



Policies and Procedures Handbook

For Students, Families, Staff, and Board Members of ISJ Academy

*Therefore go and make disciples of all nations, baptizing them in
the name of the Father and of the Son and of the Holy Spirit.
Matthew 28: 19*

ISJ Academy
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Anti-Discrimination Statement

ISJ Academy admits students of any race, color, national, or ethnic origin. All students are entitled to the rights, privileges, programs, and activities generally accorded or made available to students at the school. ISJ does not discriminate based on race, color, national or ethnic origin in the administration of its policies, admission policies, scholarship programs, athletic, and other school administered programs.

Any parent or guardian of a student or an employee who feels that the rights of a person have been misused in relationship to the provision of equal opportunity in educational programs and activities, or in employment, may contact the Principal.

Equal Employment Opportunity Statement

ISJ Academy is in full agreement with the intent of the Civil Rights Laws. Our firm belief is that the basis of employee selection, hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, sex, handicap, or any other factors not considered pertinent to performance.

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I. Welcome

Thank you for being part of the ISJ Academy family. We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We are committed to working together with you in service to our Lord through this ministry.

At ISJ, you represent this ministry. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the school's mission statement: Developing Christ-centered students and families for life and eternity.

We pray that you will look to your Lord daily as you are about your work in a way that is suggested in this portion of a prayer from *The Lutheran Book of Prayer*:

Grant that I may day by day put forth efforts which are pleasing to You, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to You. Help me to remember that in all things, my sufficiency is of You and that whatever I do is to be done to Your glory.

"Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me. Amen

The following pages contain a general overview of procedures and policies established by the ISJ Board of Education for our board students, parents, employees, and board members. You are to read, understand, and become familiar with the handbook and comply with the standards. Please talk with the Principal if you have any questions or need additional information. We want you to feel that, although there are rules to follow, you sense participation and a family environment. We hope you will find joy and friendship everyday while at ISJ.

ISJ Board of Education reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

II. General Philosophy

ISJ Academy under the guidance of the Holy Scriptures and the doctrinal confessions of the Lutheran Church-Missouri Synod is dedicated to continuing the day school ministry sponsored by our two congregations. Founded on the principle that all knowledge begins in reverence to the Lord, and in keeping with the realization that we are saved to serve in His Kingdom, ISJ seeks to develop the talents and abilities of its students with a quality education while nurturing their faith and willingness to lead others into the family of Christ.

ISJ Academy has been a cooperative venture between two churches since 1973. Immanuel has had a school since 1859. St. James has had a school since 1951.

Our mission is to develop Christ-centered students and families for life and eternity. The goals of the board are:

- Supporting the administration and ministry of the school.
- Overseeing the financial functions of the school.
- Setting policy for the school in accordance with the Lutheran Church Missouri Synod and State of Michigan regulations

A. Constitution

1. Preamble

Mindful of God's will that children be taught His Word diligently in the home and church (Deut. 6:4-9) and firmly believe that an inter-parish school will help our congregations carry out their child-training responsibilities in a God-pleasing manner, we the undersigned have established the Immanuel-St. James Lutheran School (DBA: ISJ Academy) and join in the adoption of the following constitution and bylaws for its governance.

2. Purpose

The purpose in the establishment of the ISJ Academy I is to teach the Word of God according to the teachings and practices of the Lutheran Church – Missouri Synod, and to teach secular subjects in accordance with the requirements of the State Board of Education, under the Laws of the State of Michigan.

3. Authority

The authority of the congregations, acting jointly in the operation of the ISJ Academy, shall be the same as that exercised ordinarily by individual congregations in their Christian day school endeavors. The congregations herewith establish a Joint Board of Education as their administrative agent, to direct and conduct the affairs of the school as defined in this Constitution and Bylaws.

The Board shall recommend the "calling" of teachers from an approved list. However, in most cases the board will acquire teachers by contract on an annual basis. The power of "calling" teachers lies with the school and congregation.

4. Organization of the Inter-Parish School Board

The Joint Board of Education, hereinafter call the Board, shall consist of five (5) elected lay members from each participating congregation. The Principal, Assistant Principal, Director of Early Childhood Education, and Pastors from supporting congregations shall be advisory members of the Board representing educational standards. The method, manner, and selection of Board members will be left to the discretion of each congregation.

Any Board member or teacher of the school shall be removed from office, in accordance with Christian practice, if any one of the following occurs:

- he/she persists in false doctrine, unchristian life, or unfaithfulness in duty;
- if he/she is deemed incompetent to meet the requirements of his/her office

The electing congregation removes its respective Board members; and the Board removes teachers and staff.

5. Participating Congregations

Any congregation of the Lutheran Church Missouri-Synod may join in the operation of the school by subscribing to this Constitution and Bylaws and contributing to the operating and maintenance costs, and to assume their equitable share of capital expenses. Such participation by a sister congregation shall be subject to the approval of the Board.

Participating congregations shall contribute financial support as provided in the Bylaws. Each participating congregation pledges itself to encourage the parents in its midst to enroll their children of school age in the school. Each participating congregation shall be responsible for the regular attendance of its elected Board members at the meetings of the Board. Each participating congregation shall contribute to the support of the school.

It is hereby agreed that upon the event of the Board's written request of assistance from the churches, be it informational or otherwise, failure to respond to the Board in a timely manner shall be adequate justification for the Board to assume sole action on the matter. An appropriate amount of time for reply shall be thirty (30) days unless in cases of emergency where the time restriction shall be so stated.

6. Amendment

This constitution may be amended by approval of a two-thirds majority of each congregation's representatives on the Board. Such amendment shall become effective at the next meeting following the ratification.

7. Dissolution

Congregations intending to withdraw shall give official written notice of intention one year in advance. A withdrawing congregation shall make a just and equitable settlement of its obligations to ISJ. Should ISJ Academy be dissolved and discontinue operation, its property and financial assets shall be apportioned as decided by the Board. The physical building is and remains the property of St. James Lutheran Church.

8. Adoption

Adoption of this policy book shall be effective immediately upon presentation to each congregation, per approval previously granted in the June 28, 1971 Joint Voters' Meeting.

The Joint Board of Education amended this document on June 19, 2018.

B. By-laws

1. Term of Board Membership

Board membership shall be determined by the individual participating congregations. A term shall be on a cyclical basis for two (2) years and shall overlap providing for continuity of board policy.

2. Officers

At its June meeting, or as soon as possible thereafter, the Board shall elect, by ballot from among its members, a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as may be necessary for the operation of the school. The duties of respective officers shall be set forth in the policies.

The term of Board officers shall be two years, and continue in that position if elected by the board. Elections shall be held in June each year for open positions.

3. Qualifications and Responsibilities of Board Members

Board members shall:

- a. Possess experience and demonstrate leadership in the congregation and/or school.
- b. Regularly attend Board meetings and properly represent the interests of the school to their respective congregations.
- c. Report back to their respective congregations a status report on the school's activities through a Board representative.
- d. Act as a representative for the Board in individual church's Voter's Assembly meetings.
- e. Regularly attend church and maintain membership in one of the participating congregations in good standing.
- f. Perform their role in a professional manner, dealing with sensitive matters in utmost confidentiality.
- g. Work with the Principal in carrying out their functions.
- h. Listen and be sensitive to the needs of others.
- i. Study the agenda and reports before each Board meeting.
- j. Carry out their responsibilities on actions of the Board following meetings in which responsibilities have been delegated.
- k. Maintain current policy books given to Board members and be responsible for relinquishing such information when their term has been completed.
- l. In order for Board members to remain as objective and neutral as possible in the overseeing of the operation of the total school program, no member shall be a paid faculty of the school. Board members may be the recipient of tuition assistance (i.e., grants, work programs, etc.), however, such assignment should not be one which could be construed to be a staff employee.
- m. In the event of a conflict of interest, board member/s shall recuse themselves from discussion and voting on that particular item.

4. Committees of the Board

The Board may, by resolution, designate committees, which may exercise the powers of the Board in the management of the business and affairs of the school. The committees shall keep regular minutes of their proceedings and report to the Board when required. Committee chairpersons may make emergency decisions and take the necessary action required, (actions that are usually conducted during Board meetings) providing two-thirds of the Board members have been contacted (a representation from all participating churches) and are in full agreement of such action. In such cases, a full report shall be given at the next Board meeting. Subcommittees may be formed to study issues dealt with by the Board.

5. Meetings

In the regular meetings of the Board, all questions or order shall be decided in accordance with Robert's Rules of Order unless such rules are contrary to the Constitution.

The voting procedure to pass issues dealt with by the Board shall be brought forth by a motion, seconded and then voted upon. The majority rules and the Chairperson shall not vote except in the occurrence of a tie, in which case the Chairperson breaks the tie.

Regular Meetings. Regular meetings of the Full Board shall be held at least quarterly at a place and time to be determined by the Board. This should be a regular, established time. Attendance is expected by all Board members.

Special Meetings. Special meetings of the Board may be called by the Chairperson or Vice Chairperson on adequate notice to each member. In addition, special meetings may be called on the written request of two members of the Board.

At all meetings of the Full Board, two-thirds members present shall constitute a quorum for the transaction of business.

6. Minutes

Minutes of the proceedings of Board meetings may be available upon request for reporting regularly to the Voter's Assemblies of participating congregations.

7. Budget

The annual budget, prepared by the Board, shall set forth to the best of their knowledge, all of the financial requirements.

The annual budget will be based on the reasonable needs of the school in relation to the total financial ability of the churches to support its educational programs.

In forming the school budget, all expenditures shall be considered in relationship to the total school program.

Requests for expensive equipment and major repair of equipment will be submitted with the annual budget requests, except in cases of emergency.

Any expenditure over \$250 but not exceeding \$1000 not included in the approved budget, including student scholarships and financial aid, must be approved by two members of the executive committee (i.e., officers of the board). Any expenditure over \$1000 not included in the approved budget, including student scholarships and financial aid, must be approved by the Board.

8. Tuition

Tuition and the mode of payment from sister congregations and others who do not come from participating congregations, shall be paid directly to the school.

9. Amendment

These By-laws may be amended by approval of a two-thirds majority of the Board. Such amendments shall become effective at the next meeting following the ratification.

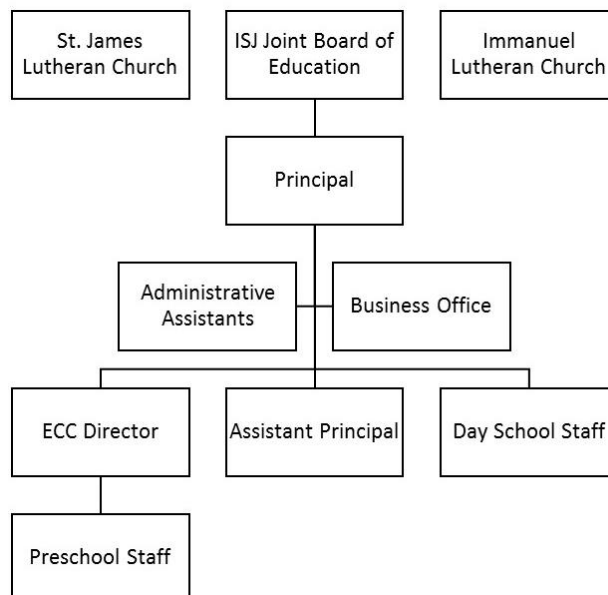
10. Synod Recognition

Recognition by the Synod (i) is not an endorsement of the fiscal solvency of ISJ Academy, nor of services or programs offered by ISJ Academy, (ii) does not express or imply endorsement of the fiscal solvency of ISJ Academy, or Synod responsibility for the debts or other financial obligations of ISJ Academy, and (iii) does not cause the Synod or its districts or congregations to incur or be subject to the liabilities or debts of ISJ Academy or its subsidiaries and/or affiliates.

11. Preschool Resolution

WHEREAS,	the Immanuel-St. James Lutheran Preschool was not originally an educational ministry of Immanuel-St. James Lutheran School and,
WHEREAS,	the operation of the Preschool for the past years has been assumed by the Joint Board of Education of Immanuel-St. James Lutheran School without true jurisdiction, and
WHEREAS,	the Preschool has served our broad community and developed into a strong feeder to our school growth and provided proven and potential growth of the Immanuel and St. James congregations; therefore,
BE IT RESOLVED:	that the Immanuel-St. James Lutheran Preschool be fully incorporated into the Immanuel-St. James Lutheran School and will be governed by the Constitution and Bylaws of the school and all policies and operating procedures established by its Joint Board of Education.

12. Organizational Chart



III. Curriculum, Instruction, and School Activities

A. Accreditation

ISJ Academy is fully accredited by the National Lutheran School Accreditation Team and by the Michigan Association of Non-public schools. The school has successfully met the NLSA and MANS standards and participated in a site visit by an accrediting team of professional educators. These agencies endorse our program because they:

1. Foster excellence in elementary education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school has clearly defined and appropriate educational goals and objectives and established conditions under which their achievement can be reasonably accomplished.

ISJ Academy was incorporated as Immanuel-St. James Lutheran School in 1973 and is fully approved by the Michigan Department of Education and Preschool Department of Social Service – Child Care Division.

In addition, in 2003 the National Lutheran School Accreditation accredited the school. ISJ Academy will continue to maintain this accreditation through the recommended process/procedure.

Furthermore, Immanuel-St. James Lutheran School changed its name to ISJ Academy in 2016.

B. School Calendar

A school calendar shall be prepared by the Principal generally in coordination with that of the Grand Rapids Public Schools to facilitate student transportation.

1. School hours

ISJ Academy is open Monday through Friday starting at 7a.m. for before care and closes at 6 p.m.

Kindergarten Full Day – 8th Grade:

8:10 a.m. – 3:10 p.m.

Early Childhood (Preschool/Pre-Kindergarten):

Full Day: 8:10 a.m. – 3:00 p.m.

Half Day: 8:10 a.m. – 11:30 a.m.

Before and After Care:

7:00 a.m. – 8:10 a.m.

3:00p.m. – 6:00 p.m.

2. Days of Instruction

There are no state requirements for the number of days and hours for non-public schools. However, the M-A-N-S Board and MNSAA have accepted the state's requirements for its constituent/diocesan expectations and requirements and ISJ shall follow these requirements outlined in the Pupil Accounting Manual Handbook from the Michigan Department of Education.

3. Inclement Weather

If the inclement weather causes the school to delay or close, the Principal will notify the appropriate news media. Watch for closing information on news outlets, social media, or official school communication

tools such as Fast Direct. ISJ automatically closes when Grand Rapids Public Schools closes due to inclement weather.

C. Early Childhood Program

The philosophy of the ISJ Early Childhood Program is that early childhood should be a time of fun, warmth, security, exploring, and discovery. Young children are creative and receptive; the staff strives to nurture and encourage these qualities in children who attend.

The purpose of this program is to provide a Christian atmosphere that encourages social, emotional, physical, intellectual, and spiritual growth and development of the whole child.

Planned within the framework of philosophy and purpose, ISJ Early Childhood curriculum includes sharing and conversation time; stories, songs, and fingerplays; creative art activities and small muscle developing crafts; games and large muscle activities; field trips throughout the community; food preparation; science and nature activities; exposure to shapes colors, numbers, and letters; and the celebration of birthdays and holidays.

1. Parent and Teacher Communication

Our desire is to be available to answer parents' questions and concerns. Parents are encouraged to visit the school at any time. We ask that you be respectful of the teachers and students by not disrupting your child's class or distracting your child from involvement in class activities. We want to do our best to keep all our families informed about what is happening at our center. Parents need to be aware of several very important forms of communication that we use.

Newsletters: A newsletter will be sent home with your child. This may include learning goals, such as current classroom projects, activities, and concepts taught; information on upcoming church or school events, and other tips and activities for families. In addition, these newsletters will contain reminders on up-coming special activities, as well as, requests for special classroom supplies or volunteers. We strongly encourage you to read these newsletters, the information within can benefit both you and your child.

Information Board: A parent information bulletin board containing items of information and special notes or reminders for the week is located at the entrance to the classroom. Please routinely check the schedules, calendars, menus, and notes posted on this board.

2. Progress Reports

Progress reports and Parent Teacher Conferences are scheduled as follows:

- 3 year olds will receive two written evaluations during the year. A parent teacher conference will be held in early spring.
- 4 and 5 year olds will receive two written evaluations during the year. Parent teacher conferences will be held in November and in the spring.

If at any time you have a concern or a problem that involves your child and school, please call the main office to make arrangements for an appointment.

The teacher will respond to any concerns or difficulties arising at school and will notify the parent/s by phone, in person, or a written note requesting a consultation. Our staff is always nearby to lend support, answer questions, or discuss the needs of the child.

3. Clothing

We recommend that all children wear comfortable, washable, play clothes. Clothing that is easy to manage encourages independence and self-help. Painting, clay, sand play, among other activities are usually available to your child and some items will not wash out of clothing. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle.

All children are required to keep a complete change of clothing (for the current season) at school in case of an accident. Label each item with your child's name and place them in a sealable bag, labeled with your child's name. If these clothes are used, be sure to replace them the next day. We will check periodically to be sure that children have appropriate clothing and have not outgrown the items on hand.

All shoes should be in good condition to avoid injury. We strongly recommend that sandals have a back strap for support. Please no crocs (or croc type shoes) or flip-flop type sandals. These types of footwear are unsafe for use on our playground. Socks must be worn with shoes and sandals.

All jackets, sweaters, book bags, backpacks, lunch containers, and other personal belongings must be clearly labeled with your child's name. Many children have identical items and without names, it is very difficult to identify to whom they belong.

4. Snack and Lunches

We provide a nutritional snack and drink for all children in our program. We serve a variety of raw fruits and vegetables, pretzels, crackers, cheese, and yogurt accompanied with 100% fruit juice, milk, or water to drink. Those enrolled in the Extended Care option will receive an afternoon snack.

All full day students must bring a lunch from home. We do request that you send nutritious, healthy meals that are proportioned for your child, which include vegetables, fruits, bread or bread alternatives, and meat or another protein. The center will provide milk for all children at lunch. Please make sure that adequate cold packs are included in lunch containers as needed.

5. Rest/Nap Time

All children enrolled in Preschool/Pre-Kindergarten will be required to rest. Those who are beginning to outgrow naps are encouraged to rest quietly for a while and then are given a quiet activity to work on at the tables. A story and quiet music are often used to help the children relax.

Our storage space for cots and resting items is limited. Therefore, we are asking you to help us by following these rules for your child's sleeping accessories:

- Limit your child to one sleeping buddy of normal stuffed animal size. Sleeping buddies should be soft and cuddly, not a toy that will become a playmate.
- Limit the amount of bedding provided to 1 cot/crib sheet and 1 child sized blanket (please smaller than a twin and not a comforter), small nap roll, or beach towel with which to cover up.
- If your child would like a pillow, please make sure to pack a small pillow that will fit completely in their bag.
- For sanitary purposes all bedding shall fit in a plastic bag that can be closed.

We will send blankets/sheets home to be washed once a week or more, especially if your child has been sick. You are welcome to take them more often if you wish. Please return all items in the bag after they have been washed each week.

6. Toys and Personal Items

We realize that all children have special treasures, such as stuffed toys, recent gifts, and the like. These items are welcome in the classroom, but must be played with only at designated times. We request that toys/items from home be limited to no more than two items that fit easily in your child's backpack or book bag. Children may not bring in any toys, games, or other items that promote fighting or violence; for example, Power Rangers, X-Men, wrestling, and the like would not be acceptable choices. Electronic devices will not be allowed. Please be sure to label all of your child's items. We cannot assume responsibility for items damaged, lost, or left in the school.

7. Special Celebrations

Birthdays: Your child's birthday is a special day! We enjoy being a part of your child's birthday celebration and like to recognize birthdays if that is your preference. Parents are welcome to provide the snack for the child's class. Please discuss this with your child's teacher a week in advance. Please keep refreshments simple. Elaborate parties should be done at home. Private party invitations may be distributed only if all of the students in the class are invited.

Holidays: ISJ respects the right of individual families to celebrate holidays as they wish. However, within the early childhood programs, we will not emphasize the more commercial aspects of the holidays. Instead, we will take advantage of our privilege as a Christian school to celebrate the Christian aspects of these holidays.

When a holiday is approaching, each class will offer further information as to how they will celebrate. Parents may be called upon to volunteer in the classroom or donate special treats or supplies for the celebration.

D. Day School Curriculum & Educational Goals

Our religion curriculum is at the center of all we do. Each teacher works at integrating the faith into all subject areas. All materials are Bible-based, Christ-centered, and age appropriate. The lessons help students learn how the Gospel affects them, encouraging them to put their faith into practice. Biblical knowledge is built at each grade level. For example, our youngest preschoolers learn about Jesus and His love through the use of big books, puppets, and creative storytelling. Our oldest students, seventh and eighth graders, study Old and New Testament history. In addition, they spend time each week studying Christian doctrine with the pastors of both churches.

1. Memory Work

Why memory work? At ISJ the benefits of memory work far outweigh the disadvantages. Every grade does weekly memory work for two reasons. Memory work helps discipline the mind to retain information and record facts. Far more importantly, the memorization of Scripture puts the precious word of God in the children's minds and hearts. Never will a child be at the mercy of evil forces when he/she can quote scripture.

What do ISJ students memorize? The core of the curriculum is from our religion series published by Concordia. This includes numerous Bible verses from the Old Testament, the New Testament, the Ten

Commandments, and the creeds, as well as other sections of Luther's small catechism. Every teacher may supplement with additional hymns or prayers.

How much work does each child have to memorize? The amount and difficulty increase with each grade level.

2. Math

Math instruction at ISJ uses success-oriented programs that enable all children to develop a solid foundation in the language and basic concepts of all areas of mathematics. Instruction purposely progresses at a pace that allows children to develop competence and confidence. Learning is presented in increments with time provided between increments for practice. Mathematical strands are integrated throughout the year rather than taught in isolated units. The Saxon Math series is used in our lower elementary grades and Houghton Mifflin series in our upper elementary.

3. Language Arts

Reading is essential. Our goal at ISJ Academy is to have every child become a skilled reader.

Our reading series is phonics-based. We are very aware that to become a skilled reader, reading must be enjoyable. Therefore, each teacher incorporates additional literature into the curriculum.

Several motivational activities are planned throughout the year to encourage reading. Examples are the Pizza Hut Book-It Program, and special trips for students who achieve a reading goal.

We at ISJ are especially proud of our writing program. From our youngest students and their dictated stories to our older students and their prize-winning poetry, we stress the fundamental skills and creative expression that good writing provides.

Our spelling and English curricula support and increase our students reading skills.

4. Accelerated Reader

The Accelerated Reader program is a computer based reading program. It is widely used in many schools across the country. At ISJ we are using this program as another tool to help our students improve their reading. One of the goals of the Accelerated Reader program is to improve a student's reading comprehension. In addition, this program can be a motivation for some students to read because they like to take the tests on the computer. The Accelerated Reader program fosters an enjoyment of reading. It is a wonderful way to encourage and monitor children's independent reading. The tests over the books can give parents and teachers information on how their child is doing in their independent reading. This can show a child's growth or struggles in their reading. This is one of the reasons that we will encourage students to read Accelerated Reader books.

5. Science

At ISJ Academy, science is taught as the search for truth, and God's word as the source of truth. The science textbook we use is published by Scott Foresman. In each science lesson the teacher looks for opportunities to integrate the faith. Care is taken to make the connections that:

- Show God as a Maker of all things; He created the natural laws and set them into motion.
- Uphold God's Word as truth, and science as the search for truth.

- Are natural and relevant.
- Stimulate a discussion of Christian values and applications for the new life we have through Christ Jesus.
- Tell when popular belief systems contradict the Word of God.

6. Social Studies

At ISJ Academy, the Social Studies program helps our students acquire the knowledge and skills needed to be involved, informed and responsible citizens. While focusing on history and geography, our students learn about real people in diverse cultures—past and present.

Grades 1-3 learn about ways people live in a variety of communities—in our country and in other nations. Map and globe skills increase at each grade level.

Fourth graders study about Michigan and its past, present and potential. The students are excited when they find Grand Rapids and familiar pictures in their textbooks.

Students in grades 5—8 study in depth the geography, history, culture and government of regions in the United States and elsewhere in the world.

Field trips provide our students with wonderful learning experiences. Some of the trips that relate directly to Social Studies include a trip to the state capitol, museum visits, and a day spent in a one-room schoolhouse.

7. Worship

All school chapel services are to be conducted weekly and provide opportunities for students to participate in school-wide worship. Opportunities to plan and lead worship are encouraged. Student offerings shall be collected and distributed to ISJ Academy's designated mission projects.

8. Use of Technology

ISJ Academy will issue all students in grades 3 - 8 Google Chromebooks for educational use in school. The Acceptable Use Policy outlined in [Addendum 1](#) provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook, and being a good digital citizen. Parents are required to acknowledge their acceptance of said policy in the annual **Student Enrollment and Information Form**. Students and parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

9. Shared Time Classes

ISJ Academy is privileged to have the services of additional teachers. All of them come to us through the shared-time program of Grand Rapids Public School. This program, which is funded by the state, allows public school instructors to teach specialized courses to parochial school students. Shared time teachers play an important role in helping our staff shape well-educated, well-rounded students.

Our students have an art teacher, a computer teacher, a music teacher, a Spanish teacher, and a P.E. teacher.

ISJ is fortunate to work with a team of special education teachers from GRPS. These instructors are able to test our special-needs children and offer suggestions. Services include speech, language development, occupational therapy and social work.

10. Homework

Homework is an activity that is assigned and is to be done at home to reinforce or extend learning. In addition, it is work the student did not completed during the allotted time in school. Homework is an expected activity and is top priority. Late or incomplete homework will have a negative effect not only on the student understanding the material, but usually a negative effect on the grade. Parents should provide encouragement and a quiet place for study.

If your child is absent due to illness and you wish to pick up daily homework assignments, please notify the school office before noon. Assignments may be picked up in the school office at the end of the school day. The student will be allowed the same number of days that she/he is absent to make up any necessary homework after the student has returned to school.

11. Testing Program

In addition to regular subject matter testing, ISJ administers standardized achievement tests to every student in grades 1-8 each spring. Teachers use the results for the guidance of the individual student and for curriculum planning.

12. Grade Reports and Scale

Parents can view their child's grades on a regular basis on Fast Direct. We feel that this is a great communication tool to monitor a child's academic progress. This is a secure web-based program and parents/students will be given their own access code.

The following is the grading scale for grades K through 4:

1 = Exemplary: Student consistently demonstrates an in-depth understanding of the standards, concepts, and skills taught during this reporting period.

2 = Proficient: Student consistently demonstrates an understanding of the standards, concepts, and skills taught during this reporting period.

3 = Approaching Proficiency: Student is approaching an understanding of the standards, concepts, and skills taught during this reporting period.

4 = Non-proficient: Student does not yet demonstrate an understanding of the standards, concepts, and skills taught during this reporting period.

The following is the grading scale for grades 5 through 8:

A	93- 100	B+	87-89	C+	77-79	D+	67-69
A-	92-90	B	83-86	C	73-76	D	63-67
		B-	80-82	C-	70-72	D-	60-62
						F	Below 60

In addition, students in grades K through 8 are assigned the following effort grades:

- + = Outstanding effort
- / = Satisfactory
- = Less than satisfactory

Report cards are issued four times a year. Midterm reports are issued four times a year with the December and May midterms being for deficiency only.

E. Field Trips

These trips may take many forms (plays, tours, investigations) and are arranged by the school and teachers with the students' interest and learning in mind. Any field trip which is of an overnight nature shall have appropriate male/female staff and/or parent supervision if not provided by the host facility.

Parents receive notice of the event in the newsletter or by a special letter from the teacher. The school seeks consent of parents at the beginning of the school year allowing students to participate in field trips throughout the year. Parents are required to pay any costs associated with the field trips in advance.

In many instances, we must rely on parents for transportation. Drivers are required to complete the [Driver Authorization Form](#) for Field Trips, have a valid driver's license, current vehicle insurance on file in the main office, submit to a central registry clearance and drug test, and have a vehicle in good repair.

F. Athletics

ISJ's athletic program emphasizes Christian values -- during practice and games -- for coaches, players, friends and families. Although players will practice and play their games to the best of their ability, exhibiting faith in Jesus Christ -- and not just winning -- will be the most important goal of the season.

All athletic programs shall demonstrate Christian sportsmanship. Because our bodies are "the temples of the Holy Spirit," physical education and sports are an integral part of the curriculum. The primary purpose is to promote the physical, mental, spiritual, emotional, and moral well-being of the participants.

1. Eligibility and Conduct

The athletic program is open to participation by all eligible students. The student accepts the training rules and regulations. Volleyball is limited to students in grades 6 - 8. Girls basketball is for those eligible in grades 3 - 8. Students must meet the following requirements in order to be eligible to participate in on-going extra-curricular sports.

- On a weekly basis, a student earning below a 2.0 average (or an F in any one subject area) is ineligible for the next week's practices and games.
- Must demonstrate and show respect for the dignity, safety, and property of others

The following guidelines shall be used throughout the course of a marking period to identify and help students who are in danger of becoming ineligible:

- Teacher discusses problems with student as soon as they arise or as the teacher becomes aware of the problem. The teacher alerts the Principal and other departmental teachers.
- The Principal informs the student's parents, explaining that the student has a one-week grace period to improve grades. If grades do improve, the athlete may return to practice and playing.

If grades do not improve, the student is ineligible to play extra-curricular sports until such time that grades have improved.

Parents of ISJ Academy are informed about the athletic academic requirements at a preseason meeting and are required to sign an agreement to ISJ Academy's academic policies in regards to eligibility and participation.

Rules of conduct for Athletes:

- Keep things in perspective.
- Understand the equal importance of ALL team members.
- Let your light shine.
- Exhibit good sportsmanship.
- Have fun!
- Win graciously.
- Lose graciously.

2. Attendance and Commitment

Be on time to practices and games. Joining a team is a commitment to the team. Your coach and your team are expecting you to be there. If you have to miss a game or a practice, your coach must be notified prior to your absence. Failure to do so will constitute an unexcused absence and will result in decreased playing time or other disciplinary measure. Illnesses and family emergencies will be considered excused absences. If you play on another athletic team, understand that the commitment to our school team takes priority over all others.

Students must be in school the day of a game or practice, or the Friday before a Saturday game in order to participate - unless excused by the Principal.

General rules:

- Practice is mandatory unless excused by the coach.
- No jewelry of any kind shall be worn during practices or games.
- Chewing gum during practices or games will not be permitted.
- Hair accessories must be soft.
- Be on time!!!
- In the event that a practice or game is canceled, the students will be permitted to use the office phone to communicate that information to their parents.

All students who sign up for the team will be on the team. Minimum amount of playing time per game is as follows:

Boys Basketball	4 minutes
Girls Basketball	3 minutes
Co-Ed Volleyball	Guaranteed play time per match

Basketball: Sixth grade students may play on Seventh and Eighth grade team when turnout is fewer than eight participants. All sixth graders will be invited, but they will not be guaranteed playing time. Student-athletes in grades 7-8 and 5-6 will be the starters for their respective teams.

Volleyball: Fifth grade students may play on the sixth through eighth grade volleyball team when sixth through eighth grade turnout is less than nine. Fifth graders will not be guaranteed playing time.

3. Uniforms

ISJ issues school owned uniforms to student athletes. Students are required to sign the uniforms out at the beginning of the season and sign them back in at the end of the season. Additionally, students should only wear uniforms when participating in a scheduled game. Students should refrain from eating or drinking (other than water) while in uniform. Parents will be charged for the replacement cost should the uniform be lost or ruined.

4. Injury and Concussions

ISJ does not assume any financial expense incurred because of athletic injuries. Therefore, every athlete should be covered by the parent's health insurance. Athletics is a voluntary program in which the student may participate if she/he desires, but at the student's own risk.

All teachers and coaches must take on-line concussion training annually.

Students and parents must review and sign a concussion information sheet before the student is allowed to participate in athletics.

In the event of a possible concussion:

- Student must be removed from participation.
- Concussion signs and symptoms checklist must be completed by a coach and sent home with a student along with a concussion fact sheet to aid parents in monitoring their child.
- The State of Michigan requires that a youth athlete removed from physical activity, shall not return to physical activity until he/she has been evaluated by an appropriate health professional and receives written clearance authorizing the youth's return to participation.

More information about concussions is available at <http://www.cdc.gov/headsup/index.html>

5. Standards for Parents and Fans of Athletes

The parents of ISJ are responsible for transportation to and from practices and games. ISJ athletes should be picked up and/or taken home with a reasonable amount of time after the practice or game. As Christian role models for students at ISJ, parents, fans, and supporters are responsible for following these guidelines while attending athletic contests:

- do not use abusive language.
- treat all officials with respect and will refrain from criticizing officials during and after games.

- monitor their children who are attending the game.
- cheer for all team members. Put-downs of athletes, coaches or fans are prohibited.
- remember actions reflect the reputation and good name of the sponsoring school.

Anyone who disregards these guidelines shall be asked to leave the gym or playing field. If anyone refuses the request to vacate the area, the game shall not continue until the person or persons leave and could result in the forfeiture of the game. The coaches of both teams shall see that these regulations are enforced. Anyone who consistently violates these regulations shall not be allowed to attend games until such time as determined by the school Principal or Athletic Director. Any coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the school Principal or Athletic Director.

G. Parent-Teacher Conferences

Parent-Teacher conferences are held twice a year. Specific times are set aside for parents and teachers to talk together so that both parties can gain insight on student accomplishments and challenges.

Teachers and parents are encouraged to meet whenever a need arises. Children thrive when teachers and parents work as partners.

IV. Students and Student Services

A. Parent Commitment

To be effective in providing a school of harmony, security, and Christian growth, we ask that parents prayerfully commit to the following terms. The goal of these steps is always to restore relationships, and in so doing, promote the sharing of the gospel of Jesus Christ.

- Commit to giving 30 hours of time and talents per family (15 hours for single parent families) for the year to help the school grow and improve. In the event the year passes and only partial hours are fulfilled, a billing statement of the remaining hours x minimum wage will be sent home. This is a bill and needs to be acknowledged as such.
- Commit to dressing your child according to the dress code of ISJ Academy.
- Commit to supporting the administration and staff of ISJ Academy as they use the discipline policy as a tool to teach students to radiate the love of Jesus in thought, word, and deed.
- Commit to resolving problems by following the principles as found in our Lord's direction in Matthew 18: 15-17:
 - Speak to the person with whom you have a conflict.
 - If there is no resolution, take the matter to the Principal.
 - If there is still no resolution, take the matter up with the Joint Board of Education.
- Commit to uplifting and praying for the staff and children of ISJ Academy.

B. Enrollment and Admissions Policy

All children considered for enrolled in ISJ must have the following on file in the school office:

- The annual Enrollment and Student Information Form,
- The [authorization form](#) to contact former schools if child is a transfer student
- An official copy of the child's birth certificate, which is issued by the state or county, not a hospital birth certificate.
- A Health Appraisal Form. Each child is required by state regulations and/or school policies to have on file a completed health appraisal form. Your child's health appraisal must be completed and filed in the school office within ten days of the child's admittance into school or the child may be excluded from the program.

If a class is full when a parent calls, the child's name will be placed on a waiting list to fill vacancies as they occur.

1. Early Childhood Program

Children who are 3 years old up to kindergarten age are eligible to enroll in the preschool. Children must be toilet trained and have a medical examination within 6 months prior to the start of preschool.

Admission requirements and enrollment procedures are as follows:

- A child must be 3 years old by admission to be admitted into Preschool
- A child must be 4 years old by September 1 to be admitted into Pre-Kindergarten.
- If the classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.

Parents can look for some of the signs that their child might be ready and encourage areas like:

- Can your child work and play independently for short periods of time?
- Is your child able to focus on one project or task for several minutes?
- Can your child follow simple directions with gentle reminders or cues?
- Can your child remember to use the restroom by themselves or with subtle reminders, and do they have the ability to dress, undress and feed themselves?
- Can your child play alongside other children, cooperate, and share?

2. Day School

For kindergarten, a child must be 5 years old by October 1 in order to be eligible to enroll. We reserve the right to administer a “kindergarten readiness test” to those children who did not attend ISJ Academy.

Enrollments are accepted during early registration according to the following priority:

- Currently enrolled students (January – February)
- Immanuel and St. James Lutheran Congregation members (January-February)
- Open Enrollment (February)

The needs of the child, as well as the needs of the rest of the students in the classroom, are high on the list of priorities for consideration. The student’s current level of achievement, behavior and discipline concerns, the parents’ past tuition payment history, present class size and special needs, and the demands on faculty and staff will all be considered as applications are reviewed.

Children enrolling in grades 1-8 must present a transfer and grade card from their previous school; parents must complete all the required enrollment forms. According to Section 438, Subsection (b) (1), parts A and B of Michigan’s Education Amendment of 1974, “Protection of the Rights and Privacy of Parents and Students,” school officials (including teachers within the educational institution and officials of other schools in the school systems in which students may intend to enroll) may receive a student’s records without a written consent for such release. Until all records and forms are received, enrollment and grade placement are conditional.

The Principal with the assistance of other professionals, when warranted, will make decisions regarding enrollment and re-enrollment and will notify parents of the decision.

C. Attendance

In accordance with the state laws, all pupils in day school are held to regular and punctual attendance. Absences must be excused in writing by the parents. These written excuses are to be presented to the teacher prior to admission to class. Parents and teachers should coordinate homework during periods of extended absences.

To assure the safety of the children and to maintain the best possible system of attendance accounting, we request that parents call the school by 7:00 a.m. or when possible, for each day the child is absent. You may leave a voice mail if no one is available to take your call.

If your child is absent by 8:00 a.m. and no excuse has been called in, someone from the school will call your home by 9 A.M. to make sure your child is accounted for. If there’s no answer, emergency numbers will be used.

1. Tardiness

Tardy students disrupt the classroom activities and hinder learning; therefore, parents shall be sure that their children are in the classroom by 8:10 a.m. sharp so to be ready for classroom opening by 8:15 a.m. each morning. A fee of \$5.00 per tardy will be assessed.

When a student is late, he/she must report to the school office for an admitting slip. This is necessary so the student can be properly admitted to class and the secretary can change the attendance report without disturbing the class already in progress.

Excused tardies (medical appointments, dental appointments, and other similar appointments) need an official doctor's note brought to the office.

Parents who respect the school rules by being prompt are establishing good work habits for their children. If the occasional tardy does occur, please inform the school office explaining the tardy.

2. Release of Student during School Day

Parents who need to pick up their child early are required to send a note to school. Parents must check in to the school office before their child will be released to them.

D. Dress Code

The following table outlines the dress code for ISJ. Clothes must be purchased from a school uniform distributor. Suggested stores that carry approved school uniforms include: Kohl's, Target, Meijer, and Land's End.

	Boys	Girls
Pants	Dress Pants— pleated or plain front, no cargo pants, no corduroy. Khaki, Black, Navy Blue	Dress pants— pleated or plain front, no stretch or cargo pants, no corduroy. Khaki, Black, Navy Blue
Walking Shorts	Pleated or plain front—no cargo shorts Khaki, Black, Navy Blue	Pleated or plain front shorts (knee-length) Khaki, Black, Navy Blue
Shirts	Long or Short Sleeved polo shirt (Solid Colors): White, Navy, Light Blue, Burgundy, Yellow, Gray, Dark Green, Black Oxford shirt-classic button-down collar White/Light Blue (Shirt tails must be tucked in).	Long or Short Sleeved polo shirt (solid colors): White, Navy, Light Blue, Burgundy, Yellow, Gray, Dark Green, Black Blouses: white only and must be tucked in
Turtleneck	Solid colors (same as shirts)	Solid colors (same as shirts)
Sweater	Solid colors (same colors as shirts) Vest, Cardigan, Pullover, round or V-neck. Shirt collar must show.	Solid colors (same colors as shirts) Vest, Cardigan, Pullover, round or V-neck. Shirt collar must show.
Skirt/Jumper Skorts/ Capris		Solid colors — Khaki, Black, Navy Blue; Knee length or below
Socks	Solid colors (socks must always be worn with shoes or sandals).	Solid colors socks or tights (socks must always be worn with shoes or sandals).
Shoes	Dress or athletic shoes; sandals. White, Black, Brown, Navy Blue	Dress or athletic shoes; sandals. White, Black, Brown, Navy Blue
Hair	Hair must be well groomed. No extreme styles or colors.	Hair must be well-groomed. No extreme styles or colors. 7th and 8th grade girls may wear make-up (applied sparingly).

Any type of dress that is determined by the administration and staff to be inappropriate in the school environment is prohibited. Body piercing (other than ears) is not acceptable. Uniforms must be neat, clean, and in good condition.

The last Friday of each month will be Casual Friday. On this day, jeans, sweatshirts, or t-shirts may be worn. Shirts must have sleeves; any words/graphics must be appropriate. Socks must be worn with shoes or sandals. In addition, the second Friday of each month will be designated Casual for a Cause. Students will be able to dress casually if they donate to a special cause. Students may dress casually on their birthday. (Students with a summer birthday may choose a school day to dress casually.)

E. Busing Information

Busing is provided to ISJ from Grand Rapids Public Schools (GRPS). To be eligible for busing, you must live within the Grand Rapids Public School District. If you use daycare, that must be within the district. Elementary students must reside at least one mile from ISJ and seventh and eighth grade students must reside at least 1.5 miles to be eligible for busing. To request busing, complete the [transportation request form](#) and return it to the office.

Grand Rapids Public Schools will establish all bus stops and students must be at the bus stop at least 5 minutes before the designated pick-up time.

A student must take regularly scheduled transportation from school unless a note from his or her parent is received. If the change means taking another bus home, the student must present the note for the Principal's signature, and then present this signed note to the bus driver. Students and parents should not make these arrangements by phone unless an emergency comes up after the child has left for school.

1. General Bus Rules

- Follow the bus driver's directions and posted GRPS rules found in each bus.
- Stay in your seat.
- Keep all parts of your body in the bus.
- No pushing or shoving.
- No eating, drinking or chewing gum.
- No loud talking or noise that could disrupt the driver.

2. Discipline Plan for Bus Violations

- First GRPS Discipline Report: warning issued, parents notified.
- Second GRPS Bus Discipline Report: loss of bus-riding privileges, including shuttle bus for three school days.
- Third GRPS Bus Discipline Report: loss of bus-riding privileges, including shuttle bus for 10 school days.
- Fourth GRPS Bus Discipline Report: loss of bus-riding privileges for one month (20 school days). With possible permanent removal of bus-riding privileges.

F. Discipline Policy

The Word of God guides discipline at ISJ Academy. God's Word gives the responsibility of education to parents. Therefore, when parents/guardians delegate responsibility for education to the school, they delegate responsibility for discipline to the school staff.

Discipline is a positive action that consists of positive rewards for appropriate behavior. Teachers and staff actively seek out positive behavior and reinforce it so that students want to repeat it, thus making a habit of living according to acceptable standards. We believe all students can behave appropriately while at school. Any student's behavior that stops a teacher from teaching, staff, and volunteers from doing their jobs, or prevents classmates from having an opportunity to learn, will not be tolerated. Teachers have a right to teach and every student has a right to learn.

When a student repeatedly chooses not to follow the rules, steps must be taken to help create an atmosphere conducive to teaching and learning. Teachers will make every effort to teach all children fairly, with age-appropriate discipline, and in accordance with God's Word. Parent-teacher communication is very important in dealing with matters related to school discipline. In general, we expect all to:

- Obey all teachers, according to God's commandments to obey authority.
- Follow directions the first time they are given.
- Always walk in the building.
- Keep your hands and feet to yourself.
- Avoid loud and disruptive noises.
- Do not loiter in the hallways and bathrooms.
- Give respect to those in authority and to fellow students.

1. Early Childhood

Maintaining order, safety, and discipline in our program is very important. In order to be sure that everyone benefits from, and enjoys our program in a safe environment, it is necessary to establish the following discipline policy.

a. Behaviors

There are three basic areas of possible behavior problems. The following lists within each category are not intended to be complete lists, but rather examples of behaviors falling into each category. It is ultimately up to the teachers and the Director of the Early Childhood Program to determine if a behavior is problematic.

- **Disruptive Behavior**: A child who is being disruptive, is disrespectful to people or property, lying, interrupting speakers, making excessive noise, or not listening.
- **Abusive Behavior**: A child who is being abusive is hitting, kicking, punching, biting, or stealing. He or she is being abusive when destroying property, or using unkind, abusive, threatening and/or obscene language.
- **Dangerous Behavior**: A child who is endangering himself, herself, or others is one who is running off from the class or group. In addition, dangerous behavior includes not following safety recommendations such as "no running in the hallways" or "no playing in the restrooms". Any behavior that requires a teacher to be devoted solely to one child for an extended period of time endangers the other children in the group and is therefore considered dangerous. Dangerous or harmful objects will be confiscated immediately.

Abusive and dangerous behavior will not and cannot be tolerated and therefore may result in immediate and strong action.

b. Disciplinary Plan of Action

- The reasons the behavior is inappropriate will be explained and the child will be reminded of the appropriate behavior.
- If the behavior does not improve, the child will need to remain in the direct company of a staff member at all times. Written notice will be given if this action is to be taken.
- Behavior that endangers the child or others in the program or on field trips will not and cannot be tolerated. Therefore, dangerous behavior may result in immediate dismissal from the program.

For a child not cooperating in a group learning situation, the child is reminded by the teacher of acceptable behavior. Removal from the group for a period of time is the next tactic used for a child 3 years of age and older who continually demonstrates unacceptable behavior. This time is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for himself/herself when he/she is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with the parent having the option of being involved in the process as well.

Discipline will never include the following: any form of corporal punishment (spanking, shaking, slapping etc.), humiliating, shaming, threatening, or depriving the child of snacks, rest, or other necessities.

c. Biting

Because younger children do not know how to express themselves fully with words, they resort to using physical actions to communicate their frustrations. Some children cry, some hit, and others bite. When a child does bite, the following procedures will occur:

The staff will separate the children involved. The child receiving the bite will be comforted and the bite area cleaned to prevent infection. The child who bit will be redirected to appropriate activities. An accident report will be completed and placed in both children's files and parents will be notified of the situation. We will not identify the biter to the parents of the child who was bitten.

The staff will take time to identify patterns in the biter's environment and emotional state at each episode and work to identify and minimize any triggers. In addition, we will work to teach the child more appropriate ways to express their frustration. The child will be closely supervised.

Both parents and caregivers should work together to prevent the children from biting. If children are permitted to demonstrate such behavior at home, there will be no chance of eliminating the problem at school. Most children soon stop biting after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the center, whether for a short period or permanently.

2. Day School

A safe and orderly environment is an essential component of an effective Lutheran school. Rules and corrective measures have been established for some common offenses. However, there could be other

acts of inappropriate behavior. In these instances, disciplinary action will be at the discretion of the Principal. All students are under the jurisdiction of the School Discipline Plan during school hours and any time they attend school-sponsored activities, on or off school property.

Discipline Procedures

Classroom rules are clearly spelled out in each classroom. While the specific rules vary from classroom to classroom, they all deal with the following:

- Being in the right place at the right time.
- Following directions.
- Being respectful.
- Treating others in a caring manner.

Discipline Reports

Discipline reports will be given to students for rule violations. These reports will be mailed to the parents/guardians, and must be returned signed by the parents/guardians.

1. First discipline report will serve as a warning, with appropriate discipline administered by the teacher.
2. Second discipline report is the same as the first, and student will be sent to the Principal for a conference.
3. Third discipline report will result in an after-school detention (a loss of recess in kindergarten through grade 3).
4. Fourth discipline report will result in suspension to be determined by the Principal.

Any student repeating the process that results in a second suspension will be referred to the Joint Board for possible further action, including expulsion.

Discipline Action Definitions

- a. Detention is a 30 minute, after-school discipline action served by a student in a designated classroom on an arranged day following the incident. While in detention, the student will complete an “action plan” stating the problem and the student’s plan to resolve the problem. No leisure activity will be allowed in the detention room. The parents are responsible to provide prompt transportation after the detention period.
- b. Suspension is the exclusion of a student from school for a period of one to five calendar days. Any student suspended from school is restricted from participating in any school related activity for the period of the suspension. The student will be responsible for the completion of all classroom assignments, but will receive no grade.
- c. Expulsion is the permanent exclusion of a student from ISJ Academy by the Joint Board. A parent/guardian may request a hearing with the full Joint Board. The decision of the Joint Board shall be final.

Violation Examples

Violations may result in a discipline report (NOTE: The violations with an asterisk (*) may result in immediate suspension, a report to the appropriate authorities such as the police, fire departments, and/or a referral to the Joint Board for possible expulsion.)

- a. Defiance of the authority of school personnel: refusal to comply with reasonable requests of school personnel.
- b. Destruction or defacement of property: the destruction or mutilation of property not owned by the student. Restitution or repair will be made by the offending student or the student's parents/guardians.
- c. Profanity or obscenity: the use of oral or written language, electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
- d. Disorderly conduct: speech, conduct or behavior that interferes with or disrupts the teaching or learning process.
- e. Dress code violations: students whose attire is not in accordance with the dress code. Hats, coats, and sunglasses are to be secured in lockers upon arrival in school and may not be worn in the building throughout the day, unless approved by the Principal.
- f. Cheating: willful or deliberate unauthorized use of the work of another person for completion of an academic assignment or test.
- g. Minor physical contact: shoving, pushing or similar altercations between two or more students.
- h. Threats: words or actions that threaten to do violence.
- i. Falsifying signatures or forgery: writing or using the signature or initials of another person, or altering a document before or after signature.
- j. Intimidation: bullying or other unkind comments directed at other students and intended to hurt or control.
- k. Leaving school grounds: being off school property at any time during the school day or during official school activity without permission of school authority.
- l. Malicious remarks: remarks, slurs or agitation directed at individuals due to race, color, religion, national origin, ancestry, age gender, or handicap condition will not be tolerated.
- m. Radios and other electronic equipment in school: radios, mp3 players, hand-held video games, pagers, cell phones, etc. are not permitted in school or on the bus except by special permission of authorized school personnel.
- n. Sexual harassment: touching or verbally offending anyone in a sexual manner against his or her wishes.
- o. Theft: the possession of stolen property, taking of property, conspiring to take property, or being an accomplice in the taking of property not belonging to the student.
- p. Unauthorized entry into school property.
- q. Aggressive behavior toward any school employee or adult. Physical contact or threat of physical contact towards school personnel, with the intention of doing bodily harm, by a student or group of students.*
- r. Arson or attempted arson, bomb threat, fireworks or explosives, possession, or use of any of these materials.*
- s. Fighting: students who willfully engage in physical contact with intent to do harm.*
- t. Drugs: use, possession, under the influence, trafficking of any drugs, look-alike drugs, alcohol, tobacco, or possession of drug paraphernalia.*
- u. False fire alarm: falsely alerting the fire department to a school fire.*
- v. Indecent exposure: wearing or removing clothing which exposes private body part(s).*
- w. Weapons: the possession or use of any object which could be used to inflict bodily injury on another person or on self.*

V. Health, Wellness, and Safety

Besides education, ISJ Academy's top priorities are the health, wellness, and safety of all students, staff, and parents. Therefore, ISJ has established the following guidelines, policies, or procedures to ensure the protection of all while on campus.

A. Smoke-free Campus

Smoking is prohibited on school and church property. This policy is established to provide a smoke-free environment for us and for all of our visitors.

B. Drug and Alcohol-free Campus

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on school property, or in school vehicles is prohibited. "Under the influence" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and wellbeing of the affected employee, other co-workers, students, parents, the public, or school property.

Violation of this policy may result in disciplinary action, up to and including possible termination of contract as an employee or student.

The Joint Board of Education shall be contacted and approve the use of alcohol for fundraising events.

C. Abuse and Neglect

State law requires the staff of ISJ to report any signs of child abuse to the Department of Children and Families. ISJ may make this report directly to Child Protective Services without first contacting the parents. [Addendum 2](#) provides ISJ's policy and procedures regarding abuse and neglect.

D. Sexual Harassment

ISJ Academy maintains a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of ISJ Academy, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of ISJ Academy through conduct or communications of a sexual nature. Anyone at ISJ Academy who is subject to or witness of sexual harassment should immediately report such conduct to the Principal, the board chair, or the pastor of the church.

Sexual harassment of or by any student may result in disciplinary and/or legal action, including possible expulsion.

Sexual harassment has the purpose or effect of creating a negative impact on an individual's performance or of creating an intimidating, hostile or offensive environment and includes but is not limited to:

- Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, and so forth.
- Visual conduct such as derogatory cartoons, drawings, pictures, gestures, and so forth.
- Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, and so forth.
- Threats and demands to submit to sexual request.
- Retaliation for reporting a violation or participating in an investigation.

ISJ requires teachers to discuss this policy with their students at the beginning of the school year in an age appropriate way and will assure them that they need not endure any form of sexual harassment.

E. Bullying and Harassment

The Michigan State Board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Definition

Harassment or bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts (i.e., internet, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either:

- by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or
- a mental, physical, or sensory disability or impairment; or
- by any other distinguishing characteristic.

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Harassment and/or bullying is conduct that meets all of the following criteria:

- is directed at one or more pupils,
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils; adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil is so severe, pervasive, and objectively offensive as to have this effect, and
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Harassment and bullying behaviors include (but are not limited to):

- Verbal
 - Derogatory comments and/or jokes
 - Threatening and/or obscene words spoken to another person
 - Name calling and/or teasing
 - Racial and/or personal comments
 - Communication that is intimidating to a student in a Christian learning environment
- Physical
 - Unwanted physical touching, contact, and/or assault
 - Deliberate impeding and/or blocking movement and/or any intimidating interference with normal routine
 - Destroying, stealing, or extortion of property
- Social
 - Specifically excluding someone from activities
 - Extraordinarily exerting pressure to conform
 - Spreading rumors

- Visual
 - Publicly displaying and/or making obscene gestures
 - Derogatory, demeaning and/or inflammatory posters, cartoons, written words, notes or drawings

Process and Procedures to Implement the Bullying Policy:

- a. Any student who believes she/he has been subjected to harassment may bring forward a verbal and/or written complaint to his/her teacher or Principal, who will contact the student's parent.
- b. A discipline report, signed by the complainant and the parent, will be submitted to the Principal within five school days of the reported complaint.
- c. The Principal will be responsible for notifying the person against whom the allegation of bullying has been made. That person will have the opportunity to respond to the allegation within five school days. Copies of the original complaint and the response of the person charged will be given to all involved parties.
- d. The Principal will form an investigation team and within 15 school days from the receipt of the complaint, will complete the investigation, make a determination and recommendation of remedial steps necessary to stop the bullying behavior if warranted.
- e. Once the Principal has concluded the investigation, the Principal and the reporting teacher(s) will meet with all parties to propose and appropriate solution.
- f. If any parties are not satisfied with results of the investigation, they can discuss the allegations, findings, and/or actions taken with the Board.

F. Two-Adult Rule

At all time there must be two adults (who are unrelated to each other) present when supervising one or more students. This rule is designed for the safety of the adults as well as, safety of the students and is required with few exceptions. For the purpose of this rule, the term student shall mean any minor child in the care, custody, or control of the school.

1. Compliance to the two-adult rule includes the following:

- There must always be two adults present when supervising one or more students.
- The adults must not be related family members (a married couple would be considered "related").
- The adults should be in sight of each other at all times.
- Staff and volunteers will strive to avoid situations in which they are alone with a child without being visible to others in the immediate surroundings.
- No single student may ride in a car with an adult who is not his or her parent, without the express consent of the custodial parent. The exception to the foregoing is a situation in which an adult is transporting a student for the purpose of obtaining medical care and/or treatment for an injury sustained, or illness that arose, while engaging in a school sponsored activity.
- When taking a student to the restroom, staff or volunteers will enter to assist the student only when it is necessary, such as, a situation in which the student is unable to care for him or herself.
- When in the restrooms with multiple stalls, adults should leave the restroom door open.

2. Exceptions to the Two-Adult Rule

The purpose of the two-adult rule is to ensure that the actions of any one individual are known to at least one other adult and to protect both the adults and students. Guidelines for exceptions to the two-adult rule are created with this intent in mind. If a situation arises where only one adult is present; the actions

of that adult are to be made known and visible to others. This is to be accomplished by the adult choosing to be visible and in a public location, and by communication with other staff.

- Visible location: Meetings should take place in a visible area in a public place. Staff and volunteers should never meet with a student in a private home unless the student's parent or another screened adult is in the home and can view the adult and student at any time.
- Multiple students present: If multiple students are present for classroom instruction this is acceptable.
- Unplanned situations with only one adult: Occasionally, adults will find themselves without another adult present due to unforeseen circumstances. The following procedures should be followed:
 - Immediately inform supervisor
 - Move to a visible location

G. Medication, Allergies, and Asthma

All medication – prescription and over the counter – must be kept in the school office. Parents must complete the [Medication Form](#) and the medication before school personnel will administer the medication. All medication will be kept in the school office. Parents are responsible for picking up any unused medicine at the close of the school year. Any unclaimed medications will be destroyed at the end of the school year.

All allergies to medications, food, and/or other substances must be stated on the annual Enrollment and Student Information Form. A signed note from your child's physician stating such allergies needs to be on file along with recommended alternate food choices.

If your child has asthma or a life-threatening allergy (e.g., bee stings, nuts) please be sure to fill out an action plan for care in emergencies. Any medications, (i.e. inhalers, epi-pens, nebulizers) will be stored in a location known to all staff for quick and easy retrieval. Physician instructions for use and a completed medication form are kept with the medication.

All medications, prescription and over the counter, will be administered only with written permission from the parent/guardian and if the medication is in the original container. Prescription medication must have the original label attached bearing the child's name, current date, time and dose to be given, number of days to administer medication, doctor's name, and pharmacy name. This constitutes the physician's written permission. Over the counter medication must be presented in its original container and have a label with the child's name, a current date, time and dose to be given, and number of days to be administered. **Over the counter medications used to reduce fever will not be permitted or administered at ISJ.**

A designated staff member will administer the medication as documented on the form. Parents may come to the school and administer the medication to their child or give written permission for one of the emergency contacts listed on the emergency contact form to administer medication to their child. We require the parent or person administering the medication sign the medication form documenting date, time, dosage, and who administered the medication.

H. Accidents and Injuries

If your child is injured while at the school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. The authorization for emergency treatment on the emergency contact form must be signed upon enrollment. Emergency phone numbers are necessary for administering this program. If your phone number at

home, work, or any emergency number changes, notify the school office immediately. A written accident report is filled out for each incident and must be signed and dated by the parent. The original report will be given to the parent and a copy will be placed in the child's file.

I. Communicable Illness

Parents must communicate to the school office their child's contagious illnesses such as measles, pink eye, strep throat, impetigo, chicken pox, head lice, and so on as soon as it is known. We encourage parents to follow closely the instructions given by the family's physician. The student may return child to when recovered fully.

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with, or likely to transmit any contagious disease, unless the Christian Day School Board of ISJ Academy or its designee, has determined, based on medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Guidelines for student attendance:

- **Fever: If temperature is over 99.6 in the a.m. or 100 in the p.m., student must remain at home.** Students should be fever free for 24 hours without prescription or over-the-counter medication.
- Pink-eye: Student must be treated for 24 hours before returning to school.
- Lice: Student must be completely nit free and check in to the office before returning to class.
- Other communicable diseases: Student must be treated for 24 hours or symptom free for 24 hours.
- Children who are to remain inside for three concurrent days during recess must have a note from a physician.
- Children who are to miss three concurrent sessions of P.E. must have a note from a physician.

J. Hand-washing

Each child and staff member will wash their hands after the use of toilet, and before and after eating. Each child and staff member will wash their hands after handling bodily fluids, including sneezing, nose wiping, coughing and blowing noses. Staff will monitor children to ensure children lather their hands and rub their hands together for at least 15 seconds. [Addendum 3](#) provides ISJ's hand washing policy and procedures.

All toys, equipment, and classroom furniture will be thoroughly washed, rinsed and sanitized at least twice a year. Tables used for eating and food preparation will be cleaned with soap and water, rinsed, and sanitized with a bleach solution before and after each snack. [Addendum 4](#) details the procedures for cleaning rooms and toys.

K. Drop off and Pick up

To maintain an orderly and safe drop off and pick up, ISJ has established the following procedures.

For safety reasons, please do not use your cell phones when you are dropping off or picking up your child. Never leave children unattended. Please do not leave your engine running or your car unlocked with your purse or valuables inside, even if you are only gone for a few minutes. Drive very slowly in our parking lot and exercise extreme caution when backing out.

It is our policy that only adults open/close doors and gates. Please help us train the children by observing this policy. For every child's safety, please do not permit older siblings to open/close gates or classroom doors. This will help to ensure children stay within the designated area and they do not feel free to set out on their own.

1. For preschool and pre-kindergarten

Parents or guardians should drop off and pick up their children at the classroom door. Be sure to check your child's mailbox at this time as well. The ISJ Early Childhood Center utilizes Pro-Care Software for attendance purposes. You must sign your child in and out, using secure fingerprint scan, on the computer by the Early Childhood Entrance. Individuals authorized to sign your child in or out must have their fingerprint scanned for safety purposes. Upon arrival to the classroom all children will be required to wash their hands following the hand washing procedure and techniques recommended by the health department. Posters showing this procedure are posted by all bathroom and classroom sinks.

By law, every preschooler needs to be in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat. As a convenience to the driver picking up your child, car seats can be dropped off and kept at the center.

2. For day school

- Drop off:
 - Kindergarten through 8th grade students must be dropped off at the front entrance of the school, which is located on Oakwood on the school side of the street heading north.
- Pick up:
 - At the end of the day, a staff member will release those students riding the bus to Dean Transportation.
 - 5th grade through 8th grade students will be released at the end of the school day on their own to the playground area.
 - At the end of the school day, a staff member will release kindergarten through 4th grade students to their parents who should be waiting outside near the playground doors.
- Parents who need to enter the school building should park in the school lot and use the playground entrance.

L. Authorized Release

If someone other than the child's custodial parent or guardian will be picking up the child from the center, prior authorization, in writing is required. The parent or guardian is the only person who can authorize the center to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up your child in case of an emergency. This authorization is on the emergency contact form and should be periodically updated in writing.

While at ISJ your children are our responsibility; therefore, the staff will not release a child to anyone who appears intoxicated. In such a case, the staff will attempt to secure other arrangements for transporting the child. Should a problem arise, local law enforcement will be called.

M. Cell Phones and Electronic Devices

The use of cell phones and electronic devices are a regular part of life today. Phones and other electronic devices are not allowed for use during the school day at all unless with the specific permission of a staff member. A student will be allowed to bring a cell phone to school under the following conditions:

- The cell phone is kept in the locker or backpack; turned off during the school hours as well as during school functions in which the student participates.
- The cell phone is not to be used during school hours.

All phone calls during school hours are to be approved through the school office. Parents who need to communicate with their children are asked to do this through the school office during school hours. Cell phones may be used after school or after a school event.

Please understand that cell phones are brought to school at your own risk. These items, as well as other personal items or electronic devices brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property. If a staff member sees a child with a cell phone or electronic device during the regular school day, it will be confiscated and a parent will need to pick up the phone or device in the school office at the end of the school day.

N. Advertising and Promotional Activities

The Board may engage in advertising and promotional activities to further promote the interests of the school. All advertising and promotional activities shall include appropriate nondiscrimination statements.

The Principal may, at his/her discretion, approve of a promotional activity to take place within the school which may or may not involve students if the activity would further the work of the school, or the school's Parent-Teacher League, or a non-profit, community-wide social service agency, or if it would promote activities in the general public interest.

To safeguard students from possible exploitation, students are not to be used in advertising or promoting the interests of any other non-school agency or organization.

O. Supervision

The Principal is responsible for adequate supervision of students during the entire time they are on school premises. The Principal may delegate responsibility to other members of his/her staff as needed. Instructional areas are always supervised whenever students are present. At least one responsible adult must be physically present to supervise the school grounds and building during noon hour and recess periods.

P. Lost and Found

Please remember to label everything! If your child is missing anything, please notify the staff as soon as possible. ISJ is not responsible for lost items. A lost and found box will be kept at the main entrance of the school lobby. Unclaimed items will be donated to the St. James Second Best Sale after a reasonable period of time has passed.

Q. Address Change/Point of Contact

For the safety and well-being of your child, parents must notify the school office of a change of address, phone number, or any other essential information necessary for a point of contact during the school day.

R. Crisis Plan

ISJ conducts drills for fires, severe storms, tornados, and lockdowns regularly in accordance with the State of Michigan guidelines every year. Plans for dealing with natural disasters have been prepared and routines practiced. Detailed evacuation plans have been posted in each room near the door. Teachers receive annual training in First Aid and CPR. Students and staff are required to have emergency contact information on file in the school office.

S. Visitors Policy

Due to the effects of interruptions to classroom instruction, all visitors, including parents, are expected to come to the office between 8:10 a.m. and 3:10 p.m. Visitors must go to the office, sign in, and get a visitor's pass.

T. Classroom Visitation

Visitors are welcome at ISJ. Please arrange a time with the teacher before visiting a classroom. When visiting, please check in at the office and receive a visitor badge.

U. Volunteers

All volunteers in the school are to remain in the supervision of the classroom teacher or staff member with whom they are volunteering. Volunteers who have direct supervision of students without being under direct supervision of the classroom teacher or administration (such as athletic coaches) shall have a background check completed before being in direct supervision of students. Field trip drivers must have a central registry clearance completed and they must be cleared.

V. Inventories

The Principal and Assistant Principal will maintain an accurate and complete inventory of all equipment, supplies, instructional materials, and furniture. This inventory will be reviewed each year and filed in the school office. A copy of this inventory should be filed with the Board Secretary in case of fire for insurance purposes.

W. Parties and Invitations

Please refrain from sending invitations or gifts for birthday parties to school for distribution. Invitations should be mailed directly to the child's home.

X. Monies in the School Building

Monies collected by school employees and by students will be handled with good and responsible business procedures. All money collected will be receipted and accounted for and deposited in the proper school account as a specific credit balance for the purpose for which it was collected. No money will be left in classrooms.

Y. Liability Insurance

ISJ Academy will carry liability insurance through a reliable carrier. This will protect the school from suit, and will protect the child and parents against expense from accidents occurring on school premises.

VI. Tuition and Fees

ISJ tries to offer a quality yet affordable Christian education experience. As a private school, ISJ relies on tuition, church contributions, and donations to cover educational and operational expenses. Therefore, parental/guardian commitment to their tuition and fee obligations is crucial to the school's continued operation and vitality. In order to meet our financial obligations, tuition and fees must be paid in a timely manner.

A. Setting tuition & fees

The School Board with consultation of the Principal is responsible for setting tuition and fee rates and oversees discounts, scholarships, and tuition assistance.

Non-refundable fees are assessed to cover the costs of administration of the contract and insurance due on August 1 and do not qualify for discounts.

If it becomes necessary for you to withdraw your child from school, please notify the school office in writing thirty (30) school days prior to the date of withdrawal.

All tuition obligations from the previous year must be paid in full to insure a student's registration for the school year. ISJ has the right to refuse re-enrollment for the following school year until financial commitments have been met.

B. Rates and Fees

1. Early Childhood (Preschool/Prekindergarten)

Tuition rates are based on length of day (full day or half day) and the use of before and after care. Although rates are subject to change throughout the year, once a contract is signed the signed contract rate is set for the year and will not change. A one week security deposit, a \$50 nonrefundable enrollment fee, and a \$10 nonrefundable insurance fee are due at the time the contract is signed.

Tuition payments must be made weekly (at a minimum) by receipt of bill. This will include normal charges for the coming week, as well as any extra charges and/or adjustments for the previous weeks. No refunds are given for illness, vacations, or snow days. A \$10 late fee will be charged for every day payment is past due. If payments are 14 days overdue, the account becomes classified as outstanding/bad debt and the process outlined below applies.

2. Day School (K-8)

The contract for Day School includes the following nonrefundable fees that do not qualify for any discount and due August 1.

- \$250 contract fee
- \$10 insurance fee

All installment tuition payments are due and payable on the **1st of each month** regardless of whether a tuition statement has been received by the parent.

- 1) Tuition paid in full by August 1 receives a 3% discount
 - 2) 2 equal payments (August 1 & January 1) receives a 1.5% discount. The total discount will be applied to the second payment
 - 3) 11 equal payments (August 1 through June 1)
- a. A \$1 late charge will be added for each day past due.
 - b. ISJ will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Tuition obligations for eighth graders must be paid before graduation. If special arrangements are necessary, please, contact the Principal.
 - c. Families experiencing financial difficulties should contact the Principal before a payment is anticipated to be late; that is, by the first of the month in which a bill will not be paid.
 - d. If payments are 30 days overdue, the account becomes classified as outstanding/bad debt and the process outlined below applies.
 - e. ISJ requires a 30-day notice of withdrawal. Refunds for withdrawal are as follows:
 - 1) If tuition is paid in full and student withdraws:
 - before August 15, a 90% refund shall be made.
 - on or after August 15 but before September 15, a 70% refund shall be made.
 - on or after September 15 but before October 15, a 50% refund shall be made.
 - on or after October 15, no refund shall be made.
 - 2) If tuition is paid in two equal installments and student withdraws:
 - before August 15, a 90% refund shall be made.
 - on or after August 15 but before September 15, a 70% refund shall be made.
 - on or after September 15 no refund shall be made.
 - 3) Month by month tuition is non-refundable. Tuition will be billed 30 days from the date of written notification to ISJ.

3. Before and After care

ISJ offers Before and After Care for ISJ students. Hours for Before Care will be 7:00 a.m. until the beginning of school. After Care hours will be from 3:00 p.m. until 6:00 p.m.

- Fees for Before Care: \$5.00 per day per child.
- Fees for After Care: \$5 per hour per child. Charges will be incurred 5 minutes into the hour.

There is no need to pre-register. You may use this service on an as needed basis; however, parents must sign in and sign out of the Care Room. Students will be checked into the Care Room if they arrive at school prior to 7:50 a.m. and if they have not been picked up from school by 3:25 p.m. More information is available in the Care Room.

C. Outstanding balances/bad debt

Payments for Day School that are 30 days overdue are classified as outstanding balances and recorded as bad debt. The following actions shall take place.

After 30 days of unpaid tuition, the Principal and Treasurer of the School Board shall meet with the parent/guardian to develop an agreed upon payment schedule that is signed by all parties.

- The parent/guardian shall make a good faith effort to abide by the payment schedule.
- If the parent/guardian anticipates missing another payment, they shall notify the Principal and/or Treasurer immediately to discuss current and future payments.
- After 90 days of unpaid bills, the student will be suspended from school until the payment schedule is followed.

If the student is suspended for nonpayment of tuition, the parent/guardian will be assessed a \$50 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.

D. Non-Sufficient Funds

Non-Sufficient Funds (NSF) checks will result in a \$25 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check.

After a second returned check, all future payments must be made using cash or money order.

Three or more returned checks will require review by the ISJ School Board to determine if the student may continue attending.

E. Overtime Charges

Children are to be picked up on time. After-hours overtime charges will be assessed as follows:

- \$1.00 for each minute past the student's contracted dismissal time, payable at the time the parent picks up the student. The school closes at 6:00 p.m.
- In the event that the parent/guardian has not picked the student, or contacted the school, by 6:30 p.m., the GRPD may be called to pick up the student.

F. Tuition Assistance and Discounts for Day School

ISJ offers a variety of options to assist families with tuition. Families can inquire at the school office about scholarships, assistance, and discounts. Below is a description of the different discounts available at ISJ. Assistance and discounts do not apply to the contract and insurance fees. All discounts are applied after the multi-child discount.

1. Multi-child Discount

Families with more than one child attending ISJ's day school (K-8) shall receive \$200 per additional child discount.

2. Early-bird Payments

Select tuition payment plans are subject to discounts.

3. Sponsoring Congregation Membership Discount

To receive the sponsoring congregation membership discount of 30%, the student must have one immediate relative (parent/guardian, grandparent, aunt, or uncle) as a member in good standing of either sponsoring congregation.

If the student is sponsored by a sponsoring congregation member in good standing; the 30% discount applies.

4. Employee Discount

Full-time personnel including called staff of the school or sponsoring congregations shall receive a 90% discount. No other discounts shall be applied.

Part-time personnel including part-time called staffed shall receive a 15% discount. Part-time is defined as working 10 or more hours per week.

VII. Staff

The following pages contain a general overview of procedures and policies established by our school for its employees, as well as an explanation of certain benefits provided with this employment. We want you to feel that, although there are rules to follow, you sense participation in the servant role at ISJ. We hope you will find joy in your work and friendship among your co-workers. You are to read, understand, and become familiar with the handbook and comply with the standards, which have been established. Please talk with the Principal if you have any questions or need additional information.

ISJ reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

A. Employment

ISJ Academy is in full agreement with the intent of the Civil Rights Laws. Our firm belief is that the basis of employee selection, hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, sex, handicap, or any other factors not considered pertinent to performance.

1. At Will Employment

For all non-called personnel of ISJ Academy, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or the school; that is, either party may end this relationship.

2. Certification

Teaching staff must have valid and current staff certification. Certification is a requirement for elementary teachers at ISJ Academy to meet accreditation standards. The teacher is responsible to obtain certification by the first day of employment.

3. Background Checks

All employees must be fingerprinted and pass a criminal background check and receive a central registry clearance before beginning employment. Teachers, secretaries, and early childhood workers must have up-to-date first aid and CPR certification. Bloodborne pathogens and concussion training must be completed and renewed on a yearly basis. ISJ's bloodborne pathogen policy is available is [Addendum 5](#). Early Childhood Center and Preschool employees must complete 12 hours of training yearly.

4. Duties and Expectations

The academic year is from August 15 through June 15 and day school begins at 7:30am sharp. Duties and expectations are outlined in the job descriptions (provided and maintained in the [appendixes](#)). Specifically, all staff are expected to attend all school-sponsored events to include, but not be limited to the following, faculty meetings, all necessary parent-teacher conferences, and Sunday worship services when their class is asked to attend, school-sponsored programs, special Christmas programs, parent orientation meetings, and special recognition programs. This is an expectation of your employment at ISJ Academy.

All teachers are required to work on a full-time basis from August 15 through June 15. They are not required to be “on the job at school” during school vacation periods in the school year, except when school or church functions are scheduled for which a particular teacher has a leadership responsibility.

Teachers are to work full time from August 15 through the start of the school year. Time is to be spent in classroom preparations, faculty meetings, in-service programs, and general preparations for the school year.

Teachers are to work full time from the end of the school year through June 15. Time is to be spent in post-school year evaluation meetings, curriculum committee work, and preparation of end-of-the-year inventories, materials requests, and so forth.

Teachers need to be in their classroom at 7:30 a.m. sharp. They are required to remain at school until 3:30 p.m. All classes need to begin on time. Waiting until everyone gets to class wastes valuable instructional time. Attendance needs to be taken at 8:10 a.m. The class needs to begin promptly. Late students will receive a tardy slip to enter the classroom. Teachers are expected to devote their time to the children during the school day. Filling out records and reports can be done during the times students are under the supervision of another teacher.

Requests to leave early must be cleared with administration. Salaried employee’s attendance is recorded by the administrator. Hourly employees need to clock when they arrive and clock out when they leave each day. You need to be ready to work when you clock in. If you are on duty, you need to work on school-related items.

Students are encouraged to be on time. However, when students are tardy they should still be welcomed. Please encourage parents to bring their child to class on time. Since there is no minimum requirement for preschool attendance, preschool teachers should not be overly concerned about low attendance unless there is a problem contributing to the lack of consistent attendance. No child should ever be refused to come to class or embarrassed for their tardiness.

5. Personnel Records

Accurate, complete, and updated personnel records, including official transcripts of credits, teaching certificates and oath, are kept on file in the office of the school by the Principal. Included in this file shall be verification of T.B. test, an attendance record, annual evaluations, and records of continuing professional development. The Principal shall keep an emergency data form for personnel. This form should list the first person to contact in case of emergency, an alternate source to be contacted in an emergency and family information. Each year staff are required to complete the [checklist and acknowledgment form](#).

6. Tardiness and Absence

Employees are to be present at the start of their day to promptly begin work. Other staff and school families rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

Employees are to contact their supervisor as soon as they determine they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before, or prior to the scheduled start of the work day allows adequate time to arrange a replacement. In the case of

tardiness, an employee (or someone else) should contact the supervisor as soon as the employee determines s/he will be late.

A tardy or absence is considered “excused” only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest possible contact is required. The immediate supervisor shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the supervisor, will be considered “unexcused.”

A consistent pattern of absence or tardiness, whether excused or unexcused may lead to disciplinary action, up to and including termination.

An employee who fails to call in or report to work for three (3) consecutive days may be considered to have abandoned their job and may be terminated.

7. Communicable Disease

School personnel with communicable disease will be allowed to perform their customary employment duties as long as they are able to perform the task assigned to them and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person or animal to person as defined by the State Department of Health.

All school employees shall notify the Principal or the Joint Board of Education when the employee learns that he/she has a communicable disease. Once the Board has knowledge that a communicable disease is present, the Board is responsible to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the Board to act.

Health data of an employee are confidential and shall not be disseminated.

8. Contract Renewal

All contracts are annual and shall be renewed based on performance evaluations and/or availability of resources.

The Principal shall submit Letters of Intent to staff members by the first week of February. All Letters of Intent should be returned within two weeks. A Notification of Intent is not an offer of a contract for the upcoming year. This form merely allows staff members to make a declaration of intent for the coming year.

The Principal shall issue contracts no later than July 15 that include the position, extracurricular assignments, contract dates and salary information. Said contracts will be signed by the staff and returned to the Principal no later than August 1.

Ordinarily the Principal signs the teacher contract. In a transitional period between administrators, if the incoming Principal is available, he/she signs the contracts for the next school year. If the incoming Principal will arrive too late for signing contracts, then the Board Chair shall sign the contracts.

9. End of Employment

a. Retirement

The normal retirement age is determined when the worker is eligible for full Social Security benefits. Retirement benefits at any age will be as provided by the Concordia Plan. A retirement celebration will be observed following the guidelines established for anniversary celebrations.

Whenever possible, retirement dates should coincide with the end of the school year. The actual retirement date, assuming an end of school year retirement, would be no later than July 31 of that year. This allows for completion of assigned tasks and/or accrued vacation time. Any other date would have to be cleared through the Principal and approved by the Joint Board of Education.

b. Resignation

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, address where the employee can be reached in the future, and be signed and dated by the employee.

c. Involuntary Termination

An employee may be terminated when ISJ Academy determines that continued employment will not be to the benefit of the employee or school because of adherence to false doctrines, conduct unbecoming to a servant of the Word, neglect of duty, and/or inability to perform the work for which he/she has been called to serve to name a few. Since the employment relationship of employees (excluding rostered workers) and the school is of an at-will nature, an employee can be dismissed without notice.

d. Non-Renewal of Contract

If you are a contract employee, ISJ Academy may choose to simply not renew your contract due to unsatisfactory performance during a previous contract period rather than initiate a formal dismissal. The school may choose not to renew a contract for any reason in its sole discretion, including due to a change in fiscal or personnel circumstances. See the reduction in force policy for more details.

e. Exit Interview

An exit interview with the employee conducted by the Principal or Joint Board may be held shortly after end of employment. This opportunity will be used to clarify as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

10. Recognition of Service

ISJ Board of Education will recognize all paid staff based on years of service to ISJ at the annual graduation and closing service in June. Each person will be recognized for every 10 years of service to ISJ. Honorees will receive a gift and a plaque that acknowledges the years of service. The Chair of the Board and

Principal of the school will be responsible for selecting the gift and plaque. Each year the Board should allocate the appropriate monies in the budget to pay for the gifts and plaques.

The following scale shall be used to determine the gift amount for years of service:

- 10 years of service: \$100 gift
- 20 years of service: \$200 gift
- 30 years of service: \$300 gift

The following scale shall be used to determine the gift amount for retirement based on years of service:

- 1-5 years of service: \$50 gift
- 6-10 years of service: \$100 gift
- 11-20 years of service: \$200 gift
- 21+ years of service: \$300 gift

The following scale shall be used to determine the gift amount for farewell based on years of service:

- 1 - 5 years of service: \$50
- 6 - 10 years of service: \$75
- 11 - 19 years of service: \$100
- 20 + years of service: \$125

B. Professionalism

Every person at ISJ Academy has been led to serve here; therefore, we are messengers of Christ. Accordingly, our Lord sets our standards. We need to remember that people constantly look to us as role models and we, as Christians and educators, have the God-given responsibility to constantly ask ourselves, “What would Jesus do? How would He handle this?” From there we need to practice and model His behavior.

In all of our relationships, we should:

- use discretion in confidential matters,
- deal fairly and honestly with fellow employees, and
- respect the rights and dignity of all persons with whom we come in contact.

Professional growth and development is important and encouraged through seminars, workshops, conferences, undergraduate and graduate courses, observations, and the reading of relevant books, journals, and publications.

Beyond responsibility to conduct ourselves in a Christian manner, we can do a number of things to help develop a productive and satisfying relationship with our co-workers and Immanuel and St. James church members.

1. Classroom Environment

Each teacher is expected to see that his or her room is in order at the close of the day. (Student involvement is expected.) This includes:

- Floor cleaned of waste paper.
- Whiteboards cleaned.
- Jackets, sweaters, and so forth placed in order – lockers or cubbies neat in appearance.
- All desk and tables in order and clear of all articles and top surfaces cleaned.

- Special projects neatly arranged and dusted.
- Plants are watered and room is kept free of dirt and dead trimmings.
- Classroom pets are well taken care of and are not allowed to be left in the school for longer than two days when school is not in session.
- All windows and blinds closed and lights turned out.
- Supplies and materials prepared for the following school day activities.

If you have personal teaching items that you would like to store at school, you will need to store them in your classroom. You may store items in designated storage areas as long as the items are in boxes that close and are not blocking access to other items in storage.

2. Communication

All members of the ISJ are ambassadors for the school and Christ and as such, good communication with parents, students, staff, board members, and the communication is key to being a champion and an asset to ISJ.

Consider the following:

- When communicating with a parent keep the conversation about that child; do not share names of other students in the class or make comparisons of the child with classmates.
- Communicate positively with parents and make them team members. Parents know so much more about their own children than we do, and that knowledge can be invaluable to a teacher. Be proactive and communicate verbally and through written correspondence:
 - Performance
 - Behavior
 - Grade changes
- Do not wait for a larger problem to arise, document progress and keep the documentation locked to protect confidentiality, and keep the Principal informed regarding concerns.

If classroom modifications need to be made for a child, then the team (teacher, parent, and an administrator) will meet to define the child's strengths and areas for growth. Then a modification plan will be made collectively with the team. The team follows up monthly until it is no longer needed.

All written communication by faculty and staff on behalf of ISJ Academy must be copied and given to administration. Since you represent a Christ-centered educational institution, please ensure your notes reflect a Christ-centered and grammatically correct message. Spelling and grammatical errors are unacceptable.

3. Social Media

ISJ believes an active social media presence helps promote our school and our Christian values. We encourage all faculty and staff to be ambassadors for ISJ using social media but ask that faculty and staff be mindful of the following:

- a. Do not "friend" or "follow" students on your personal social media accounts! Implement a rule that students can follow or friend you only after they graduate.
- b. On Twitter, you may have to block students from following you. Facebook allows you decide who you are friends with, but will automatically allow anyone that attempts to friend you become a

follower of your profile. This means students who attempt to friend you might automatically see your status updates. Learn how to block these students.

- c. Keep your profile pictures clean. Your profile picture should never show alcohol, drugs, or anything that can be misconstrued as a gang sign. Even if you have your profile locked down for privacy, your profile picture can still appear on search engines.
- d. Remember, screen shots are possible on Snapchat. “Snaps” or Snapchat posts can last forever.
- e. **Never post photos of the students on social media without knowing the parents’ wishes!** Each parent provides written consent for the use of their child’s photo.

4. Personal Appearance

Teachers and staff must set a good example and can be more effective in influencing people as educators by being mature and professional in how we dress. Professional people shall appear professional. Any employee dressed in a manner not considered in compliance will be asked to return home and change clothes. If you were not sure about what to wear, then ask the Principal first. Do not assume wearing disallowed items is acceptable.

A teacher may dress appropriately for certain activities such as field trips, field days, spirit days, and so forth.

The following is a list of items ISJ does not allow:

- Shirts that reveal midriff
- Shirts that reveal undergarments
- Shirts with non-Christian messages
- High Heels that prevent teachers from responding to an emergency
- Body Piercing is not allowed with the exception of the ears.
- Tattoos should be completely covered.

5. Phones & Computers

Cell phones and texting shall not stop our first responsibilities of teaching and supervising your students. Please turn off your ringer so it does not disturb your class. Cell phones disrupt the learning environment of ISJ Academy. You should not put cell phone calls before the supervision of your students. If you are on a break, you may use your cell phone. Otherwise, phones shall remain on silent mode.

All school computers are for school-related usage only. There are no exceptions. All computers are subject to history searches.

Teachers with laptops need to be sure the usage is in accordance with a Christ-centered teacher’s usage. Inappropriate usage of the computer shall result in confiscation of the computer.

C. Performance Evaluations

Evaluations will be conducted at the end of the year for each teacher. Evaluations encompass a total picture, not just classroom performance. Throughout the Handbook are statements of expectations for staff members. The evaluation represents a summary of the standards and expectations that will be discussed during the end of the year session. All new regular employees will have an initial performance review during the first three months after

commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial review is conducted, annual reviews will be conducted.

The Principal is responsible for evaluating all personnel on a continuing basis. This evaluation is designed to assist in the growth and development of professional abilities as well as to identify areas of strengths and weaknesses. The process of evaluation shall be as follows:

1. Teachers

a. Frequency

New teachers shall be evaluated twice in the first year. All other teachers shall be evaluated yearly. The Principal has the right to evaluate more frequently should the Principal or Joint Board deem it necessary.

b. Procedure

At the beginning of the school year, each teacher will confer with the Principal. During that meeting, they will cooperatively set goals, preview plans for the year, and discuss any ideas/concerns. Throughout the year, teachers will be observed both in the classroom-teaching environment and in other situations. A deliberate effort will be made by the administration to observe how the teacher carries out his/her responsibilities as an educational leader in the church and school. Every effort will be made to meet with the staff members halfway through the year to continue discussions begun at the first of the school year.

Two formal and one informal evaluation will be given. A formal evaluation is a scheduled time for the Principal to come into the classroom for observation/evaluation, and follows a pre-determined format. A report will be written following the evaluation, and a meeting will be held between the teacher and Principal to discuss its content. This report is then placed in the teacher's file. The informal evaluation is when the Principal "drops in" to the classroom to observe a lesson. Comments from the evaluation may be shared with the teacher, but no written report is given.

The classroom observation instrument will be explained on an individual basis as needed. Information gathered from the classroom observations will be incorporated in portions of the end-of-the-year evaluations.

2. Principal

a. Frequency

The Principal will be evaluated yearly by a committee comprised of Board members led by the Vice Chair. The Joint Board has the right to evaluate more frequently should they deem it necessary.

b. Procedure

Each of the committee members, teachers, and staff will complete an evaluation similar to the evaluation in the [appendix](#). The Vice Chair shall determine in consultation with the Board, the procedures to evaluate the Principal. The committee will then meet to compare results, and compile a final evaluation, share with the Principal.

3. Administrators Other than Principal

a. Frequency

The Principal will evaluate administrators on a yearly basis, and reserves the right to evaluate more frequently if deemed necessary.

b. Procedure

Two formal and one informal evaluation will be given. A formal evaluation is a scheduled time for the Principal to come into the classroom for observation/evaluation, and follows a pre-determined format. A report will be written following the evaluation, and a meeting will be held between the teacher and Principal to discuss its content. This report is then placed in the teacher's file. The informal evaluation is when the Principal "drops in" to the classroom to observe a lesson. Comments from the evaluation may be shared with the teacher, but no written report is given.

4. Others

The Principal is responsible for annual evaluations of professionals performing service roles for the students of the school, as well as the non-professionals on the staff. Such evaluations shall be completed by June 1. A copy of the evaluation shall be placed in the employee's personnel file with a copy given to the employee and the Joint Board.

5. Evaluation of the Educational Programs

Evaluations will be done periodically to determine the integrity of the educational programs at ISJ Academy. An evaluation team will be appointed by the Board on the recommendation of the Principal. Results of their findings will be reported to the Joint Board and used to upgrade the school. Copies of the evaluation will be given to the Principal, Pastors, and the Board.

D. Compensation

ISJ Joint Board of Education reviews each year and determines compensation based on the Michigan District of Luther Church-Missouri Synod compensation guide. Compensation is determined based on education background and years of experience; responsibilities and special duties; productivity and performance; and availability of resources to the school. The salary schedule will not discriminate as to grade/level or subject taught, race, sex or marital status. The salary schedule will be based on the total budget of the school. The Board intends to pay its teachers as well as it can, given its economic condition.

1. Overtime Pay

Overtime pay for hourly employees must be approved by the Principal.

2. Group Employment Benefit Plans

a. Benefit Package

Current benefits for full-time staff members, such as, but not limited to, health insurance, retirements, and so forth are defined in the Health Care Plan and Concordia Disability and Service Plan. All full-time employees are eligible to be enrolled in the Health Care Plan.

b. Workers Compensation Insurance

ISJ Academy provides Workers Compensation as required by the Michigan Compensation Law. Personnel injured on the job may be eligible for certain benefits. These benefits include medical attention, hospital care, and compensation for temporary or permanent disability. All job-related injuries must be reported immediately to the Principal. Employees are to report all accidents in order to protect the employee's rights and to assure proper handling of claims.

c. Continuing Education Assistance

Staff members are expected to remain current in their respective areas. A budget for seminars and classes will be established by the Joint Board of Education. ISJ expects that teachers take classes and seminars relevant to the employee's assignment. Final approval for classes and courses taken will be the responsibility of the Principal.

3. Sick Leave/ Personal Leave

Full-time employees will be allowed 5 (five) days per year sick/personal leave. After 5 paid sick/personal days, the substitute teacher's pay will be taken out of the teacher's pay. Teachers are not to take more than one personal day at a time. If a circumstance presents itself where a teacher chooses to use more than one personal day at a given time, they are to lose pay for each consecutive personal day used. Sick leave credits cannot accumulate beyond the calendar year and no cash pay for unused sick leave will be granted at year-end.

4. Bereavement Pay

Time off with pay for regular full-time employees may be approved in the event of a death in your family. If a death should occur in your immediate family (spouse, child, parent, parent-in-law, sibling, son-in-law, daughter-in-law) up to 3 (three) days will be approved to attend the funeral. If there is a death of a close relative (grandparent, brother-in-law, sister-in-law, aunt, uncle, and so forth) 1 (one) day will be approved. Additional time off will be charged as sick or personal leave.

5. Other Leaves

The school makes leaves of absence without pay available to employees who have completed at least one year of continuous service. Written requests must state the reason for the leave, as well as, the beginning and ending dates. Requests for leaves will be granted at the sole discretion of the Joint Board of Education, based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position. Leaves of absence are granted where state and/or federal law mandates. In particular, the school complies with leaves for jury duty and in situations where the State Family Care and Medical Leave Act or the Federal Family and Medical Leave Act applies. In any situation regarding leaves of absence, the employee should notify the Principal at the earliest possible date to discuss the leave.

a. Jury Duty

Teachers called for jury duty shall be paid for their time of absence, and the employee may keep the per diem pay received. Verification of jury duty service is required to be turned in to the Principal. The employee is expected to report to work during regularly scheduled hours when the

court is not in session. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the school may request that the required service be rescheduled for a later date that would be more convenient to the school.

b. Workers Compensation Leave

The school complies with the applicable state and federal law concerning leaves of absence for work-related illness or injury. Employees are to report to the Principal any work-related injury as soon as it happens.

c. Family and Medical Leave

ISJ recognizes that leave of absences from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA).

An eligible employee may take leave for the following reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- The care of a child, spouse, or parent ("family member") who has a serious health condition;
- The serious health condition of the employee.

Length of Leave: An eligible employee may be entitled up to 12 weeks of unpaid leave within a 12-month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken in the 12-month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken, which would qualify under FMLA (e.g. workers' compensation leave), will be counted against the employee's leave entitlement under FMLA.

Insurance Premiums: During the employee's family or medical leave of absence, the employer will continue to provide health insurance coverage for the employee and their eligible dependents. An employee who does not return will be required to repay all insurance premiums paid by the employer during the leave.

E. Discipline and Grievance Policy and Procedures

1. Purpose

ISJ practices a discipline process that includes a series of increasingly severe penalties for repeated offenses. This process ensures uniformity and consistency in the administration of disciplinary action.

2. Process/Implementation

The following procedures are intended to be a guide. Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the immediate termination steps could be taken.

a. Verbal Warning

If you fail to follow the school's policies regarding job performance and conduct, you are subject to disciplinary action, including termination of employment. For infractions other than major infractions, which can result in immediate termination, you will first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. This oral warning shall be documented by the Principal, noting that the discussion took place, the date, and the subject. Continued violation of policies will result in levels of written notification to you of unacceptable action, and can lead to probation, suspension, or termination.

b. Personnel Memo/Written Warning

The second step in the counseling procedure will be a personnel memo/written warning. The personnel memo/written warning is a tool to help the school communicate more effectively with you. It may be used to advise, warn, or to otherwise notify you of performance or conduct that is not acceptable. If you receive a personnel memo/written warning about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. A letter advising you of the reason and the length of probation will be given to you. The memo will indicate that unless performance improves or compliance with policies is met, the next step will be termination. You shall sign the memo. If you do not agree with the content, you may so indicate.

c. Termination

The final step will be termination. Without improvement, this most drastic step must be taken. The progressive counseling procedures as outlined above will assist you in developing as a supportive employee.

d. Exceptions

The severity of the offense may not warrant following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand for example, could be given for a serious first offense, and your immediate dismissal could result without prior warning or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by the Joint Board in its sole discretion.

e. Grievance Procedure

ISJ Academy recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. ISJ encourages a quick and reasonable resolution of any such situation, difficulty, or complaint. The following steps are suggested guidelines for the employee to ensure that the situation, difficulty, or complaint is most effectively and efficiently handled.

- 1) Where possible, the employee is to first orally bring the matter to the Principal's attention. (A full discussion and understanding of the matter by both the employee and Principal is essential at this step.) The matter shall be put in writing at this time and signed by all parties and filed in the employee's personnel record.
- 2) If the grievance is not resolved between the employee and the Principal, the employee should then discuss the matter with the Joint Board of Education chairperson.

- 3) If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Joint Board, which will convene a meeting with the employee to discuss the grievance. The Board decision is final.

F. Recruitment, Selection, Assignment, and Release of Teachers

1. Principal

When a vacancy of the Principal occurs, the Board is responsible to fill that vacancy with the best-qualified person based on person's ability to fill the job description requirements. The principal job description is available in the [appendix](#). All applicants for the position will submit their personal and professional data to the Board for consideration. This information should include but not be limited to: official transcripts, credentials, a resume (including personal qualifications), philosophy and experience. The names and addresses of at least three (3) professional references, including last employer, are required. After screening, the applicants will be interviewed by the hiring committee of the Board. The Board will vote on the recommendations of the hiring committee. The Joint Board of Education will issue a contract/call to the candidate.

a. Appointment

The Board shall be responsible for employing the school Principal.

b. Term of Contract/Agreement

The term of administrative responsibility for the Principal should be clearly set forth in a written agreement between the Principal and the Board. The job description of the Principal is included in the appendix.

As time for renegotiation approaches, notice should be given by either the Principal or Board if the agreement will not be renewed. This notice should be given by March 1.

2. Assistant Principal and ECC Director

The Principal is responsible for assigning the roles of Assistant Principal and ECC Director. The position of Assistant Principal will be considered a part-time position and the job description is available in the [appendix](#). The Assistant Principal will teach a full schedule of classes.

The ECC Director is a full-time role where the Director is responsible for day-to-day operations of ECC and is required to teach preschool or prekindergarten. The ECC Director job description is provided in the [appendix](#).

The Principal shall ensure financial resources are available prior to assigning these roles.

3. Teachers

The recruitment of teachers is the responsibility of the Principal, as professional administrator of the school. The Principal will select a list of candidates to be interviewed who best fit the qualifications outline in the job description provided in the [appendix](#) by a sub-committee of the Board. The Board will act on the recommendations of the committee.

The purpose of ISJ Academy is to create a Christian educational environment, enhanced by the shared faith of administrators, teachers, students, and parents. Teachers employed by the school will have a

knowledge and respect for the Lutheran Church and a commitment to Christian living. Therefore, the practice of the Board is to give preference to teacher candidates in the following manner:

- a. Teachers trained in our Missouri-Synod Lutheran Colleges;
- b. Lutherans – Missouri-Synod;
- c. Other Christians. The Joint Board reserves the option to hire on an emergency basis for a period of one year (with review at annual contract renewal). This teacher must attend the first available Information Class to become familiar with the Lutheran Church, Missouri-Synod teachings and beliefs.

The Principal will be responsible for the assignment of all teachers to their teaching positions, to best utilize their talents and abilities and in conjunction with the enrollment of students each year.

The Principal will be responsible for recommending the release of teachers. The Board will act on these recommendations.

If layoffs become necessary, the Board will adhere to the [Reduction In Force Policy](#). Exceptions to this procedure will have to be by justified cause.

4. **Preschool/Prekindergarten Teacher**

Preschool and prekindergarten teachers do not need to be certified teachers but do need college credit in early childhood programming. The job description for preschool/prekindergarten teachers is provided in the [appendix](#).

5. **Teacher Aides**

Teacher aides, classroom assistants, secretaries to instructional personnel, or other para-professional personnel legally employed as non-instructional personnel need not be certified as teachers.

6. **Student Teachers**

Students enrolled for directed teaching (student teaching) credit at approved teacher education institutions need not hold teaching certificates. They must be certified by the assigning teacher education institution to the State Board of Education as enrolled for directed teaching, and such certification shall include the initial and final dates of such assignment and the name of the school to which the student is assigned.

7. **Secretarial/Clerical Staff**

In order to free the Principal for administrative duties, clerical assistance will be employed on either a full or a part-time basis. The specific duties of the secretary are determined by the Principal and addressed in the job description, which is provided in the [appendix](#). Secretaries will sign a contract offered to them by the Principal, spelling out the terms of their employment.

8. **Custodial and Maintenance Staff**

The school building is owned by St. James Lutheran Church; therefore St. James provides the custodial and maintenance service to the school. The church is responsible to ensure that the school building is maintained in a safe, clean, and attractive condition.

G. Harassment

At ISJ Academy, all employees work together as a team so that the rights and interests of both the school and employees are assured. Common sense, good judgment, and acceptable personal behavior on the part of all employees will make ISJ a desirable place to work.

Under the best of circumstances there are bound to be misunderstandings and conflict. Our expectation is that Matthew 18:15-22 will be our guide in resolving conflict between staff members.

ISJ Academy will not tolerate harassment of any employee relating to the employee's race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, or sex, or physical conduct relating to an individual's race, color, sex, religion, national origin, age or handicap.

Harassment of any nature is a serious offense and will not be tolerated. Retaliation against an employee who makes charges of harassment will not be tolerated. Those guilty of harassment or retaliation will meet with appropriate sanctions, which may include termination.

Those employees who believe that they have been a victim of any type of harassment or discrimination should talk immediately with the designated official. If that person is unavailable, they should contact the other designated official.

ISJ Academy's policy is that any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment when:

- Submission to such conduct is made, explicitly or implicitly, as a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual.
- Such conduct has a purpose or effect of unreasonably interfering with an employer or an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Those employees who believe they have been a victim of any type of harassment or discrimination shall discuss the offensive behavior with the offending party, in accordance with Matthew 18:15-22. If this is insufficient, the victim shall consult with the Principal. Immediate action shall be taken to correct the concern. If the offensive behavior continues, the chair of the Board shall be notified. Non-compliance may result in termination of employment.

H. Child Abuse and Neglect Policy

All employees are responsible for safeguarding students from abuse, neglect, and mistreatment. The employee is responsible to immediately report any knowledge of student mistreatment, abuse, or neglect to the Department of Human Resources. Failure of an employee to report mistreatment, abuse, or neglect to which s/he has knowledge shall be considered grounds for disciplinary action. The supervisor should be notified of reporting to DHS immediately.

When a charge of abuse, neglect, or mistreatment is substantiated, the Principal or designee may reprimand, demote, suspend, re-assign, dismiss, terminate, or take any similar actions regarding the involved employee. No employee shall be continued in an assignment necessitating any direct contact with students when, in the opinion

of the Principal or designee, his/her actions have demonstrated an impairment in judgment or emotional control which may be detrimental to the safety or well-being of the students.

I. Reduction in Force Policy

The following procedure for reduction of school staff at ISJ Academy shall be implemented when the Joint Board of Education determines that a reduction is necessary. This reduction may be necessary because of declining enrollment, program changes, budget considerations, or other issues.

1. Rationale

- a. This policy outlines the process for reducing the number of faculty in an academic area or grade level as an adjustment to the changing needs of ISJ. It is non-discriminatory in accordance with the laws of the United States.
- b. Because needs change over time, it may be necessary for an institution to decrease or change its instructional force. A well-designed Reduction in Force (RIF) policy should ensure that decisions are made carefully, compassionately and equitably.
- c. While the rights of faculty members must be defined and protected by an adequate RIF policy, it is equally important to define and to protect the rights of the institution as it adjusts the size or mix of its faculty in the face of changing needs.
- d. Continuing employment or “tenure” does not mean that ISJ will continue to employ a faculty member to the date of his/her legal retirement without consideration being given to the extent to which such employment serves to meet specific institutional needs. ISJ can dismiss a “tenured” faculty member, however, only after following the procedures set forth by this RIF Policy.
- e. RIF is a process for removing from ISJ faculty members whose services for financial reasons and/or programmatic needs are no longer required. The process of RIF is not designed to remove from the faculty persons who are considered to be incompetent for reasons referred to in the Synodical Handbook. Removal for any of these reasons must be dealt with through procedures outside this RIF process.
- f. Called/commissioned, and continuing contracted faculty members are included in the RIF Policy. A faculty member whose position is terminated upon expiration of a contract shall have no further rights under the policy.

2. Conditions

- a. The RIF Policy of ISJ is based in part on the Synodical Handbook, Section 6.44.
- b. Reduction in Force. Called/commissioned and continuing contract faculty may be terminated by the Joint Board upon the recommendation of the administrator as a result of conditions that do not necessarily reflect on the competency or faithfulness of the individual faculty member whose position is affected for the following reasons:
 - Discontinuance of a curricular area or program.
 - Reduction of the size of staff in order to maintain financial viability.
 - A state of financial emergency.
 - Declining enrollment.

3. Process

The following procedure for reduction of school staff at ISJ shall be implemented when the Joint Board determines that a reduction is necessary.

- a. On the basis of reasonable cause, i.e., declining enrollment, program changes, or budget constraints, the Joint Board formally decides that a reduction is necessary; this is communicated to the school staff.
- b. The Principal shall present to the Joint Board the grades, areas, programs, or position which should be considered for reduction. Other affected boards shall be consulted. The Joint Board shall determine which specific reductions are to be enacted.
- c. The administration shall pursue alternatives to termination, such as staff reassignments due to a vacancy caused by resignation, retirement, etc. When any such reassignment may affect the assignments of other teachers, changes shall be made by consensus and mutual consent to the extent possible. However, the best interest of ISJ shall be the overriding concern. The final decision regarding reassignments shall be made by the Joint Board of Education after hearing the recommendation of the Principal.
- d. The following criteria will be used in identifying and selecting faculty whose positions are to be eliminated:
 - Status of the faculty member with the Lutheran Church/Missouri Synod with priority given in the following order within each certified area: called/commissioned, contracted lay teacher – Lutheran, contracted lay teacher – non-Lutheran.
 - Length of service of the faculty member within each of the preceding subcategories.
 - Faculty members' expertise necessary for the program such as certification
 - Faculty member's professional training and degrees.
 - Potential for the use of the individual's abilities.
- e. The Principal in conjunction with the Joint Board shall use all of these factors in identifying which teacher or teachers shall be terminated:
 - appointment status or tenure
 - seniority rank
 - effectiveness of teacher
 - ministry beyond the classroom (parish activities, community affairs)
 - professional conduct (punctual, prepared, relationship with students, colleagues, administrators)
 - qualifications to teach in more than one area (art, physical education, music, etc.)
 - quantity and quality of demonstrated extra-curricular leadership
 - compliance with policies and administrative requests (including professional growth)
 - person to maintain critical program (band, sports, etc.)

4. Appeals

- a. The Executive Committee of the Joint Board will serve as the appeals committee for any faculty member who wishes to contest the intention to release him/her. The issues in the hearing shall include only the following:
 - Did one or more of the criteria for reduction in force exist?
 - Was the criteria properly applied?

- b. A written appeal must be filed with the Principal within fifteen (15) days of the notification to terminate. Failure to file the appeal within the stated time period shall constitute a waiver of the hearing. A hearing shall be scheduled at a mutually convenient time within forty-five (45) days. Within one week after the hearing, the committee shall make a recommendation to the Principal as to whether the procedural provisions of this policy have been met.

5. Other Procedures

a. Benefits

- Option 1 – All employee benefits will be discontinued upon termination of employment
- Option 2 – Faculty who are terminated are entitled to continue the health insurance benefits plan from the date of termination. They have a period of thirty (30) days to notify the office of their decision to continue “at cost”. The office will contact Lutheran Health and Lutheran Health will contact the employee of the monthly rates, changes in coverage, etc., and extend benefits for up to fifteen (15) months as long as payment is received from the individual.

VIII. Joint Board of Education

A. Accountability

1. Roles

- a. Enablers of the school's mission and purpose and will seek to help all students, parents, teachers and staff, and congregation members experience fulfillment in their relationship to the school.
- b. Advocates of the school and its ministry, promoting a positive focus on the progress and accomplishments achieved.
- c. Agents of the congregation, seeking always to link the school with the congregation and its ministry by promoting open communication and involvement.
- d. Managers of the school's ministry, recognizing that good management and responsible decision making require gathering adequate information, following democratic processes and dealing forthrightly with vested interests.
- e. Models of Christian faith and life by edifying and upholding one another and all members of the school family.

2. Responsibilities

- a. Determine that the school's purpose is in harmony with his/her congregation's mission and purpose.
- b. Provide an educational program that fulfills the school's purpose and meets state requirements.
- c. Develop school policies, in accordance with congregational policies and procedures and according to legal requirements that will guide and direct the Principal in the daily management and operations of the school.
- d. Prepare and annually review the Principal's job description
- e. Work with, support and supervise the school Principal, who is the school's executive administrator and who is responsible for, under the Board, the daily management of all aspects of the school's operation. When a vacancy occurs in the Principal's office, the Board will be responsible for, the calling or engaging of a new Principal.
- f. Be responsible, according to his/her congregational policy and procedure, for providing for the calling or engaging, supervising and supporting the Principal, faculty and staff to ensure excellence in education, Lutheran distinctiveness, and achieving the school's stated purpose.
- g. Be responsible, according to provisions of his/her congregation, for the funding and financial management of the school.
- h. Prepare and present regular school reports and plans for the school's future to the council/executive committees of participating congregations along with appropriate recommendations.
- i. Provide for the promotion of the school and help keep its focus related to the congregations' mission.
- j. Carry out such other responsibilities and tasks as may be assigned to the Board by his/her congregation(s).

- k. The Executive Board members have the authority to approve and sign necessary checks for payroll and to pay approved bills.

3. Election policy

- a. The Vice Chair will automatically become Chairperson upon the completion of the Chair's term, or if the Chair should choose to step down.
- b. When openings exist for offices of Vice-Chairperson, Treasurer, or Secretary, the Chairperson will poll members prior to the meeting for candidates.
- c. Maximum term for Chair, Vice Chair, Treasurer, and Secretary will be four years. All elections will be by paper ballot.
- d. The Secretary of the Board will administer a vote of confidence for the Chair every year during the Chair's term. The Chair shall continue if two-thirds of the Board are in favor of the vote of confidence.

4. Board Meetings

a. Agenda

The Chairperson, with the assistance of the school Principal, will make up the agenda using a master outline as a guideline:

- 1) Call to Order
- 2) Opening Devotion and Prayer
- 3) Note those present and not present
- 4) Approval of Minutes
- 5) Special Guests
- 6) Pastor's Report
- 7) Preschool and ECC Reports as needed
- 8) PTL Report as needed
- 9) Principal's Report

Closed Session:

- 10) Financial Reports
- 11) Old Business
- 12) New Business
- 13) Call for Adjournment
- 14) Closing Prayer

All Board members will have subjects of discussion to the Chairperson or Principal no later than 48 hours before the starting time of the meeting.

b. Notice of Board Meetings

Notice of all Board meetings will be given to the churches to be posted in the church bulletin/newsletter and to the parents of ISJ through the school newsletter, except in the case of an emergency. People who wish to address the Board should contact the school office or Board Chair at least five (5) days prior to the scheduled meeting to enable appropriate time to be placed on the agenda.

5. Ministry Descriptions

a. Chairperson

The Chair acts as the coordinator of the Joint School Board of Education and has the following responsibilities:

- 1) Preside at all meetings of the Board and shall perform the duties generally incumbent upon his/her office.
- 2) Serve as a non-voting member of the Board except in cases of a tie vote.
- 3) Ensure that reports are given in a swift and precise fashion, allowing the meeting to progress in an efficient, business-like manner.
- 4) Assume a leadership role in the school and on the Joint Board, promoting a sense of unity and Christian spirit and becoming thoroughly familiar with the various congregational and education programs and staff members.
- 5) Support the Principal in his/her operation of the school.
- 6) Ensure that all agenda items receive adequate hearing.
- 7) Ensure that adequate information has been gathered to enable the Board to make responsible decisions.
- 8) Ensure that all Board members have equal opportunity to participate by sharing their views.
- 9) Form special committees to fulfill various needs of the Joint Board. In so doing, volunteers will be sought first, however, if there are no volunteers, the Chairperson may then designate such responsibilities to designated members.
- 10) Ensure all committee actions are followed through.
- 11) Deal directly with the Treasurer in keeping abreast of the school budget on an ongoing basis.
- 12) Attend school graduations and closing ceremony.

b. Vice Chairperson

The Vice Chairperson is second in charge and assists the Chair and has the following responsibilities:

- 1) Perform the duties of the Chairperson in the Chair's absence.
- 2) Be able to represent the Chairperson when called upon to do so.
- 3) Initiate the evaluation process for the Principal on a yearly basis.

c. Secretary

The Secretary is the record keeper of the Board and has the following responsibilities:

- 1) Keep minutes, including tabled items, of the Board meetings and supply a copy to each member of the Board.
- 2) Maintain essential files and records for the Board.
- 3) Run the annual Confidence Vote for the Chair.

d. Treasurer

The Treasurer oversees the financials and has the following responsibilities:

- 1) Give a financial report to the Board at each meeting.
- 2) Be knowledgeable of the sources and supervision of methods or agents used to obtain funds.
- 3) Attend all budget meetings pertaining to the school.
- 4) Research and give direction to the Board regarding investment plans for the school's accounts.
- 5) Take charge of opening and closing accounts, with the assistance of the School Accountant, including keeping signature cards up-to-date.
- 6) Be available for consulting with School Accountant on financial matters and reporting.

e. Board Members

Board members establish and review policies and procedures for ISJ Academy, for the strengthening of children and adults in their faith, and in the development of their God-given talents and abilities. Board members have the following responsibilities:

- 1) Regularly attend full board and assigned subcommittee meetings.
- 2) Read and be aware of the policies and procedures in the handbook and relate these policies and procedures to any business conducted by the Board.
- 3) Review administrative and education policies.
- 4) Provide advice, guidance, and policy review.
- 5) To select and develop a professional teaching staff and to determine the best assignments for the teachers.
- 6) To provide for prudent administration of the schools finances.
- 7) To support Board action, regardless of voting position, and not speak publicly against the Board, its actions, members, or closed session decisions.
- 8) Attend training about boards and board member responsibilities.

B. Authority in the Absence of Policy

1. Purpose

To authorize decisions in the absence of an existing policy.

2. Process/Implementation

Decisions related to any circumstance not otherwise addressed by Board policy or negotiated agreements are hereby delegated to the Principal and the Principal shall consult with the Board President.

Such decisions shall be reported to the Board as soon as feasible and any permanent or future policy implication as may be deemed necessary, brought before the Board within a reasonable time.

Addendum 1: Acceptable Use Policy

Ownership of the Chromebook

ISJ retains sole right of possession of the Chromebook. ISJ lends the Chromebook to the students for educational purposes only for the academic year. Additionally, ISJ administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Rights and Responsibilities

1. **Responsibility for Electronic Data:** The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the ISJ technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any schools issued applications and are given no guarantees that data will be retained or destroyed.
2. **Operating System and Security:** Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.
3. **Updates:** The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
4. **Virus Protection:** Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

Chromebooks will have Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

Software

1. **Google Apps for Education**
Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud or on a portable storage device.
2. **Chrome Web Apps and Extensions**
 - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
 - Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
 - Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

1. **Records:** The school will maintain a log of all Chromebooks that includes the Chromebook serial number and name and ID number of the student assigned to the device.
2. **Users:** Each student will be assigned the same Chromebook for the duration of his/her time at ISJ. Take good care of it!

Using Your Chromebook at School

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

2. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
3. Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

1. Sound must be muted at all times unless permission is obtained from a teacher.
2. Headphones may be used at the discretion of the teachers.

Printing

1. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
2. Because all student work should be stored in an Internet/cloud application or on a portable storage device, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member.

Logging In

1. Students will log into their Chromebooks using their school issued Google Apps for Education account.
2. Students should never share their account passwords with others, unless requested by an administrator.
3. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Chromebook Care

1. Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in the cart.
2. General Precautions
 - No food or drink should be next to Chromebooks.
 - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
 - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - Heavy objects should never be placed on top of Chromebooks.
3. Carrying Chromebooks
 - Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
 - Never lift Chromebooks by the screen.
 - Never carry Chromebooks with the screen open.
4. Screen Care
 - The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
 - Do not put pressure on the top of a Chromebook when it is closed.
 - Do not store a Chromebook with the screen open.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5. Chromebooks left unattended
Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Students leaving Chromebooks unattended risk losing privileges.

Chromebook Student-User Expectations

As a Chromebook user, you will be expected to:

1. Look after your Chromebook very carefully, all of the time.
 - a. Chromebooks will never be left unattended.
 - b. Chromebooks must be situated securely on the working surface
 - c. Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
 - d. Take care when the Chromebook is transported that it is as secure as possible.
 - e. Carry the Chromebook in a closed position with two hands.
2. Ensure that your Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
3. Store your Chromebook in the cabinet when not in use (i.e. lunch, Phys. Ed., etc.).
4. Be on the task assigned by the teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by ISJ staff.
5. Refrain from decorating the Chromebook or subjecting it to graffiti.

Warranty and Insurance

The school will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office.

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating

software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Security Measures

Each authorized user will be issued identification and personalized passwords in order to access the system. Students must have a signed Internet Use Form indicating acceptance of the policies, rules, and procedures on file in order to receive approval to access technology resources. Students are prohibited from providing access to others with the use of their identification and password, and are subject to discipline up to and including loss of privileges related to the use of technology and network access, and may include criminal penalties, should they provide prohibited access.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

General Use Rules

1. Students must adhere to the same standards of conduct expected and required in the classroom.
2. All students have the same opportunity to use the equipment, software, network resources and email. Student shall use these computer resources for academic activities only.

Use of Equipment (Hardware and Software)

1. Students must have a user agreement signed by the parent/guardian on file with the school to use the Chromebook and to use the Internet.
2. The technology is to be used for educational purposes only.
3. The use of the technology must not violate existing policies of ISJ.
4. Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
5. Students may not hide files or activity on the Chromebook.

The Network

1. On-line time must be used wisely to allow equitable access for all users.
2. Chat lines, bulletin boards, forums, and so on, may not be accessed by students without prior consent from a teacher or person monitoring Internet usage.
3. Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges.
4. Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
5. Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
6. Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the network, or transferring to the network will be considered a violation.

Privacy

1. Do not share a password with anyone else.
2. Do not access any account that belongs to other students, faculty, or staff.

Appropriate Language

1. The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

Responsibilities

By signing the Chromebook User Agreement and Internet Use Form, students and parents or guardians agree to:

1. Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any files, as well as to check browser histories and caches.

2. Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
3. Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
4. Protect the Chromebook from damage and theft. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
5. If the Chromebook is damaged, the parents or guardians will pay the full/replacement cost of the Chromebook and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$500.00.

When the Chromebooks are taken home by the student, we strongly recommended that it always be used in a common family location so adult supervision can be maintained at all times.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the Chromebook Procedures, the school will impose consequences consistent with the discipline process. Each situation will be considered individually and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could lead to referral to the GRPD.

Addendum 2: Abuse and Neglect

State law requires that the staff of ISJ to report any signs of child abuse to the Department of Children and Families. ISJ may make this report directly to Child Protective Services without first contacting the parents.

Definitions

1. Abuse: Child abuse is harm or threatened harm to a child's health or welfare that occurs through non-accidental injury. It includes harm caused by a parent, legal guardian, teacher or teacher's aide that takes the form of:

Physical Injury
Maltreatment

Mental Injury
Sexual abuse or exploitation

2. Neglect: Child neglect is harm or threatened harm to a child's health or welfare that occurs through negligent treatment by a parent, legal guardian or any other person responsible for the child's health and welfare. It includes failure to provide a child with adequate:

Food
Clothing

Shelter
Medical Care

3. Mistreatment: Any deliberate action, incident, or behavior shall constitute mistreatment if it is physically or emotionally detrimental to the student's wellbeing. Examples of mistreatment include, but are not limited, to the following: threatening or physically striking a student; speaking rudely or disrespectfully to a student; ridiculing or demeaning a student; or any similar actions or verbalizations.

Employee Responsibility

All employees are responsible for safeguarding students from abuse, neglect, and mistreatment. The employee is responsible to immediately report any knowledge of student mistreatment, abuse, or neglect to the Department of Human Resources. Failure of an employee to report mistreatment, abuse, or neglect to which s/he has knowledge shall be considered grounds for disciplinary action. The supervisor should be notified of reporting to DHS immediately.

Action to be taken if charge of abuse, neglect or mistreatment is reported:

1. Report action to the Principal.
2. Write an incident report.
3. Professional staff must report suspected child abuse or neglect cases to the Department of Human Resources immediately and complete a written report within 72 hours of the report.
4. All information regarding the alleged abuse or neglect must be kept confidential among involved personnel.
5. The Principal or designee is responsible to review promptly all the facts relating to a charge of abuse, neglect or mistreatment by an employee. When a charge of abuse, neglect, or mistreatment is reported and in the judgment of the Principal, or designee, the information available appears to support the charge, the employee so accused will be suspended from duty pending further review and evaluation of all information relating to the charge. The Principal, or designee, shall conduct or have cause to conduct a full review of the matter in such a manner as he/she considers appropriate. He/she may appoint a special fact-finding committee to assemble, review, and evaluate all information and testimony relating to the alleged abuse, neglect or mistreatment and to submit a full written report of the findings as promptly as

possible. If the Principal or designee is satisfied that the accused employee has been absolved, the employee shall be restored to duty.

The Fact-Finding Committee

If a fact-finding committee is appointed, it may consist of at least one person from each of the following categories:

- the administrative staff
- the para-professional staff
- the professional staff

Any employee charged with abuse, neglect or mistreatment when questioned or interviewed by the fact-finding committee may have present, if he/she desires, a representative of his/her choice. When a committee finishes its work and completes its reports, the committee shall be disbanded.

Substantiated Abuse, Neglect, or Mistreatment

When a charge of abuse, neglect, or mistreatment is substantiated, the Principal or designee may reprimand, demote, suspend, re-assign, dismiss, terminate, or take any similar actions regarding the involved employee. No employee shall be continued in an assignment necessitating any direct contact with students when, in the opinion of the Principal or designee, his/her actions have demonstrated an impairment in judgment or emotional control which may be detrimental to the safety or well-being of the students.

Addendum 3: Handwashing Policy

To prevent the spread of communicable disease. *Children should go to the eating table immediately after they wash their hands. Do not let them sit on the floor in a circle activity or play with toys again.*

1. Staff members, parent helpers, and volunteers will wash their hands in the following situations:
 - a. At the beginning of the school day.
 - b. After using the bathroom or helping a child to use the bathroom.
 - c. Before handling food or cooking utensils. (Includes preparing and serving food; feeding an infant or toddler).
 - d. Before and after eating.
 - e. Before and after a diaper change.
 - f. After handling items that may be soiled with body fluids or waste, such as blood, drool, vomit, urine, stool, or discharge from the eyes and nose.
 - g. After handling pets or other animals.
 - h. After coming in from outside play time.
 - i. After cleaning activities.
 - j. At the end of the school day.
 - k. Before putting on gloves to conduct first aid or to clean up a body spill with visible blood, and after completing first aid care or cleaning up a body fluid spill with visible blood.
 - l. Before and after administering medication.
2. Staff will teach and assist children as needed re: hand washing in the situations listed above.
3. Procedures for proper hand washing will be posted by the sinks in each center.
4. To wash hands:
 - a. Turn on water to a WARM temperature.
 - b. Wet hands.
 - c. Using a LIQUID SOAP from a dispenser, rub hands together vigorously for 20 seconds. If hands are very dirty, rub hands together for at least 40 seconds.
 - d. Wash all surfaces including:
 - i. Wrists
 - ii. Between fingers
 - iii. Under fingernails
 - iv. Front and back of hands
 - e. Rinse hands well under WARM RUNNING WATER.
 - f. Dry hands with PAPER TOWELS.
 - g. Turn off water using a paper towel instead of bare hands.
 - h. Discard towel in trash can.

Addendum 4: Room, Toys, and End of Day Cleaning Procedures

Room Cleaning

1. For bathrooms, diapering areas, and other similar areas:
 - a. $\frac{1}{4}$ c. bleach to 1-gallon cool water OR 1-tbs. bleach to 1-qt cool water
2. For disinfecting toys, eating utensils, and other like items:
 - a. 1 tbs. bleach to 1-gallon cool water OR 1 tsp bleach to 1-qt cool water
3. In rooms with cribs, beds must be stripped of used linens and other items as the children leave.
4. Linens, smocks, bibs, burping diapers, blankets, and so forth should be laundered after each use.
5. Each bed (including mattresses, rails, and any items attached to the beds such as mobiles, mirrors, and so forth) should be wiped thoroughly with bleach solution and left to air dry.
6. All equipment such as infant swings, walkers should be washed and sanitized after children leave.
7. Mats and vinyl-covered climbing equipment for babies/toddlers should be washed and sanitized after each session.
8. Diaper changing surfaces must be sanitized at the end of each session.
9. All toys used by infants or toddlers must be sanitized between uses by individual children.
10. Furniture used by older preschoolers should be cleaned weekly or when soiled.
11. Tables and countertops used for food preparation and eating must be sanitized before and after using.
12. Toys and equipment used by older preschoolers and not put into their mouths should be cleaned at least weekly and when obviously soiled. A soap and water wash followed by clear water rinsing and air drying should be adequate. No disinfecting is required. (This includes toy dishes, dolls, transportation toys, and so forth.)

Washing and Disinfecting Toys

Toys mouthed by a child must be sanitized before another child plays with that toy. When a baby or toddler finishes playing with a toy, teachers should retrieve it from the play area and put it in a bin reserved for dirty toys. (This bin should be out of children's reach.) Toys can be washed at a convenient time and then transferred to a bin for clean toys and safely reused.

1. To wash and disinfect a hard plastic toy:
 - a. Scrub the toy in warm, soapy water. Use a brush to reach into the crevices.
 - b. Rinse the toy in clean water.
 - c. Immerse the toy in a mild bleach solution and allow it to soak for 10-20 minutes.
 - d. Remove the toy from the bleach solution and rinse in cool water.
 - e. Air dry.
2. Children in diapers should have only washable toys.
3. Stuffed toys and those not easily washed and sanitized should not be used for any session.
4. Toys too large to immerse in water must be washed and sanitized by wiping.
5. Toys used outside, on the playground, or inside with sand must be washed before they are returned to the Resource Room.

End of Session Clean-Up

1. Put away all items, art equipment, and supplies to their designated places.
2. Make sure all puzzles and items having more than one piece are complete before putting them away.
3. Clean, disinfect, and air dry the tables, chairs, toys, cabinets, sink, and so forth.
4. Sweep or vacuum any debris.

Addendum 5: Bloodborne Pathogens

In accordance with OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) this exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At ISJ, none of the job classifications are in this category.

In addition, if the employer has job classifications in which some employees may have occupational exposure, a listing of those classifications is required. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks/procedures for these categories are as follows:

<u>JOB CLASSIFICATION</u>	<u>TASKS/PROCEDURES</u>
Principal	Rendering First Aid
Secretary	Rendering First Aid
Teachers	Rendering First Aid
Custodians	Cleaning

Implementation Schedule and Methodology

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall be utilized. At this facility the following engineering controls will be utilized:

- Latex exam gloves provided for employees use when rendering first aid and/or cleaning bodily fluids.

The listed controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of these controls is as follows:

- Every Friday, secretary will check supply and reorder as necessary.

Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities are located in:

- Classrooms
- Restrooms

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at this facility to accomplish this goal:

- Prompt and approved method of administering first aid.

Personal Protective Equipment

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Protective clothing will be provided to employees in the following manner:

PERSONAL PROTECTIVE EQUIPMENT

Gloves

Protective Eye Wear

TASK

Administering first aid or cleaning bodily fluids.

First aid – if needed.

All personal protective equipment will be cleaned, laundered, disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to the employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Employees shall wear gloves when the employee anticipates they will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available in the office.

Gloves will be used for the following procedures:

- Administering first aid.
- Cleaning bodily fluids.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

This facility will be cleaned and decontaminated according to the following schedule:

- School rooms and office daily and as necessary.
- Restrooms and hallway daily and as necessary.

Decontamination will be accomplished by utilizing the following materials:

- Wash with bleach solution, rinse with water.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis:

- Daily by custodians

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedures will be used:

- Swept into a metal container and disposed of in an acceptable manner.

Regulated Waste Disposal

Regulated waste other than sharps shall be placed in appropriate containers. Such containers are located in the office.

Post Exposure Evaluation and Follow Up

When the employee incurs an exposure incident it should be reported to the Principal.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. The follow up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual.
- If possible, the status of the source individual.
- The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.

- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

The Principal has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

1. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation, and;
3. That the employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.

Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training for employees will include the following and explanation of:

1. The OSHA standard for bloodborne pathogens
2. Epidemiology and symptomatology of bloodborne diseases.
3. Modes of transmission of bloodborne pathogens.
4. This Exposure Control Plan i.e. points of the plan, lines of responsibility, how the plan will be implemented, and so forth.
5. Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
6. Control methods which will be used at the facility to control exposure to blood or other potentially infectious material.
7. Personal protective equipment available at this facility and who should be contacted concerning.
8. Post Exposure evaluation and follow up.
9. Signs and labels used at the facility.

The Principal will be responsible for obtaining necessary training using best available format.

All employees will receive annual and refresher training. (Note that this training is to be conducted within one year of the employee's previous training).

Appendix 1: Principal Job Description

POSITION:	Principal	APPROVAL DATE:	07/01/2015
REPORTS TO:	ISJ Joint Board of Education	REVISED:	05/04/2016
SUPERVISES:	All students, staff, and volunteers	FLSA STATUS:	Exempt

JOB SUMMARY

The Principal of ISJ Academy is the chief administrator for the school and is charged with the management, marketing, and development of the school to accomplish its mission. The Principal shall create and maintain a Christian learning environment that contributes positively to the life, growth, and learning of all students. The Principal reports directly to the Joint School Board and shall operate the school in accordance to the school's by-laws, policies, procedures, and philosophy formulated by the Board. Inherent job responsibilities include: scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and growing enrollment. The Principal, in carrying out the responsibilities assigned by this job description, will seek to bring honor to God's name and enhance the ministry of Jesus Christ.

FUNCTIONS AND RESPONSIBILITIES

1. Management and Development of the School
 - a. Admissions, Enrollment, and Record Keeping, the Principal shall:
 - i. Approve all admissions, transfers, promotions, accelerations, retention, suspensions, or expulsion of students
 - ii. Oversee the maintenance of all student records.
 - iii. Maintain official copies of school policies, position descriptions, and other documents approved by the Board.
 - iv. Establish and maintain an inventory system for all school supplies, materials and equipment.
 - v. Compile data annually regarding number and names of eligible students in the congregation and community and set annual enrollment growth goals and five-year projections
 - b. School Curriculum & Accreditation, the Principal shall:
 - i. Develop and supervise a plan of curriculum development.
 - ii. Provide a program of spiritual ministry, along with staff and pastors, for all students for the nurturing and development of their faith and life under the guidance and blessing of the Holy Spirit working through the Word.
 - iii. Assure required curriculum objectives are attained by each teacher at each grade level for all subjects, and approve classroom schedules and review lesson plans.
 - iv. Coordinate administration of annual achievement tests and review results as part of curriculum review.
 - v. Be responsible, or delegate responsibility, for all special school programs, athletics, religious services, projects, and co-curricular activities.
 - vi. Schedule the tentative upcoming school year by May 1.
 - vii. Provide leadership in obtaining and maintaining accreditation.
 - c. Supervision of and Communication with Staff, the Principal shall:
 - i. Manage the duties of all staff.
 - ii. Conduct at least monthly staff meetings with written agendas and performance monitoring.

- iii. Develop and manage a program for the supervision of instruction to help teachers develop and improve their skills to achieve 1.b.iv.
 - iv. Evaluate objectively teacher performance on an ongoing basis.
 - v. Make certain teachers communicate to parents the status of each student through conferences, private consultations, written and oral forms.
 - vi. Provide in-service opportunities for professional and spiritual growth to meet both individual and collective needs of the faculty.
 - vii. Conduct orientation sessions for new teachers prior to school year meetings with all staff members.
 - viii. Hire and supervise the Early Childhood Program Director and assist with the management of the program as required.
 - ix. Evaluate the Early Childhood Program Director performance on an ongoing basis.
- d. Financial management, the Principal shall:
 - i. Administer the school budget and all school-related financial matters.
 - ii. Oversee and provide information regarding current costs and projected needs required for preparing the annual budget.
 - iii. Assist the Board in preparing appropriate financial policies and procedures necessary to achieve the school's purpose.
 - iv. Ensure proper resources and approvals are obtained for all activities including but not limited to: musicals and plays, athletics, evangelism and mission work, chapel services, Christmas program, graduations, awards, and other special services, picnics and class trips
- e. Respect and Discipline in the School, the Principal shall:
 - i. Establish a professional rapport with students, parents, and staff and serve as a role model. Encourage all teachers to do the same.
 - ii. Administer the procedure for School-Wide Disciplinary Action as stated in the Parent/Student Handbook.
 - iii. Designate a day school teacher to administer 1.e.ii in the Principal's absence

2. Relationship with the Board, the Principal shall:

- a. Carry out Board policies and directives.
- b. Provide written reports on school and faculty matters to the Board, prior to scheduled meetings.
- c. Represent and be the spokesperson for the Board to communicate policies and programs to the staff.
- d. Meet with and provide at least bi-weekly updates to the Chair of the Board and Pastors of sponsoring congregations.
- e. Represent the faculty and staff at Board meetings and will involve them in meetings when desirable.
- f. Work with the Board to attract well-qualified faculty and staff members, retaining them through equitable workload assignments and compensation plans.

3. Public Relations and Marketing

- a. Communications with Parents, the Principal shall:
 - i. Communicate with parents through school bulletins, newsletters, message boards, website, emails, questionnaires, school visits, consultations, meetings, or similar activities.
 - ii. Actively participate in PTL meetings.
 - iii. Provide updates to sponsoring congregations.
 - iv. Maintain and update handbooks for faculty, students, and parents.
 - v. Participate in congregational and appropriate community activities.

- vi. Work with the pastors and Board in consulting with parents as requested for conflict resolution that witnesses to a Scriptural outcome.
 - b. Safe, Secure, & Attractive Facilities, the Principal will work with church leaders to
 - i. Maintain a Christian appearance as well as a hospitable, safe, and secure environment for all who use the facility
 - ii. Coordinate fire and safety drills.
 - iii. Manage and supervise school property and equipment.
 - c. Marketing, the Principal shall:
 - i. Work in concert with the Board, PTL, and Early Childhood Program Director to develop and execute an annual marketing plan that achieves enrollment growth goals set in 1.a.v.
 - ii. Communicate school programs and services to sponsoring congregations, other Lutheran and neighborhood churches, and the community as a whole
 - iii. Build and maintain media/marketing database
 - iv. Write news releases and quarterly online newsletters
 - v. Increase social media presence
 - vi. Ensure website is up-to-date
4. Fundraising and Donor Relations, the Principal shall:
- a. Develop strategy and plan for fundraising events that sets annual goals.
 - i. Oversee and approve all fundraising events of the school.
 - ii. Maintain database of donations and contacts.
 - iii. Raise funds for scholarships, financial aid, and budget reserves.
 - iv. Recruit and train volunteers for events
 - b. Manage and develop relationships with current and potential donors.
 - i. Solicit sponsorships, donations, corporate matching gifts, and charitable bequests.
 - ii. Identify new foundations, corporations, and opportunities to cultivate prospective donors.
 - iii. Maintain an accurate and complete donor and prospective donor database.
 - iv. Track progress of pending and secured donations.
 - c. Identify and pursue new grant opportunities.
 - d. Develop fundraising and marketing presentations and videos.

PERFORMANCE REVIEW

The Joint Board of Education will conduct annual performance reviews of the Principal.

QUALIFICATIONS

- 1. Education and Certification, the Principal shall:
 - a. Hold at least a master's degree in education, administration, or related field
 - b. Hold the required state teaching certification.
 - c. Be or become a Commissioned worker or take or have taken Colloquy classes.
- 2. Experience, the Principal:
 - a. Shall have at least five years of broad and successful teaching experience, preferably in a Lutheran school environment.
 - b. Should preferably have some form of administrative experience.
 - c. Must have good management and communication skills.
 - d. Shall actively participate in District sponsored conferences and workshops related to, or specifically designed for Principals.

3. The Principal shall be or become a member of good standing at either Immanuel Lutheran Church or St. James Lutheran Church.
4. The Principal shall uphold Biblical truths and confessions as contained in the Book of Concord.

PERSONAL

Being inspired by the Holy Spirit to serve the Lord in this capacity, the Principal shall:

1. Associate closely with God through prayer, Bible study, regular communion and church attendance and actively participate in congregational activities.
2. Set annual goals for self, identify priorities within these goals, and is able to implement them effectively.
3. Understand and use Christian leadership abilities.
4. Exercise good judgment when making decisions.
5. Use time efficiently, organize work systematically, and follow through on plans.
6. Have an open-mind, be tolerant, and possess a positive outlook on life.
7. Empathize and be sensitive to the needs of others.

ISJ does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, admission policies, scholarship programs, athletic, and other school-administered programs.

Appendix 2: Principal Performance Review Form

PRINCIPAL PERFORMANCE REVIEW FORM I N S T R U C T I O N S

- - - P L E A S E R E A D C A R E F U L L Y - - -

This review contains a number of statements on leadership, administration, and professional competency. Using the scoring system provided, please score the Principal on each statement to the best of your ability based on your direct experiences and observations. Place the score in the column space to the right of the statement. Please be honest and take your time with your scores. If you have not observed or experienced the behavior or action, then please enter NA for your response as you are unable to assess that particular statement.

Where the job performance is acceptable, the likely score should be a 2. When the job performance is absent, needs improvement, or exceeds expectations (scores other than 2), please provide an explanation in the space provided as to why that score is appropriate.

SCORING

0 – Does Not Meet Expectations/Unacceptable –

Use this score as if you feel, ***“The Principal does not do this at all.”***

1 – Needs Improvement/Occasionally Does Not Meet Expectations –

Use this score as if you feel, ***“The Principal could/should do better in this area.”***

2 – Acceptable/Meets Expectations –

Use this score as if you feel, ***“The Principal is doing his job. Of all the places I’ve worked, this boss is similar to others in a good way.”***

3 – Commendable/Occasionally Exceeds Expectations –

Use this score as if you feel, ***“Of all the places I’ve worked, this Principal/boss is better than the others.”***

NA – Unable to assess

Your participation is essential for the Principal to receive a comprehensive review.

The survey is anonymous.

P R I N C I P A L P E R F O R M A N C E R E V I E W F O R M

STATEMENT	SCORE
1. The Principal demonstrates Christian values and attitudes in interactions with others.	
2. The Principal provides spiritual leadership for the teachers, staff, students and their families, with participation in public prayer and worship at joint gatherings and religious activities.	
3. The Principal supports and exemplifies Christian morality and Lutheran doctrine in a manner consistent, in expression and example, with the teachings of the LC-MS.	

4. The Principal ensures that no employee of the school teaches, advocates, encourages, or promotes beliefs or doctrines contrary to those teachings of the LC-MS.	
5. The Principal works with teachers and staff to establish goals and objectives for the total school program—from preschool through 8 th grade.	
6. The Principal schedules a well-balanced school program with building religious character and academic excellence receiving priority.	
7. The Principal hires, fires, and disciplines teachers appropriately and according to board policies.	
8. The Principal demonstrates a genuine interest in students and is responsive to their needs.	
9. The Principal maintains consistent / appropriate discipline policy standards for students.	
10. The Principal defines and offers a balanced extra-curricular program.	
11. The Principal communicates with sufficient frequency with all staff.	
12. The Principal fairly and efficiently delegates responsibilities when necessary.	
13. The Principal treats all employees fairly, not picking sides or favorites.	
14. The Principal consistently and accurately tracks and reports financial information to the board.	
15. The Principal maintains fiscal discipline and wise spending patterns.	
16. The Principal plans for effective use of school facilities and materials for educational purposes.	
17. The Principal approves and oversees fundraising events for the school.	
18. The Principal works to ensure the buildings and grounds are safe.	
19. The Principal promotes parental involvement in ISJ activities such as being involved with the PTL and parental volunteering.	
20. The Principal develops and implements student recruitment activities.	
21. The Principal maintains contact with the church and community to publicize school activities.	
22. The Principal demonstrates professional ethics in handling information about all personnel.	
23. The Principal exhibits consistency and fairness in relationships.	
24. The Principal publicizes and explains school rules and Board Policies and Procedures to the staff, parents, and students.	
25. The Principal demonstrates enthusiasm for education and the total school program.	
26. The Principal demonstrates integrity and ability to maintain convictions under pressure.	
27. The Principal maintains poise and self-control.	
28. The Principal promotes professional respect among students and their families, teachers and staff, and community.	
29. The Principal is accessible for one-on-one and group meeting.	
30. The Principal is a responsive listener.	
31. The Principal acknowledges good work and extra effort.	
32. The Principal demonstrates respect for others.	

The following questions are to be answered only by teachers.

STATEMENT	SCORE
33. The Principal assists me in establishing and implementing instructional strategies, goals, and objectives. [teachers only]	

34. The Principal makes certain I maintain communication with the parents/guardians regarding the status of each student in my charge. [teachers only]	
35. The Principal confers with individual teachers concerning strengths and weaknesses. [teachers only]	
36. The Principal informally and formally observes me with sufficient frequency to ensure a valid annual evaluation. [teachers only]	
37. The Principal meets with me following formal observations and provides written feedback which is documented and filed. [teachers only]	

The following questions are to be answered only by board members.	
STATEMENT	SCORE
38. The Principal follows the policies and procedures of the school board and regularly presents written reports to the board regarding such items as enrollment, finances, staffing, current happenings, and strategic planning (short and long term goals) and development. [board only]	
39. The Principal establishes and maintains favorable relations with the Michigan District, other Lutheran schools, and local school and community leaders. [board only]	
40. The Principal develops and maintains relationships with current and potential donors. [board only]	
41. The Principal seeks to identify new foundations, corporations, and opportunities to cultivate new sources of funding for the school. [board only]	
42. The Principal continually follows the sequence of Accreditation requirements to ensure the school remains accredited. [board only]	

43. In your opinion, what are three things the Principal does well?

44. In your opinion, what are three things the Principal could improve?

45. I am (check all that apply):

- ☐ A board member
- ☐ A staff member
- ☐ A parent

- - - T h a n k y o u f o r p a r t i c i p a t i n g - - -

Appendix 4: Classroom Teacher Job Description

POSITION: Classroom Teacher

APPROVAL DATE: 07/01/2015

REPORTS TO: Principal

REVISED: 08/10/2018

SUPERVISES: Students in classroom

FLSA STATUS: Exempt

JOB SUMMARY

The teacher is to meet the needs of students in the teacher's care. The teacher will fulfill the roles, accept responsibilities, and meet appropriate duties as described within this description in accordance with the School's Mission Statement, vision, and values.

EDUCATIONAL QUALIFICATIONS

A Classroom Teacher will:

1. Hold a Bachelor's degree and be certified by the state at the time of hire or transfer certification to Michigan within the first three months of hire.
2. Be a communicant member in good standing of a Christian congregation, preferably a LCMS congregation, more specifically, a member at Immanuel Lutheran Church or St. James Lutheran Church.
3. Take information/inquiry classes at Immanuel Lutheran Church or St. James Lutheran Church if not a member of a LCMS congregation.
4. Participate in the appropriate Lutheran teachers' associations, conferences, and activities.
5. Hold a current certificate for CPR and First Aid.
6. Provide current criminal background check and fingerprints.

REPORTING/WORKING RELATIONSHIPS

A Classroom Teacher will:

1. Report to the Principal.
2. Work closely with all other staff as required by the Principal.
3. Support and cooperate with parents.
4. Support the PTL as required by the Principal.
5. Ultimately be responsible to the Board of Education.

PERSONAL SKILLS, ABILITIES, AND APTITUDE

A Classroom Teacher will:

1. Be a committed practicing Christian with a strong Lutheran theological background.
2. Associate closely with God through prayer, study of the Bible, and regular communion and church attendance.
3. Show evidence of a lifestyle that reflects a dynamic relationship with Christ.
4. Meet everyday stress with emotional stability, objectivity, and optimism.
5. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
6. Be a tactful, courteous, and effective listener.
7. Use correct written and spoken forms of language.

8. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
9. Clearly articulate the objectives of ISJ.
10. Show evidence of love for teaching children.
11. Participate and be visible in church and community activities.
12. Have the capacity to explain teaching processes and strategies.
13. Have the knowledge, skills, and ability in the area of information communication technology necessary for teaching children and to be able to communicate within the school.
14. Attend and participate in scheduled devotional, in-service, retreats, open house, committee, faculty, and PTL meetings.
15. Respectfully submit and be loyal to constituted authority.
16. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
17. Make an effort to appreciate and understand the uniqueness of the community.

GENERAL RESPONSIBILITIES

The Classroom Teacher will:

1. Use and develop professional knowledge.
2. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
3. Have an understanding and be able to apply current theories regarding development of children in the 3-14 years age range.
4. Articulate and apply a wide range of teaching strategies.
5. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
6. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
7. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
11. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
12. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
13. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
14. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
15. Use homework effectively for drill, review, enrichment, or project work.
16. Assess the learning of students on a regular basis and provide progress reports as required.
17. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
18. Keep students, parents, and administration adequately informed of progress or deficiencies and give sufficient notice of failure.

19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity and consideration.
20. Follow Matthew 18 principle in dealing with students, parents, staff, and administration as outlined in the teacher's handbook.
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
22. Know the procedures for dealing with issues of an emergency nature.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
24. Prepare adequate information and materials for a substitute teacher.
25. Execute the standardized testing program, records, studies, and utilize the results; and use effective diagnostic and remedial procedures.
26. Take action to eliminate discrimination and harassment among students.
27. Respect family privacy and treat information with an appropriate level of confidentiality.
28. Work with the consultants and aides to meet any special needs of students in collaboration and consultation with parents, Principal, volunteers, external agencies and other professionals.
29. Engage the students actively in developing their own knowledge by teaching them to take responsibility for their own learning.
30. Critically reflect on own practice to improve the quality of teaching and learning.
31. Review the effectiveness of teaching strategies and teaching and learning programs and implement and monitor changes as required.
32. Strive to improve the quality of teaching and learning.
33. Attend and participate in faculty meetings.
34. Prepare daily lesson plans and keep them on file on a daily basis.

OTHER RESPONSIBILITIES

The Classroom Teacher will:

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties, which may be assigned by the administration.
6. Organize and supervise field trips.

Appendix 5: Director of Early Childhood Job Description

POSITION: Early Childhood Center Director

APPROVAL DATE: 07/01/2015

REPORTS TO: Principal

REVISED: 06/14/2016

SUPERVISES: All Early Childhood Staff & Volunteers

FLSA STATUS: Exempt

JOB SUMMARY

To assist the Principal in accomplishing the mission of ISJ, the Early Education Program Director is responsible for managing the day-to-day operations of the Early Childhood Center which includes, but is not limited to: personnel management, recruitment of new families, curriculum development, community and public relations, implementing approved policies, and maintaining State Standards. The Director, in carrying out the responsibilities assigned in this job description, will seek to bring honor to God's name and enhance the ministry of Jesus Christ.

SALARY

Commensurate with education, experience, and background.

DUTIES & RESPONSIBILITIES:

1. Ensure the Program is in compliance with all applicable state and federal laws and licensing regulations.
2. Direct all personnel management activities including the development of job descriptions, hiring, discipline, firing, orientation, training, supervision, evaluation, and management for all staff dealing with students in classes younger than kindergarten.
3. Direct the development of all marketing strategies and plans.
4. Provide leadership, counsel, and guidance to staff and volunteers, making assignments and assisting them in the resolution of day-to-day problems.
5. Lead/organize professional development and parent education programs.
6. Oversee and maintain the curriculum.
7. Develop collaborative relationships and open communication with the families of the children served.
8. Represent the Center at appropriate church and community functions and public events.
9. Make recommendations to the Principal and/or School Board in formulating goals and objectives for short and long range planning for future center development.
10. Oversee the dispensing of any medication to children.
11. Oversee billing.
12. Meet weekly with the Principal.
13. Perform other duties as assigned.

QUALIFICATIONS

1. Education & Certification, the Director shall:
 - a. hold at least a Bachelor's degree in Early Childhood Education or related subject matter.
 - b. have experience in administration, leadership, and/or management.
 - c. meet the appropriate qualifications for program licensure.
2. Knowledge, Skills, and Abilities, the Director shall:
 - a. have a proven interpersonal, organizational, and communication skills
 - b. have a track record of successful supervision in an educational setting
 - c. be self-motivated, diplomatic, and innovative

- d. have thorough knowledge of the State of Michigan requirements for Child Care and Preschool licensing, health, safety, nutrition, and curriculum requirements
 - e. hold current first aid and CPR training certificate.
 - f. be actively involved in a Christian congregation.
3. Director affirms, as part of the qualifications for this position, that he/she know Jesus Christ as their personal Savior (John 3:3; 1 Peter 1:23) and will strive to serve as a Christian role model to students (Romans 10:9-10; I Timothy 4:12; Luke 6:40).
 4. Director will strive at all times to understand, appreciate, love, and serve the students to the best of his/her ability and will provide for the spiritual, intellectual, physical, and emotional development of students.

PERSONAL SKILLS, ABILITIES, AND APTITUDE

The Director will:

1. Be a committed practicing Christian with a strong Lutheran theological background.
2. Associate closely with God through prayer, study of the Bible, and regular communion and church attendance.
3. Show evidence of a lifestyle that reflects a dynamic relationship with Christ.
4. Meet everyday stress with emotional stability, objectivity, and optimism.
5. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
6. Be a tactful, courteous, and effective listener.
7. Use correct written and spoken forms of language.
8. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
9. Clearly articulate the objectives of ISJ.
10. Show evidence of love for teaching children.
11. Participate and be visible in church and community activities.
12. Have the capacity to explain teaching processes and strategies.
13. Have the knowledge, skills, and ability in the area of information communication technology necessary for teaching children and to be able to communicate within the school.
14. Attend and participate in scheduled devotional, in-service, retreats, open house, committee, faculty, and PTL meetings.
15. Respectfully submit and be loyal to constituted authority.
16. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
17. Make an effort to appreciate and understand the uniqueness of the community.

Appendix 6: School Secretary Job Description

POSITION: Secretary

APPROVAL DATE: 07/01/2015

REPORTS TO: Principal

REVISED: 06/14/2016

SUPERVISES: n/a

FLSA STATUS: Exempt

JOB SUMMARY

The secretary is responsible for all the secretarial needs for the Principal, Assistant Principal, and for overall administration of the school office. This includes all correspondence and record keeping for the school. The position assists the general welfare of the school and its ministry to the children and their families.

SALARY

Commensurate with education, experience, and background.

DUTIES & RESPONSIBILITIES:

Serves as receptionist, including answering the phone, taking phone messages (both faculty/student messages), greeting visitors/guests, receiving mail and/or packages, and distributing same as required.

1. Types, prints, and distributes communication from the school to parents, vendors, etc.
2. Type certificates and awards as needed.
3. Keeps office supplies inventoried and orders supplies as necessary.
4. Reminds administration of deadlines/appointments/schedules.
5. Keeps school records (permanent files, temporary files) current.
6. Assists Principal, Assistant Principal, Preschool Director and Athletic Director as necessary.
7. Organize volunteers to work on newsletters, bulk mailings and similar projects that come under the auspices of the school office.
8. Keeps calendar of events.
9. Maintains an effective, neat, and attractive office.
10. Receives and routes telephone calls.
11. Sorts and distributes mail.
12. Sets up and types programs for school related events.
13. Updates annually the handbooks, manuals, and directions.
14. Update and assist in maintenance of school website.
15. Completes and processes enrollment, pre-registration, and registration records of students.
16. Processes transfer of records.
17. Keeps current health and immunization records for all students. Submits reports to Health Department.
18. Attends to sick and injured children and notifies parents as required. CPR/First Aid Certified.
19. Oversees the administration of medication to students according to administrative guidelines and self-medication procedures.
20. Prepares items to be shipped (testing materials, books, etc.) and arrange for shipping.
21. Contacts parents of absentees and other reasons as dictated by policy.
22. Calls parents to inform them and arrange for their child to serve detentions when warranted.
23. Order ribbons, pins, robes, tassels, graduation folders, etc.

24. Contracts a photographer for student and group pictures. Corrects proofs and distribute picture packets.
25. Coordinate vision and hearing screenings with the Health Department.
26. Enters and keeps information up-to-date in the student files.
27. Assists in conducting emergency drills (fire, tornado, lock down).
28. Sort and distribute SCRIP orders.
29. Oversee the daily hot lunch orders.
30. Routinely update online communications i.e. website and Fast Direct.

QUALIFICATIONS

1. Is committed to Christian education.
2. Uses correct language (grammar, spelling, punctuation, sentence structure, etc.) in all correspondence.
3. Solves problems that arise.
4. Displays honesty, loyalty, trustworthiness, and is able to keep confidences.
5. Types with speed and accuracy.
6. Displays knowledge of operating office equipment, including computers (word-processing, data base, spreadsheets, and others) efficiently and effectively, or is able and willing to learn.
7. Has earned, at the minimum, a high school diploma.
8. Has a working knowledge of office management software, or a willingness to learn such software.

HOURS

1. The Secretary is an hourly position. Specified hours will be determined by the Administration; however, there will be events that will necessitate additional hours be spent for the benefit of the children and the ministry.
2. Vacation Days, Personal Days, and Medical leave as stipulated in the staff handbook, or determined by the Administration.
3. The Joint School Board shall determine the remuneration prior to the beginning of each fiscal year.

EVALUATION

The Principal will conduct an annual performance review.



Previous School Name _____

Address _____

The student listed below has enrolled at ISJ Academy.

Student Name _____

Grade _____ Birthdate _____

Please forward this student's complete record including all of items listed below if they are available.

- Psychological and/or diagnostic test results
- Social worker reports
- Special hearing and eye examinations
- Achievement test results
- All health records and doctor reports

☐ I give permission to the above named school to release my child's records to ISJ Academy.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Please send student records to:

ISJ ACADEMY
2066 Oakwood Avenue NE
Grand Rapids, MI 49505

Thank you for your cooperation,

Jason Alexander, Principal

Date

The Family Education Rights and Privacy Act (20 U.S.C, 123g; 34CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) the disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.



The classroom teacher will arrange transportation for field trips. Parents or other adults may transport children in private vehicles, with the following stipulations:

- Driver must be at least 21 years of age and must **provide birthdate in advance**, to enable ISJ to complete a Michigan State Police background check. (This must be completed once per year.)
- Driver shall have a cell phone available throughout the trip; cell phone shall remain on vibrate for the entire trip.
- Provide copies of driver's license and proof of insurance coverage to ISJ.

Date of field trip _____ Destination _____

Driver Name _____ Birthdate _____

Cell Phone (phone must be with driver throughout the event) _____

Driver's license number _____ License plate _____

Vehicle Make _____ Model _____ Color _____

Insurance company _____ Auto policy expiration date _____

By signing this form, you agree to and certify the following:

- ☐ A **seat belt** -- or as required by law, an approved child car seat -- **will be used** for every passenger including the driver, and a booster seat for those students younger than 8 years old or shorter than 4'9".
- ☐ Car doors will be **locked** whenever the vehicle is in motion.
- ☐ I will never leave a child unattended in the vehicle.
- ☐ I will ensure that children are **loaded and unloaded from the curbside** of the vehicle or in a protected parking area and supervise all movement from the vehicle to the buildings.
- ☐ Unless exempted by the principal or early childhood director in writing, I will transport the same students to and from the destination and I will have no children in the vehicle other than those enrolled in the class.
- ☐ I will carry a copy of Page 2, listing the teacher's and drivers' phone numbers, each vehicle's occupants, and a route (or map) to be followed. I will not make stops going to or from the destination unless an emergency arises.
- ☐ I will ask the teacher for permission to play/show any audio or video tapes played during travel time.
- ☐ While in transit, I will prohibit students from eating, drinking, smoking, and bad behavior including loud talking and improper language. All incidences shall be reported to the teacher.
- ☐ I acknowledge that, in the event of an accident during a school-related activity, claims would be tendered to my personal automobile insurance company. I also understand that the school's insurance may provide assistance with my deductible.
- ☐ I certify that I have incurred no more than two speeding tickets in excess of ten miles per hour over the speed limit or other moving violations within the last three years.
- ☐ I certify that I have not been convicted of: (a) driving with a suspended license, (b) hit and run driving, (c) driving while intoxicated, (d) reckless driving, or (e) negligent driving of a serious nature.

Driver Signature _____ Date _____

Teacher or Principal Signature _____ Date _____

Confidentiality of information: This form will be kept secure by ISJ's staff. A copy will be kept in the school office during the event and for a period of 12 months following the event, at which time it will be shredded.

FOR OFFICE USE ONLY

☐ Copy of driver's license

☐ Copy of insurance coverage

☐ MSP background check confirmed by _____

Chaperone and Fieldtrip Guidelines

For the benefit of our children, staff, and our chaperones, we have developed the following guidelines to help make our trips run more smoothly and to help ensure the safety of our children:

- Once we have confirmed that you are scheduled to help chaperone a trip, please let the staff member in charge of the trip know immediately if you become unable to assist.
- When we plan field trips, we often have to give exact numbers for reservations and transportation, including those adults going along as chaperones. Therefore, we will not be able to accommodate extra adults who wish to join the group after initial plans have been made.
- For safety reasons, only children under 18 who are enrolled in the group are eligible to attend field trips.
- As there are always last minute items to pack, trips to the restroom, etc., please be sure to show up at the assigned time if not a few minutes early. The time you are asked to be here may be earlier than the announced start time of the trip so that the staff has extra help with the children taking care of last minute details.
- Both the children and staff are looking for you to help direct and redirect the children throughout the trip. We need you to actively supervise the children around you. This includes encouraging the children to be on their best behavior and reminding them of the rules such as using kind words, respecting personal space, and using quiet voices. If you have a situation where you don't feel the children are acting appropriately and need help, please ask a staff member to reinforce your request.
- We want to make sure that the children have the undivided attention of all of our adults. Therefore, all cell phones, pagers, etc. must be placed on silent/vibrate during the entire time you are with the children. Please, only use your cell phone in case of a true emergency.
- In order that both staff and children can identify their adults, you may be asked to wear a special item of clothing such as a shirt or scarf. These will be provided at the time you arrive and need to be returned before you leave.
- Since field trips often include some running or rough terrain, we encourage our volunteers to wear shoes which make it easy for you to move quickly and safely. We recommend gym shoes. Please, no flip flops or shoes without backs/back ankle straps.
- When trips include lunches, we encourage you to take advantage of the same meal being provided to the children. We are happy to include you in our count and it makes it easier for the children if everyone on the trip is eating the same thing. Of course, if you have special dietary needs, we certainly understand. Just let the staff know you need to bring your own lunch.

Since children like things to be “fair” and are easily upset when things are not, please do not bring special items for your child. Likewise, please do not purchase special items for your child or the children assigned to you.



ISJ Academy

2066 Oakwood Avenue NE

Grand Rapids, MI 49505

616.363.0505

Transportation Request Form

Grand Rapids Public Schools will provide transportation to any family residing within the city of Grand Rapids and who meets their current policies. In order for ISJ to schedule busing, we request that all families complete this form, regardless of your desire of GRPS transporting for your child.

Please select one of the following:

- ☐ I do not want to use Grand Rapids Public Schools transportation at this time.

Print your family name and then sign and date the form at the bottom.

- ☐ I want to use Grand Rapids Public Schools transportation at this time.

Please complete this form in its entirety.

Family Name _____ Phone _____

Child's Name _____ Grade _____

Address _____

Please check in the appropriate box(es) to indicate desired bus service:

☐ Before school

☐ After school

If your child is to be picked up or dropped off at an address other than their home address, please complete the following (the address must be in the GRPS district):

Pick-up address _____

Name _____

Relationship _____ Phone _____

Drop off address _____

Name _____

Relationship _____ Phone _____

Signature _____ Date _____

All medications, prescription and over the counter, will be administered only with written permission from the parent/guardian and if the medication is in the original container. Prescription medication must have the original label attached bearing the child's name, current date, time and dose to be given, number of days to administer medication, doctor's name, and pharmacy name. This constitutes the physicians written permission. Over the counter medication must be presented in its original container and have a label with the child's name, a current date, time and dose to be given, and number of days to be administered. **Over the counter medications used to reduce fever will not be permitted or administered at ISJ.** All medication must be kept in the school office. Parents are responsible for picking up any unused medicine at the close of the school year. Any unclaimed medications will be destroyed at the end of the school year.

Please complete and return this form before bringing any medication to school. The school must be notified in writing of any change in medication. The form must be completed in its entirety, including any precautions that need to be taken. A designated staff member will administer the medication as documented on the form. Parents may come to the school and administer the medication to their child or give written permission for one of the emergency contacts listed on the emergency contact form to administer medication to their child. We require the parent or person administering the medication sign the medication form documenting date, time, dosage, and who administered the medication.

Student Name _____ Birthdate _____

Address _____

City _____ State _____ Zip _____

Teacher _____

Medication _____

Date to begin _____ Date to end _____

Instructions _____

Possible side effects _____

Doctor Name _____ Doctor Phone _____

I hereby request school personnel to supervise the administration of medication prescribed for my child, named above. I understand that the school is administering medication to my child and/or supervising the administration thereof gratuitously and in reliance on my request (and the statement of the physician that the prescribed medication and dosages are safe). Accordingly, I assume all responsibility regarding this matter and hereby release the school, its personnel, and governing administrative bodies from any and all liability as to injuries or ill effects of any kind, which may be caused thereby, including those ill effects caused by school personnel failure to remind students to take the prescribed medication and to monitor its dosage.

Parent Signature _____ Date _____

Directions: Complete this form and return to the office.

Name _____ School Year _____

I certify that I am current, have received certification, and have provided copies of the following to ISJ:

- ☐ Concussion certificate from CDC.gov
- ☐ First Aid/CPR certificate
- ☐ Bloodborne pathogens certificate – Learnport

STATEMENT OF ABUSE AND NEGLECT

Read the following statements and answer yes or no for each statement.

<u>Statement</u>	<u>Yes</u>	<u>No</u>
1. I am aware that abuse and neglect of children is against the law.	<input type="checkbox"/>	<input type="checkbox"/>
2. I have been informed of, read, and understand ISJ's policy on child abuse and neglect.	<input type="checkbox"/>	<input type="checkbox"/>
3. I know that Michigan law mandates that caregivers report abuse and neglect.	<input type="checkbox"/>	<input type="checkbox"/>
4. I have NOT been convicted of an offense other than a minor traffic violation.	<input type="checkbox"/>	<input type="checkbox"/>
5. I do NOT have a history of substantiated abuse or neglect of children or adults.	<input type="checkbox"/>	<input type="checkbox"/>
6. I have provided the school with documentation from the Department of Human Services that I am NOT on the central registry for substantiated abuse or neglect.	<input type="checkbox"/>	<input type="checkbox"/>
7. I understand staff cannot work at ISJ if convicted of child abuse or neglect or if convicted of a felony involving harm or threatened harm.	<input type="checkbox"/>	<input type="checkbox"/>

I declare that the information herein is true, correct, and complete. I understand that making false statements will result in immediate termination.

Signature _____ Date _____

STATEMENT OF RECEIPT OF POLICY AND PROCEDURES HANDBOOK

I acknowledge that I have received a copy of ISJ Academy's policy and procedures manual. I understand that it provides guidelines and summary information about ISJ's personnel policies, procedures, benefits, and rules of conduct. I also understand that I am responsible to read, understand, become familiar with, and comply with the standards that have been established. I further understand that ISJ reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

Signature _____ Date _____