

Greater Lansing Adventist School Student - Parent Handbook 2023-2024

5330 W. St. Joseph Hwy.
Lansing MI 48917
(517) 321-5565
www.glasschool.com

The purpose of this handbook is to provide information that will ensure a happy and productive relationship between parents, students, and teachers.

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OUR MISSION

We believe that Jesus Christ is the only source of true knowledge. Therefore, we are committed to educating children to be passionate in serving our Savior, our school, and our community.

OUR VISION

Empowering Youth for Eternity

The North American Division of Seventh-day Adventists Non-Discrimination Policy Statement for Adventist Schools

The Seventh-day Adventist Church, in all its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination based on race, color, ethnic background, country of origin, or biological sex in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Greater Lansing Adventist School (GLAS) is a junior academy for pre-kindergarten to 10th grade students operated and supported by the following **constituent churches**;

Lansing SDA Church Church

5400 W. St. Joseph Hwy.
Lansing, MI 48917
517-321-1963

University SDA

504 Ann St.
East Lansing, MI 48823
517-337-1430

Holt SDA Church

5682 Holt Rd.
Holt, MI 48842
517-699-8550

SUPERINTENDENT OF MICHIGAN SDA SCHOOLS

Mr. Jeremy Hall
 Michigan Conference of Seventh-day Adventists
 Department of Education
 5801 W. Michigan Ave.
 Lansing, MI 48917
 517-316-1550

SCHOOL ACCREDITATION

Lake Union Conference Board of Education
 North American Division Commission on Accreditation
 National Council for Private School Accreditation

PHONE NUMBERS

GLAS Office		517-321-5565
Mrs. Melinda Widdicombe	Principal	517-896-2843
Mr. Alex Fitzpatrick	School Board Chair	616-890-3207
Mr. Tony Dean	Treasurer	517- 281-7176
Mrs. Karen Cheeseman	Home and School	517-622-0988
Ms. Delaney Meese	Secretary	517-321-5565
Mrs. Michelle Kittleson	PreK-2	253-653-0681
Mrs. Melinda Widdicombe	3-5	517-896-2843
Mrs. LeAnn Austin	3-5	412-780-3725
Ms. Heidi Rasmussen	6-7	989-763-5591
Mr. Manuel Alamo	8-10	760-613-7158
Mr. Howard Chambi	GLAS Bells	517-366-1900
Mr. David Christenson	Ukulele Choir	517-303-9379
Pastor Phil Mills	Lansing SDA	316-259-9212
Pastor Jermaine Gayle	University SDA	517-230-8153
Pastor	Holt SDA	517-626-9045

VISIT US ONLINE

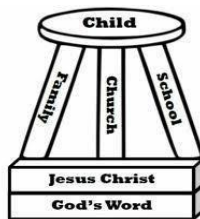
www.glassschool.com

SCHOOL HOURS

Classes & worship begin- 8:00 am
 Monday - Thursday Dismissal - 3:45 pm

PHILOSOPHY

Seventh-day Adventists believe God and our teachers are servants commissioned to follow the mind knowledge of which is



that our students are children of of God. Our schools are and the will of God, the communicated by the Holy Bible.

The staff and school board believe that the combined efforts of the church, the home, and the school are essential for true success in the education of youth.

The following quotation defines the Seventh-day Adventist concept of Christian education: “True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.” *Education*, p. 13.

Because Seventh-day Adventists accept the Bible as the Word of God and the writings of Ellen White as inspired words from God, Greater Lansing Adventist School desires to follow the counsel therein by offering its students a Christian-centered curriculum.

Seventh-day Adventists believe that man’s greatest happiness comes through service to his God, his fellow man, and his community. Even at an early age, we believe children should be given opportunities to serve. The school, therefore, attempts to prepare all students for a life of service in whatever occupation or profession they choose.

“Character building is the most important work ever entrusted to human beings; never before was its diligent study so important as now.” *Education*, p. 225

OBJECTIVES

In agreement with our stated philosophy, GLAS operates with the following Christ-centered objectives:

“And Jesus increased in wisdom...”

To teach such job-related skills as promptness, diligence, integrity, and dedication to excellence.

To instruct each student in the academic fundamentals of learning, to recognize individual differences in abilities, and to provide varied learning experiences.

To help students develop a desire to assume personal responsibility and to develop a creative approach to problem solving.

“...and stature...”

To teach and exemplify the principles of healthful living.

To involve students in a physical education and recreation program that will develop good physical and mental health.

To motivate students to do their best in every activity because of a responsibility to God rather than comparison with others.

“...and in favor with God...”

To instill in each student a respect for God and His laws, and to develop a personal faith and love relationship with Jesus Christ.

To develop in each young person an understanding of Adventist beliefs, as well as a desire to share these beliefs with others.

To help students realize that true spirituality includes the harmonious development of the physical, mental, and moral faculties.

To obey God rather than man when the two do not agree.

“...and with man.” Luke 2:52

To provide opportunities for the development of leadership skills.

To teach social skills, which include values such as courtesy, consideration for others, positive group interaction, and respect for authority.

To train youth to assume responsibility in the local church and community.

To teach youth to be discerning in the use of leisure time, and in their choices of entertainment.

APPLICATION AND ADMISSION

Parents seeking admission for their child(ren) in GLAS, place themselves on record as being in harmony with the principles of the school, and pledge themselves to assist in every way possible to uphold the teachers, the school, and the school programs.

AGE: Children entering kindergarten must be **five years old by September 1st**. Children entering school for the first time in first grade must be **six years old by September 1st** of the year in which they are enrolled.

BIRTH CERTIFICATE: The child's **birth certificate** must accompany the application form at the time of registration.

IMMUNIZATIONS: Children must be up to date on their immunizations according to the Michigan Department of Community Health standards. Record of these immunizations (or an immunization waiver) and a Health Appraisal form signed by a **physician, or representative thereof**, must be filed in the school office before the student can attend classes. Immunization waiver forms must be filled out by the health department or a doctor before a child may start school.

NEW AND TRANSFERRING STUDENTS: Parents must provide the following **prior** to their child's first day of school:

1. Application and recommendation forms.
2. Proof of immunizations or completed immunization waiver.
3. Certified copy of birth certificate.
4. Last report card and a signed record release form with previous school address and email address.
5. Physician-signed Health Appraisal form. This form is required for all new, pre-kindergarten, kindergarten, and seventh grade students.

Transferring students applying should be in good and regular standing in their present school.

GLAS does not have the necessary equipment or staff to offer special education, and thus is unable to accept pupils who have serious mental, physical, social, or scholastic limitations.

All applications for enrollment are made to the principal. Applicants are evaluated and/or screened by the principal and/or teacher. Applicants are then placed on a 30-day probation acceptance period. A review of the student's progress will be assessed at the end of that period and recommendations will be made by the principal to the school board for acceptance in a good standing.

No student is admitted or retained who knowingly uses tobacco, alcohol, and/or illicit drugs.

GENERAL RULES



- Pupils will show respect for the religious ideals of the Seventh-day Adventist Church.
- Christian conduct, including honesty and purity of language is to be a part of normal conduct.
- Due to liability and insurance reasons, students must remain on the school premises during the school day unless arrangements with the child's teacher have been made.
- Students may not ride or drive cars, motorcycles, or bicycles during school hours. These must be locked and kept in the designated area.
- Any student who has a valid driver's license and drives to school may only drive other students who are household members or relatives. Any other student(s) riding in a student-operated vehicle must **first** have written parental consent of both the student driver and student passenger(s) on file with administration, **then** administration approval. Administration approval is on a daily basis and may be revoked at any time.
- No food or drink are to be consumed outside of lunchtime except when announced by the principal or teacher. Students are encouraged to have a water bottle at school.
- Hallways are quiet areas, always walk – do not run. Running is a hazard and people can get hurt.
- Every student, who requests admission to this school, enters a contract to **willingly** follow all regulations. Regulations adopted and announced during the school year are as binding as those printed in this Handbook.

- Each faculty member has disciplinary rights over any student during all school activities and programs.
- The school does not accept any responsibility for the use of the playground equipment outside of school hours.

STANDARDS OF CONDUCT



The standards of the school are based upon Christian principles of conduct taught and practiced by the Seventh-day Adventist Church. Our program promotes self-control, self-discipline, self-esteem, honesty, and modesty. The Scriptures are the basis of our guidelines. It is our desire to create and maintain an environment that encourages each student to display consistent Christian testimony.

“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore, glorify God in your body and in your spirit, which are God’s.”

~ *I Corinthians 6:19-20*

“Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things.”

~ *Philippians 4:8*

“But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control.”

~ *Galatians 5:22-23*

The following practices conflict with Christian principles or accepted standards and therefore cannot be permitted at GLAS:

- The use or possession of tobacco, alcohol, narcotics, illicit drugs in any form, or drug paraphernalia at any time or location.
- Engaging in acts of deception, stealing, cheating on exams or homework, or dishonesty in any phase of school life.
- Willful destruction of property, graffiti, or vandalism of any kind. [Note: Complete restitution will be enforced.]
- Sexual conduct, including meeting in a deliberately planned secretive manner, possessing, or displaying obscene literature, posters, etc.
- Possession of any kind of weapon or dangerous items such as, guns, knives, firecrackers, lighters, or matches. If brought, these will be confiscated and not returned.
- Any unlawful act, or involvement in it.
- Any overt physical action that does not respect other people's personal space.
- Possession of anything dealing with, experimenting, or participating in activities that deal with the occult, astrology, or psychic phenomenon, including, but not limited to, tarot cards, playing cards, trading cards, or anything not in harmony with Christian values.
- Sexual harassment including, but not limited to, inappropriate touching, wedgies, popping bra straps, or pulling down pants.
- Unauthorized or illegal entry into the school building complex or any locked interior location. Any such trespassers are liable to discipline and prosecution.
- Threatening remarks or behavior towards the school, faculty, any student, or any person. [Note: Such behavior may result in police intervention.]
- Disrespect of or disobedience to any member of the faculty or staff, or disrespect or humiliation of any student.
- Any physical, verbal or non-verbal bullying of others. [Note: Such behaviors will be dealt with by the discipline policy.]
- Gambling, betting, possessing playing cards or other gambling devices.
- Use of profane language, misusing the name of God or derivatives of it, lewd or suggestive materials, or any suggestive conduct.
- Spreading anti-Christian ideas or undermining school ideals and policies.

DISCIPLINE POLICY



Students at GLAS are expected to comply with the rules of both the school and the individual classroom teachers. The school rules are designed to create and foster a learning environment in which every child feels safe, respected, and encouraged to learn. The teachers have a discipline procedure for their own individual classrooms, and they will enforce their rules accordingly. Restorative practices are highly encouraged at GLAS. If a child chooses to disregard the teacher's discipline plan, the following steps of the school's discipline policy, as indicated below, may be followed.

1. A student's first infraction of the rules will result in the parents being telephoned to inform them of the problem and let them know that a behavior report is being sent home.
2. A student's second infraction of the rules will result in the parents being telephoned to inform them of the problem, a second behavior report, a conference with the parents and teacher will be required before the student will be allowed to return to school.
3. A student's third infraction of the rules will result in the parents being telephoned to inform them of the problem, a third behavior report, as well as a 1-day suspension. A conference with the parents, teacher, and principal will be required before the student will be allowed to return to school.
4. A student's fourth infraction of the rules will result in the parents being telephoned to inform them of the problem, a fourth behavior report, as well as a 3-day suspension. A second conference with the parents, teacher, and principal will be required before the student will be allowed to return to school.
5. A student's fifth infraction of the rules will result in the parents being telephoned to inform them of the problem, a fifth behavior report, as well as a 5-day suspension. A conference with the school discipline committee and

- counseling with a pastor will be required before the student will be allowed to return to school.
6. A student's sixth infraction of the rules will result in the parents being telephoned to inform them of the problem, a sixth behavior report, as well as a 7-day suspension. A meeting with the parents, student, and school board will be required before the student will be allowed to return to school.
 7. Any subsequent infraction will result in a recommendation being made to the school board for the student's immediate dismissal from GLAS. The student will be suspended until such a time as the board meets and makes its decision.

Certain actions by a student may result in an immediate suspension and/or skipping steps in the discipline procedure. The school reserves the right to move a student to a step they deem appropriate at any time. The school is committed to ensuring that students receive fair treatment for all disciplinary actions.

BEFORE AND AFTER SCHOOL

**IMPORTANT
INFORMATION!**



- Doors open for student admittance at 7:30 a.m..
- School starts at 8:00 a.m. Monday - Thursday. All students should be in their assigned classrooms ready to begin their day by 8:00 a.m.. Students arriving after 8:00 a.m. are considered tardy. If your child is tardy, a parent/guardian must walk them into the school and sign them in at the office.
- School ends at 3:45 p.m. Monday – Thursday. On Fridays (for those that have signed up for “Extended Education Day”) and early dismissal days, school ends at 12:00 p.m.

- After-school pick up and care are the responsibility of the parent/guardian. We understand life happens so we give a 15-minute grace period in case of unforeseen circumstances. However, to avoid late fees, your child(ren) must be picked up no later than 4:00 p.m., Monday - Thursday (12:15 p.m. on Fridays–Extend Ed. Days– and early dismissal days.) There will be an automatic charge of **\$1.00 per minute, per child** after 4:00 p.m. Monday – Thursday (12:15 p.m. on Fridays–Extend Ed. Days– and early dismissal days.) The charge will be assessed to your school bill and will show as a “late pick-up” charge. The money collected will be given to the worthy student fund. When an after-school care program is offered (Monday through Thursday ONLY), students not picked up by 4:00 p.m. will join the program and the daily program fee will be charged to the student’s account.

- The area along the school sidewalk directly in front of the school is used to load dismissed students without the driver getting out of the vehicle. Please do not park or stop to pick up your child(ren) on the left side of the driveway. This is for the safety of all the children. If you need to get out of your vehicle for any reason between 3:45-4:00 p.m., please park in the church parking lot.

- For each child’s safety, we will only allow students to leave with their parent/guardian or an approved driver listed on their driver list. Any changes in driver information must be added in the school office by the parent/guardian. Students will not be allowed to leave with the new driver unless we have written consent from the student’s parent/guardian.

ATTENDANCE POLICY

School Matters!



Habits of promptness and punctuality are as much a part of the educational process as are books and study. The reliability of being on time to one's appointments is a vital aspect of character. Therefore, all students are to meet their appointments on time. EVERY HOUR OF SCHOOL IS IMPORTANT. An absence may be excused, and the work made up, but important class time and experiences will have been missed. ALL absences and tardies will become part of the **student's permanent record**. If attempts to resolve excessive absences, tardies and/or late pickups are unresolved between parents and the teacher, these issues will be brought to the GLAS Board for action.

- The only excused absences are sickness, death in the immediate family, doctor appointments, court appointments or religious holidays. Parents must communicate with the school office the reason for the absence. Students with excused absences will be permitted full makeup privileges to be arranged with the teacher.
- Absences for reasons other than illness must be arranged **in advance** with the school office and the student's teacher.
- Please DO keep your child at home if he/she is sick. Colds, fever, sore throats, flu etc. spread quickly among students and staff, so please be mindful of everyone when your child is sick. ***Barry and Eaton County Health Department guidelines require students to be 24 hours fever free without any fever reducing medications before returning to class as well as be 24 hours from the last episode of vomiting and/or diarrhea before returning to class.*** Students who return to school with a fever or who have vomited within 24 hours will be sent home immediately. A fever is 99.5°F or higher.
- Students will be sent to the office if they are sick.

- If a student will be absent from school, the **parent must notify the school office by 7:45 a.m. that day**. A text to your child's teacher as well is greatly appreciated!
- Significantly late arrival may result in an absence. Students who arrive after 11:30 a.m. Monday-Thursday will be considered absent for the day and will be recorded as an unexcused absence.
- Students will have one day to make up homework for each day absent. Parents are requested to pick up homework at the end of each day that the child is absent.
- If a child is to be kept in from recess or not participate in Physical Education classes, written communication from the parent is required. If the physical activity is restricted for more than five school days, a note signed by the child's doctor is required.
- Please try to avoid medical appointments during school hours. When a parent finds it necessary to schedule medical appointments during school time, the absence may be excused provided arrangements are made with the homeroom teacher no later than one day before the absence.
- The school understands at times parents may find it necessary to take their children out of school for reasons other than those stated above. The school will deal with these special unexcused absences in the following manner:
 - The parents must notify the principal in writing at least one week in advance of the planned absence.
 - After the principal has been notified of the planned absence, the parent is to check with the child's teacher(s) to determine what will be missed during the absence.
 - Make up work should be completed and turned in per the arrangement with the teacher(s).

This special unexcused absence policy applies only when students are involved in prearranged activities with their parents.

- A student who has seven unexcused absences in a nine-week period will go under review by the GLAS School Board and may fail the quarter.
- Upon reaching the above-stated level of unexcused absences, the parents and students will be sent a letter stating both the concern with their conduct and the consequences.

BAD WEATHER POLICY



If we cancel school, we will issue a One Call Now phone message as well as a text message. Generally, GLAS will follow the Waverly school district's cancellations, but this will be at the discretion of the GLAS Principal. You can also look for GLAS's name to appear on WLNS, WILX, Fox 47 News, or on our Facebook group.

If you are uncomfortable or feel that the weather and road conditions might pose a risk on any given day, use your discretion to keep your student home. If you do so, please notify the school office by **7:45 a. m.**

SCHOOL VISITATION

Parents are always welcome in our school and they are encouraged to visit their child's classroom. For the security of the pupils, all visitors to the school must register in the office before proceeding to the classroom. We request that appointments for visits by anyone (i.e. parents, relatives, former students, or friends) be made with the principal and the teacher.

When permission to visit is granted, students should inform their guests of school regulations and advise them that they are expected to comply with those regulations. Preschool children may only visit school with adult supervision. These visitors may disrupt the learning atmosphere by unsupervised and extended visitation.

SCHOOL ACCIDENT INSURANCE



Included in the registration fee is school accident insurance, which supplies partial and, in some cases, complete coverage of student accidents. This is a secondary policy and is activated only after your primary insurance has been applied. Accidents should be reported promptly to the principal or to the individual in charge of the activity. When an accident occurs:

1. Pick up a Claim Form from the office.
2. Submit expenses first to your primary insurance.
3. Expenses not covered by your primary insurance are then submitted to the school accident insurance company.

It is recommended that parents carry their own medical insurance, as expenses incurred as a result of medical health problems are not covered by the school accident insurance.

The school's staff should be made aware of any special medical problems the student may have. Should students need prescription medications during the school day, a detailed letter with instructions as to when and how the medication needs to be administered, must be signed by parent/guardian and turned into the school office *before* medications can be dispensed. School personnel will administer the medication **only after** the letter is received. **All** medications must be kept in the school office. Medication is not allowed in the classroom, locker, desk, backpack, pocket, or lunchbox of the student.

HEAD LICE



It is the ultimate responsibility of the parents to assist in preventing and managing head lice through regular checks and to start immediate treatment when head lice are detected. Parents are to notify the school immediately if a case of head lice is found. If a student is found to have head lice, the name of the individual will be kept confidential between the school staff and the family involved. However, all parents will be informed that a case of head lice was found using One Call Now and a letter will be sent home with information on head lice and treatment options the same day.

At any time, the teachers or a designated person may check any students suspected of head lice. If a case of head lice is found the teacher will notify the parent immediately and the student will be sent home right away. The parents are expected to treat and take care of the situation at home. Students will remain at home until after the second treatment which can be no sooner than seven days and no longer than ten days of the first treatment. The students will be checked before they are admitted back into the school.

Families are asked to report to administration the treatment they used and the planned day for retreatment. This information will be kept confidential.

Policy for chronic absenteeism:

- If after a second treatment, a case of head lice is reoccurring, the student will be required to bring a doctor's note that they are undergoing appropriate treatment. If the problem persists, the issue will be brought to the school board; a special session of the school board may need to be called.
- Students are expected to be in school if they do not have head lice. Absences due to fear of catching head lice will not be excused.
- If a student has live head lice the day before a school function, they will not be able to participate in the school function the next day.

- Students must be free of head lice ten days prior to departure of overnight trips.

TESTING



A comprehensive, standardized testing program is necessary to evaluate curriculum and instruction, as well as to assess individual student learning. The ultimate goal of any testing program is to provide useful information to students, teachers, parents, administrators, and counselors to help them make better decisions. GLAS, in cooperation with the Lake Union Conference of Seventh-day Adventists, uses the NWEA Map testing for all students. Through easy-to-use technology and best-in-class test design, MAP Growth is built to reveal what each student knows—and what they are ready to learn—when it comes to standards. This is an online test. K-2 will need headphones, as the test will be read to them at these levels. These tests will be given three times a year, so growth is shown over the school year. With MAP Growth, administrators have reliable insights and the support they need to lead, make decisions, and support learning for all students. MAP Growth helps teachers identify learning needs, plan for growth, and deliver effective instruction. Teachers will go over the results with parents during parent/teacher conferences.

HEALTH



“The relation of diet to intellectual development should be given more attention than it has received.” *Education* p. 204

The value of a wholesome, well-balanced breakfast and lunch can be a substantial aid in the educational process, and we encourage parents to render their assistance in this matter. We also encourage parents to uphold the standards of our church in relation to diet and health. Vegetarian lunches are encouraged; however, no pork or other unclean meats are permitted. For a list of unclean meats, please refer to Leviticus 11. Beverages containing caffeine are not to be consumed at school and on school trips. Students are expected to eat lunch on campus. Students are encouraged to keep a water bottle at school.

SCHOOL MAINTENANCE



“Whatever your hand finds to do, do it with all your might...” ~Ecclesiastes 9:10

We believe that the students of GLAS should take ownership of their school. One way that we do this is by having the students help with the cleaning of the school. The students will be doing various tasks, such as vacuuming, taking out the trash, etc., to maintain a healthy environment at GLAS.

ELECTRONIC DEVICE USAGE



Laptops, iPods, iPads, MP3 players, gaming devices and other electronic items are NOT permitted at school. Students who must bring cell phones onto school premises, due to “latchkey-type situations,” are asked to shut them off during school hours and place them in the designated box in the school office upon arrival. Cell **phones may be picked up as students are leaving the building for the day**. Any devices, including

cell phones, used during school hours without permission will be confiscated. Parents will need to see the principal, after school, to collect them.

ACCEPTABLE INTERNET USE POLICY



The Internet is a powerful resource for expanding the educational experience of each student. Access to the internet enables students to explore thousands of libraries, databases, and bulletin boards throughout the world. Unfortunately, it is true that some material accessible via the internet may contain content that is illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages to our students. GLAS computers are for educational purposes only. GLAS maintains filtering software on its server. Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible manner. **Access is a privilege – not a right.** Access entails responsibility. The school staff reviews files regularly to maintain system integrity and ensure that users are using the system responsibly. Students will adhere to Christian principles and will:

- Be responsible and courteous in all communications
- Be responsible with all computer hardware and software
- Keep their passwords to themselves
- Respect the confidentiality of folders, work, and files of others
- Learn about and observe copyright laws
- Comply with the Michigan Acceptable Use Policy
- Not attempt to access or alter unauthorized areas of a computer system

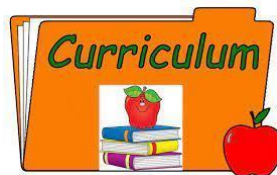
Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

PARENT/TEACHER CONFERENCES



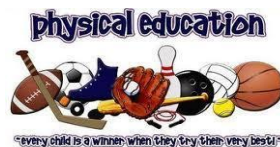
Parent/teacher conferences are held at the end of the first and third quarters. When appropriate, our conferences are student-led and provide an opportunity to discuss the student's progress with parents. Report cards are issued quarterly. Teachers will also issue progress reports periodically throughout each quarter. Further consultations are encouraged any time that parents or teachers feel such a need.

CURRICULUM



The curriculum at GLAS complies with the requirements of the State of Michigan and the NAD Education Department of the Seventh-day Adventist Church. All teachers have current or pending state and denominational certification.

PHYSICAL EDUCATION



Physical Education (PE) attendance is required unless you have a doctor or parent's written excuse. There is a one-week limit on parental excuses. Anyone not participating in gym class will be given extra work and/or assignments at the discretion of the teacher.

DRESS CODE



Simplicity, neatness, cleanliness, appropriateness, and modesty are the standards of good taste in dress. The school endeavors to outline a spirit of modesty in this matter.

The Bible teaches modesty in dress as a means by which we can represent God's character.¹ Peter 3:3-4 says, "Do not let your adornment be merely outward—arranging the hair, wearing gold, or putting on fine apparel— rather let it be the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit, which is very precious in the sight of God." *Ministry of Healing* reminds us, "Any device designed to attract undue attention to the wearer or to excite admiration is excluded from the modest apparel which God enjoins" (287).

These statements should be sufficient; but in an attempt to interpret them, the following guidelines should be given special attention.

- Any unnecessary adornment (jewelry) should not be worn- this includes hair ties around wrists. Students with long hair will be allowed only ONE hair tie on wrist.
- Hair should be clean and neat and without unnatural colors or styles.
- Hair must be out of the eyes.
- Any makeup should be neutral tones.
- Fingernail polish should be clear or a light, natural color.
- Clothing must be neat, clean, and in good repair.
- Hats and sunglasses are for outside wear and are inappropriate in the school building.
- Tight, baggy, ripped, or sagging clothing is always inappropriate.
- The mid-riff must not show at any time.
- Students are always to be in uniform except for PE class.

The final decision on dress is at the discretion of the school administration and/or the School Board.

SCHOOL UNIFORM



All students that attend GLAS are to wear a dark or light blue GLAS (with GLAS logo) polo shirt with khaki or navy pants, Bermuda style shorts, or skirts. A GLAS fleece or GLAS sweatshirt may also be worn in addition to stay warm. GLAS tops, fleeces, or sweatshirts can be purchased online or purchased in the uniform section of local clothing stores. Only navy blue GLAS (with school logo) fleeces/sweatshirts are allowed during school hours and must be worn over the GLAS polo top. No other sweatshirts or jackets will be acceptable in the classroom.

- White, black, or navy-blue undershirts may be worn under the GLAS polo top.
- Shirts are always to be tucked in.
- The khaki, navy pants, or Bermuda style shorts may be purchased at any store of your choice.
- All Bermuda style shorts must be no more than one inch above the knee.
- Please remember uniform bottoms must be the official uniform style. These may be purchased at local stores and online at French Toast.
- All skirts must be at **knee length while seated**.
- The following uniform bottoms are not acceptable: skinny, leggings, distressed, and cargo.
- A belt must be worn if belt loops are present for grades 3 and up.
- Shoes must always be worn.
- Coats, sweaters, sweatshirts, etc. are encouraged to be worn when the student is outside; however, they are not part of the GLAS uniform and need to be taken off and stored in their locker during class time. GLAS fleeces, sweatshirts, and zippered hoodies are part of the GLAS uniform and may be worn during the day.
- School uniforms must always be worn during school hours with the following exceptions:
 - PE class
 - Bible Lab (Fieldwork) attire for specific Bible Labs only
 - Designated days by Principal

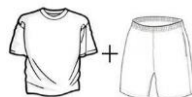
Students who do not come to school in dress code will not be able to attend classes until they are in dress code.

STREET SHOES AND GYM SHOES



Students are asked to have two pairs of shoes daily. One indoor pair and one to be worn when going outside. Shoes must be neat and in good taste. The indoor shoes must be non-marking. You can purchase court shoes, basketball shoes, or white soled shoes to be safe. Most shoes have carbon and will leave marks. Please help us keep the gym floor clean and free of marks.

PHYSICAL EDUCATION ATTIRE



PE Shirt & Shorts

Students may change into PE attire for PE class. PE attire will consist of T-shirts or sweatshirts, that come down over the hips, and dark colored sweatpants or *knee-length shorts*. *No words or pictures on the shorts or sweatpants. These clothes should not be tight fitting. No leggings or jeggings will be allowed.*

Final judgment of appropriateness of your child's dress or whether an article of clothing fits the dress code will be determined by the Principal and the teachers.

FINANCIAL INFORMATION



It is the intent of the school board and the school administration to keep the school charges as low as possible. The rates are based on service costs and commodity prices prevailing at the time of publication of this handbook. The school reserves the right to change the rates charged at any time in order to meet changing economic situations.

The following financial policies have been adopted and it has been found that strict adherence to these policies is in the best interest of both the student and the school.

TUITION POLICY



School fees consist of the registration fee, tuition, and book fee (grades 6-10) which are divided into **ten** equal payments due on the 20th of each month, **August through May** for new students, or **eleven** equal payments due on the 20th of each month, **July through May for returning students participating in Continuous Enrollment**. A fee structure for the current year will be provided by the school office. If there is a financial hardship, alternative payment plans may be requested.

MISCELLANEOUS CHARGES



- Damaged books, lost books, fines, building or property damage, or any other such occurrences, are the responsibility of the student and the replacement cost will be charged to the account.
- Textbooks for grades K-5 are on a loan basis and have no rental fee.
- Textbooks for grades 6-10 are on a loan basis with a rental fee of \$60.00.
- Outdoor Education is attended by the 5th grade students. The cost will be communicated at the time of registration.
- Lifestyle Improvement For Teens (L.I.F.T.) is attended by 7th-8th grade students. Cost information will be provided at the time of registration.
- Teen Bible Camp is attended by 8th-10th grade students. The cost will be communicated at the time of registration.
- RingFest is attended by the GLAS Bells and costs will be communicated at the time of registration.

- Students will occasionally be asked to bring minimal amounts of money to cover the expense of a field trip. The teacher will send home a note to parents on such occasions.
- A yearbook fee will be charged for each student. The actual cost will be communicated at the time of registration. The fee will also appear on your February, March, or April statement.

FINANCIAL ASSISTANCE



Financial Assistance is available if needed and as funds allow. Forms are available through the school office and must be submitted to the school for the upcoming school year.

STUDENT REGISTRATION



RETURNING STUDENTS will submit the following:

- **Continuous Enrollment Agreement Form**
- **Consent Form**
- **Student Drop Off/Pick-Up Form**
- Updated immunizations form or immunization waiver form (for grades kindergarten, and 7th grade)

NEW STUDENTS will submit the following:

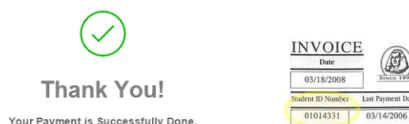
- Registration fee
- Tuition payment #1
- Completed registration forms
- Birth certificate and immunization record or waiver at registration.

REMITTANCE



All checks, drafts, or money orders should be made payable to Greater Lansing Adventist School or GLAS. Please send all payments directly to the school at 5330 W. St. Joseph Hwy, Lansing, MI 48917. **All fees must be paid in full before report cards, transcripts, or graduation diplomas are released.**

PAYMENTS



Statements will be mailed near the beginning of each month and payment is due by the 20th of the month. An account will be considered delinquent at the close of the month. If an account becomes delinquent by sixty days, the student will be asked to withdraw from school until the parent or person responsible for the delinquent account brings the account current or makes acceptable arrangements with the School Board Finance Committee.

Payments may also be made online. Go to the school website www.glasschool.com. The link for *Adventist School Pay* is found under the Student/Parent login tab. Credit card fees are the parents' responsibility and will be added to your payment.

All accounts need to be paid before a student can register for the next school year.

WITHDRAWAL POLICY



Parents wishing to withdraw students from school must complete a Withdrawal Form obtained from the school office. Students will be considered enrolled at GLAS until the withdrawal form is filled out properly and turned into the office. Registration refunds will be made if the student account is current. Refunds are calculated as follows:

- If the student withdraws *before* September 15, an 80% refund will be made.
- If the student withdraws *before* October 15, a 50% refund will be made.
- If the student withdraws *on or after* October 15, no refund will be made.

Students withdrawing from GLAS during a marking period will receive Withdraw/Passing (W/P) or Withdraw/Failing (W/F) on their report cards and/or transcripts.

➤ **Please notify the school immediately if there is a change of phone number or address.**

Greater Lansing Adventist School reserves the right to alter any of the policies in this book at any time.