

**STUDENTS  
(Series 600)**

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## **610 STUDENT DISCIPLINE**

Discipline is generally in the hands of the teachers, and all teachers are responsible for the discipline in and around the school. Teachers are encouraged to call parents to work out discipline problems they have with students.

The principal will assist any teacher with discipline problems that become too difficult to handle in the classroom or when the pupil does not respond to disciplinary action taken by the teacher.

When discipline problems become acute and parents are involved, the principal may seek the assistance of the superintendent.

### **611 Suspension and Exclusion from School**

#### **611.1 Administration and Teacher Authority**

The administration and teachers are authorized to take appropriate action to carry out Board policies and administration regulations. A student's failure to comply with those policies or regulations will be grounds for disciplinary action, up to and including suspension or exclusion from GRCS.

Administration and staff members are responsible for maintaining discipline and a positive educational environment. In serious cases, administration may temporarily suspend a student, or recommend that the Board permanently exclude a student. A recommendation for exclusion of a student must be made by the principal after consultation with the superintendent. Only the Board has the authority to exclude a student.

#### **611.2 Steps for Board Action**

Board action on recommendations for exclusion shall involve two steps:

- a. Discussion in Executive Committee session of the case, including documentation from the principal. If the Executive Committee grants an audience to the student's parents or guardians, they should be present at this session.
- b. Official action of the Board of Trustees is limited to a vote on the motion for exclusion.

### **612 Student Conduct and Behavior**

Students' conduct reflects on the good name of the school and on our Christ. Therefore the school, teachers, and administrators must insist upon conduct that reflects Christian principles.

- a. Students are to respect and obey teachers who are placed in authority over them.
- b. Students are to display a spirit of Christian love and respect for other students, teachers, and other adults. They are to use proper language, refrain from fighting, and

refrain from public display of extreme affection.

- c. School property and neighborhood property is to be respected. Students or their parents will pay for any malicious damages inflicted on such property.
- d. Students shall cooperate in keeping the school grounds and property clean at all times.
- e. Students shall be dressed neatly and properly.

## **620 PARENT-STUDENT COMMUNICATIONS**

### **621 Parent Student Handbooks**

Each school shall annually establish a Parent-Student Handbook. The handbook shall contain information on curriculum and curricular requirements (high school), attendance, student behavior guidelines, school activities, dress code, and other information deemed relevant for the grades and ages of students in the particular buildings. The handbooks will be available in the school office and online.

### **622 Parent and Guardian Communications**

It is GRCS policy to distribute all written school communications to the persons identified to GRCS as a student's guardian or parent. Similarly, it is GRCS policy to permit those persons identified to GRCS as a student's guardian or parent to visit the students on school ground, participate in school-sponsored trips and remove the student from campus. Changes to these policies, whether to add or except a parent, must be requested in writing.

## **630 AGE REQUIREMENT FOR SCHOOL ENTRANCE**

Grand Rapids Christian Schools adheres to the State of Michigan birth date requirements for enrollment in kindergarten. At or before the time of enrollment, GRCS must be provided with a certified copy of the student's birth certificate or other reliable proof of the student's age and identity. GRCS must also be provided with proof that the student has received the requisite immunizations and vision screening.

## **640 ENROLLMENT POLICIES**

Education at Grand Rapids Christian Schools is rooted in historical Christian doctrinal confessions from the Reformed tradition; these confessions form the foundation on which education is delivered. GRCS' adherence to the historical Christian confessions is not intended to preclude a child from enrollment. Rather, the confessions are the lens through which education is delivered. Enrollment at GRCS is, therefore, open to all families that desire a comprehensive Christian education for their children regardless of race, color, sex, national origin, family structure, or denominational affiliation and that agree to have their children educated according to [GRCS' Statement of Faith](#).

The broadly diverse Christian education community that comprises Grand Rapids Christian Schools creates opportunities for meaningful faith dialogue and Christian testimony and strengthens education from a Christian perspective to increased numbers of students and families throughout the region. Given the breadth of diversity of the Grand Rapids Christian Schools community, there may be times when the Schools' faith perspective is not aligned with a family's own personal Christian perspective, interpretation of scripture, or point of view.

A parent's or guardian's signature on the annual enrollment agreement, however, represents their understanding and support of GRCS' interpretation of the Reformed confessions, statement of faith, and its deliberate integration of faith in ways that are aligned with its Reformed worldview. Parents and guardians who are not able to assent to these basic requirements must agree in writing to permit their children to be taught according to GRCS' educational philosophy and Christ-centered educational process.

### **641 Enrollment Procedure Policy**

Enrollment decisions are ultimately the responsibility of the principals. Principals make admissions decisions in consultation with GRCS Admissions staff, as well as—when necessary—after consultation with teaching staff and/or educational support service staff.

### **642 International Students**

Because the body of Christ is made up of people “from every tribe and language and people and nation” (Revelation 5: 9), GRCS encourages and helps to facilitate the placement of international students into the schools. The benefits resulting from the presence of international students at GRCS are many, including new perspectives and cultural understandings and a broader concept for all students of the scope of God's world.

GRCS reserves the right to deny acceptance to an international student based on enrollment limitations for effectively serving international students.

### **643 Student Retention and Acceleration**

#### **643.1 Definitions**

### **643.1.1 Acceleration**

Full grade acceleration: The advancement of a student beyond the expected next grade level.

Content acceleration: The advancement of a student beyond the expected content within a specific grade level.

### **643.1.2 Promotion**

The single grade step most students take from year to year.

### **643.1.3 Retention**

Grade Retention: When a student repeats a grade in order to more fully prepare for the expectations of the next grade.

Credit Recovery: A structured, district-approved means by which a student earns credit when the requirements necessary for graduation have not been met.

## **643.2 Procedures**

It is the policy of Grand Rapids Christian Schools to ensure all students are progressing in their educational program and have reached a standard of achievement necessary for satisfactory progress in the next grade.

Whenever a question arises concerning the possible acceleration or retention of a student, Grand Rapids Christian Schools will:

- a. Seek the collaborative involvement of parents/guardians.
- b. Bring together representative team members to follow a process that considers multiple sources of information and data.

A recommendation on acceleration or retention will be made by school representatives prior to a final decision being made.

## **643.3 Appeals**

It shall be the policy of Grand Rapids Christian Schools that if a parent or guardian is dissatisfied with the recommendation of the team, they may appeal the decision to the building principal who shall independently consider factors associated with the recommendation and respond in writing to the parent within 10 school days. Parents shall have the final authority in matters of retention at the elementary level. The principal shall have the final authority in matters of acceleration.

**650 EDUCATIONAL SUPPORT SERVICES**

It is the intention of GRCS to provide academic excellence to each of its students; that all students are challenged at their respective levels of ability; and that all students, regardless of language or ability, are placed in the academic program appropriate to provide those challenges.

## 660 STUDENT HEALTH

GRCS enforces and adheres to the Michigan laws related to the prevention, control and containment of communicable disease in schools policies.

### 661 Immunizations

Students at Grand Rapids Christian Schools are required to have, at the time of initial entry into school and at the beginning of each school year thereafter while enrollment continues, adequate written evidence on file at their school that they have been immunized against illnesses as required by Michigan statutes and applicable regulations and guidelines. Adequate written evidence of required immunizations shall consist of (1) a signed physician's statement indicating that the student has received the required immunizations, including the immunizations received and the date of receipt; (2) a stamped immunization record from a public health department; or (3) an official immunization record from another school.

No student may remain in school for more than fifteen (15) school days after initial admission unless (1) the student has received the required immunizations or the student is in the process of receiving the required immunizations, or (2) the student's parent has submitted adequate written evidence of the required immunizations as set forth in this policy. Students who do not comply with this policy may be excluded from school no later than the fifteenth day after their admission.

Any student who is excluded for failure to comply with this policy shall be readmitted upon submission to the school office of adequate written evidence of compliance.

Students may be exempted from required immunizations in a manner consistent with Michigan laws, regulations and guidelines:

**661.1 Nonmedical Waivers** (religious or philosophical other objections) must be obtained from a county health department. Parents/Guardians must follow the steps below when requesting a nonmedical waiver:

- a. Contact the county health department for an appointment to speak with a health educator about immunizations.
- b. If, following the appointment, a nonmedical waiver is requested, a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver Form is provided.
- c. An unaltered, fully completed, certified waiver form must be submitted to the school office.

**661.2 Medical Waivers**, signed by a physician on the State of Michigan Medical Contraindication Form indicating medical reasons for an immunization waiver, must be submitted and on file in the school office before a student may be

enrolled.

## **662 Emergency Medical Authorization**

The District will annually distribute the Emergency Medical Authorization Form to parents or guardians of all students. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in the school office during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

## **663 Administration of Medication/Emergency Care**

The Board of Trustees shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For the purposes of this policy, “practitioner” shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. “Medication” shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. “Administer” means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. “Nonprescription drug product” means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the original label with clearly legible dispensing instructions affixed to the container accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances which are not FDA approved (i.e. natural products, food supplements) will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer’s package that lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student.

All prescription medication shall be kept in a locked storage case in the school office or in a designated location as determined by the building principal.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner, provided that the staff members have completed any necessary training.

GRCS assumes no civil liability for any staff member who, in good faith, renders emergency care to a student.

An administrator who authorizes an employee to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required training to administer the nonprescription drug product or prescription drug to a student.

#### **664 Chronic Health Conditions**

Students with chronic health conditions may enroll at Grand Rapids Christian Schools and will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) with every effort made to provide them with the same access to an education as students without disabilities.

Chronic health conditions, for the purposes of this policy, shall include but not be limited to:

- a. "peanut" and other food allergies;
- b. allergies;
- c. asthma; and
- d. diabetes.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- a. identification of individuals with chronic health conditions;

- b. development of individual health care medical management plan; procedures to obtain, maintain, and utilize written health care medical management plans, signed by the child's parents and physician, for each student with a chronic health condition;
- c. coordination of health care management activities by school staff;
- d. communication among school staff who interact with children with chronic health conditions;
- e. development of protocols to prevent exposure/episodic reactions;
- f. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions including during field trips and in other school related activities.

Designated staff who have responsibility for specialized services such as giving inhaler treatments, or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health professional.

## **670 EMPLOYEE AND STUDENT DIGNITY**

One of the tasks of a Christian school is to assist students in understanding who they are as image bearers of Christ and how this understanding impacts all of life's relationships. GRCS is committed to maintaining an environment of respect and dignity for its employees and students, an environment that is free from all forms of unlawful harassment, bullying, and any other improper or unprofessional communication or action that implies that one person is less valued or less respected than another. GRCS strictly prohibits harassment, including sexual harassment and bullying.

### **671 Definitions**

#### **671.1 Harassment**

For purposes of this policy, "harassment" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a person's educational, physical or emotional well-being. Harassment also includes activities such as stalking, name-calling, taunting, and other disruptive behaviors.

#### **671.2 Sexual And Other Harassment Based on Protected Characteristics.**

For purposes of this policy, "sexual harassment" is defined as (1) creating a hostile or abusive working environment through severe or pervasive verbal and/or non-verbal messages that are sexual in nature; or (2) creating a hostile or abusive educational environment through conduct of a sexual nature that is sufficiently severe or pervasive to limit a student's ability to participate in or benefit from GRCS' education program. Sexual harassment also includes making submission to sexual advances or requests for sexual favors a term or condition of employment or educational decision or benefit.

Also prohibited under this policy is harassment based on any other legally protected characteristic, such as color, national origin, religion, or disability. The definition of this type of harassment is similar to "sex discrimination," except that the misconduct is based on the other protected characteristic, not gender.

#### **671.3 Bullying**

Bullying is also a form of harassment. For purposes of this policy, "bullying" is defined as the repeated intimidation or emotional abuse of others by the infliction of harm to the person (or the person's property), whether the harm is real or threatened, as transmitted verbally, in writing, or electronically (i.e., "cyber bullying"), either inside or outside of school. "Bullying" can be, but is not limited, to conduct that

- a. Is directed at one or more students;
- b. Substantially interferes with the educational opportunities, benefits, or programs of one or more students; and
- c. Adversely affects the ability of a student to participate in or benefit from the

school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress.

### **671.3.1 Examples**

**Physical Bullying** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement

**Verbal Bullying** – taunting, malicious teasing, insulting, name-calling, making threats

**Psychological Bullying** – spreading rumors, manipulating social relationships, coercing or engaging in social exclusion/shunning, extortion, or intimidation

## **672 Reporting**

### **672.1 Reporting Conduct by a Student or Third Party**

- a. A person who believes he or she has witnessed or been subject to harassment or bullying by a student or third party should report the allegations to a teacher, counselor, or principal.
- b. If the person reports the matter to a staff member other than the principal, the staff member must notify the building principal within twenty-four hours after receiving the report.
- c. The building principal will conduct a prompt and appropriate investigation, which will begin within five (5) school days after the report and will normally conclude within sixty (60) days; the investigation may, however, take longer than sixty (60) days depending on the situation. The building principal will also determine whether any interim measures should be taken to promote a healthy educational environment while the investigation is proceeding. If the building principal determines that harassment or bullying has occurred, he or she will take prompt and appropriate remedial action to prevent recurrence of any harassment and to correct any discriminatory effects on student(s), if appropriate. Any student or third party who the building principal determines violated this policy will be subject to corrective action and discipline, up to and including expulsion or removal from GRCS.
- d. The building principal will notify the involved individuals of the incident, the outcome of the investigation and any discipline applied to the student(s) or third party involved.
- e. A written summary of the complaint and subsequent action will be completed and kept on file by the building principal. The summary may be shared with the individuals involved in the incident.

## **672.2 Reporting Conduct by a Staff Member**

- a. A person who believes he or she has witnessed or been subject to harassment or bullying by a staff member should report the allegations to a teacher, counselor or principal.
- b. If the person reports the matter to a staff member other than the principal, the staff member must notify the building principal within twenty-four hours after receiving the report. The building principal will inform the superintendent of any allegation of harassment or bullying by a staff member within forty-eight hours.
- c. The principal will conduct a prompt and appropriate investigation, which he or she will begin within five (5) school days and attempt to conclude within sixty (60) days; the investigation may, however, take longer than sixty (60) days depending on the situation. The building principal will also determine whether any interim measures should be taken to promote a healthy educational environment while the investigation is proceeding. If the building principal determines that harassment or bullying has occurred, he or she will take prompt and appropriate remedial action to prevent recurrence of any harassment and to correct any discriminatory effects on student(s), if appropriate.
- d. If, following the investigation, the principal determines that the staff member is in violation of this policy, then the staff member will be subject to corrective action and discipline, up to and including termination. The building principal will notify the involved individuals of the incident, the outcome of the investigation and any corrective action taken toward the staff member.
- e. A written summary of the complaint and subsequent action will be completed, kept on file, and a copy will be sent to the superintendent. The summary may be shared with the individuals involved in the incident.

## **672.3 Reporting Conduct by a Principal**

- a. A person who believes he or she has witnessed or been subject to harassment or bullying by a principal should report the allegations to the superintendent.
- b. The superintendent will conduct a prompt and appropriate investigation, which he or she will begin within five (5) school days and attempt to conclude within sixty (60) days; the investigation may, however, take longer than sixty (60) days depending on the situation. The superintendent will also determine whether any interim measures should be taken to promote a healthy educational environment while the investigation is proceeding. If the superintendent determines that harassment or bullying has occurred, he or she will take prompt and appropriate remedial action to prevent recurrence of any harassment and to correct any discriminatory effects on student(s), if appropriate.

- c. If, following an investigation, the superintendent believes disciplinary action is warranted, then the superintendent will make a disciplinary recommendation to the Executive Committee for review and approval. The superintendent will notify the involved individuals of the incident, the outcome of the investigation and any corrective action taken toward the principal.
- d. A written summary of the complaint and subsequent action will be completed and kept on file by the superintendent. The summary may be shared with the individuals involved in the incident

#### **672.4 Reporting Conduct by the Superintendent**

- a. A person who believes he or she has been subject to harassment or bullying by the superintendent should report the allegations to his or her immediate supervisor who, in turn must report the alleged activity directly to the President of the GRCS Board of Trustees. If the person is a student or reports directly to the superintendent, the person will report the alleged activity to the President of the GRCS Board of Trustees.
- b. The President or designee will conduct a prompt and appropriate investigation into the alleged harassment or bullying, which he or she will begin within five (5) school days and attempt to conclude within sixty (60) days; the investigation may, however, take longer than sixty (60) days depending on the situation. The President or designee will report the investigation's conclusions to the Executive Committee of the Board. The President or designee will also determine whether any interim measures should be taken to promote a healthy educational environment while the investigation is proceeding. If the President or designee determines that harassment or bullying has occurred, he or she will report this conclusion to the Executive Committee and the Executive Committee will take prompt and appropriate remedial action to prevent recurrence of any harassment and to correct any discriminatory effects on student(s), if appropriate.
- c. Recommendations for any disciplinary action against the superintendent will be made by the Executive Committee subject to review and approval by the Board of Trustees. The President or designee will notify the involved individuals of the incident, the outcome of the investigation and any corrective action taken toward the superintendent.
- d. A written summary of the complaint and subsequent action will be completed by the President or designee and kept on file by the administrative assistant to the superintendent. The summary may be shared with the individuals involved in the incident

#### **672.5 Reporting to Law Enforcement**

If required by law, GRCS shall notify law enforcement officials of incidents of bullying and harassment.

### **672.6 Conduct Not Reported**

Where a member of the school staff observes or is otherwise aware of suspected harassment or bullying by a student, the staff member must, within 24 hours, notify the building principal, who will conduct a prompt and appropriate investigation consistent with the procedure in 672.1.

### **673 Retaliation**

Retaliation against a person for reporting harassment or bullying or for participating in an investigation of a report is prohibited. Suspected retaliation should be reported in the same manner as harassment and bullying allegations are reported.

### **674 False Reports**

Making intentionally false reports of harassment, bullying or retaliation is prohibited, and may result in disciplinary action.

### **675 Notice**

Notice of this policy will be annually circulated, posted in conspicuous locations in all school buildings and departments within GRCS, and incorporated into the teacher, student, and parent handbooks. All new staff hires will be required to review and acknowledge acceptance of this policy and the related reporting procedures.

### **676 Training**

GRCS will provide regular training on harassment and bullying to all school staff. Teachers will routinely conduct class discussions to educate students on harassment and bullying and on reporting procedures.

## 680 PROFESSIONAL STANDARDS FOR FACULTY

### 681 Relationship with Students

The integrity of the teacher-student relationship is fundamental to advancing the mission of Grand Rapids Christian Schools. This relationship places considerable trust in faculty who bear authority and accountability as a teacher, mentor, evaluator, discipliner, and advisor to students. Inherent to their position, faculty possesses institutional power over students, which heightens the vulnerability of students. Grand Rapids Christian Schools has an obligation to protect students from influences that interfere with the learning, spiritual development, and social/emotional development of students.

#### 681.1 Definitions

For the purpose of this policy, the following definitions of faculty apply:

**Faculty** – individuals paid by Grand Rapids Christian Schools or any of its subsidiary organizations who provide direct supervision of or who have contact with students on a regular or non-scheduled basis. Faculty may include but is not limited to the following positions:

- Teacher
- Administrator
- Department Director and Support Staff
- Program Coordinator
- Central Office Staff
- Aide
- Coach
- Secretary
- Bus Driver
- Custodian

**Faculty** – individuals who are not employed by Grand Rapids Christian Schools but who have authority over or who are responsible for teaching, mentoring, advising, and disciplining students are accountable to this policy. Examples of faculty such as this include but are not limited to Shared Time staff, itinerants, consultants, student teachers, tutors hired by parents, and contracted employees.

**Student** – anyone enrolled part or full time as student at any of the Grand Rapids Christian Schools.

#### 681.2 Inappropriate Interactions and Romantic Relationships

Consensual romantic relationships between GRCS faculty and students do not and cannot exist and romantic relationships are not allowed between faculty and students at any time. Faculty is required to report suspected romantic relationships between faculty and students to their immediate supervisor. The supervisor must report suspected romantic relationships to the superintendent and the supervisor and/or the superintendent must complete an investigation when one is reported.

### **681.3 Complaints**

Complaints and/or reports of suspected romantic relationships may be made anonymously and will be kept confidential to the extent possible. Complaints may be filed by the student or subordinate in a romantic relationship, by a supervisor, or by third parties who are affected by or know of the relationship. See Section 671.2 for the definition of sexual harassment and Section 672 for additional information about complaint procedures.

## **690 NON-DISCRIMINATION**

The policy of GRCS is to provide an equal opportunity for all students so that they may achieve their maximum potential through the curriculum and programs offered by GRCS, regardless of gender, race, color, national origin or ancestry, age, disability and/or any other legally protected characteristic. Any person who believes they have been discriminated against based on a legally protected characteristic, or witnessed such discrimination, should immediately report the incident to the superintendent. The complaint will be investigated consistent with the procedure in Section 672.