take personal responsibility for keeping his/her hair clean and presentable. All students need to keep their hair out of their eyes during classroom instruction. Boy's hair length should not be longer than the top of the shoulder. Only natural colors may be used; styles should not be so excessive as to be distracting to the learning environment.

Jewelry- Make-up and jewelry shall not be excessive. The only jewelry requiring a piercing, that may be worn to school and school functions, is earrings on girls. Boys may not wear jewelry requiring piercings. Shoes- Dress shoes, non-athletic sandals, or tennis shoes may be worn.

Athletic Wear Guidelines for Boys and Girls

As a modesty standard, shorts worn for P.E. or athletic team practices should be at least mid-thigh in length (finger-tip length as a minimum guide). Writing on shirts should have no negative messages or themes. Pants or shorts should have no writing on the backside of the garment. Street shoes should not be worn as gym shoes on the gym floor during P.E., recess, or athletic practices. Gym shoes with non-marking soles should be left at school for gym use only. Beginning in 4/5 grades students may be allowed to change clothes for gym class.

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.

Procedure for Handling Dress Code Violations

1. A student with a Dress Code violation will be addressed respectfully and privately by a teacher or school administrator.
2. Depending on the seriousness of the violation, the student may be sent home or asked to make a phone call for a family member to bring a change of clothing.
3. A respectful response from the student is expected.

Classroom Expectations

1. Attendance are expected to be in school every day. Students are considered tardy if they are not in their classroom at the bell.
2. Each classroom functions on four basic rules:
 - a. Listen and obey teacher instructions the first time they are given.
 - b. Talk only with permission.
 - c. Remain in your seat unless directed to do otherwise.
 - d. Respect the persons and property of those around you.
3. Students are generally expected to use their normal speaking voice during the school day – yelling, screaming, or making excessive noise is usually inappropriate. School assemblies or specific teacher directed activities would be exceptions.
4. Each classroom has its own set of specific expectations. Teachers communicate their discipline plans to parents and students on the first day of school.
5. Gum chewing is not permitted in school due to the damage it causes to the carpet and the work it creates to remove it.
6. Physical displays which suggests a “more than friends” relationship (i.e. holding hands, etc.) is not permitted on the school property or at school events.

Rationale for Discipline

Conduct should be that which is becoming to a Christian young person. 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).

We believe that discipline plays a very necessary role in the development of a young person’s self-esteem and sense of security. 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. Our teachers maintain standards of behavior in the classroom through kindness, love, and a genuine

regard for their students. However, when behavior needs to be addressed, please be supportive in the process. 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.

- 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.
- The Scriptures are very clear when describing the training process:
 - a. NIV "Train a child in the way he should go, and when he is old he will not depart from it."
 - b. Proverbs 29:17, "Discipline your son, and he will give you peace, he will bring delight to your soul."
 - c. 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."
 - d. Proverbs 19:20 Listen to advice and accept discipline, and at the end you will be counted among the wise."
- 1. We believe in correcting in love those who break school rules. 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.
- 3. We believe knowing that rules will be enforced builds a sense of security.
- 4. Any parent whose child is enrolled in our school must agree to support the school's discipline and training.
- 5. Any parent who has a question about something that has happened is encouraged to talk to the teacher. Good communication is essential. The Matthew 18 principle should always be followed in handling things of this nature. Talk first to your child's teacher. If things are not settled there, talk to the School Administrator. If you still feel that things are not settled, then a meeting with the senior pastor may bring resolution. Most matters can be resolved on the lowest level.

GENERAL INFORMATION

Administration of Medication

In order to comply with Michigan General School Laws and Administrative Rules, we must require the following before administering any medications.

1. 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.
2. School personnel will keep track (in writing) of medications dispensed
3. Medications will be picked up by the parents or disposed of by the end of the school year.
4. Medications will be kept in a locked location when not being dispensed.
5. No over-the-counter drugs will be dispensed without a written permission by a parent.
6. If the student has a temperature of 100° or more, he/she will not be allowed to remain at school.
7. In instances where a student needs medical attention, the school office will call the parent, emergency contact 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.

School Office/Telephone

The school office will be open from 8:00 AM to 3:15 PM. The school phone number is 989-793-2129. A voicemail message may be left before or after hours.

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.

Cell Phone/Electronic Device Policy-Students are not to be in possession of cell phones, tablets, iPods, or similar electronic devices during the school day. It is best if electronics are left at home. Grace Christian School is not responsible for lost or stolen electronics. Students who bring electronic devices to school may be asked to check them in at the office before school and leave their devices in the office in a designated spot.

If parents need to communicate with a student before the end of the day, they should call the school office and a message will be given to them. Students may not miss class to check their phones but may do so at lunch and after school.

Lockers that are provided for students in which books and belongings should be kept:- In order to keep the hallway looking neat and presentable, students are not allowed to put pictures, stickers, etc. on the outside of their lockers. Students may use magnets on the inside to hang pictures. Pictures hung inside must be Biblically appropriate. Food, other than sack lunches, should not be kept in the lockers. Due to messy spills, water is the only opened drink permitted in the locker. No student should ever enter another student's locker without specific permission. Students may put locks on their lockers. The combination or extra key must be turned in to the office in case a need arises to open the locker. The School Administrator reserves the right to check lockers at any time. Locks may be cut off if the need to enter becomes a necessity. Lockers may be checked periodically for neatness and cleanliness. Students are expected to empty and clean their lockers at the end of the school year.

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: 989-797-1840.

Weather/School Closing

Due to inclement weather, our school may have to close. Please listen to TV channels 5, 12 and 25 for school closing information. Closing information is also posted on our Parents and Teachers Facebook group, in Brightwheel, and an email is sent to those on our contact list.

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.

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.

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.