
Parent – Student Handbook

2019-20



GRANT CHRISTIAN SCHOOL

Christ-Centered
Focused on Excellence
Promoting Stewardship
Learning to Love & Serve others.

PARENT - STUDENT HANDBOOK

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MISSION STATEMENT:

Grant Christian School exists to provide a Christ-centered education to all students that is focused on excellence and prepares them to be caretakers of their God-given gifts, good stewards in the world around them, and examples of Christ-like love as they learn to serve others.

VISION

Grant Christian School seeks to establish and maintain a highly visible presence within the Grant and Greater Newaygo County communities as a welcoming option for ALL families that desire a high-quality education for their children that is permeated by the strong foundation of faith on which this school has been established.

VALUES

Grant Christian School operates and makes decisions with the following values in mind:

FAITH- We believe that our faith in Jesus Christ as our Savior and Lord must permeate all that is taught, learned, and valued here at Grant Christian School.

EXCELLENCE- We believe that God calls us to serve him with excellence in all that we do; from the classroom, to the performance venue, to the playground, to the board room.

RESPECT- We believe in the biblical mandate to show love and respect for all others as we build community; at all times, in all places, and under all circumstances, both here and in the world around us.

GRIT- Students at Grant Christian School need to develop courage, resolve, resilience, and strength of character as they face the daily challenges of living a life of gratitude and service to our Lord Jesus Christ.

THE WHOLE CHILD- Recognizing the diverse gifts that our creator provides, our goal is to develop the whole child, mind, body, and heart, in a way that helps him/reach his full potential for Christ.

Statement of Purpose:

Grant Christian School (GCS) is dedicated to educating children in all subjects, and in all areas of their lives, through the lens of a Christian world-life view. GCS is open to all children regardless of ethnicity, socio-economic status, or religious affiliation provided at least one parent or guardian supports the Christian beliefs as found on the enrollment form and desires that his/her child receive an education that is consistent with those beliefs

Academics

Core subjects include language arts, math, science, social studies, and Bible. Additional classes include band, music (kindergarten through fourth grade), art, physical education, and computers. GCS is also currently working to develop a S.T.E.A.M. (Science, Technology, Engineering, Arts, & Math) component within the curriculum that includes specific content and specialized teacher preparation.

Grant Christian School Board of Directors (School Board):

Grant Christian School is a private Christian institution governed by a Board of Directors which is elected from the school society. The Grant Christian School Board meets the second Tuesday of each month, with the exception of the month of May, when the meeting occurs immediately following the annual society meeting which is held on the third Monday of May. Meetings are open to the public with a short time at the end for public comment.

ATTENDANCE

School Hours:

Grant Christian School asks parents to join us in a commitment to regular attendance and punctuality.

School begins at 8:00 a.m. and dismisses at 2:45 p.m. The first bell rings at 7:50 a.m. and students are expected to be in the classroom by the second bell/start of the school day at 8:00 a.m. Half day dismissal is at 11:45 a.m.

For safety and supervision, students should arrive no earlier than 15 minutes before the start of the school day nor should they stay beyond 15 minutes after school dismisses unless they are participating in an organized after-school activity. Teachers are generally available to meet with parents after dismissal time if needed.

Attendance Policy adopted by School Board:

1. Absences for illness are excused when the school receives a written note from a parent/guardian upon return to school. For doctor or dentist appointments a written notification is requested prior to the scheduled appointments. *Please make every effort to schedule appointments during non-school hours.*
2. Accept during normal arrival and dismissal times, parents are expected to sign their child(ren) in and out at the office when leaving or re-entering the building.
3. Grant Christian School strongly encourages families to plan vacations for non-school days. Except in cases of emergency, parents are asked to notify the school at least one week in advance of planned absences. *We also encourage parents to speak with their child's teacher to be sure arrangements are made for missed work, tests, etc.*
4. If parents are on vacation or unavailable while a child remains at school, the school should be informed of the designated guardian/person responsible for students.
5. Students coming in late can be a disruption to the morning routines that take place in classrooms. Students who are not in the building when the bell rings to begin classes may be held out of class until 8:10 am, at which time they will be released to class
6. Parents will be contacted individually if a pattern of tardiness is observed.

School Closing:

School will be closed for the following holidays; Labor Day Break, Thanksgiving Break, Christmas Break, Spring Break. Additional days have been scheduled into the school calendar for professional development, student-led conferences, etc. Please refer to the current year school calendar posted on our website and in the school office.

Student Illness:

If a student becomes ill while at school, the parent will be notified and asked to pick him/her up. If the parent is not available, the emergency contact the parent has listed will be called.

In the case of communicable diseases (head lice, pink eye, strep throat, etc.), the school must be notified and the student must remain at home until a physician provides written authorization for a child to return.

Fever- If your child has a fever over 100.0 they must be kept home from school and should not return until they have been fever free for 24 hours.

Accident or Physical Injury:

If a student has an accident or experiences a physical injury while at school, parents will be notified by phone and documentation of that injury will be kept on file in the school office. In the case of an emergency 911 will be notified, followed by parent/guardian contact.

HOMEWORK

Homework allows students to experience extra drill for mastery or is meant to reinforce the student's understanding of materials presented at school. While we appreciate parental efforts to provide support and help with homework, we ask that each student complete homework assignments in his/her own handwriting.

If a student is absent, we ask that a parent/guardian notify the office by 8:30 a.m. This will allow teachers to prepare materials that can be picked up at 2:45 pm.

For every one day absent, students are generally given two days to complete missing work unless other arrangements are made with the teacher. .

In keeping with the school's desire to maintain partnerships between home, school, and church, teachers at GCS will assign minimal homework to be completed on Wednesday nights. There may be circumstances when your child is working to complete a long- term assignment or studying for a quiz/test that has been announced earlier.

DRESS CODE

Staff and students at GCS represent our school, and also represent Christ. We encourage students to dress modestly, and in a manner that is consistent with a faith-based perspective on appearance and culture.

- Dresses, skirts, and shorts should be of a modest length.
- Midriff should not be showing.
- No tank tops or spaghetti straps are allowed.
- Clothing with holes above the knees is not permitted
- Footwear must be worn at all times.
- No hats are to be worn inside the building during class time.
- Tennis shoes are required for physical education class

GCS reserves the right to ask students to change their attire. If a parent cannot bring a change of clothing to correct the situation, an alternative may be provided by the school.

STUDENT CONDUCT

Student Behavior

As a Christian school our goal is to ensure the spiritual, academic, social-emotional, & physical well-being of each of our students. As Christians submit to God's authority, so students are expected respect and accept the authority of teachers, parents, and other adults with whom they come into contact.

General Guidelines

RESPECT PEOPLE, PROPERTY & CREATION!

BE SAFE!

Moving throughout the building

- Safety first! Walk, move safely, & watch out for others.
- Respect the space of others! Keep hands to home.
- Keep voices low! Respect the fact that others are learning.
- Follow classroom procedures before leaving the classroom!

Lunch Time

- Your food is your food, and their food is their food. Respect others by leaving their food alone.
- Food should remain on the table or desk top.
- Do your part! Clean up after yourself!
- Stay in your seat/ in your room/at your lunch table until you are dismissed
- Do not bring food or wrappers outside the lunch area

Chewing Gum: Chewing gum is not allowed at school.

Phones & Other Personal Electronic Devices

Personal electronic devices owned by the student for personal use are not to be used on school property during the school day. In addition, all school owned devices are to be used for school designated/assigned use only, as assigned or requested by the teacher. This means that use of school devices for gaming, e-mailing, or other personal purposes is not permitted at any time, including recess & break times.

PLAYGROUND EXPECTATIONS

- Students must remain on school property.
- K-8 students must enter and exit the school building through the back doors for recess.
- SAFETY MUST ALWAYS BE THE FIRST PRIORITY!
- All playground equipment must be used safely and appropriately.
- The use of skateboards, roller-blades, rip sticks, and other such equipment is not permitted during the school day.
- Front playground- The front playground is intended for the safe play of Preschool through fourth graders. Older students may be present, but only when they are there to safely interact with younger schoolmates
- Back playground- Fifth through eighth graders are assigned to the back playground and field areas behind the portables and toward the soccer field.
- Cement area next to the gymnasium- 3rd -8th graders have priority for the use of this area during recess times. More specific scheduling will be done if deemed necessary.
- Gaga pit- The use of the Gaga Pit will be scheduled as necessary.
- Pond & woods- Students must follow school and classroom guidelines anytime they are near the pond or in the woods. Guidelines will vary across grade levels. As a general rule, students should stay out of the woods and away from the pond unless they have received permission to be there. Failure to make good decisions will result in loss of privileges to be in those areas.
- No ball tag, tackle football.
- Older students will be allowed to use baseball bats upon request.
- No fighting/play fighting/wrestling is permitted. (including fighting with, or swinging sticks toward, each other)
- No throwing of any objects other than balls is permitted.
- Grades will alternate GAGA Pit/Basketball area by assigned recess

Property Damage

If students carelessly or purposefully damage school property, parents will be required to fix or replace the damaged item(s). This includes school technology devices as well as damage that may have occurred to the property of peers that was used without authorization.

Bullying- Given the current social-cultural environment, a few extra words are warranted about bullying.

- Bullying is...
 - Bullying is intentional
 - Bullying includes physical harm or the threat of physical harm
 - Bullying often includes a power imbalance- several against one, or bigger, stronger or older, against someone who is smaller, weaker, or younger.

- Bullying involves repeated behavior
 - Bullying includes the victim being treated in ways that are undeserved
 - Bullying may include sending untrue, unkind, or unnecessary social media messages about another person.
 - Bullying includes intentionally excluding certain people from a “group”
- Bullying is not....
 - A person being unkind to another person
 - A person not inviting someone to an event
 - A person saying he/she does not want to be a friend any more
 - A person being mad at another person

JUST BE NICE!

Weapons Policy

Grant Christian School does not permit weapons of any kind, or anything being used as a weapon, on school property, or at school events. Any student found to be in possession of a weapon will have the weapon confiscated, parents will be contacted immediately, and in most cases the sheriff’s office notified.

In such cases, the student will be suspended immediately, until such a time as the case can be reviewed by the school board and permanent disciplinary action is taken. Disciplinary action may include extended suspension or expulsion.

DISCIPLINARY PROCEDURES

At Grant Christian School we have chosen to address the behaviors of students on an individual case-by-case basis, giving the teachers and administration discretion and wisdom in handling each situation based on the unique characteristics of the child and the context of each situation. With that in mind, the following guidelines serve as framework for dealing with behavioral issues as they arise:

1. Each classroom teacher will address inappropriate behavior within his/her classroom using their classroom behavior management plan. This behavior plan will be published on the teacher’s syllabus.
2. If the inappropriate behavior continues, or a behavior occurs that warrants administrative attention, the student will be referred to the administrator or his assistants for further attention.
3. If the inappropriate behavior continues to be a problem, or a major act of misconduct occurs, the principal may suspend the student from school not to exceed ten school days.

In the case of suspension, a conference with the parent(s), principal, and teacher if deemed appropriate, will be called before the student is allowed to return. An action plan will be developed to correct the inappropriate behavior.

4. If all of the above actions have been taken, and the student continues to display inappropriate behavior and/or if the misconduct is so extreme that it threatens the safety of other students, the student may be suspended from school with possible expulsion per principal recommendation pending school board decision.

When a student engages in repeated or ongoing inappropriate behavior in the classroom, the teacher will contact parents to address ongoing concerns. Likewise, if frequent administrative intervention becomes necessary, the administrator or school office will contact the parents to address concerns.

HEALTH REQUIREMENTS

Health Form:

For admission to a school in Michigan, a school health form must be completed by a doctor prior to the first day of school. If for personal or religious convictions you have chosen not to have your child immunized, you must contact the school office for a waiver form.

Emergency Medical Form:

An emergency medical authorization form is needed on the first day of school for each student; and gives permission for treatment if a parent cannot be contacted. If a parent or emergency contact cannot be reached, the school will arrange for necessary treatment.

Athletic Physicals:

All students participating in athletic activities must have a record of having a "sports physical" within the calendar year that participation is occurring.

Medication:

- All medication must be kept in the office and administered by office personnel.
- All medication (over the counter and prescription) must be labelled by parent and dropped off in office by parent with written note and permission.
- Non-prescription medications (Tylenol, Ibuprofen, etc.) will be administered by office personnel only with parent authorization on emergency information card.

EMERGENCY PROCEDURES/SNOW DAYS

School closing and delay information will be broadcasted on television stations WOOD and WZZM and Fox 17. Parents will also receive an email update.

In cases of inclement weather, Grant Christian School closes whenever the Grant Public Schools close. If Grant Public School closes for non-weather related reasons (power outage, etc.) Grant Christian School will remain open. There may be a few isolated cases when Grant Christian closes independent of Grant Public Schools. This is unlikely, but when in doubt, check the television or call school.

If a tornado WATCH or WARNING occurs during school hours, school will not be dismissed. In the event of a WARNING, students are moved to designated tornado safety areas. A parent/guardian may use their own discretion and come to school to pick up their child(ren) during a watch or warning.

All state guidelines are followed for tornado, lock downs, and fire drills.

In the event of an emergency that requires evacuation and relocation, children will be escorted south on Poplar Ave to Grant Christian Reformed Church (13110 Poplar Ave – Grant, MI).

Emergency Contact Procedure:

In the event of an emergency that requires relocation we will use the child information cards to contact child's parents to inform them of pick up location.

BECOME INVOLVED

Grant Christian School is a parent run organization, with parents governing the operation of the school through the representation and decision making of elected school board members. However, every parent, supporter, and stakeholder can be involved in ways that include the following:

- Support school in prayer.
- Participate in volunteer opportunities, such as playground supervisor, coaching, or as a driver.
- Attend school activities.
- Assist with fund-raising projects.
- Build an awareness of the school in our community.

Grandparent Volunteer Program (GVP)

GCS is currently developing a grandparent volunteer program that will utilize interested grandparents to provide assistance to teachers and other areas of the school as needed, warranted, and valued. This may include providing academic assistance in and outside of classrooms, helping with recess, lunch, library, or other areas. Just meeting with students to encourage them, chat with them, or give them a break from the classroom as needed. Watch for more information about this, and feel free to become involved. (All volunteers in this program will be asked to complete a background check.)

COMMUNICATION

We value and encourage open communication between home and school. At Grant Christian School we value partnership with parents/guardians to raise their children in the love and knowledge of Jesus Christ. Our goal is for all communication to take place within a mutual commitment to respect and support one another; recognizing a shared desire for excellence in doing the work to which we have been called.

Conflict Resolution:

Should you have a question, problem, or concern, with any member of the Grant Christian School faculty, staff, or school board, please follow the Matthew 18 principle by proceeding as follows:

1. Take time to reflect, pray, and seek wisdom allowing yourself time to enter the situation from a God honoring perspective.
2. Address the question/problem **directly** with the person involved. If necessary, please do not hesitate to schedule an appointment at a time that is mutually convenient.
3. If you are not satisfied with the results of step one, contact the principal and a time will be scheduled to meet with all parties involved.
4. If, after meeting with the Principal, you still are not satisfied with the outcome, contact either the board president or the chairman of the education committee to seek resolution.

Visitation:

Parents are welcome to visit the school and observe it in operation. However, we do request that you contact the office at least one day in advance. Visits aimed at addressing problems or conflict are discouraged unless approved by the administration or school board.

Parent-Teacher Conferences:

Conferences are an essential part of communication for the overall success of your child. Student-led conferences are scheduled in the fall. Please do not hesitate to request a special conference with your child's teacher(s) at other times to address concerns.

Progress Reports:

Progress reports are sent home four times a year. Mid-term progress reports, and other parent communication, can be expected if your child is not meeting grade level expectations.

Newsletter:

A weekly Grant Christian School newsletter is published weekly and sent to parents via Gradelink. In addition, classroom teachers are expected to communicate with parents weekly via a classroom newsletter.

School Directory:

A directory that includes each family's name and contact information is printed each school year. If your contact information changes during the school year, please send this information to school.

Child Protection Law:

All staff are mandatory reporters by law of any child abuse or neglect. Appropriate forms will be filled out as needed and sent to Michigan Department of Health and Human Services (DHS-3200) Law: 1975 PA 238, MCL 722.623.

SPECIAL EVENTS

Holiday Celebration:

The celebration of holidays, both secular and Christian, varies immensely among families. Grant Christian School...

- Does not celebrate *Halloween* in any formal way. We do try to educate our students regarding the reformation, which falls at the same time of the calendar year.
- *Teaches Thanksgiving* for both its historical and religious significance. We emphasize our Christian, American heritage; encouraging students to be thankful to our God for the many blessings He has bestowed upon us.
- *Celebrates Christmas* by emphasizes the birth and life of Jesus Christ. Students may be encouraged to bring a donation for charitable cause.
- *Recognizes Good Friday and Easter as a commemoration of the death and resurrection* of our Lord and Savior Jesus Christ. The board has recently decided to remain in school on Good Friday, making a point to commemorate this day with our students in a special way.
- *Uses Valentine's Day* to celebrate Christ's love toward each of us.

Field Trips:

Field trips are planned primarily as a means to facilitate and enrich the academic curriculum. There are also times when field trips are planned to address growth of the “whole child” in ways that extend beyond the written curriculum. All field trips are approved by the principal. Parental permission slips must be signed and returned to school.

ATHLETIC ACTIVITIES

Sixth through eighth grade students are encouraged to participate in organized school sports, including co-ed soccer, basketball, co-ed volleyball, and co-ed softball. Depending upon number of students participating, fifth graders may be included to join a particular sport.

Student athletes not meeting academic expectations will be restricted from participation in games and/or practices, as determined by the principal, until they are able to demonstrate a recommitment to academic standards. The principal will oversee eligibility guidelines.

Transportation to away games will be shared equally by parents of participants. If your child is on the sports team(s), you will be required to drive to at least one away contest during that sport season.

GENERAL INFORMATION**Telephones:**

School Phone: The school phone is a business phone and not for student’s personal use. Student phone calls require permission from a teacher or office staff.

Cell Phone: Students are not to use cell phones during school hours. If a student uses a cell phone during class time, the teacher will confiscate the phone and return it to the student or a parent/guardian at the end of the school day.

Drop-off, Pick-up, and Parking Lot Guidelines:

Drivers are requested to follow the enter/exit signs for smooth flow of traffic.

For student safety, all vehicles are requested to follow the traffic pattern and guidelines for drop-off in the morning and pick-up after school.

Bikes/Rollerblades/Skateboards, Rip-sticks, etc.:

Bikes ridden to school must be parked in the bike rack during school hours. The school assumes no responsibility for vandalism or theft.

Rollerblades, roller skates, skateboards, rip-sticks, etc. and shoes with wheels are not to be used on school property between 7:30 am and 3:00 pm.

Lost and Found:

Found items will be stored in lost and found. Please take a look frequently to claim the items your child may have left behind. At the end of the year all unclaimed items will be donated to charity.

Hot Lunch and Milk Program:

Hot lunch is provided on designated days by parent volunteers; information will be sent home with instructions for ordering.

Milk may be purchased on a yearly basis and paid in advance at the beginning of the school year; information is included in the enrollment materials sent home in late summer. Please do not send cans of soda pop or other high sugar content drinks to school with your child.

Fundraising:

Annual School Drive: This fundraiser takes place in the fall and provides much needed financial assistance that allows our school to function.

Annual Spring Auction: Our spring auction is held on a Saturday in March and includes a dinner, silent auction, and live auction. All parents are encouraged to participate by volunteering, seeking donations, and/or attending the dinner and auction.

Various Products; Box Tops for Education, coke tops, ink cartridges, and Amazon Smile.

T.R.I.P.:

The Tuition Reduction Incentive Program is a program designed to help reduce individual family tuition costs. More details can be obtained in the school office.

Staff and Volunteers:

Faculty, staff, and all volunteers who work with your children on a regular basis will voluntarily undergo a personal background check which includes fingerprinting and criminal history check; each will also be cleared by the central registry.

Gradelink:

The "Gradelink" School Management System is in use here at Grant Christian. It is available for all parents and students, and will have a separate code viewable for each child. GCS teachers are expected to utilize "Gradelink" daily or weekly for attendance, discipline, grades, assignments, as well as their classroom newsletter.

PRESCHOOL

Attendance, Enrollment and Withdrawal:

Grant Christian Preschool will meet on Monday, Wednesday and Friday from 8:15 – 2:30 p.m. The school year begins in August and ends in May, please see school year calendar for specific dates. Parents are asked to bring their child(ren) directly to the room. Please bring your child(ren) no earlier than five minutes before the session begins. If your child is ill, please call before the start of each session. The fee for preschool is \$2,700 (enrollment fee of \$300 is included in this amount).

If GCS is successful in launching a Tuesday & Thursday, 1/2 day Pre-school, details will be added here as they become available.

When children are picked up, the parent or designated driver listed on the Child Information Card must inform the teacher before leaving with the child. It is important that all children know they are not to go walk across the parking lot unless they are with an adult. When you walk across the parking lot, please hold your child's hand so they do not run into the pathway of a moving vehicle. We know this may be bit inconvenient, but it is for the protection of all the children. Please come to the room to pick up your child. Please be punctual in dropping off and picking up the children.

Preschool enrollment:

In order to enroll students, parents must do the following:

1. Complete and return enrollment form and send the \$300 enrollment fee.
2. Complete and return the Preschool Student Information form/Statement of Belief form.
3. Provide a copy of immunizations.
4. Complete and return the green health form, including a doctor's signature.
5. Fill out the child information card/Emergency contact
6. Comply with clearance form requirements, allowing you to volunteer in the classroom.
7. Sign and return abuse statement.
8. Sign and return filed trip/photo statement.
9. Provide a copy of driver's license if parent is to transport children for field trips.
10. Sign & return parent notification of the licensing notebook
11. Sign & return document stating that you have received the handbook.

Students must be 4 years of age by September 1 to enroll. Student must be fully toilet trained at the time school begins. Student must be able to go to use the restroom without the assistance of adults.

Grant Christian Preschool accepts enrollment without discrimination as to race, color, religion, sex or national origin. However, those who enroll must understand and accept that we teach from a reformed Christian perspective. Christian holidays will be celebrated.

Withdrawal:

There may be times when the school board, in consultation with the teachers and principal, require the withdrawal of a student due to the difficulty in adjusting to the program, emotional problems, biting, or continually disrupting the class

You may also be asked to withdraw your child if you fail to meet the financial obligation of enrollment.

Preschool Discipline Policy:

At Preschool we encourage children to take responsibility for their actions. The staff will strive to use a positive approach to discipline, such as praise, encouragement, and redirection. When a child misbehaves, the teacher will encourage an acceptable way of dealing with the situation and may remove the child from the group for a “timeout” period. The principal may become involved in discipline if and when necessary. If this does not produce a change in behavior the child will lose a privilege, such as recess or participation in a particular group activity, and parents will be contacted.

Daily Schedule for Preschool:**Snack and Juice:**

Snacks and juice will be provided on a rotational basis by the parents. A snack schedule will be listed on the calendar each month.

We would like the children to learn the importance of taking care of their bodies and eating properly, so please think along these lines by providing nutritious snacks. Birthday snacks and other special occasions may be exceptions!

COMMUNICATION OR QUESTIONS

If you have any questions about the contents of this handbook, or if you have any other questions, please feel free to contact the school office or the principal at any time using the contact information below.

Grant Christian School- 231-834-8445, GCS@grantchristianschool.org

Dr. Michael Roskamp, Principal- 231-834-8445 (school); 616-204-0892 (cell)
michael.roskamp@grantchristianschool.org