

**PERSONNEL  
(Series 500)**

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## **510 APPOINTMENT AND HIRING PRACTICES**

### **511 Superintendent Appointment**

The appointment of the superintendent is the primary responsibility of the Board of Trustees. Teachers and administrative faculty will be members of the superintendent interview committee.

#### **511.1 Contract**

Grand Rapids Christian Schools Board of Trustees shall enter into a written renewable contract with a superintendent for a period of not more than three years. The superintendent's wage shall be determined by the Executive Committee of the board.

#### **511.2 Superintendent Compensation**

The Executive Committee of the Board of Trustees has sole authority in confirming the wage and benefit package for the superintendent. This authority includes but is not limited to determining the superintendent's annual wage, an increase or decrease in wage, and any added compensation in the form of bonus or other stipend. The Committee may consider other forms of compensation and benefits at its discretion.

#### **511.3 Goals**

The superintendent and the board shall meet to set joint annual and long-term goals and to assess existing goals to be accomplished by the superintendent and the board.

#### **511.4 Evaluation of Superintendent**

The superintendent should be evaluated once a year by identified staff and stakeholders using a prescribed form. In March, the board secretary will distribute the evaluation form to identified stakeholders for an evaluation of the superintendent.

The superintendent will meet with the Executive Committee in April to review a compilation of the evaluations that have been made. The Executive Committee will make a report to the board regarding the evaluation of the superintendent.

### **512 Principal Selection Process**

The superintendent will meet with the Executive Committee of the Board of Trustees when a vacancy for building principal is determined. The superintendent may recommend to the Board of Trustees an existing principal for an available administrative position.

If the decision is made by the superintendent to advertise the position, the superintendent

will initiate the process, send application information to those who request it, and receive the completed applications. The superintendent may encourage persons to apply.

- a. The superintendent will notify parents of a decision to transfer an existing principal to an available position or that a search for a new principal will begin and their suggestions and comments will be solicited.
- b. The superintendent will develop a statement of the needs of the school and of the professional and personal requirements of the position, its duties, and its responsibilities.
- c. The superintendent will identify and appoint an interview committee comprised of teachers, board representatives and the superintendent or his/her designee. The committee will interview the candidates presented by the screening committee. This committee may recommend that school staff and representative parents interview candidates. Final candidates may be asked to visit the school to observe programs and meet staff prior to being recommended to the Board of Trustees.
- d. The superintendent will recommend the final candidate to the Board of Trustees for approval.

### **513 Hiring of Teachers**

- a. The superintendent will identify the personnel needs in collaboration with each building principal annually or as needed after the start of a school year.
- b. All professional staff vacancies shall be posted by the superintendent. The GRCS Education Committee will be informed of vacancies.
- c. The building principal shall identify candidates to be interviewed by an interview committee that shall include relevant teaching representatives and other members of the faculty. The principal will screen all applications, review credential files, and conduct preliminary interviews as needed.
- d. The principal shall seek diversity in all qualified applicants in order to reflect the diversity of the student body and broader community.
- e. The building principal shall recommend final appointments to the superintendent for approval.

#### **513.1 Consideration of Qualifications**

Principals are charged with determining the qualifications necessary for teachers to be considered to fill vacancies. Consideration shall be given, but not limited to, the following criteria when screening applicants and scheduling interviews:

- a. An applicant's subscription to the Basis of GRCS (Section 1.4 of the GRCS Bylaws),
- b. previous grade level/subject area expertise,

- c. demonstrated commitment to/knowledge of program-specific instructional delivery methods and pedagogies,
- d. certification and endorsements,
- e. subject area coursework as evidenced in college transcripts,
- f. professional development experiences,
- g. length of service to GRCS for applicants currently employed as a GRCS teacher, and
- h. performance evaluations.

### **513.2 Condition of Employment**

As a condition of employment, teachers are required to enroll their children in Christian schools that are regular voting members of Christian Schools International (CSI).

A teacher requesting an exception to the policy must gain prior approval by the superintendent before enrolling a child in a non-CSI member school and no later than February 1 of each year. The superintendent may consult with the Executive Committee of the Board of Trustees prior to a final decision being made.

## **514 Hiring of Other Personnel**

### **514.1 Support Staff**

The Chief Financial Officer will assist principals in the selection of custodial and other support personnel. Principals may grant positions to clerical and custodial staff with prior approval of the Chief Financial Officer or the superintendent.

### **514.2 Varsity Coaches at Grand Rapids Christian High School**

The Athletic Director posts positions internally and externally. The Director identifies candidates to be interviewed by a committee of relevant staff and others and recommends final appointment of varsity-level coaches to the superintendent for approval.

## **515 Definitions**

The following terms are defined for purposes of applying the personnel policies found in Sections 510, 520, and 530 of the GRCS Policy Handbook.

### **515.1 Active Employment**

An employee is actively employed if currently engaged in performing the required responsibilities associated with a position or on an approved Leave of Absence for a period of time not exceeding one school year.

### **515.2 Teacher**

A teacher is defined as: (1) an employee hired for classroom teaching; or (2) a non-administrative salaried position, with either direct instructional responsibilities or one that supports the instructional process and education of students.

### **515.3 Administrator**

An administrator is defined as a building principal or an employee who provides leadership in ensuring the educational process for students system-wide, at a building level, or on behalf of a department. Administrators evaluate the performance of teachers or other GRCS employees and manage budgets specific to their positions.

### **515.4 Displaced Teacher**

A displaced teacher is defined as a teacher who: (1) currently holds a position for which he/she is certified and qualified that will be eliminated or no longer available in the subsequent school year, or (2) currently holds a .6 FTE or greater position and will be involuntarily transferred to one that is less than .5 FTE and no longer eligible for health and pension benefits in the subsequent school year.

Displaced teacher status is effective for a maximum of two school years.

### **515.5 Non-Renewal**

Non-renewal is defined as a teacher not being offered a contract for the following academic year.

### **515.6 Administrative Performance Evaluation**

An Administrative Performance Evaluation is defined as a formal evaluation completed by the building principal or administrative designee using the prescribed evaluation tool as approved by the Board of Trustees and/or relevant board committee.

### **515.7 Personnel File**

A Personnel File is defined as documents that include the application for employment and records which are used or have been used to determine an employee's qualification for employment, promotion, compensation, termination, or disciplinary records. A copy of personnel files will be kept by the designated

principal and/or the superintendent for at least three years or longer after an involuntary termination.

### **515.8 Probation**

Probation is defined as either the first three years of a teacher's employment as defined by seniority (515.12), or up to a one-year period as determined by the principal, or subsequent to a teacher having received an unsatisfactory Administrative Performance Evaluation.

All teachers will serve a probation period for their first three (3) years of service. The probation period is complete once the teacher has accrued three years of seniority. A teacher with previous service in GRCS may, at the discretion of GRCS administration, be granted a waiver of part of the probation period. Any such waiver must be approved in writing by the superintendent.

### **515.9 Termination**

Termination is defined as loss of employment.

### **515.10 Temporary Employment**

Temporary employment is defined as a position for which a teacher is hired that is anticipated to last up to but not exceed a full school year.

### **515.11 Full-and Part-time**

Teachers who work .86 FTE or greater are defined as full-time; teachers who work less than .86 FTE are considered part-time.

### **515.12 Seniority**

Seniority is defined as length of continuous service as a teacher with GRCS. One year of seniority is accrued for each year the teacher has had a 0.5 FTE or greater employment contract. Teachers with less than 0.5 FTE contracts accrue seniority equal to their contract amount. Seniority is terminated at the end of the current contract when the teacher does not receive a contract the subsequent year unless the teacher is granted a Leave of Absence. Seniority is terminated at the end of the Leave of Absence when the teacher does not return to active employment (515.1).

Seniority is not accrued:

- a. during a Leave of Absence, or
- b. for hourly positions a teacher elects to accept.

Seniority is accrued:

- a. during a period of Probation,
- b. in hourly positions to which a teacher is involuntarily assigned, and
- c. in salaried positions that are changed to hourly positions for the teachers directly impacted by that change.

### **515.13 Grievance**

A grievance is defined as a claim or complaint by a teacher that there has been a violation, misinterpretation, or misapplication of a specific provision of the Policy Handbook (Subject to Section 534).

### **515.14 Teacher Evaluation**

Evaluation is understood to be the formal process by which teacher performance is evaluated by administrators and written documentation becomes a permanent item in a teacher's Personnel File.

### **515.15 Job Share**

Job Share is defined as two teachers who share a single designated position.

## **516 Teacher Assignment, Reduction in Staff, and Dismissal Policy**

### **516.1 Teacher Assignment**

**516.1.1** Principals shall meet with and consider teachers who voluntarily apply for a vacant position prior to scheduling a formal interview, provided the teacher is certified and qualified (513.1) for the position. There is no guarantee of a formal interview or assignment of a teacher within the system who has voluntarily requested to transfer to a vacant position for which the teacher is considered qualified.

**516.1.2** Involuntary transfers within the system will be made as a joint recommendation of the principals involved and in consultation with the superintendent.

**516.1.3** A teacher may voluntarily request to reduce his/her full-time equivalency (FTE). The request must be made to the building principal in writing, and the principal may approve or deny the request based on factors including but not limited to the impact on instruction, ability to fill a subsequent vacancy, and impact on staffing within the building. If approved, the teacher is not guaranteed a return to a full-time assignment.

**516.1.4** Principals have authority in teacher assignment within their respective schools.

## **516.2 Reduction of Staff**

**516.2.1** When teachers are released because of reduction of staff, they will be considered displaced (515.4). Teachers with Temporary or Probationary contracts in the affected school will be released first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the displaced teachers. The teacher will be given written reasons for the release if requested.

**516.2.2** When a non-probationary teacher is to be released due to reduction of staff within the affected school, Section 513.1 will be applied as criteria in assignment as follows: If there is a significant difference in the teachers' qualifications, then qualifications shall prevail. If there is not a significant difference in the teachers' qualifications, then seniority shall prevail provided that there are certified and qualified teachers to replace and perform all of the duties of the displaced teacher.

**516.2.3** A displaced non-probationary teacher may request to transfer and displace a probationary teacher in another school provided no other vacancy exists and he/she is certified and qualified for the position. The displaced teacher must satisfy the criteria as defined in Section 513.1. In addition, the superintendent reserves final discretion over all such requests.

**516.2.4** Non-probationary teachers who have been displaced from their position (515.4) have priority in assignment to vacant positions over voluntary transfer requests and new hires, regardless of seniority, provided they are certified and qualified for the position for vacancies that occur prior to August 1 of each year.

Probationary teachers who have been displaced from their position will be considered to fill vacant positions; however, the principal, in consultation with the superintendent, may select another certified and qualified applicant for the position.

Vacancies that occur after August 1 or during a school year may be filled by the principal in consultation with the superintendent.

**516.2.5** For any individuals under Probation, no seniority rights apply.

**516.2.6** A non-probationary teacher who believes that his/her release violated the written policies above may submit a grievance, subject to the procedures in Section 534.



## **516.2.7 Part Time Employment Provisions**

- a. In the event of a reduction in staff, a part-time non-probationary teacher shall have the first opportunity to accept a vacant full-time position subject to Section 516.2.2. The part-time teacher will need to fill the full-time vacancy unless an exception is made by the principal. If the teacher declines the full-time position, it will be considered a resignation.
- b. A part-time teacher may not be assigned to a full-time position if the assignment precludes a displaced non-probationary teacher from a position for which the displaced non-probationary teacher is certified and qualified.
- c. Part-time non-probationary teachers have the same rights to positions for which they are certified and qualified as full-time teachers when teachers are released because of reduction of staff. Displaced full-time non-probationary teachers may not displace a part-time non-probationary teacher from their position in order to maintain their full-time status.
- d. A displaced part-time non-probationary teacher is eligible for vacant positions for which he/she is certified and qualified that are equivalent to the part-time teacher's FTE at the time of displacement.
- e. A full-time non-probationary teacher who is involuntarily transferred to a part-time position when teachers are released due to reduction in staff are considered displaced if they are assigned to a position that is less than .5 FTE. The teacher will have the right to be considered for full-time positions (515.11) for which they are certified and qualified. The teacher is responsible for monitoring and timely applying for open full-time positions.

## **516.3 Termination and Non-Renewal of Teachers' Contracts**

### **516.3.1 Termination of Contract**

The principal in consultation with the superintendent will put in writing the grounds for termination of a teacher's contract and present it to the superintendent for action.

### **516.3.2 Suspension**

The superintendent may, pending the completion of the procedure set forth in Section 516.4 or pending an investigation of a teacher's conduct, suspend the teacher with pay.

**516.3.3** Probationary teachers will be evaluated as provided in the applicable parts of Section 533. Notice of non-renewal will ordinarily be provided to a Probationary teacher by May 1, and the teacher will be given the opportunity to resign. Non-renewal of a Probationary teacher's contract is not grievable. This paragraph applies to all probationary teachers as defined in Section 515.8.

**516.3.4** Non-probationary teachers will be evaluated as provided in the applicable parts of Section 533.

- a. A Non-probationary teacher being given an unfavorable Administrative Performance Evaluation is expected to be placed on Probation, rather than non-renewal, provided the principal believes the teacher will be able to successfully address and sustain improvement in the problem areas. Non-renewal may be considered in the event the teacher is unable to sustain improvement in the problem areas or the problem areas are serious enough as to harm students' education or well-being. The superintendent will notify the board of the decision to terminate a teacher's contract.
- b. A principal who places a Non-probationary teacher on Probation will develop an improvement plan in conjunction with the teacher that will include improvement and performance criteria indicating the level of progress that is necessary to achieve a satisfactory Administrative Performance Evaluation.
- c. A Non-probationary teacher will be notified in writing of the reasons for being placed on Probation or non-renewal no later than May 15 and the teacher will be given the opportunity to resign. The teacher may grieve the decision subject to the provisions in Section 534.
- d. The principal shall notify the superintendent of a Non-probationary teacher being placed on Probation. The superintendent shall notify the board of the decision as well as of the non-renewal of a non-probationary teacher's contract.
- e. If a Non-probationary teacher receives an unsatisfactory Administrative Performance Evaluation and is placed on Probation, and the principal determines the teacher's performance continues to be unsatisfactory and recommends non-renewal of the teacher's contract in the subsequent year, the teacher may request the superintendent's review of the principal's documentation leading to the recommendation of non-renewal.
- f. All written correspondences associated with a Non-probationary teacher's performance evaluation, probationary status, and non-

renewal shall be given to the superintendent and placed in the teacher's Personnel File.

#### **516.4 Staff Feedback and Correction Policy for Non-probationary teachers.**

A principal may have a performance feedback discussion with a Non-probationary teacher as a result of the teacher demonstrating an area or areas of concern that must be addressed. The principal will complete a performance feedback discussion form that identifies the performance gap discussed, the teacher's response, the agreed upon solution and the expectation going forward. This form will be completed by the principal and placed in the principal's files.

- a. Based on the severity or nature of the feedback, a corrective assistance plan may be created in addition to the feedback form. This will provide a specific time range for improvement to be evaluated with a range from a minimum of 90 days to a maximum of twelve months. A principal, in consultation with the superintendent, may extend the corrective action plan beyond the twelve-month period of time identified above. Notice of a corrective action plan must be made in writing and a copy will be given to the teacher and placed in the teacher's Personnel File.
- b. Should the area of concern be determined to be serious enough to harm the students' education or well-being, a proposal for immediate termination will be proposed by the principal and discussed and decided upon in conjunction with the superintendent. The superintendent will notify the board of the decision to immediately terminate a teacher's contract.

#### **516.5 Part-time Employment Responsibilities**

- a. Part-time employees may be required to assume certain responsibilities expected of full-time employees. Those responsibilities include but are not limited to:
  - parent teacher conferences,
  - staff meetings,
  - recess duty, and
  - professional development.

#### **517 Policy on Teacher Contract Exceptions**

All teachers must agree to all contract provisions. Exceptions may be made relative to agreement with the Basis of the GRCS Restated Bylaws providing:

- a. the teacher has obvious and unquestionable commitment to Jesus Christ and His church,

- b. the teacher is the best candidate for the position, and
- c. the teacher agrees not to create dissention or schism relative to areas of disagreement with the Basis.

## 521 Teacher Professional Obligations

Teachers are expected to uphold the principles listed in the Portrait of a Professional Educator.

### 521.1 Teacher Credentialing

Teachers must possess and are responsible for maintaining valid State of Michigan certification and be highly qualified for their assignments. These requirements are applicable to both new and existing teachers. GRCS shall view the lack of current certification as sufficient cause for withholding contract renewal or a wage increase. In addition, teachers whose certifications are not current will not be eligible for coursework reimbursement.

### 521.2 Membership in Teachers Organizations

**521.2.1** All teachers are encouraged to become members of at least one state or national professional teachers organization.

**521.2.2** Teachers may attend conferences or conventions if they make application according to GRCS professional development procedures. Applications must be approved by their building principal or the principal's designee. Travel cost, benefit to the teacher and to GRCS, and effect of absence on the school or classes will be considered in giving approval.

**521.2.3** Christian Educators Association (CEA)

All teachers shall be dues-paying members of CEA, regardless of FTE.

- a. Each teacher shall pay his/her own dues through payroll deduction.
- b. All 1.0 FTE teachers are required to attend the annual CEA convention. GRCS will contribute toward the convention expense at a rate set annually. Considerations will include the cost of travel and accommodations.
- c. Teachers who are less than 1.0 FTE are not required to attend but have the option to attend. All teachers who do attend will receive the same stipend, regardless of FTE. Those teachers who do not attend the convention are expected to be at their worksites during the convention days for an amount of time equal to the terms of their contract.
- d. Teachers wishing to participate in a comparable professional learning experience occurring simultaneous to the annual CEA convention may apply for a waiver to the building principal or the principal's designee. Such decisions will be made on an individual basis and communicated to the appropriate GRCS staff.

### **521.3 Professional Activities Outside GRCS**

Teachers are encouraged to participate in professional leadership activities outside GRCS. These guidelines are intended to encourage sharing of professional competencies, yet protect the interest of our students and of GRCS.

- a. All activities that would remove a teacher from the classroom must have the prior approval of the principal.
- b. If the activity does not result in an honorarium from the party(ies) served, the principal may approve the acquiring of the services and approve the payment of a substitute teacher. However, outside agencies should be encouraged to at least cover the cost of a substitute teacher in such circumstances.
- c. A teacher who is given an honorarium for his or her services should cover the cost of the substitute teacher, or at least cover the cost to the extent the honorarium will allow.
- d. If the services are given on a day or days which are non-teaching days, i.e., a day when other teachers are expected to be on duty, the teacher is still expected to return to GRCS an amount equal to that of a substitute's pay since he or she is being excused from a paid activity which is required of other teachers.
- e. It shall be the duty of the principal to assure that absence from the classroom or from the school is not so excessive as to interfere with classroom or school operation.

### **521.4 Professional Growth and Development**

The Board of Trustees recognizes the importance of professional growth and, therefore, has adopted a program that encourages and supports teachers' professional growth to improve student learning. Teachers are expected to grow professionally through participation in a variety of professional activities, including engaging in ongoing self-reflection, taking advanced coursework, attending professional conferences and workshops, participating in professional conversations with colleagues, and engaging in administrative evaluation.

#### **521.4.1 Professional Growth Plans**

To facilitate professional growth, each teacher is required to design an annual professional growth plan in collaboration with the building principal or the principal's designee and is also formally evaluated every three years. The growth plan should be aligned to the standards of "An Excellent Christian Teacher" and the building school improvement goals. Professional learning activities are intended to support achievement of the teacher's growth goals. Annual growth plans should be placed in the teacher's Personnel File.

#### **521.4.2 Components of Professional Growth Plan**

- a. Self-reflection on personal strengths and areas for growth
- b. Selection of goals based on personal reflection
- c. Strategies, progress indicators, resources, and support needed to achieve goals
- d. End-of-year reflection on goal achievement

The building principal or the principal's designee will provide support to the teacher through conversation regarding goal selection and attainment, periodic walk-throughs, and classroom observations.

#### **521.4.3 Advanced Coursework**

- a. The GRCS instruction office must be informed about coursework for which teachers will be requesting reimbursement prior to the beginning of the coursework. Only those courses that are applicable to the teacher's professional growth will be approved for reimbursement.
- b. Reimbursement for tuition will be made up to a maximum of nine semester hours taken during a period from July 1 to June 30. However, the reimbursement will be limited to one course per semester during the school year. Reimbursement is limited to teachers having earned a Professional or equivalent certificate.
- c. Rate of reimbursement is set annually based on consideration of tuition costs at area colleges and universities. Teachers needing to attain certification due to an involuntary change in assignment will be given 100% tuition reimbursement, excluding those courses intended to fulfill ongoing certification or professional development requirements.
- d. Teachers working less than a 100% contract will receive the same amount of reimbursement as full-time teachers for any formal course or alternative that is required by GRCS. All other reimbursement will be awarded in proportion to their part-time status, e.g., a half-time employee will receive 50% of the available aid.
- e. Prior to reimbursement being issued, the teacher will submit a request form, a grade report, and a receipt of payment to the GRCS instruction office.

#### **521.5 Professional Conferences and Workshops**

Funds will be budgeted annually and in keeping with GRCS professional development priorities, school improvement goals, and individual staff growth plans. Following a

conference, teachers may be asked to participate in a reflection experience, either orally or in writing.

**521.5.1** Teachers wishing to participate in other forms of professional learning or to provide leadership that will benefit the educational enterprise may apply to the GRCS instruction office for GRCS professional growth credit and/or for financial support. Such collaborations could include but are not limited to the following: participation in a book study or study of other professional literature; lesson study to develop or refine content, assessment or instructional practices; participating in research projects; coaching or mentoring colleagues or student teachers; writing in professional media; developing resources such as hybrid courses or web sites; providing other forms of school or district professional leadership; presenting or facilitating professional learning opportunities.

**521.5.2** Schools shall plan a professional development agenda in collaboration with the GRCS instruction office that supports GRCS professional development priorities, the school improvement goals, and/or individual staff growth plans. This agenda should include ongoing opportunities for professional conversations, including grade level, cross-grade, department, and school wide staff meetings.

**521.5.3** All teachers, regardless of FTE, are expected to attend GRCS-sponsored professional learning opportunities. Teachers who are less than 1.0 FTE will be given the option of either being compensated for their attendance if attendance is required at a time when they are not normally scheduled to work or accruing compensatory time to be taken at a later date. Details of compensatory time are to be worked out with the building principal.

## **521.6 Continuing Education Policy**

**521.6.1** GRCS recognizes State Board-Continuing Education Units (SB-CEUs), State Continuing Education Clock Hours (SCECHs), and District Provided Professional Development (DPPDs) for advancement on the wage scale.

**521.6.2** It is the responsibility of the staff member to maintain professional growth records, including those for GRCS-CEUs. When a teacher has completed a course or workshop, the teacher shall submit attendance records as requested by the GRCS instruction office

## **522 Teacher Wage and Benefit Policies**

### **522.1 Principle**

GRCS teachers are deserving of a salary comparable to that which is paid teachers in other schools.



## **522.2 Salary Scale**

The teachers' wage scale is available at the GRCS Office. The adjustment of teachers' wages may be authorized only by the superintendent.

## **522.3 Experience Recognized and Salary Schedule**

A new teacher employed by GRCS may be granted a maximum of four years experience. An exception to this policy may be made by the superintendent when a particular position or circumstance requires an exception be granted.

## **522.4 Advancement on Wage Scale**

Pending the Board's annual approval of employees' wage and benefit packages, eligible employees advance within the salary schedule at a rate equal to their full-time equivalency (FTE). For part-time employees, salary schedule advancement is prorated at their FTE. For example, a .3 FTE employee advances by 30% of a "step" and 30% of the "step" increment is utilized when calculating the employee's annual wage or hourly rate.

## **522.5 Employee Benefits**

Retirement, insurance, and other employee benefits, along with details of employee costs associated with employment, are summarized in GRCS' Summary Plan and Annuity documents, which are made available to all employees annually.

## **522.6 Leave of Absence Policy**

Teachers may be granted a Leave of Absence subject to the following conditions and provisions.

### **522.6.1 Conditions for Leave of Absence**

- a. A probationary teacher shall not be considered for a Leave of Absence.
- b. A leave shall not exceed one school year, shall be granted for one year or semester, and consecutive leaves shall not be ordinarily approved.
- c. A leave must contribute to the professional growth or health of the staff member. Examples of reasons considered appropriate are advanced study, career exploration, travel, maternity/child care, and health.
- d. The request for a Leave of Absence must be made in writing and submitted to the superintendent by March 1.

- e. The superintendent will make the final decision after consultation with the principal.
- f. A staff member approved for a leave shall be given a letter from the superintendent in which the exact provisions of the leave are stated.

#### **522.6.2 Provisions of Leave of Absence**

- a. For purposes of employment security, an approved Leave of Absence is considered equivalent to active employment except that the staff member on leave shall not receive a salary and fringe benefits and neither seniority nor sick leave days shall accumulate.
- b. Fringe benefits available while on leave are health and dental insurance through Cobra and Fortis term life insurance. The teacher shall pay the cost of these fringe benefits.
- c. Accumulated sick leave days shall be retained while a teacher is on leave.

#### **522.6.3 Provisions for Returning from Leave of Absence**

An employee is eligible to return to his/her former position if it is available or to a position for which he/she is certified and qualified. If no position is available, the employee returning from an approved Leave of Absence is considered displaced and 516.2 applies in determining re-assignment.

#### **522.7 Paid Sick Leave**

- a. Teachers will be granted ten days (80 hours) sick leave per year, cumulative to fifty days (400 hours). A day is equal to the teacher's actual full or part-time schedule on the day of absence. In cases of extended illness, cumulative sick leave will be dispensed in coordination with CSI pension and group insurance benefits.
- b. Part-time teachers are eligible for ten days sick leave benefit per school year, cumulative to fifty. "Days" in this situation means that part-time day, not a full-time equivalent.
- d. An adoptive parent will be granted the same six-week period under any of the following conditions: the teacher's spouse is not able to be at home, the teacher is a single person, or the adoption agency specifically requires the teacher to be at home. For eligible teachers, GRCS sick leave benefits will apply and will be dispensed in coordination with disability benefits that may be available.

## **522.8 Family and Medical Leave**

Grand Rapids Christian Schools provides eligible teachers and employees with unpaid leave for covered family and medical reasons, in compliance with the Family and Medical Leave Act (FMLA).

### **522.8.1 Eligibility for Leave**

Full-time teachers and employees are eligible for FMLA leave only if they have been employed for GRCS for at least one year, and have worked for at least 1,250 hours over the previous 12 months.

### **522.8.2 Basic Leave Entitlement**

Eligible teachers and employees may take up to a total of 12 work weeks of leave in any 12-month period for the following reasons:

- a. to care for a child after birth, placement for adoption or foster care placement;
- b. to care for a spouse, son, daughter or parent with a serious health condition;
- c. for their own serious health condition that makes the employee unable to perform the essential functions of their job;
- d. for incapacity due to pregnancy, prenatal medical care or childbirth;  
or
- e. for a “qualifying exigency” resulting from the fact that the employee’s spouse, parent, son or daughter (1) is a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country; or (2) is a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment and reintegration briefings.

### **522.8.3 Servicemember Family Leave**

An eligible employee may request up to 26 weeks of FMLA leave in a single FMLA year to care for the employee’s spouse, son, daughter, parent, or next of kin who is a covered servicemember. A covered

servicemember is either:

- a. a current member of the Armed Forces who
  - incurred or aggravated a serious illness or injury in line of duty on active duty;
  - may be medically unfit to perform the duties of his office, grade, rank or rating because of the serious illness or injury; and
  - is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
- b. a veteran of the Armed Forces who
  - incurred or aggravated a qualifying injury or illness in line of duty on active duty;
  - is undergoing medical treatment, recuperation or therapy for a serious injury or illness; and
  - was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

In a year in which an employee uses leave to care for a covered servicemember, 26 weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

#### **522.8.4 Notice, Duration and Certification**

Employees must notify the GRCS Business Office of any need to take FMLA leave (including absence, late arrival, or early leaving related to FMLA leave). Employees must follow all GRCS rules for calling in to report absence, tardiness, or early leaving. When the need for leave is foreseeable, employees must provide 30 days advance notice. When not foreseeable, employees must provide notice of the need for leave as soon as practicable. Failure to provide appropriate notice may result in the delay and/or denial of leave.

Whenever requesting FMLA leave, employees must provide sufficient information for GRCS to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform GRCS if the requested leave is for a reason for which FMLA leave was previously taken or certified.

GRCS requires employees to provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense). GRCS provides medical certification forms for this purpose. The employee must return the completed certification form to GRCS within 15 calendar days. Failure to do so may result in the delay and/or denial of FMLA leave. GRCS may require second or third opinions (at GRCS' expense). GRCS may also require periodic re-certifications of the need for leave. While on FMLA leave, employees are required to periodically report to GRCS their status and intention to return to work.

Before returning to work from a leave due to the employee's own serious health condition, the employee must provide medical verification of his or her fitness for duty. GRCS will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, GRCS may require a certification of fitness to return to duty under certain circumstances.

In order to avoid disruption to students, the duration and timing of a leave for a teacher shall be subject to the limitations of the FMLA pertaining to leaves near the end of an academic term.

When medically necessary, leaves may be taken on an intermittent or a reduced work schedule basis. If a teacher or other instructional employee requests intermittent leave for foreseeable treatment, either for a family member, a covered servicemember, or for the employee, and the employee would be on leave for more than 20% of the total number of working days during the period of planned treatment, GRCS may require the employee to either: (1) take leave for a period or periods of a particular duration or (2) temporarily transfer the employee to an equivalent position which is better suited to periods of intermittent or reduced schedule leave. All time taken, whether by choice or requirement, will count toward the employee's 12 week annual entitlement for family and medical leave.

#### **522.8.5 Benefits**

For the duration of the leave required under this policy, GRCS will maintain the employee's health coverage under any group health plan. Any employee contributions to the health plan must be maintained during the leave to maintain coverage. At the employee's or GRCS's option, accrued, but unused, paid vacation leave may be substituted for unpaid leave. Whether or not paid leave is available, all time off which is covered by FMLA will be charged against the employee's yearly FMLA allowance.

### **522.8.6 Return to Work**

Upon return from a leave, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Employees will not continue to accrue benefits while taking FMLA leave. Employees who fail to return from a leave will be obligated to reimburse GRCS for the cost of GRCS paid health coverage, unless the employee's failure to return is due to the continuation, recurrence or onset of (1) a serious health condition of the employee, the employee's family member, or a serious injury or illness of a covered servicemember which would entitle the employee to medical or family leave or (2) other circumstances beyond the employee's control.

### **522.8.7 Eligibility Year**

The amount of FMLA leave time an employee has available on any given date is equal to 12 weeks minus the amount the employee has used in the preceding 12 months.

### **522.9 Other Absence**

- a. The building principal must approve absence for reasons other than illness. The building principal will consult with the superintendent to determine whether the absence shall be paid, considered as sick leave, unpaid, or requires reimbursement for the cost of obtaining a substitute.
- b. If it is determined that the teacher is to be absent without pay, the amount of salary reduction may be 1/190 of the annual contract amount for each day absent.
- c. Under no circumstances shall a teacher employ a substitute.

### **522.10 Borrowing Sick Days**

Should a full-time teacher who is in his or her first two years of employment with GRCS:

- a. develop an illness that causes the staff person to miss work beyond his or her available sick days, or
- b. if the teacher is undergoing a treatment plan that is supervised by a physician, and
- c. a physician signs a document preventing the teacher from returning back to work for a period of time, and
- d. the teacher is not yet eligible to collect short-term disability, then

the teacher will be allowed to borrow up to ten sick days taken from up to the next two years. Should the teacher leave GRCS with borrowed sick days on their record, an adjustment will be made on the employee's final paycheck.

**522.11 Funeral Leave**

As a general rule, a maximum of three days will be granted for a death in a teacher's immediate family. One day may be granted for other special cases. Immediate family includes the teacher's spouse, parents, children, and siblings.

**522.12 Disability**

- a. Short-term and long-term disability coverage may be provided from time to time. These benefits are governed by the applicable plan documents.
- b. Teachers on short-term disability may continue in the group medical plan under the same terms and conditions as existed prior to their disability. If a disability continues beyond the end of the contract year, re-enrollment in the group medical plan will occur at the usual time.
- c. Teachers on long-term disability may continue in the group medical plan as long as they are disabled, until retirement. Premium payment is the responsibility of the individual and may be deducted from the disability payment.
- d. GRCS will continue group medical insurance for teachers on long-term disability on a one-time basis per the following schedule:

<u>Length of Service</u>	<u>Period of Coverage</u>
10 Years	6 Months
20 Years	12 Months
30 Years	18 Months

- e. The teacher will be subject to the same copay percentage rate and other terms, restrictions, and conditions as active employees in the plan. Monthly premiums will be paid by GRCS, and the individual will be billed for his or her copay by GRCS.

**523 Salary Increment for Degrees Beyond Masters Degree**

Teachers with a specialist degree receive a 6% incremental increase of their base pay, and teachers with a Ph.D. or Ed.D. degree receive a 10% incremental increase of their base pay.

**524 Contract Adjustment for Travel**

Teachers who travel between Rockford Christian School and other GRC schools within

the same day as a part of their assignment will have their contract increased by 3% per day not to exceed 10% in total. This adjustment is additional compensation for the teacher's time and is not reimbursement for mileage (Section 574).

**525 Pay Schedule for Substitutes and Temporary Non-Contracted Personnel**

<u>DAYS</u>	<u>BASIS FOR CALCULATION</u>
1-5	AB BASE SALARY: 180 DAYS X 45%
6-15	AB BASE SALARY: 180 DAYS X 56%
16-30	AB BASE SALARY: 180 DAYS X 66%
31-45	AB BASE SALARY: 180 DAYS X 83%
46 plus	AB BASE SALARY: 180 DAYS X 100%



## **530 INSTRUCTIONAL PERSONNEL POLICIES**

### **531 School Day**

Teachers are expected to be present in school prior to the beginning of classes and after classes have dismissed for a reasonable period of time to confer with students, parents, colleagues, and principals. Generally this period of time is to be not less than twenty minutes.

### **532 Work Year**

GRCS' annual school calendar will identify up to 190 working days for teachers. This calendar will identify up to one hundred eighty (180) instruction days and up to ten (10) days defined as planning/in-service days. The Administrative Council and instruction office will collaborate with the superintendent to determine how non-student work days will be utilized.

### **533 Teacher Evaluation Procedures**

#### **533.1 Rationale for Evaluation and Support**

- a. Proper evaluation leads to professional growth and improved instruction that, in turn, leads to increased student achievement.
- b. Evaluation is a necessary administrative process which protects the school system from incompetent or inappropriate teaching and which protects professional staff from capricious actions by either boards or administrators.

#### **533.2 Principles of Evaluation and Support**

- a. Evaluation and support will follow a pattern, including similar schedules and similar instruments.
- b. The goal of teacher evaluation is to acknowledge areas of strength and to support teacher growth. The primary focus of evaluation must be the teaching-learning relationship.
- c. More than one means of evaluation is desirable.
- d. The privacy of evaluation must be protected.
- e. The person evaluated must have the benefit of knowing the results of an evaluation.

### **533.3 Means of Evaluation**

#### **533.3.1 Administrative Performance Evaluation**

- a. General Guidelines
  1. An evaluation placed in the file shall be in writing using the prescribed form as approved by the GRCS Board of Trustees and shall be open to the individual teacher, principal, superintendent, and if necessary, the GRCS Education Committee.
  2. In the event that the teacher feels that the evaluation was incomplete or unfair, objections may be put in writing and attached to the evaluation form placed in the file.
- b. Probationary Teachers
  1. Probationary teachers shall be formally evaluated annually by their building principal or the principal's designee.
  2. The evaluation of Probationary teachers is to be completed by May 1.
  3. The evaluation shall be reviewed with the teacher, dated and signed. One copy will be given to the teacher, one placed in the teacher's file, and one sent to the superintendent for placement in the teacher's Personnel File.
- c. Non-probationary Teachers
  1. Non-probationary teachers shall be formally evaluated annually.
  2. The evaluation shall be reviewed with the teacher, dated and signed. One copy will be given to the teacher, one placed in the teacher's file, and one sent to the superintendent for placement in the teacher's Personnel File.

#### **533.3.2 Peer Evaluations**

In addition to an administrative evaluation, a teacher may choose to be evaluated by a GRCS teacher with more than three years experience.

- a. No teacher is under obligation to participate in a peer evaluation; all teacher evaluators are subject to the approval of the principal.
- b. The evaluation shall be reviewed by the evaluators with the teacher, dated and signed.

- c. Peer evaluations placed in the file are available only to the teacher, principal and superintendent.
- d. Teacher evaluators shall use a prescribed form.

### **533.3.3 Student Evaluations**

- a. Student evaluations may be administered for teachers of students in grades 6-12.
- b. A regular procedure shall be instituted at each building and managed by the building principal.
- c. Student evaluations will be kept by the principal completing the teacher's evaluation; are only available to the teacher, principal and superintendent; and may be considered by the principal when completing the teacher's final evaluation.

### **533.3.4 Parent Input**

- a. Parent input forms may be distributed annually to each GRCS family with students in grades K-5. Parents are expected to complete this form based on their personal family experience.
- b. Completed input forms will be returned to the principal, who will collate the information and use it to assist the teacher in determining goals for professional growth.
- c. The principal will prepare a written summary of the parent responses and review the summary with the individual teacher.
- d. Summaries of parental input shall be placed in the teacher's Personnel File.

### **533.4 Coach Evaluation**

The Athletic Director will ensure that all coaches are evaluated at each level annually. Student athlete and parent surveys will be distributed each year for all athletic teams and a summary of the results will be provided to each coach.

## **534 Teacher Grievance Procedure**

### **534.1 Eligibility**

Full or part-time non-probationary teachers are eligible to file a grievance.

### **534.2 Procedure**

The grievance process must begin within 20 calendar days of the administrative decision or the condition being appealed. Each step in the grievance process requires a written response within 14 calendar days.

- a. A grievant's first appeal must be made in writing to the principal with a copy to the superintendent. The grievance must identify the decision or condition being appealed and shall summarize the grounds for the appeal.
- b. If the principal rejects the grievance, the grievant may appeal to the superintendent after notifying the principal. The appeal must be put in writing and a copy given to the principal.
- c. If the superintendent rejects the grievance, the grievant may appeal to the Professional Status Committee. The appeal must be put in writing and a copy given to the superintendent and principal.
- d. The decision of the Professional Status Committee may be appealed to the Board of Trustees by either the grievant or the superintendent. The appeal must be put in writing and the instructional employee, the principal, the superintendent, (Professional Status Committee members if the superintendent appeals), and the Board must receive copies. The decision of the Board will be final.

### **534.3 Guidelines**

- a. The grievant and principal must abide by the decision made at each level until the matter is finally resolved.
- b. All parties must be granted a hearing before each authority dealing with the matter. The grievant may have a counselor present. If the superintendent appeals a Professional Status Committee decision to the board, the Professional Status Committee may be represented at the board hearing by the committee chairperson or other person designated by the committee.
- c. Written documentation must be kept of all meetings.
- d. Each authority dealing with the matter must act promptly and present its decisions to the persons involved in writing within 14 calendar days.
- e. If the administrative decision or condition being grieved involves the well being of a student, there may be a process to expedite and the grievant may be placed on suspension while the grievance is in process per 516.3.2.

## **535 Job Sharing**

### **535.1 Approval Process**

**535.1.1** Job Share positions are reviewed and approved annually by the principal or designated administrator. Teachers and the principal must review and sign the details using the prescribed application.

**535.1.2** The principal or designated administrator may decline a request for a job share if he/she believes it is not in the best interest of students or the instructional process.

### **535.2 Job Share Teacher Provisions**

**535.2.1** In the event one member of a job share team requests a new assignment, said member may apply for a vacant position for which he/she is certified and qualified. If the request is approved, the principal may:

- a. dissolve the job share and offer the full-time assignment to the remaining job share teacher; or
- b. continue the job share and seek a new job share partner for the remaining job share teacher.

If the remaining job share teacher declines the full-time position, the teacher is determined to have resigned from employment and may apply for vacancies for which he/she is certified and qualified.

Neither Probationary nor Non-probationary teachers are considered displaced as a result of a termination of a job share and do not have rights to a position as defined in Sections 515 and 516.2.

## **536 Interpretation**

Ambiguities, inconsistencies, or conflicts in this document shall not be strictly construed against GRCS but shall be resolved by applying the most reasonable interpretation under the circumstances, giving full consideration to the intentions of the Professional Status Committee at the time this document was drafted or revised.

## **537 Student Records**

All staff are required to protect the confidentiality of student information in their care.

Students may have certain privacy rights under federal law (the federal Family Education Rights and Privacy Act, FERPA). As such, all teachers and administrators will use student information obtained through their employment for the sole purpose of supporting the student and will not share any information outside of their professional work.

## 540 ADMINISTRATIVE PERSONNEL POLICIES

### 541 Principal Compensation

**541.1** Training, experience, time requirements, and level of responsibility – as well as enrollment – are all considered relevant factors when determining principal compensation. Principals receive the same wage increase and fringe benefit package as other faculty.

#### 541.2 Index Elements

The administrative wage index may be based on the teacher's wage scale and reflects consideration of the factors listed above. The adjustment of administrators' wages may be authorized only by the superintendent.

- a. A principal is responsible for his or her school as its administrator at all times, even if he/she is not on full duty during the summer months.
- b. The contract period for principals shall be July 1 – June 30.

#### 541.3 Administrative Responsibilities when School is not in Session

All principals are considered on duty during school vacation periods during the school year. This does not mean the principal must be in the school building during these periods. If the principal does take a vacation away from home for more than one day, arrangements must be approved by the superintendent (legal holidays excepted). The time of year during which vacations are taken should be worked out with the superintendent.

### 542 Principal Qualifications

A minimum of a Master's Degree (MA) or coursework equivalent to a MA in a relevant and qualifying field is desired for principals. The superintendent may require further professional development and/or coursework for principals that is consistent with the professional responsibilities of the position and assessment of the principal's performance.

### 543 Membership in Principals Organizations

**543.1** All principals are encouraged to be members of at least one of the following professional organizations on either the national or state level:

- a. American Association of School Administrators
- b. National Association of Secondary School Principals
- c. National Association of Elementary School Principals

d. Association for Supervision and Curriculum Development

**543.2** Each principal is encouraged to attend a professional conference of his or her choice subject to the review and approval of the Superintendent or his/her designee. Normal convention expenses shall be paid by GRCS.

**544 Evaluation of Principals**

Principals will be evaluated annually by the superintendent. The evaluation will include a review of goals that are collaboratively developed annually by the principal and superintendent as well as in areas found within a prescribed evaluation form. The superintendent will report results of principals' goal attainment and performance evaluations to the Executive Committee of the Board of Trustees as requested.

When evaluating a principal's performance, the superintendent may request input from staff, parents, colleagues, and students.

## **550 SUPPORT PERSONNEL POLICIES**

Support personnel are defined, but not limited to, as hourly or salaried employees working in the position classifications that follow:

- Classroom aide (Appendix B),
- Building secretary,
- GRCS Administrative Office assistant,
- Custodian, and
- Food Service staff.

Childcare aides, playground aides, and custodial sweepers are not considered Support Personnel.

### **551 Full and Part-time Defined**

Full-time is defined as employment equal to or greater than 1,789 hrs./year for hourly employees and .86 FTE for salaried employees.

### **552 Holidays**

Paid holidays for full-time personnel include New Year's Day, Good Friday (if school is not in session), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day. An additional day or two half-days will be granted during the Christmas recess period and be established annually upon review of the calendar. Normally, additional time off or pay will be granted when a holiday falls on a Saturday or Sunday.

### **553 Vacations**

Full-time personnel may be provided a minimum of one week of paid vacation during the first year of service, not to be taken before six months of employment has been completed. After the second year of service, two weeks of paid vacation will be provided; after ten years of service, three weeks of paid vacation will be provided. The superintendent may wave the above schedule at his/her discretion.

### **554 Absences**

- a. Support personnel will be granted ten days sick-leave per year, cumulative to fifty. A day is equal to the employee's actual full or part-time schedule on the day of absence. In cases of extended illness, cumulative sick leave will be dispensed in coordination with group insurance benefits.
- b. Part-time employees are eligible for ten days sick leave benefit per school year,



cumulative to fifty. "Days" in this situation means that part-time day, not a full-time equivalent.

- c. An adoptive parent will be granted the same six-week period under any of the following conditions: the employee's spouse is not able to be at home; the employee is a single person; the adoption agency specifically requires the employee (e.g., requires a particular gender) to be at home. For eligible employees, GRCS sick leave benefits will apply, and be dispersed in coordination with group insurance benefits.
- d. Support personnel will be granted pay for days missed due to obligations required by jury duty. It is required that any compensation received (other than remuneration for parking fees, etc.) for serving on jury duty be reimbursed to GRCS upon receipt.
- e. Absence for reasons other than illness must be approved by the building principal or administrative supervisor. It will be his/her determination whether such absence shall be paid, considered as sick leave, or be unpaid.
- f. As a general rule, a maximum of three days funeral leave will be granted for death in the immediate family. One day may be granted for other special cases. "Immediate family" includes spouses, parents, children, and siblings. The exact length of time will be determined by consultation between the principal and staff member involved.

## **555 Reporting Structure**

Support personnel will be directed and supervised as follows:

- a classroom aide reports to either a classroom teacher or appropriate Student Services coordinator,
- an administrative assistant reports to a principal,
- a GRCS Administrative Offices assistant reports to the superintendent or designee,
- a food service employee reports to the Director of Food Services, and
- a head custodian reports to a principal.

## **556 Workers Compensation**

**556.1** Injuries on the job must be immediately reported to the principal and GRCS Chief Financial Officer/designee.

**556.2** Employee injuries which result in loss of time from the job and for which workers compensation is received shall be reported to the CFO, who will determine benefits and make any necessary payroll adjustments.

**557 Benefit Eligibility and Coverage**

Eligibility for insurance and other benefits are summarized in the Summary Plan Description made available to employees annually.

**558 Grievances**

Support personnel are expected to express employment concerns to their immediate supervisor. Unresolved concerns may be reported to the principal, Chief Financial Officer, and superintendent who are required to consider and respond to employment concerns brought to their attention.

**559 Salaries**

Wage scales and hourly rate schedules are available at the GRCS office. The Chief Financial Officer, in consultation with the superintendent, may authorize adjustments in wages for direct reports and support personnel.

## **560 BUS DRIVER POLICIES**

### **561 Commercial Driver's License (CDL)**

A CDL is required of all persons specifically hired as bus drivers and other GRCS employees who expect to be driving a school bus carrying students.

### **562 Reimbursement Policy**

GRCS will reimburse each employee referenced above the cost of obtaining or maintaining a CDL.

### **563 Drug & Alcohol Testing Policy for CDL License Holders**

The safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each bus driver must be mentally and physically alert at all times while on duty.

#### **563.1 Definitions**

- a. Prohibited substance is defined as and includes: illegal drugs; controlled substances; hemp products; alcohol; unauthorized prescription drugs, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity; any other substance that affects or may affect an employee's ability to perform safety-sensitive functions; or the metabolites or residues of such substances.
- b. Safety-sensitive function is defined as and includes all tasks associated with the operation and maintenance of Association vehicles.
- c. Commercial Driver's License (CDL) license holder is defined as all regular and substitute employees who drive, inspect, repair, and maintain Association commercial motor vehicles owned by GRCS.
- d. While on Duty is defined as and includes all time from the time the CDL license holder begins to work or is required to be ready for work until the time s/he is relieved from work and all responsibility for performing work.

**563.2** GRCS prohibits the possession, use, sale, or distribution of any prohibited substance by CDL license holders while on duty or at any time while on school property. All CDL license holders shall be free of any influence of any prohibited substance while on duty.

To enforce this policy, CDL license holders may be subject to testing for prohibited substances. The superintendent or the superintendent's designee shall establish a drug and alcohol testing procedure whereby CDL license holders are

tested for the presence of alcohol as well as for the following substances:

- a. marijuana,
- b. cocaine,
- c. opiates,
- d. amphetamines, and
- e. phencyclidine (PCP).

Such tests will be conducted in accordance with Federal and State regulations: a) prior to employment; b) for reasonable cause; c) upon return to duty after any alcohol or drug rehabilitation; d) after any accident involving the loss of human life or where the driver receives a citation under state or local law; e) on a random basis; and f) on a follow-up basis.

- 563.3** Any staff member who violates this policy shall be prohibited from driving any school vehicle. The employee will be subject to disciplinary action up to immediate termination.
- 563.4** Prior to the beginning of the testing program, GRCS shall provide a drug-free awareness program which will inform each classified staff member about the dangers of illegal drug use and controlled substance and alcohol abuse and the drug and alcohol testing policy of CDL license holders and the sanctions that may be imposed for violations of this policy.
- 563.5** Educational materials will be provided to CDL license holders during the drug-free awareness program. Educational materials and training will be provided to all CDL license holders hired after the testing program commences.
- 563.6** GRCS will provide one hour of training on alcohol misuse and one additional hour of training on controlled substance use to appropriate staff members. GRCS will also provide training in drug recognition, the procedures for testing, and the proper assistance of staff members dealing with the effects of substance abuse.
- 563.7** The superintendent shall submit, for Board approval, a contract with a certified laboratory to provide service in compliance with federally mandated procedures, 49 CFR Part 40, which require in part: (a) testing of all first and second test urine samples; (b) clear and consistent communication with GRCS' Medical Review Officer (MRO), which shall be employed by an outside contractor; (c) methodology and procedures for conducting random tests for controlled substances and alcohol; (d) preparation and submission of all required reports to GRCS, the MRO, and to Federal and State governments; and (e) designation of a Substance Abuse Professional (SAP).

**563.8** The superintendent shall select the agency or persons who will conduct the alcohol breathalyzer tests, GRCS' MRO, and the drug collection site(s) in accordance with applicable federal, state, and local law. This policy statement does not in any way limit GRCS' ability to take action based on the facts of any situation, in the absence of a confirmed, positive drug or alcohol test, or behavior related to off-duty conduct.

#### **564 Cell Phone Use**

The Michigan Department of Education, upon the recommendation of the Pupil Transportation Advisory Committee, recognizes that cell phone use by school bus drivers while driving is a potential safety risk and recommends guidelines be implemented by all Michigan school districts.

Recognizing that personal cell phone use by a school bus driver at times the vehicle is in operation on the roadway possesses a potential safety risk, and further, that personal cell phone use by the driver while the bus is in operation can be a distraction causing further potential safety risk, Grand Rapids Christian Schools believes it is best practice that school bus drivers not operate personal cell phones while the school bus is in operation. School bus drivers are not prohibited from using cell phones when driving, but shall use the following guidelines in regards to cell phone use when operating a school bus or vehicle.

- a. Cell phones may be used in case of emergency. Special care must be taken at all times in the use of any communication device while the school bus is in operation.
- b. Personal phone calls are prohibited when operating a school bus or vehicle.
- c. Texting is prohibited and illegal when operating any vehicle.
- d. School bus drivers should pull over and secure their school bus, where practicable, before answering or making a cell phone call.
- e. School bus drivers may use hands free devices, i.e. Bluetooth or similar ear-piece, but should pull over and secure their school bus, where practicable, before answering or making a cell phone call.
- a. School bus drivers may employ a student to answer or make cell phone calls, if necessary, in an emergency but should not use this as a primary way to communicate via cell phone.

## **570 MISCELLANEOUS GUIDELINES**

### **571 Parent Complaints and Appeals**

#### **571.1 Procedure**

- a. In keeping with the Matthew 18 principle, parents are strongly encouraged to speak directly with an employee with whom they have a complaint. In serious situations, every effort should be made by a principal or administrator to bring the parents and the employee together to resolve the complaint.
- b. If the complaint remains unresolved, the parents and principal may appeal to the superintendent. Parties may be granted an audience before the Executive Committee of the Board of Trustees only after an appeal to the superintendent has occurred. The Executive Committee's decision will be considered final and no further appeal will be heard.

#### **571.2 Guidelines**

- a. All appeals and decisions must be made in writing, with a copy given to both the parents and the principal.
- b. Written documentation must be kept of all meetings.
- c. Any authority dealing with an appeal shall act promptly and present its decision in writing to the parties involved and the prior authority that dealt with the matter.

### **572 Employment Involving Supervisory Staff Member and Immediate Relative**

- a. The immediate relative (spouse, child) of a supervisory staff member shall not be employed in any full-time or regular part-time position which is supervised by that staff member. The superintendent shall resolve any questions that may arise from the implementation of this policy.
- b. Employment involving board members, management staff, and immediate relatives of either, as permitted by this section, is further subject to Conflict of Interest Policy, Section 223.

### **573 Service Recognition**

- a. Upon completion of twenty-five years of service (need not be consecutive years), employees will be presented with a gift valued at \$200. The gift will be presented at the annual opening meeting of the staff.
- b. At the time of retirement, GRCS will recognize the retiree at an appropriate school function, preferably with the school constituents in attendance. The token of

appreciation given on this occasion shall normally be \$150.00 in monetary value.

**574 Mileage Reimbursement**

Employees who travel between schools as a responsibility of their position are reimbursed for mileage at the IRS rate. Mileage reimbursement is available only for actual miles driven after employees arrive to work at their assigned building and prior to their return home at the end of their workday.

## 580 SHARED TIME

The integration of faith with learning is a vital component of the learning process at Grand Rapids Christian Schools. Shared time legislation provides a unique opportunity for GRCS to staff certain non-core classes with teachers employed by a public school. The following statements will serve as parameters, providing clear guidelines for our participation in any shared time program.

- a. All programming must be designed to enhance GRCS mission while remaining consistent with GRCS core values.
- b. The spirit of Shared Time participation with a public school will be one of cooperation that supports the efforts of GRCS and the public school.
- c. Because all staff persons within GRCS enjoy the benefits of being part of a professional team, it is important that GRCS leadership has input into all shared time staffing decisions. GRCS leadership may decline appointments of any Shared Time employee who is assigned to work within GRCS.
- d. Because educational environments and opportunities are under constant change, it is in the best interest of all parties involved that GRCS annually reviews the nature and extent of our shared time participation as well as the provider of services.
- e. Unless dually employed between the public school and GRCS, policies found within the GRCS Policy Handbook are not applicable to Shared Time employees.



**Section 500  
Appendix**

- A. Statement of Faith
- B. Grand Rapids Christian Schools Aide Hours - Further Procedural Information
- C. GRCS-owned Vehicle Policy
- D. Job Share Application
- E. Request for Leave

## Appendix A

### Grand Rapids Christian Schools Statement of Faith

We believe in one God, the Father, Son and Holy Spirit, who has revealed himself in the Holy Bible. This God is present today and controls both humankind and history. We believe and confess that:

- God shows himself through all he has made - for God has made everything;
- God shows himself in justice and mercy over against the sin and evil which has invaded God's creation;
- God shows himself and the way of salvation in his Word the Holy Scriptures;
- God shows himself most fully in his Son Jesus Christ who, by a miraculous birth, became a human being for our sake, suffered, died and was raised to conquer the power of sin and the curse of death under which we all live.

Further, we believe and confess that:

- Jesus Christ is now the Lord of all things, both in the created world and in the Church - the fellowship of the redeemed;
- Jesus Christ is now gathering and preserving his Church so that her members may be his servants in this world; Jesus Christ shall return on the day of the Father's choosing to judge all humanity, the living and the dead.

This faith clearly has consequences for the church and the Christian home. It also has special consequences for those involved in Christian day schools, which exist in concert with the home and the church for the nurturing of Christian teaching and life. Because the Lord is Lord of all life, we profess and declare that:

- Our students will be presented with the basic message of Scripture and the redemption that has been given in Christ.
- Our students will be instructed in Scriptural principles that will guide them in mature living - in its spiritual, intellectual, and behavioral dimensions.
- Our students will be encouraged to recognize the greatness and the mercy of our Lord in every area of life.
- Our students will be guided into a true knowledge of God's world, of its history, and its culture.
- Our students will be enabled to assess the values of the age from the perspective of Christ's redemption and rule over all the world.

Because our Lord is Lord of all life we further profess and declare that:

- Obedience to God involves us in a thorough investigation of all reality, and that students and teachers alike should seek to integrate their personal faith with all areas of learning;
- Obedience to God involves us in an urgency to promote this Lordship of Christ within the communities of our schools and throughout the entire world through the agency of the schools as well as the church and family.

All this we profess and declare in the sure and certain hope that as we nurture our children in the knowledge and love of the Lord, God himself will guide, preserve and bless these efforts through the work of the Holy Spirit.

## Appendix B

## **Grand Rapids Christian Schools Aide Hour Policies**

For purposes of this document, aides are defined as any staff member working under the following classifications: Child Care aides, Classroom aides, Educational Support Services aides, Inclusion aides, Instructional aides, Library aides, Preschool aides Technology aides.

### **Sick Days:**

Aides are eligible for an equivalent of two of their regularly scheduled weeks per school year, capped at no more than ten of their scheduled weeks. Sick days are to be used only for personal illness or the illness of a dependent family member.

### **Absences Other than Illness:**

Approval for absences other than for reasons of illness must be communicated by way of a written request to program supervisors. Program supervisors will then consult with building principals and also the Director of Student Support Services (for ESS and Inclusion aides) to determine whether an approved absence shall be paid, unpaid, or requires reimbursement for the cost of obtaining a substitute.

### **Bereavement:**

As a general rule, a maximum of three days funeral leave will be granted for a death in the immediate family. One day may be granted for non-immediate family members. "Immediate family" includes spouses, parents, children, and siblings. The exact length of time will be determined by consultation between the program supervisors and the building principals. Each situation will be judged individually.

### **Holiday Pay:**

Aides are not eligible for holiday pay.

### **Weather-related Cancellation of School:**

Aides are not eligible for pay for a maximum of four days of any weather-related cancellation of school. After the fourth day of school cancellation, aides will receive pay for the number of hours they were scheduled to work for that particular day of a weather-related cancellation of school.

### **Substitute Hours:**

Aides may be asked from time to time to substitute due to the absence of a teacher or other school personnel. Aides will receive the appropriately-rated substitute pay for their work.

Substitute hours worked by aides will be reported on the substitute pay spreadsheet by building principals and communicated to Bernie Jonker, Payroll. Payment for these hours will come directly from the building's sub budget and will not be reported through Paycor timesheets or held against the aides' budgeted hours.

## Appendix C

### Grand Rapids Christian Schools GRCS-owned Vehicle Policy

1. All vans used to transport students served through the inclusion program will be kept at the high school from 7:00 a.m.-2:00 p.m. Monday-Friday. Keys will be kept in the inclusion office and will be signed out for and signed in after each use. Transportation staff will be responsible to deliver the vans to the high school to the assigned parking spaces by 7:00 a.m. each Monday and pick them up to return them to a location designated by the transportation supervisor each Friday afternoon.
2. Mileage logs will be maintained for each GRCS-owned vehicle, including those that are not buses, and kept in each vehicle at all times.
3. No keys will be duplicated and no keys will be distributed to staff other than to those who are assigned to drive the vehicles per their daily job assignment. Keys to all buses and the replacement truck will be kept at the transportation office. Keys to the vans will be kept in the inclusion office with an additional set kept at the transportation office. Keys to all GRCS-owned vehicles' will be signed out prior to and after each use.
4. Transportation department staff will complete necessary and ongoing vehicle inspections and be responsible for refueling all GRCS-owned vehicles, including the vans used to transport inclusion students.
5. Staff assigned to drive students must provide a current copy of their driver's license annually to the transportation supervisor so that drivers' records may be monitored on a regular basis for safety and other infractions.
6. Drivers assigned to transport inclusion students must obtain a Chauffer's License. GRCS will reimburse drivers for the cost of the license.
7. Any staff member who uses their personal vehicle to transport students as a part of their assigned duties must submit a copy of their auto insurance policy to the transportation supervisor to ensure proper minimum coverage exists.

**Appendix D**

**Grand Rapids Christian Schools  
Job Share Application**

Section 535 of GRCS Policy Handbook, found on the reverse side of this application, defines job sharing, the approval process, and provisions of job shares. Teachers are to review this section before submitting a job share application.

School Year \_\_\_\_\_

Job Share Team

Teacher #1 \_\_\_\_\_ FTE

Teacher #2 \_\_\_\_\_ FTE

School \_\_\_\_\_

Details of job share request:

Additional administrative input:

- Approved (as requested)
- Approved (with changes indicated)
- Denied

\_\_\_\_\_/\_\_\_\_\_  
Administrator Signature/Date

\_\_\_\_\_/\_\_\_\_\_  
Teacher Signature/Date

\_\_\_\_\_/\_\_\_\_\_  
Teacher Signature/Date

## **Job Sharing**

### **535.1 Definition**

Job Sharing is defined as two teachers who share a single designated position.

### **535.2 Approval Process**

**535.2.1** Job Share positions are reviewed and approved annually by the principal or designated administrator. Teachers and the principal must review and sign the details using the prescribed application.

**535.2.2** The principal or designated administrator may decline a request for a job share if he/she believes it is not in the best interest of students or the instructional process.

### **535.3 Job Share Teacher Provisions**

**535.3.1** In the event one member of a job share team requests a new assignment, said member may apply for a vacant position for which he/she is certified and qualified. If the request is approved, the principal may:

- a) dissolve the job share and offer the full-time assignment to the remaining job share teacher; or
- b) continue the job share and seek a new job share partner for the remaining job share teacher.

If the remaining job share teacher declines the full-time position, the teacher is determined to have resigned from employment and may apply for vacancies for which he/she is certified and qualified.

Neither probationary nor non-probationary teachers are considered displaced as a result of a termination of a job share and do not have rights to a position as defined in Sections 515 and 516.2

**Appendix E**

**Request for Leave**

Eligibility for Leave of Absence as well as return to work, health benefits and other leave provisions are described in Sections 522.6 and 522.8 of the Grand Rapids Christian Schools Policy Handbook. Staff are asked to review Leave provisions as described in the Handbook prior to requesting a Leave and to complete and submit this form to the Superintendent.

Requests for Leave will be reviewed and granted by the Superintendent subject to eligibility of the requesting staff in accordance with the provisions found in the Grand Rapids Christian Schools Policy Handbook.

Date of Request \_\_\_\_\_

Staff Name	Position	School/Dept.
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**Type of Leave Request**

Family Medical Leave (FMLA)  
FMLA provides eligible staff with up to 12 weeks of leave and continuation of health benefits for staff receiving those benefits at the time a FML is granted.

Leave of Absence (LOA)  
LOA provide eligible staff with up to one year of leave; continuation of wage and health benefits are subject to conditions of Leave, Leave duration, and availability of sick days. Please note that a maternity leave that extends beyond the 12 weeks allowed through FLMA is considered an unpaid Leave of Absence and benefits are not available during the entire duration of the Leave.

Date of Leave request \_\_\_\_\_

Date anticipated - return to work \_\_\_\_\_

Please sign below indicating you have reviewed Section 522.6 of the Grand Rapids Christian Schools Policy Handbook and submit to Grand Rapids Christian Schools Administrative Offices, Attn: Superintendent.

Signature	Date
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Approved       Denied

Superintendent	Date
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