



STUDENT HANDBOOK

2026-2027

TABLE OF CONTENTS

ACADEMIC CALENDAR	3
SCHOOL INFORMATION	3
STAFF	3
MICHIGAN CONFERENCE	3
DEPARTMENT OF EDUCATION	3
SCHOOL BOARD	3
PHILOSOPHY	4
MISSION	4
OBJECTIVES	5
ADMISSION	6
FINANCE	8
ATTENDANCE	9
SCHOOL HOURS	11
APPEARANCE	12
STUDENT BEHAVIOR	13
RECOMMENDATIONS FOR PARENTS	14
DISCIPLINARY PROCEDURES	15
COMMUNICATION	16
PROBLEM-SOLVING PROCEDURES	16
COOPERATION	17
OTHER INFORMATION	17

ACADEMIC CALENDAR

2026-2027 School Year

SCHOOL INFORMATION

Grayling Seventh-day Adventist Elementary School offers instruction for students in Kindergarten through Eighth grade. Affiliated with the Grayling Seventh-day Adventist Church, it is under the jurisdiction of the Michigan Conference of Seventh-day Adventists and is registered with the state of Michigan. Our head teacher holds current denominational and state teaching certifications.

STAFF

Rachel Jameson, Principal/Teacher Grades K-8

MICHIGAN CONFERENCE DEPARTMENT OF EDUCATION

(517) 316-1552

Jeremy Hall, Director

Brian Kittleson, Associate Superintendent

Girlie Aguilar, Associate Superintendent

SCHOOL BOARD

Dr. Gordon Atkins, Board Chairman	(989) 745-3888
Craig Morgan, Assistant Chair	(313) 333-6129
Robert Benson, Pastor-Grayling SDA Church	(517) 896-7842
Rachel Jameson, Principal/Head Teacher	(989) 264-9462
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Bailey Glenn, Member	(252) 619-8768

PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ.

The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: the restoration of human beings into the image of their Maker. God presents His infinitely loving and wise character as the ultimate norm for human conduct. Unfortunately, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. In this sense the time dimensions of Adventist Education span eternity.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person--physically, intellectually, socially, and spiritually.

Working together, homes, schools, and churches cooperate with divine agencies to educate students for responsible citizenship for responsible citizenship in this world and in the world to come.

MISSION

Grayling Seventh-day Adventist School's mission is to lead students into a personal relationship with Christ and an intimate knowledge of His word. Children in this school will be directed towards a life of service through the "harmonious development of the physical, the mental and the spiritual powers" (Education, p. 13). School experiences will be designed to lead children to a desire for service within the church as well as the local and global communities.

OBJECTIVES

Grayling Seventh-day Adventist School operates with the following objectives:

1. To foster holistic education with mental, physical, spiritual, and social development
2. To meet academic objectives in each curricular area as detailed in the current Lake Union Conference Curriculum Guides
3. To integrate the Bible into all subject matter
4. To impart to students the wisdom to meet their obligations to themselves, their fellowmen, and God with willing service
5. To encourage appreciation of and respect for the privileges and responsibilities of local, state, national, and global citizenship

ADMISSION

Grayling Seventh-day Adventist Elementary School admits students of any race to all rights, privileges, programs, and activities available to students at the school. Any elementary student who is willing to apply self to educational study and development of a Christian character may find admittance possible.

It is understood that every family and student who applies for admission to the school pledges to observe willingly all its published or announced regulations, to uphold the Christian principles for which it stands, and to perform all assigned school duties. By breaking this pledge, a student forfeits enrollment in the school. If a student is retained, it is only at the discretion of the school board.

The school is neither equipped nor staffed to offer special education and therefore may be unable to accept any student who has any serious scholastic, behavioral, mental, or physical disability. Parents of such students who desire a Christian environment and who recognize that the school may not meet their child's needs must sign a Parent Release Form.

Grayling SDA School has limited Special Education resources. Teachers implement accommodations and modifications for students within the school's ability to provide. Students applying for admission to Grayling SDA School from other schools, homeschool, or who are beginning their academic journey, who have an established IEP, 504, or are suspected of having needs (physical, mental, emotional, and behavioral) that impact their academic experience are required to provide copies of such documents during the enrollment application process.

The school board will consider each applicant for admission on an individual basis and may interview the family after receiving the following completed documents:

1. [Application for admission](#)
2. Proof of medical examination and vaccinations (or signed waiver) for students entering first (1st) or fifth (5th) grade, or a Michigan school for the first time
3. Three references (recommendation forms)

If an applicant is accepted for admission, parent(s)/guardian(s) are expected to care for the following items:

1. Payment of registration fees and first month's tuition on or before the first day of attendance at school
2. Request transfer of records from schools previously attended
3. Complete and turn in all registration paperwork before the first day of attendance

Kindergarten (K) applicants must be at least five (5) years old by September 1 of the current school year to be considered for admittance. First (1st) grade applicants must be at least six (6) years old by September 1 of the current school year.

A transfer student coming from another school system is assigned to a grade level on the basis of the most recent student progress report. A student transferring from a home school or non-traditional school program will be assigned a grade level based on student placement testing.

The school may refuse admission or readmission to any student not meeting the academic or behavioral standards of the school.



Special Education Awareness

Grayling Seventh-day Adventist School has limited Special Education resources. Teachers implement accommodations and modifications for students within the school's ability to provide. Students applying for admission to Grayling Seventh-day Adventist School from other schools, homeschool, or who are beginning their academic journey, who have an established IEP, 504, or are suspected of having needs (physical, mental, emotional, and behavioral) that impact their academic experience are required to provide copies of such documents during the enrollment application process.

_____ My child does not have any special needs.

_____ My child has needs in the following areas:

- ☐ physical impairment ☐ hearing or visual impairment
☐ ADHD ☐ autism spectrum disorder ☐ learning disability
☐ focusing &/or following instructions ☐ exceptional learner
☐ other: _____

Student Name

Parent Signature & Date

The *Individuals with Disabilities Education Act* (IDEA) is a federal law providing resources and support to children. Students who are parentally placed in a non-public school are not afforded the same services as students in state-governed schools. Additional information is available in the school office and through the U.S. Department of Education/IDEA.

FINANCE

Monthly tuition charges are listed below. The discounted constituent rate applies to children of the members of our financially supporting body, the Grayling Seventh-day Adventist Church. Tuition rates are per family, based on the number of children enrolled in the school.

Number of students	Constituent Tuition	Non-Constituent Tuition
1	\$300	\$350
2	\$540	\$690
3	\$810	\$945
4+	\$1080	\$1260

Registration Fee: A yearly charge of \$300 applies to each student entering the school at any time during the year. This registration fee, which includes yearly technology fees, and the first month's tuition are due upon registration. The remaining nine tuition payments are due on the first day of each month thereafter. It is essential to the operation of our school that tuition is received on time.

Midyear Registration: When a student enrolls midway through the school year, the tuition will be prorated based on the number of days remaining in the school year. The payments will be divided by the number of remaining months.

Financial Hardship: A family who is unable to pay the standard tuition rate may apply to the school board for an adjusted rate based upon their need and ability.

Overdue Accounts: The board will consider terminating the enrollment of any student whose tuition (standard or adjusted) is ninety or more days overdue. Student records may not be released for any student who has a past due account.

ATTENDANCE

Habits of promptness and regularity are as much a part of the educational process as are books and study. Every hour of school is important. An absence may be excused and the work made up, but important instruction and experiences have been missed. All absences and tardies will become part of the student's permanent records.

Excused absences include absences on account of illness, death in the immediate family, or religious holidays. The parent should notify the teacher in advance of the absence whenever possible, and no later than 8:30 AM on the day of the absence. Upon return to school after being absent for any reason, a student must present a written notice including the reason for the absence. Students whose absences are excused will be permitted full makeup privileges.

At times, parents find it necessary to take their children out of school for reasons other than those stated above. These special unexcused absences are to be handled in the following manner:

1. Parents must notify the teacher at least one week before the planned absence.
2. The teacher will list the work to be made up and the deadline.
3. This makeup work must be turned in by the deadline to receive credit.

This special unexcused absence policy only applies when students are involved in pre-arranged activities with their parents. Absences for any reason not listed above are unexcused, including absences due to dismissal from class due to unacceptable behavior.

Medical appointments should be made outside of school hours if at all possible. When medical appointments must be met during school hours, the absence may be excused if arrangements are made with the teacher at least one day in advance.

All students are expected to be in attendance for the entire school day. The school board will review the records of any student with excessive tardies and/or early dismissal, or more than seven absences during a nine-week period.

Procedures for reporting and documenting absences are in accordance with Michigan's law governing compulsory attendance. Parents are required to do one of the two procedures written below. Please read them carefully:

1. Handwritten Note. Parents/guardians may text or call the child's teacher by 8:30 AM on any day that their child will be absent or tardy. However, absences must also be followed up with a handwritten parent note or doctor's note within three days of the student's return to school. Failure to submit the appropriate note within three days will result in the absence being coded as unlawful, and this coding cannot be reversed even if a note is handed in after the three-day window. Once a student has received three unlawful absences, a truancy elimination plan may be enacted.

2. Email Note. Parents/guardians may send an email to the child's teacher from the parent/guardian's email on file with the school by 8:30 AM on any day that their child will be absent or tardy.

Handwritten parent notes for verification of absence are acceptable for the first ten days of absence per school year. Any further absences require a doctor's note. Handwritten notes may be sent to school with your child. However, it is your child's responsibility to present the note to their teacher. Other acceptable ways to turn in a note are for a parent to drop it off personally before or after school, or to scan the handwritten note and email it as an attachment to the principal/head teacher.

SCHOOL HOURS

8:00 AM - 3:30 PM

Monday-Thursday

We share your concerns for the safety of your children and do not want them to be unsupervised while on school property. Parents are responsible for the care of their children outside of school hours. For this reason, students should be dropped off between 7:40 AM (when the doors open) and 8:00 AM (when school begins), and be picked up immediately after being dismissed at 3:30 PM. Arrangements for early drop-off or late pick-up, in the case of extenuating circumstances, must be made with the principal/ teacher at least one day in advance. Parents or guardians may be held responsible for child care fees outside school hours.

Bad weather closings, due to unsafe road conditions, will be the same as cancellations and delays of Crawford AuSable Public Schools. Other public cancellations (i.e. bus breakdowns, furnace problems, etc.) will not affect our schedule.

APPEARANCE

The school enlists the support and cooperation of the home in upholding Christian standards of modest appearance. Clothing, cosmetics, and hairstyle should be clean, neat, healthful, modest, natural appearing, and appropriate to the classroom atmosphere. Avoid styles, cosmetics, and ornaments that are faddish, radical, or unnatural in appearance and/or are designed to draw attention. Although the previous statement may be sufficient information, the following guidelines may help answer specific questions regarding appearance. If you are still unsure about a particular item or style, please inquire with the principal/teacher.

1. Shirts, slacks, blouses, skirts, dresses, knee-length shorts, and neatly fitting jeans are acceptable.
2. Tank tops, sun dresses, midriff-revealing styles, or similar items are not appropriate.
3. Clothing with written messages and/or pictures that conflict with Christian principles should not be worn. This may include cartoons or other media characters or portrayals.
4. Avoid the use of make-up or nail polish that gives an unnatural appearance.
5. If a planned activity requires non-school-type clothing (i.e. dress clothes), parents and/or students will be notified.

STUDENT BEHAVIOR

Students are asked to observe the following standards of conduct in order to develop socially and morally acceptable behavior and to maintain an atmosphere conducive to learning:

1. Respect classmates' rights and property, treating them with courtesy at all times.
2. Treat teachers and other adults with respect. Defiance will not be permitted.
3. Avoid behavior or attitudes which disrupt learning.
4. Treat school property with care. Damage will be repaired at the student's expense.
5. Remain on school grounds during school hours; exceptions must have the teacher's permission.
6. Refrain from language or actions that are profane, indecent, suggestive or lewd.
7. Refrain from using tobacco, alcohol, or illegal drugs, both in and out of school.
8. Refrain from bringing knives, lighters, or matches to school.
9. Place or receive telephone calls only in emergencies and with the teacher's permission.
10. Do not bring any of the following to school: electronic devices; weapons or explosives of any type; playing cards; or inappropriate toys, pictures or reading material. They will be confiscated.
11. Cell phones are not to be used during school hours. They may be kept in lockers. Permission should always be given for the use of a cell phone.
12. Students are expected to follow **Michigan Conference of Seventh-day Adventist**

Education Policy on sexual behaviors as follows:

The Michigan Conference of Seventh-day Adventists affirms the God-given value of every person and seeks to reflect Christ's love to all. While we uphold the biblical view of sexuality as a sacred union between one man and one woman in marriage, we are committed to treating every individual with compassion, respect, and dignity.

- The Michigan Conference of Seventh-day Adventists (MISDA) affirms and adheres to the Seventh-day Adventist statements concerning sexuality, gender identity, and transgenderism. * Also, MISDA affirms the biblical position on marriage between a biological man and biological woman. As such MISDA, and any of its EC-12 grade institutions, does not condone, promote, or affirm gay, lesbian, bisexual, or any other behavior or sexual practices that fall outside our biblical beliefs.
- It is expected that all students will dress appropriately and in harmony with the school dress code. Clothing and appearance that is different from and/or is intended to represent a gender that is opposite to a person's biological sex is considered out of compliance with the dress code.
- The standards applied will reflect the administration's desire to employ traditional Seventh-day Adventist views on dress and modesty, emphasizing simplicity, discretion, and respect for one's identity in God.
- Students are expected to conduct themselves in accordance with the principles and philosophy of MISDA and its schools and not in a way that undermines the religious ideals of the Seventh-day Adventist church. This would include conduct, communication platforms, advocacy for, and promotional statements on or off school premises.

* <https://gc.adventist.org/official-statements/homosexuality/>

RECOMMENDATIONS FOR PARENTS

It is recommended that parental support be given to students and the school by:

1. Attendance at school activities and functions
2. Regular church attendance, as well as regular worship and Bible study at home
3. Daily prayer for both teacher(s) and students
4. Limited media use in the home, as both the amount and the type of media viewed may have a negative effect on educational and moral progress
5. Promotion of healthful lifestyle habits of diet, exercise, and regularly scheduled sleep (8-10 hours recommended) each night
6. Regular medical, dental, and visual checkups, as well as immunizations for students with verification for school records (immunization form or immunization waiver must be on file for each enrolled student)

DISCIPLINARY PROCEDURES

1. **Minor or First Offense:** The teacher will take care of the problem at school with the student.
2. **Serious or Repeated Offense(s):** The teacher will notify the parent(s) or guardian(s) of the problem.
3. **Major or Chronic Offense(s):** The issue(s) will be dealt with by consultation between the school board chairperson and/or the pastor with the teacher/principal. The matter may be referred to the full school board. Probation, suspension, or expulsion may be considered.
4. **Suspension or expulsion** will be considered in cases including, but not limited to: repeated offenses, possession or use of inappropriate items, defiance, serious disruptions, or uncooperative behavior/attitude.

The teacher is authorized to suspend a student for up to three days and will notify the parent(s) and school board chairperson when this action is taken.

Expulsion from school is a decision made by the school board during an executive session.

COMMUNICATION

A good relationship between the home and the school depends upon positive and effective communication. Parents are asked to do their part in maintaining a good relationship with the teacher by following these guidelines and procedures:

1. Contact the teacher before drawing conclusions about a situation. Make sure you learn the whole story.
2. Be sensitive to the teacher's personal needs. Make your contact at a reasonable time (not late at night, in the morning before school, in the presence of others, or on the Sabbath). If you need to talk at length, make an appointment in advance.
3. Avoid expressing negative opinions of the teacher in the presence of your child. This undermines the teacher and affects your child's learning process.
4. First, talk directly to the teacher to resolve a problem before approaching the school board chairperson or other supervisors.
5. Avoid discussing a problem with other parents. Such a discussion hinders the solution process.
6. Be patient. Allow some time for the teacher, student, and/or administration to work out a problem. Establish with the teacher a mutually acceptable time limit to review the process. Stay in touch.
7. Strive to be objective. Deal with the facts instead of letting personal emotions cloud the issue.
8. Remember the teacher's perspective of a child is different from a parent's, but they also desire that your child may be successful.

PROBLEM-SOLVING PROCEDURES

First: A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of the issues. Parents should not approach the teacher during the school day.

Second: If concerns remain unresolved, a parent/teacher conference with the school board chairperson should be scheduled.

Third: Before further action is taken, a second conference including parent(s), teacher, board chairperson, and pastor should be held with the problem stated in writing. Only firsthand information that is current to the school year and that directly affects the concerned individuals should be considered.

COOPERATION

Cooperation between parents, teachers, and the church greatly strengthens the education experience. When students perceive a spirit of mutual support and cooperation between parents, teachers, and church members, they are more likely to learn, remember, and practice the Christian values that lie at the heart of Adventist education. Each one should take his/her role seriously in the salvation of our children by expressing a genuine, friendly interest in them and by modeling a Christlike character in His strength.

OTHER INFORMATION

Bible Labs: Grayling Seventh-day Adventist Elementary School provides opportunities for students to be involved in service and outreach projects in our community. The Bible Labs Coordinator, in cooperation with school and church personnel, organizes them.

Home and School Association: Educational, social, and fundraising functions are organized by this supporting organization. Parents are urged to participate.

Visitors: Parents and school board members are welcome at the school. Whenever possible, please inform the teacher/principal of your intended visit. Students should not bring relatives or friends to school without prior permission from the teacher. All visitors, whether juvenile or adult, are expected to conform to all school standards while visiting.

Child Abuse: Teachers are expressly charged with a legal obligation to report suspected cases of child abuse or neglect.