

Lansing Christian School

Personnel Handbook

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LANSING CHRISTIAN SCHOOL
Personnel Handbook

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ACKNOWLEDGEMENTS

Purpose and Use of Handbook

This handbook is designed to acquaint you with Lansing Christian School and provide you with information about working conditions, employee benefits and policies affecting your employment. It contains general statements of school policy, which the school reserves the right to apply at its sole discretion based on the facts of individual situations (or in consideration of other factors it deems pertinent) and in preservation of the best interests of the school. All employees should be aware that violation of school policies and procedures may subject the employee to corrective action, up to and including termination of employment.

Nothing in this handbook shall be construed to create an employment relationship other than employment “at will” nor shall this handbook be construed as creating any expectation of continued employment.

No employee handbook can anticipate every circumstance or question about policy. The school reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time, as it deems appropriate and at its discretion.

Lansing Christian School continually strives to maintain excellent communications with all faculty and staff members. The Business Office works hard to keep the manual up to date and to keep all employees informed as policy changes occur from time to time during the normal course of business. This edition of the handbook replaces and supersedes all prior versions. Please understand, however, that there may be times when policy will change (at the sole discretion of the Head of School and Board of Directors, as may apply) before the written document can be revised and distributed to all employees.

Acknowledgement of Receipt

I acknowledge that I have received the Lansing Christian School Personnel Handbook.

I understand that it replaces and supersedes any prior version of the handbook. I understand that this handbook contains important information on the personnel and benefits policies applicable to me and about my privileges and obligations as an employee. I will familiarize myself with the material in the Personnel Handbook and I understand and acknowledge that I am responsible for knowing and abiding by its contents.

Since the information, policies and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur without prior notice. While the school strives to communicate such changes in a timely manner, I understand that revised information may supersede, modify, or eliminate existing policies before such notices are officially published.

I understand that I should consult with the Director of Business and Finance regarding any questions not answered in the handbook. I acknowledge that I have read this Employee Acknowledgment Form and have received a copy of the Personnel Handbook, which policies I will read and understand and by which I agree to comply.

This form must be signed and dated and returned to Lansing Christian School Business Office promptly upon receipt of the handbook and review of this form.

Signature

Printed Name

Date

**INTRODUCING
LANSING CHRISTIAN SCHOOL**

Mission Statement

Recognizing God as the source of all truth, wisdom and knowledge, Lansing Christian School partners with Christian parents to educate children to the full extent of their God-given abilities. We engage students in an academically challenging environment that fosters spiritual, intellectual, social and physical growth. We equip students to exalt God and follow Christ in all of life.

Vision Statement

Equipping young men and women to engage and transform the world for Jesus Christ.

Beliefs

Lansing Christian School is committed to the Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, Jesus Christ as the Son of God and the Savior of all who acknowledge Him as Lord and the Holy Spirit as the one who reveals truth. We believe that the knowledge of God is the beginning of wisdom, that fellowship with God is the basis for true fellowship with one another, that each student is uniquely created by God as a spiritual, intellectual, social and physical being and is endowed with particular gifts. The goal of our school, in cooperation with the home and church, is to assist the parents to train their children in the nurture and admonition of the Lord and to aid each student to develop to his or her full potential. Therefore, we believe that it is right and reasonable that families join together to provide an educational system which accomplishes this aim.

Acting on this belief, we seek to:

1. Encourage the spiritual growth of our students by:
 - a. teaching the Bible as the Word of God and as a source of doctrine and guide for daily living.
 - b. encouraging each student to come into a personal relationship with Jesus Christ, to honor Him as Lord and Savior and seek to know and do the will of God.
 - c. encouraging the development of godly character and a Spirit-controlled life, described in the Scriptures.
2. Encourage the intellectual growth of our students by:
 - a. assisting the students to recognize in every area of study the revelation of God in His creation and in the Holy Scriptures.
 - b. providing a broad and versatile curriculum which will seek to develop each child's potential and will seek to provide thorough preparation for each student to succeed in college or other post high school endeavors and to live effectively in the changing world of the 21st century.
 - c. stimulating creative and critical thinking in all areas of study.

- d. promoting cultural development and aesthetic appreciation in their lives.
3. Encourage the social growth of our students by:
 - a. encouraging an individual sense of personal worth as a special creation of God and a recipient of His love.
 - b. fostering the establishment of wholesome relationships through an acceptance of one another in Christian love, learning to understand and respect the views of others and developing an appreciation of the heritage and culture of themselves and others.
 - c. helping students recognize and assume responsibilities to their home, church, school, community, country and world.
 4. Encourage the physical growth of students by:
 - a. helping them realize that their bodies are the temple of God.
 - b. emphasizing that a purpose of physical fitness is to bring glory to God.
 - c. promoting health, fitness, coordination and skillful use of the body.

We believe that the school can seek to accomplish these goals and objectives through:

1. A versatile and diverse School Board of men and women, committed to the Christian faith, who establish policies and make decisions for the direction of the school, examining them in light of Biblical teaching.
2. Dedicated Christian administrators, teachers and support staff, who are well trained in their respective fields and who make a key difference in the quality of education each student receives.
3. A flexible curriculum which stresses mastery of the basic skills and full development of individual talents, relating all learning to the Word of God.
4. Varied activities such as student government, clubs, athletics and fine arts to supplement the classroom experience and develop individual interests.
5. A diversified student body, open to and actively embracing, persons of every race, gender, economic status and background.

6. Adequate, safe buildings and facilities, appropriate to broad educational purposes.
7. Cooperative parents who are supportive of school policies, personnel and programs and who participate in the educational activities of their children.
8. Assessment programs which continually monitor and evaluate.

Core Values

We Glorify God in All of Life

Knowing God, loving His Word and living for Him are the foundation for everything we do at Lansing Christian School. We seek to live our faith in our relationships, our character and our service.

We Honor God through Excellence

Striving for excellence is expected from all members of the Lansing Christian School community. We foster excellence in academic, co-curricular and extracurricular programs.

We Live and Learn in Christian Community

Cultivating caring and respectful relationships is integral to every aspect of school life. We prepare students to flourish as they discover and develop their God-given gifts and abilities. We teach, model and practice servant leadership.

We Partner with Christian Parents

Lansing Christian School exists to assist parents in building a strong Christian foundation for their children. We serve Christian families who desire a Christ-centered education for their children.

Statement of Faith

All employees of Lansing Christian School must sign the “Statement of Faith,” a commitment to the Christian faith, which is central to the core values of the school. The statement will be signed upon initial employment and with each annual contract.

STATEMENT OF FAITH

- A. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- B. We believe that there is one God; the source, support and end of all things; eternally existent in three persons: Father, Son and Holy Spirit.
- C. We believe in the deity of our Lord Jesus Christ; in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- D. We believe that for the salvation of lost and sinful men, regeneration, by the Holy Spirit is absolutely essential.
- E. We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation.
- F. We believe in the spiritual unity of believers in our Lord Jesus Christ.
- G. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

History

On September 10, 1951, Lansing Christian School first opened its doors in the basement of Inter-City Bible Church to fifty-nine kindergartner-six grade children. The school grew, the students prospered and property was soon purchased on South Pennsylvania Avenue. The construction of the first building was tackled with much enthusiasm and volunteer labor. The men worked faithfully, far into the night. Often weary and discouraged, they would drop to their knees and thank God for their progress and pray for strength and vision to continue. Upon completion, the entire school family dedicated the building to God, praying that all that entered “might set their hope in God” (Psalm 78:7).

Seven years after opening, the school had grown to 125 students and the junior high students took it upon themselves to pray for a high school. Of course, the board couldn't ignore their request and sought out to do whatever they could to help continue these students education until they graduated from Lansing Christian. In 1960, the Board started adding one grade a year until the first senior class graduated in 1963 with two students.

Thanks to the efforts of Head of School James Bowden, a gymnasium rose from the grounds in the late 60's by the work of a group of boys and a number of fathers who dedicated 14-hour days. During the next four years, locker rooms, a new entrance and four teaching rooms expanded the teaching capacity to 250 students. In 1976, Head of School Richard Peters led a 10-room expansion accommodating 500 students from K-12 with space for business, art, music and a science laboratory. The Pennsylvania Campus was complete, accomplished through the prayers, donations and hundreds of volunteer hours given willingly by the LCS community.

In the early 1980's, with enrollment at a record high, God faithfully enabled LCS to purchase the Barnes Avenue School from the Lansing School District. It became the preschool through fifth grade elementary campus.

In 1997 the LCS Board was at a crossroad: enrollment, along with the repairs on the aging buildings, was increasing. The school song, “Guide Me, Oh Though Great Jehovah”, again became the plea. After many hours in prayer and meeting together, land was purchased to build a facility that would again bring the LCS family to one campus for preschool through 12th grade.

The move to the current facilities began in 1999, when the Pennsylvania Avenue property was sold. The secondary students started classes shortly after Labor Day in modular buildings while the new campus was being built before their eyes. In the fall of 2000, the Lord provided a buyer for the Barnes Avenue School and a dedication ceremony of the new Lansing Christian School facility on 3405 Belle Chase Drive took place!

For more than sixty years LCS has partnered with Christian parents to develop the whole student- mind, body and spirit- providing a challenging academic program with a distinctively Christian worldview.

LCS continues to celebrate God's great faithfulness as He provides for our every need through financially blessing the LCS community of parents, grandparents, alumni and alumni parents, as well as many of our neighbors, friends and local businesses.

School-wide Learner Goals

At LCS, our goal is for students to:

Demonstrate proficiency in foundational knowledge

LCS students demonstrate proficiency with the established curriculum across subject areas, applying and connecting ideas to make sense of complex concepts and problems from multiple perspectives.

Practice essential skills for learning

LCS students pursue academic excellence through practicing:

- Critical thinking
- Problem solving
- Creativity (idea generation)
- Thinking for innovation (acting on the idea to add value)
- Persistence/resilience

Pursue ongoing growth

LCS students are curious and recognize the value of lifelong learning.

Communicate effectively

LCS students have both strong listening skills and the ability to communicate their ideas orally and in writing.

Collaborate effectively

LCS students work together toward shared goals both in and out of the classroom.

Show empathy

LCS students seek to deeply understand the experiences, perspectives, and needs of others.

Recognize and communicate their role in God's story

With the support of teachers and families, LCS students discover and develop their God-given gifts and abilities and grow in areas of improvement as they live and learn in Christian Community.

Engage in creative service to meet the needs of the community

LCS students live lives of service and look for needs they can meet in the classroom , the school, the community, and beyond.

Student Admissions and Retention Policy

Students Admissions Policy

Lansing Christian School of Lansing, Michigan, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, tuition assistance, athletics, scholarships and loan programs, or any other school-administered programs or hiring practices.

Student must be living with one of their parents or a legal guardian to attend Lansing Christian School. At least one of the parents or legal guardians must have placed their faith in Jesus Christ for salvation and live in accordance with the doctrinal statement of faith, the school philosophy and all policies and procedures. The Scriptures will be integrated into every classroom subject and activity and students will be required to live in keeping with Biblical principles. It is important that both parents and students want to come to Lansing Christian School and are desirous of a Christian education. A negative attitude on the part of students toward the Scriptures, God's Kingdom and Jesus for salvation, is contrary to the purposes of our school.

The parents or legal guardian must accept the financial obligation inherent in educating their children at LCS.

The Board reserves the right to expel any family who fails to make timely tuition payments or whose families' or child's life style and attitude are contrary to the standards of the school.

In alignment with our mission, our admission philosophy requires a parent or guardian of the student to agree to the following statements:

- I agree that I am enrolling my child(ren) in Lansing Christian School because of my earnest desire that my child(ren) receive Christ-centered academic training.
- I want my child(ren) to be educated in a manner consistent with the Beliefs Statement and Faith Statement of Lansing Christian School.

- I agree to pray earnestly and regularly for Lansing Christian School.
- I agree to assume responsibility for my child's(ren's) education and for supervising assigned homework and maintaining regular contact with teacher(s).
- I commit to practical help and support for the administration and teaching staff.
- I recognize the importance and appropriateness of supporting this ministry with tax deductible contributions.
- I give permission for my child to be disciplined according to school policy as outlined in the Parent/Student Handbook (as posted on the LCS website).
- I recognize that the school has the right to dismiss any student who does not uphold its standards or cooperate in the educational process.
- I commit to continue to grow spiritually through regular attendance at worship and involvement in a local church.
- I commit to guarding my tongue and not speaking negatively about Lansing Christian School and instead I commit to seeking to resolve the matter with the person(s) involved rather than spreading criticism or holding negative attitudes in my heart.
- I will mirror Christian values to my child(ren) and will not participate in practices that would be considered illegal or considered by the school as immoral or inconsistent with a positive Christian lifestyle such as cohabitation without marriage or participating in a homosexual relationship.
- I hereby certify that I have read the Beliefs Statement, Faith Statement and Parent/Guardian Agreement and affirm that my beliefs are consistent with those stated. I furthermore accept the conditions and requirements of all other official policies and procedures of Lansing Christian School, including the payment of all tuition and fees.

The administration determines if LCS is able to meet the student's needs within the current normal program or in conjunction with the Academic Services Center.

Students will not be allowed to re-enroll the following school year unless all bills are paid.

Continuous negative attitudes, lack of cooperation by students and/or parents and absence of desire for spiritual growth may be cause for not being allowed to enroll the following year.

The administration is responsible for developing rules and procedures necessary to implement this policy.

Student Retention Policy

Lansing Christian School allows for retention of children of parents who regularly attend a Christian church, who accept the standards of Lansing Christian School communicated in the admissions policy, and who accept that Lansing Christian School will teach that marriage is between one man and one woman.

At a Glance

PROGRAM OVERVIEW

In order to meet each student's maturational and academic needs, Lansing Christian School's program is divided as follows:

Junior Pilgrims After School Care – ages 3 - 5th grade

Preschool – ages 3-4

Elementary – Kindergarten – 5th grade

Middle School – grades 6, 7, 8

High School – grades 9, 10, 11, 12

PROFESSIONAL MEMBERSHIPS AND ACCREDITATIONS

- AdvancED (formally North Central Association).
- Christian Schools International (CSI)
- Michigan Business and Professional Association
- Hospital Purchasing Services
- Regional Educational Media Center
- Lansing Regional Chamber of Commerce
- Michigan High School Athletic Association
- Michigan School Band and Orchestra Association
- Greater Lansing Activities Conference (GLAC)

QUICK GLANCE: KEY FACTS ABOUT LANSING CHRISTIAN SCHOOL

- Over 500 Students
- Over 50 faculty
- Over 10 staff and administrators
- Over 50% of students receive some sort of scholarship or reduced tuition through variable tuition

Governance - overview

Lansing Christian School is owned and operated by the Lansing Christian School Association. All parents and employees of Lansing Christian School automatically belong to the Lansing Christian School Association. Friends of LCS who endorse the LCS mission and belief statements may also apply to the Association.

The Association meets twice yearly (November and May) to receive updates on the operations and programs of the School, to elect officers and to approve the budget proposed by the administration.

Lansing Christian School is governed by a Board of Trustees made up of nine members elected by the Association. Board members serve terms of three years, which are renewable one time for an additional three years.

The Board's Role

The Board is charged with ensuring the long-term, mission-based, sustainable success and viability of the school. As such, it is concerned with the needs of the school over several generations; therefore, its focus is overseeing the strategic direction of the school. The Board does not manage the day-to-day or tactical operations of the school but rather is the final arbiter of disputes within the community. The Board hires a Head of School and delegates day-to-day managerial responsibility for the entire enterprise to the Head of School, within the general parameters and principles that it has established through the Board Policies. In addition the Board reviews and advises the Head of School on annual budget, but the budget's final approval is made by the Association as a whole at the annual May meeting.

The Board is operated under the model of Mission Directed Governance. The Board meets regularly to set policy and to monitor progress of the school's strategic plan.

The current members of the Board are listed on the School's website. Refer to the School Board Policies for further detail.

Role of the Head of School

The Head of School will lead all boards, employees, and constituencies toward accomplishing the philosophy and mission of Lansing Christian School..

Administration - overview

ADMINISTRATION

The ***Head of School*** is responsible for management of the entire school. The Head of School is the Board's sole employee and is empowered to address all operational matters such as student enrollment, academics, finances, advancement, hiring and termination of personnel and supervision of administration to carry out the operations of the school.

The ***Director of Business and Finance*** is responsible for risk management and all financial operations of the school including bookkeeping and financial analysis. The Director oversees all vendor contracts and is responsible for human resources policies, benefits, food service, information technology and all aspects of facilities.

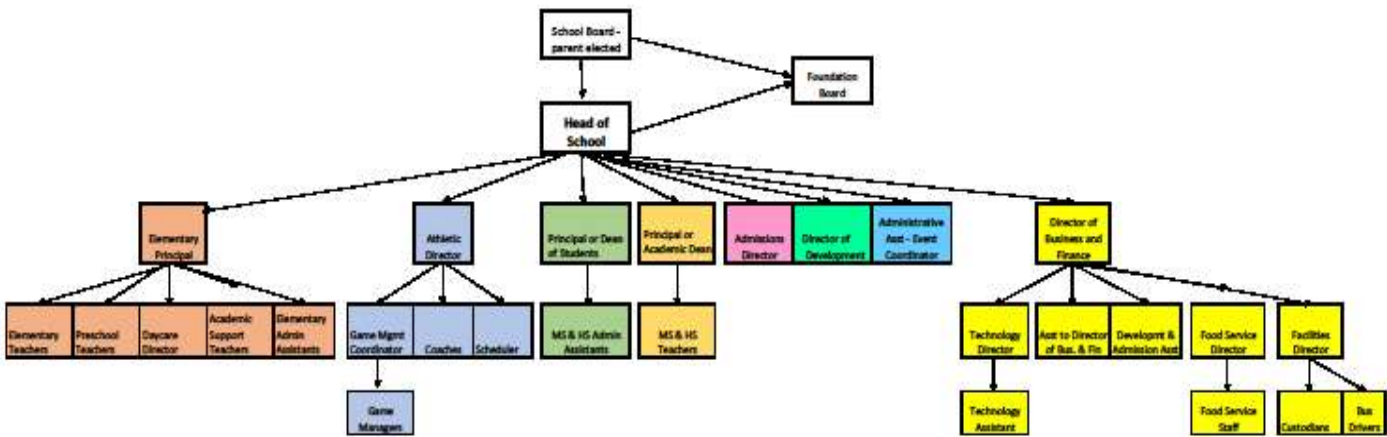
The ***Admissions Director*** is responsible for admissions. The Admissions department recruits mission-appropriate students and manages the admission process and marketing of the school. It also monitors the retention of students and is the information bridge between admission and development.

The ***Principals and Deans*** are responsible for developing and sustaining a growth-focused faculty culture. This occurs through ongoing evaluation and development of faculty through a professional growth and renewal process. They oversee the academic course of study and supervision of faculty in their respective divisions. The Principals and Deans are directly involved in student concerns and academic progress and have direct responsibilities for supervision of teachers and support staff, including managing budgets and recommending retention and termination of faculty.

The ***Athletic Director*** is responsible for the interscholastic athletic program for all grades in the school including the development programs in the earlier grades. The Director is responsible for hiring and supervision of all coaches and the scheduling and coordination of all games with other schools.

Organizational Chart

LCS Organization Chart



Faculty Role

THE FACULTY MEMBER'S ROLE AT LANSING CHRISTIAN SCHOOL

Overview

It is the responsibility of the teacher to create a classroom environment that supports the School's Mission.

Requirements

- I. Personal Requirements
 - A. Exhibit Christian character in his/her personal life and classroom instruction consistent with the Bible. All Faculty and staff are considered ministers of the gospel.
 - B. Be in a state of health (emotionally and physically) that will allow her/him to care for students of the ages they have been asked to teach. In compliance with ADA requirements (see Disability Accommodation Policy) the school will consider reasonable accommodations for candidates or employees.
- II. Academic Requirements
 - A. Instructional Planning
 1. Submit to the principal or academic dean the year's unit plans and syllabus at high school level based on the grade/course outcomes of the school year; these unit plans must include time frames and work in coordination with the LCS curriculum for that grade and/or course.
 2. (MS, HS) Provide a syllabus or unit overview to students at the beginning of each unit or grading period.
 3. Submit weekly lesson plans to the appropriate principal or academic dean as directed.
 4. Have materials, i.e. hand-outs, tests, books, laboratory materials, etc., ready for student use.
 5. Maintain an up-to-date substitute teacher folder that includes lesson plans, classroom procedures and seating charts.
 6. Work with colleagues, specialists and supervisors in maintaining and improving curriculum.
 - B. Instructional Delivery

1. Relate the sovereignty of God and His creative power to every subject.
2. Teach from a Christian Worldview within the biblical framework of Creation, Fall, Redemption and Restoration.
3. Follow the approved curricula and meet the established grade/course/unit outcomes.
4. Recognize individual differences in students, providing enrichment and remedial work as necessary.
5. Use a variety of assessment tools to determine how teaching should be adjusted.
6. Respect differences in learning styles, using a variety of methods to achieve student learning.
7. Speak respectfully at all times to students, avoiding any use of sarcasm or other harmful tactics.
8. Utilize resources available from local colleges and universities and LCS parents to enhance learning opportunities in the classroom when appropriate.

C. Instructional Environment

1. Establish and enforce classroom and school rules to provide a safe and orderly learning environment. Incidents of disrespect and/or bullying must be addressed and documented. Under no circumstances should corporal punishment be used with students.
2. Treat students with respect, kindness and fairness.
3. Maintain a neat, clean and orderly classroom appearance.

D. Instructional Evaluation

1. Consistently use a variety of assessment strategies to monitor and adjust instruction.
2. Return graded papers in a timely fashion. At no time, should more than two weeks pass before a paper is returned for secondary and no more than one week for elementary.
3. Provide review and timely feedback following tests. No more than one week should pass before a test is graded and returned.
4. Secondary teachers are required to maintain online grade books and post assignments on a weekly basis. Elementary teachers should use online grade books.
5. Complete report cards on time.

6. Assist parents and students in evaluation of standardized test scores.
7. Periodically assess and modify (as needed) the course/grade curriculum.
8. Communicate grading policies to all parents and students at the beginning of the school year.

III. Institutional Requirements

A. Communication

1. Maintain regular communication with students and parents, especially when students fall behind, fail, or develop significant academic or social distress. Provide academic reports and notices as directed by the administration. Notify parents anytime a student's cumulative grade falls below a C at secondary level.
2. Communicate curricular needs to appropriate persons, i.e. building principals, mentors, department heads, etc.
3. Attend scheduled parent-teacher conferences and be available for parent/teacher/student conferences
4. Communicate course/unit requirements as well as special events, assignments, projects and costs to students and parents through various methods such as newsletters, websites, open houses and conferences. Elementary Teachers are expected to communicate this information in a weekly newsletter.
5. Respond promptly to parental concerns or requests. This includes returning parent phone calls and e-mails in an expedient fashion (within 24 hours). To do this, mailboxes, voicemail and e-mail should be checked frequently. At a minimum, they need to be checked each day before school, at lunch and after school.
6. Attend faculty meetings and participate in administrator or faculty led professional growth opportunities.

B. Supervision

1. Fulfill a supervisory role in scheduled duties, i.e. morning duty, lunchroom, recess, hall monitor, after school, etc. Middle school and high school teachers are expected to monitor the passing of classes between periods.
2. Perform an appropriate supervisory role on unscheduled occasions, i.e., chapel, halls, gymnasium, parking lot. Faculty is to assist in monitoring the behavior and compliance of all students in the halls, commons and

campus regardless of whether the teacher and the student are from the same division.

C. Professionalism

1. Keep abreast of current educational theory and work toward constantly improving teaching.
2. Participate in curriculum development activities and other activities designed to maintain and improve instruction. Curriculum studies are conducted annually to revise and update a curricular study area.
3. Present himself/herself as a respectable professional in manners of dress, grooming and personal demeanor.
4. Support and adhere to the rules and regulations of the school.
5. Show respect for and support parental authority and beliefs.
6. Perform other duties as assigned by the principal. Part-time staff duties will be proportionate to contractual time.
7. Keep teaching certification current.
8. Adhere at all times to the Family Educational Right to Privacy Act (FERPA). See Confidentiality Section of Employment Practices of Personnel Handbook.

D. Instructional Evaluation

1. Serve on a reasonable number of committees to aid in the on-going development of the school's programs including committees related to maintaining the CSI/AdvanceEd accreditation. Teachers with special interest and expertise may be asked to serve as curriculum mentors and department chairs.
2. Prepare for and attend parent-teacher conferences held at the end of the first and third making period; these conferences are optional for parents and students unless requested by the teacher.
3. Attend parent nights; teachers should use this time to meet parents and give a brief overview of plans and expectations.
4. Participate in orientation meetings during the week prior to the beginning of school and all professional development days offered unless otherwise arranged. This applies to all teaching staff whether full-time or less than full-time. New teachers participate in a series of new teacher orientation meetings.

Institutional Requirements Specific to Elementary School Teachers

1. Teachers are responsible for presenting several chapels each year. They may also have responsibilities for weekly Praise and Worship Service (PAWS).
2. One staff member is to act as safety patrol advisor.
3. Teachers are expected to participate in morning, playground and lunchroom supervision duties on a rotational basis.
4. Teachers are to maintain and keep current CA60 files.

Institutional Requirements Specific to Middle and High School Teachers

1. Supervise one overnight field trip to an educational camp every September.
2. Participate in activities in connection with the high school Spirit Week. Spirit Week typically occurs during one of the first four weeks of the second semester.
3. Cover classes for absent teachers occasionally as assigned, in the event of a shortage of substitute teachers, a teacher's leaving unexpectedly during the school day, or other such unusual circumstance.
4. Participate in hall, outside, lunchroom and after school duties.
5. Prepare a course outline for each course that is taught. The course outline should include the following: a brief discussion of the course (one paragraph); the unit outcomes of the course to be taught; the texts and other materials used and sample activities of the course; the means by which grades are derived. Course outlines should be distributed to students within the first week of school as directed by administration.
6. Perform the duties of Class Sponsor (for 9, 10, 11 and 12th grades) as assigned by administration. Class Sponsorship includes, but is not limited to, such activities as the following: conduct class meetings; facilitate/coordinate the class' participation in Spirit Week; accompany the class on trips, i.e.: Gettysburg, Pennsylvania (typically the 11th graders) and Senior Trip; participate in other class activities.
7. Perform other duties as assigned by administration.

General Requirements for all teachers

1. Extra-Curricular Duties
 - There are two kinds of extra-curricular duties: paid and unpaid. The guidelines referred to below are for duties that are not paid.
 - ♦ Teachers are expected to participate in at least one extra-curricular activity each year, unless excused by the Administration for a particular reason. Examples of these would be: chairing committees and sponsoring student groups and activities.
2. End of Year Check Out
 - Each teacher is responsible to complete and turn in check out forms to the appropriate administrator before leaving the building for the summer.
3. Prayer and Devotions
 - At the start of each day all teachers should begin their class with prayer and/or devotions as directed by administration.
4. Pledge of Allegiance
 - Elementary teachers are encouraged to regularly lead their students in the Pledge of Allegiance unless the school as a whole is led in the pledge.
5. Annual Faculty Retreat
 - This retreat is one of the key times for spiritual and professional development and community building. All faculty (full or part-time) are expected to be in attendance unless released by the Head of School. Costs to attend and participate will be covered by Lansing Christian School.
6. Professional Development Days
 - The school has several Professional Development Days for faculty. All faculty (full or part-time) are expected to be in attendance unless released by the Head of School.
7. Employee Child Enrollment
 - All employees are expected to enroll their children at Lansing Christian School. Requests for exemption from this policy must be communicated in writing to the Head of School.

General Requirements for Department Heads

Department heads oversee the ongoing implementation of each curriculum area. Those areas are currently: Academic Support Center, Bible, ELA/Literacy, Music, Visual Arts, World Language, Math, Physical Education, Science, and Social Studies.

Department Heads will report throughout the year to their respective Administrators, part of the process of enhancing our curriculum through decentralizations. Their responsibilities include:

1. Monitoring implementation lists from the Study Year
2. Problem solving of new problems which arrive during the implementation year
3. Implementation of grade level outcomes
4. Leading curriculum area meetings
5. Seeking ways to improve the curriculum and discuss with principals and Head of School.
6. Helping to insure we meet School Improvement Standards for accreditation and for the long-term strategic plans.

The department head initiative is part of our process to continue to grow leaders from within our faculty and spread the load of curriculum implementation in order to achieve broader buy-in to curriculum decisions made during the study year or during intervening years. It is important for everyone to understand that our designating a department head does not designate this person as the "best teacher" or most knowledgeable of the particular curriculum K-12. We consider a number of factors in selecting our department heads, including latent or emerging leadership skills, availability to invest time in this responsibility and in some cases exposure to teachers/students/curriculum across divisions or grade levels.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity (EEO)

EEO

Lansing Christian School believes that each individual is entitled to equal employment opportunity without regard to race, color, gender, religion*, national origin, age, disability, genetic information, veteran status, sex, height, weight or marital status or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions and privileges of employment.

* The school reserves the right to use religion as a hiring criterion for all positions, due to the mission and nature of our school as a faith-based institution, as permitted by law. The school considers all its employees to be ministers of the gospel.

All employees are responsible for complying with the school's equal employment opportunity policy.

Filing a Discrimination Claim with the School

If you believe you have been subjected to any form of unlawful discrimination, please promptly submit a complaint to the Head of School. If the object of your complaint is the Head of School, you should submit the complaint to the President of the Board. The Board President's contact information is available on the Lansing Christian School website. Refer to Board Policies for the appeal protocol.

Your complaint should be specific and should include facts, the names of individuals involved and the names of any witnesses, if applicable.

The school will promptly undertake a thorough investigation and will attempt to resolve the issue. Those investigating for the school will preserve the confidentiality of facts and identities as much as practical. Those making a complaint or participating in an investigation are expected to maintain appropriate confidentiality as well and to act professionally and discreetly at all times. The school will not retaliate against any employee for filing a complaint or for participating in an investigation in good faith.

ADA/Disability Accommodation

ADA/DISABILITY ACCOMMODATION

In compliance with the Americans with Disabilities Act (ADA) and applicable state law, Lansing Christian School will not unlawfully discriminate against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations. The school will not discriminate based on disability or perceived disability in hiring, promotion, discharge, compensation, job training, benefits, classification, referral, or any other aspects, terms, or conditions of employment.

In accordance with the law, it is the school's policy to provide such qualified applicants and employees with reasonable accommodations, except where such accommodations would impose an undue hardship on the school. Any employee who requires an accommodation to perform the essential functions of the job should contact the Head of School and request such an accommodation.

The individual with the disability should be prepared to discuss what type of accommodation is needed to perform the job. You should be aware that dialogue regarding the accommodation requested may occur. In collaboration with the candidate or employee, the school will make every effort to identify and implement an accommodation that is reasonable and will not impose an undue hardship.

Filing a Discrimination Claim with the School

If you believe you have been subjected to any form of unlawful discrimination, please promptly submit a complaint to the Head of School. If the object of your complaint is the Head of School, you should submit the complaint to the President of the Board whose contact information can be located on the School's website. Your complaint should be specific and should include facts, the names of individuals involved and the names of any witnesses, if applicable. The Board policies for Appeal Protocol for further details.

The school will promptly undertake a thorough investigation and will attempt to resolve the issue. Those investigating for the school will preserve the confidentiality of facts and identities as much as practical. Those making complaints are expected to maintain appropriate confidentiality as well and to act professionally and discreetly at all times. The school will not retaliate against any employee for filing a complaint or for participating in an investigation in good faith.

Unlawful Harassment

UNLAWFUL HARASSMENT (INCLUDING SEXUAL HARASSMENT)

Overview

Lansing Christian School is committed to providing a work environment free of unlawful harassment. The school's policy prohibits sexual harassment and harassment based on race, sex, color, ethnicity, religion, national origin, disability, genetic information, age, military status, or any other basis protected by federal, state, or local law or ordinance or regulation. (See the school's Equal Employment Opportunity and Non-Discrimination Policy elsewhere in this handbook). All such harassment is unlawful.

The school's Policy against Unlawful Harassment applies to all persons involved in the operation of the school and prohibits unlawful harassment by or toward any employee of the school, including administration, faculty and staff as well as supervisors and co-workers. The school will also take all reasonable steps to prevent or eliminate harassment by or toward non-employees—including students, guests, visitors, vendors, suppliers, donors, volunteers and anyone else who may have job-related contact with our employees.

Prohibitions

All unlawful harassment is prohibited and includes, but is not limited to, the following behavior.

- ▼ Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments
- ▼ Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- ▼ Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis
- ▼ Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors
- ▼ Retaliation for having reported or threatened to report harassment

This policy applies to all phases of employment (whether on- or off-campus and whether it occurs during or after regular business hours), including, but not limited to, recruiting,

testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits and selection for training.

Filing a Harassment Complaint with the School

If you believe that you have been subjected to or have observed any form of unlawful harassment, provide a complaint, preferably written, to your supervisor or the Director of Business and Finance.

If these individuals are not available, or if you believe that one of these individuals has engaged in inappropriate behavior in violation of this policy, or if you are uncomfortable reporting the conduct to these individuals for any reason, provide the complaint to the Head of School.

If the Head of School is the object of your complaint, please direct your complaint to the President of the Board whose contact information is available on the school's website.

You should report your complaint as soon as possible. Your complaint should be specific and should include the names of individuals involved and the names of any witnesses.

In addition, when supervisors are made aware of conduct that violates or may violate this policy, they must report any and all instances to the Director of Business and Finance or to the Head of School.

Investigations

The school will undertake an effective, thorough and objective investigation of the harassment allegations promptly upon receiving a complaint or becoming aware of alleged harassment. **The school encourages all employees to report any incidents of harassment prohibited by this policy immediately so that complaints can be quickly and fairly resolved.**

All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

Consequences

If the school determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the school to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Appropriate action will also be taken to deter future harassment.

Non-Retaliation

There will be no retaliation against any employee who brings a complaint in good faith under the Unlawful Harassment Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

Bad Faith Claims

Disciplinary action may be taken against individuals reporting a claim in bad faith. “Bad faith” does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith is meant to include individuals who submit claims that they know to be false or erroneous, for the purpose of hurting someone or damaging his/her reputation or other similar negative purposes (such as for their own personal gain).

Whistleblower and Non-Retaliation Policy

WHISTLEBLOWER AND NON-RETALIATION POLICY

A whistleblower as defined by this policy is an employee of the school who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate school or law enforcement officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed; and other fraudulent financial reporting.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact the Head of School. If the Head of School is the object or concern of the complaint, it should be directed instead to the President of the Board whose contact information is available on the school website. See the Board Policies on Appeal Protocol for further details.

Due to the serious and sensitive nature of such complaints, the employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally or knowingly files a false report of wrongdoing will be subject to corrective action up to and including discharge.

Confidentiality

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Retaliation Protection

The school will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases, or poor work assignments and threats of physical

harm. Any whistleblower who believes he or she is being retaliated against must contact the Head of School (or the President of the Board, as appropriate) immediately.

The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Head of School, who is responsible for investigating and coordinating corrective action.

EMPLOYMENT PRACTICES

At-Will Employment and Contracts

AT-WILL EMPLOYMENT AND CONTRACTS

At-Will Employment

All employees work for the school on an at-will basis. “At-will” employment means that either the employee or the employer may terminate the employment relationship at any time, with or without notice, for any reason at all. Nothing in this handbook or in any document or policy statement limits the right of either the school or the employee to terminate employment at will.

No representative of the school, other than the Head of School, may alter the at-will status of any employee. The Head of School may alter that status only through a written document, signed by the Head of School (or his/her designate) that expressly states that the employment is not at will.

Employment Contracts

All employees who have been offered and have signed an employment agreement, (i.e., contract); the terms of your employment are governed by the employment agreement, supplemented by the policies and procedures of this handbook, as specified by the employment agreement. In any conflict between the terms of the employment contract and the policies of this handbook, the terms of the employment contract will prevail. All employment contracts are considered contingency contracts.

Contract Cycle and Timing

Employees who are offered and sign employment contracts with the school should be aware that these contracts are ordinarily for a one-year term. At this time all contracts are considered contingency contracts. There is no requirement on the part of the school to offer a contract to the employee in following years and both parties are free to negotiate and pursue future employment on an annual basis. The school reserves the right to make individual decisions about contract offers on an annual basis.

The school recognizes the need for both the school and its employees to be able to plan and anticipate their employment needs in a timely, predictable manner—to provide continuity for those who will be returning to the school in the fall and to provide opportunity for those who will not be returning to seek other employment on a timely

basis. For this reason, the school uses the following *general* schedule with regard to contract renewals.

- ▼ April 15—The School provides contract offers to faculty whom it is inviting to return for the following academic year. Faculty members who are not being invited to return ordinarily will be notified privately at approximately this time. (Please note that notification may occur at another time, depending on the circumstances surrounding the non-renewal decision.)
- ▼ April 30—Employees who choose to accept the school’s offer are asked to sign and return their new contracts by this date.
- ▼ Positions that are not accepted ordinarily will then be posted internally and externally and the recruiting process will begin. See the school’s Job Posting policy for more details.

Any Employee, whom is uncertain about returning for the following year, is asked to discuss this with the Head of School prior to signing the contract, so that the commitments being made by signing can be discussed.

A faculty member who has experienced performance difficulties and/or corrective action may be notified at contract renewal time that his/her contract offer is being deferred to a later date pending successful performance, or other appropriate action based on the circumstances.

A variety of other circumstances—such as increasing, decreasing, or shifting enrollment demand, changing of curriculum or programs, etc.—may impact the timing and renewal or non-renewal of contracts. Individual employees will be notified of these circumstances if relevant to the timing, deferral, or declination of a renewal offer.

Employment Classifications

EMPLOYMENT CLASSIFICATIONS

All employees will be designated as either full-time or part-time and their positions will be designated as either exempt or non-exempt.

Full-time and Part-time

Employees regularly scheduled to work 32 or more hours per week all year round (1650 hours a year) or 80% teaching load will be considered full-time employees. All other employees will be considered part-time.

Non-Exempt and Exempt

Based on the federal Fair Labor Standards Act (FLSA) and corresponding state regulations, all positions will be designated either “exempt” or “non-exempt.”

Non-exempt positions are eligible for overtime pay and employees in these positions must record their hours worked on a daily basis, using the timesheet (or similar record-keeping process) provided by the school. Employees cannot be paid if their timesheets are not turned in to their supervisors. Holiday pay and other paid time off (pto) is not included in calculating overtime pay for a week.

Exempt positions are not eligible for overtime pay. Exempt positions are paid on a salaried basis and the amount of pay generally does not vary based on the number of hours worked during the week. Teaching positions by definition are considered exempt positions. Non-teaching exempt positions are required to submit timesheets to their supervisors to aid in monitoring hours, duties and paid time off.

Please see the Director of Business and Finance with any questions regarding the classification of your position.

Immigration Law Compliance

IMMIGRATION LAW COMPLIANCE

Lansing Christian School is committed to employing only individuals who are authorized to work in the United States. Lansing Christian School does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act (IRCA) of 1986, within three days of beginning employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present the proper documentation establishing identity and employment eligibility. Employees who do not comply with these regulations will not be allowed to continue employment, in accordance with federal law.

Employees with questions regarding this policy are encouraged to contact the Director of Business and Finance.

Criminal Records and Unprofessional Conduct Checks

CRIMINAL RECORDS CHECKS

By law Lansing Christian School is mandated to have a criminal record check on all employees. Employees must obtain an official fingerprint report from an acceptable vendor. The results need to be sent directly to the Main Office of Lansing Christian School. Contracts and job offerings will not be final until fingerprint results are received.

UNPROFESSIONAL CONDUCT CHECKS

By law, Lansing Christian School must receive Unprofessional Conduct Checks on new employees. These forms will need to be sent directly to the Main office from the employee's previous employer. Employee's contract and job offering will not be final until these results are received. Lansing Christian School has the right to withhold a paycheck if this process is prolonged by the employee.

CRIMINAL RECORDS - ONGOING

By law, all employees are required to immediately notify LCS Administration if they have been charged with a crime [as used in this provision, it includes a felony or misdemeanor in any state or country (this is not limited to Michigan)] or arrested for a crime while employed, while on vacation or break or while on a leave of absence. In addition, all employees are required to immediately notify LCS administration if they have been found guilty, pled guilty, pled nolo contendere or assumed any criminal responsibility for criminal matters, while employed, while on vacation or break or while on a leave of absence. In both cases, the employee is required to provide information about the exact charges assessed, the state and county in which the matter is being prosecuted and the name and contact information of the law enforcement agency and/or prosecuting attorney involved. An arrest, criminal charge or a guilty outcome may not necessarily result in termination of employment. LCS Administration will review each situation that may arise, give due consideration to each situation and resolve each situation [up to and including termination from employment] as necessary based on the circumstances involved and severity of the situation. LCS also reserves the right to terminate an employee for non-disclosure or any other violation of this policy.

Work Week and Overtime

WORK WEEK AND OVERTIME PAY

Non-exempt positions are eligible for overtime pay at a rate of 1.5 times regular pay for all hours worked in excess of 40 in one week. Holidays and paid time off (PTO) are not included in the calculation for overtime in a week.

The school's work week (for purposes of calculating overtime) runs from 12:00 a.m. on Saturday to 11:59 p.m. on Friday.

Overtime must be approved in advance by the Head of School, Principal or Director of Business and Finance.

Pay Periods

PAY PERIODS

All employees are paid on a semi-monthly basis. Pay is provided on the 15 and the last day of each month. If a pay date falls on a weekend or a National holiday the pay date is the day before the holiday or weekend.

Salaried employees are being paid on the date they are paid for time worked through that date. The first payday of the new contract year is August 31 and the last payday is August 15 of the following year.

Hourly employees generally will be paid for two weeks of hours worked every pay date. However due to the semi-monthly schedule there will 4 pay periods a year that will include 3 weeks of hours worked. Pay dates for hourly employees are generally 2 to 3 weeks after the end of the pay period ending date.

Direct Deposit

Lansing Christian School encourages you to have your paycheck directly deposited into the bank account(s) that you designate. If you decide to take advantage of direct deposit, complete the authorization form available in the main office; it will be activated by usually within 2 weeks. Once direct deposit is activated, you will receive a summary pay stub each pay period for your personal records.

Pay Advances

The school does not provide pay advances to employees.

Payroll Deductions

PAYROLL DEDUCTIONS

The stub of an employee's payroll check lists all payroll deductions. Certain deductions are required by law and others are determined by the employee's participation in benefits plans and similar programs. Payroll deductions are made in equal installments from each payroll check.

Required Withholding

- ▼ **Federal Income Tax**—This deduction is computed from Internal Revenue Service tax tables, based on the number of exemptions claimed by the employee on the Employee's Withholding Allowance Certificate (W-4 form). If the employee wishes to change the number of exemptions or requests additional withholdings, a new form must be completed and submitted to the Business Office.
- ▼ **State Income Tax**—This deduction is computed from state tax tables, based on the number of exemptions claimed by the employee on the Michigan W-4 form.
- ▼ **Federal Social Security and Medicare Tax**—This deduction is computed by a percentage of the gross pay. A portion of this amount is for Social Security and the remainder is for Medicare.
- ▼ **Lansing City Income Tax**—LCS is not required to deduct this withholding but does so as a service to those employees that are subject to Lansing City Income Tax based on their home residence. An employee must complete a Lansing City W-4 to request this tax to be withheld. This deduction is computed by a percentage of the gross pay.

Voluntary Withholdings

The following payroll deductions are based on the employee's participation in these plans or programs:

- ▼ medical insurance
- ▼ dental insurance

- ▼ Section 125 “Flex” Plan Withholdings. Through this plan, federal and FICA tax-free contributions can be made to pay for health and dental insurance premiums and other medical expenses and daycare expenses.
- ▼ contributions to school

All questions pertaining to pay and tax withholdings should be referred to the Business Office.

Annual W-2 Statement

A statement of deductions and earnings (IRS Form W-2) for the preceding calendar year is issued each January, no later than the last business day of the month, as required by law. If your employment with the school terminates prior to January, your W-2 form will be mailed to the last address on record at the school.

Business and Teaching Hours

BUSINESS AND TEACHING HOURS

Our regular business hours are from 8:00am. to 4:00pm.

Middle School and High School hours are from 7:55am. to 3:00pm. The staff must be at the school from 7:45am until 3:30pm and be in the classroom by 7:55am.

Elementary school hours are from 8:00am to 3:00pm. The staff must be at school from 7:45am to 3:30pm and be in the classroom by 7:55am.

Early dismissal is at 11:30am unless otherwise posted. Teachers are dismissed at 11:45am.

Staff Meetings are held weekly unless otherwise announced. Professional Development Days are scheduled throughout the year. Teaching staff attendance is required (whether full-time or part-time) unless permission to be absent is secured from the school principal or academic dean in advance.

Call-in Procedure

If for any reason an employee is unable to come to work or will be late, the employee should inform their supervisor or the school office as soon as possible prior to the absence. For faculty members this is preferably by 6:30am as this is particularly crucial so that a substitute teacher may be brought in to cover classes. Refer to “Responsibility for Arranging Substitutes” section of this manual.

Meal Break

Hourly non-exempt employees are required to take a 30 minute unpaid meal break every 5 hours unless prior approval is received from supervisor.

End-of-year Wrap Up

The first business day after the last day of school, a faculty and school wide wrap-up meeting will be held. Agenda for this meeting includes saying goodbye to those not returning as well as a review of the year just past and a look at the school year ahead. Attendance is required.

After-hours Events

Most employees are required to attend various evening and weekend school events as part of their regular job functions. The employee should consult with his/her immediate supervisor, or the appropriate administrator or department head, to determine which functions the employee is expected to attend.

All non-exempt employees are reminded that all hours worked (including work at after-hours events) must be reported and will be compensated according to the school's policies and as required by law unless they are at the event as a parent instead of as an employee.

Consequences

Poor attendance and excessive tardiness are disruptive to the effective operation of the school. Both circumstances are considered a serious violation of school policy and may lead to corrective action, up to and including termination of employment.

Arranging Substitutes

ARRANGING SUBSTITUTES

The efficient operation of any organization depends on the regular attendance of all its employees. Your personal affairs should be planned to avoid unnecessary absences.

Non teaching staff of the school must contact their immediate supervisor regarding absences. The immediate supervisor will make the necessary arrangements regarding a substitute if one is needed. All substitutes are required to be approved by the Director of Business and Finance or Head of School before they perform any duties at LCS.

Faculty members must use the following procedures for reporting absences or late arrivals and when arranging for substitute teachers are necessary.

Unexpected Absences:

1. Teachers need to call the designated person (usually the administrative assistant), preferably by 6:30am., to report that they will be absent. Teachers are responsible to ensure lesson plans are available on the teacher's desk for use by the substitute.
2. A substitute is called by the designated person.
3. The substitute reports to the school office each day that they are in the building.
4. The administrative assistant shows the substitute the room and gives the lesson plans.
5. The substitute completes a Substitute Teacher Reporting Form and gives it to the administrative assistant. It is signed by the principal or academic dean and forwarded to the Business Office.
6. The administrative assistant reports the teacher's absence on the Teacher Attendance Sheet and completes the Payroll Time-Off Report that is then forwarded to the Business Office.
7. The substitute completes a Class Report Form and returns it to the office.

Expected Absences:

1. The teacher completes a Substitute Request Form.
2. The request is submitted to the principal or academic dean for approval. This form should be received no less than two business days before the date of expected absence.
3. If the principal or academic dean approves, the form is given to the substitute calling designee and a substitute is scheduled.
4. The teacher receives confirmation and the name of the substitute.
5. The substitute reports to the school office each day while in the building.
6. The substitute is shown the room and given the lesson plans.
7. The substitute completes a Substitute Teacher Reporting Form and gives it to the administrative assistant. It is signed by the principal or academic dean and then forwarded to the Business Office.
8. The administrative assistant reports the teacher's absence on the Teacher Attendance Sheet and completes the Payroll Time-Off Report that is then forwarded to the Business Office
9. The substitute completes the Class Report Form and returns it to the office.

Employee Dress Code

EMPLOYEE DRESS CODE

In the same manner that Lansing Christian School maintains a dress code for its students. The school also has similar expectations for employees. It is important for employees to dress in a professional gender appropriate manner that reflects positively upon the image of Lansing Christian School.

Lansing Christian School employees are required to dress appropriately. Dress requirements take into account (1) health and safety, (2) comfort, (3) respectability and (4) academic environment. Should compliance issues arise, the Head of School has ultimate decision-making authority.

Attire that is appropriate for the beach or mowing the lawn is not appropriate in the school setting. All clothing should fit properly and be neat, without rips or holes. Please use your better judgment at the school, at off-campus events and field trips and when meeting with parents. We encourage our faculty and staff to model proper dress for our students and families. Remember that we are all ambassadors for our school.

Unacceptable Attire

Prohibited clothing includes, but is not limited to: jeans, shorts, T-shirts, sweat suits and similar unprofessional casual attire. Body piercing jewelry (other than earrings) and visible tattoos are strongly discouraged.

Exceptions

The following is a list of specific exceptions that have been made:

- Some field trips (when appropriate).
- Special, planned educational activities that require casual wear.
- Physical education classes
- Each Friday is “black and gold” day for faculty and students. It is permissible to wear jeans with a black and/or gold LCS spirit wear or other black and gold work appropriate apparel.

Maintenance Staff

Employees of the Maintenance Department are encouraged to wear the LCS shirts provided to them by Lansing Christian School or purchased by them personally.

Religious Observances/Chapel

RELIGIOUS OBSERVANCES

Lansing Christian School was founded on and continues to observe the practices and beliefs of the Christian faith as the core element of daily life at the school. Paul told Timothy to “set an example in speech and conduct, in love, in faith, in purity.” He also says to “attend to the public reading of scripture, to preaching and to teaching.” (II Timothy 4:12,13). Accordingly, we gather weekly to praise and sing. The school requires the following.

- ▼ Faculty members are required to sit among their class during weekly chapels. Students and staff should come prepared with an attitude of submission to God’s Word, willingness to listen and a determination to apply the teaching to the student’s own life. If an emergency arises which precludes your chapel attendance, discuss this with your principal, academic dean or the Head of School.
- ▼ All employees are required to sign and observe the school’s Statement of Faith on an annual basis (see Statement of Faith policy for further details).
- ▼ If employees require time off to attend services that are *in addition* to the school’s regular calendar of services, please notify your supervisor. All efforts will be made to accommodate your needs in a way that does not unreasonably burden the school’s operations.

School Calendar, Events and Meetings

SCHOOL CALENDAR, EVENTS AND MEETINGS

Calendar Development

The following are procedures for calendar and event scheduling and development:

- The main calendar will begin scheduling one year in advance.
- All events in which the LCS community is involved, whether on or off campus, must be scheduled through the Head of School's office, with written documentation.
- An attempt will be made to limit events on Wednesday nights due to LCS's encouragement of church activities on that night.
- No scheduled events can be changed without permission of the Head of School's Office.
- Final calendar planning is carried out by the Administration
- All special events (i.e., musicals, plays, use of commons, gyms, Boy Scouts, Girl Scouts) shall be scheduled with the Main Office for proper calendar placement and facility use.

Please refer any questions to the Head of School's administrative assistant.

The school calendar is subject to change at the Head of School's sole discretion.

Event and Activity Participation

A significant part of the student experience at Lansing Christian School is participation in extracurricular activities. It is understood that in order to carry out the school's program, faculty and staff will be asked to undertake various activities and/or extracurricular assignments that fall within your sphere of competence. Members of the faculty and staff periodically perform duties such as: testing, after-school help, playground duties, parent information nights, open house, class trips, committee assignments and other school-related functions on weekends and evenings.

For the effective operation of our school, every employee will be required to take on a reasonable slate of extra duties based on the needs of the school. This will be communicated directly by his/her supervisor or other authorized members of the school administration. Non-exempt employees will be paid for all time worked.

Media Protocol

MEDIA PROTOCOL

It is the practice of Lansing Christian School to ensure that all information disseminated to the public regarding school policies, programs and activities is accurate. To implement this policy, the following guidelines have been developed. See also Emergency Operations Plan Manual.

Communication with the Press or Media

There may be times when you are contacted by the press or other media with questions relating to Lansing Christian School. While maintaining a friendly and gracious tone, any such calls should be referred to the Head of School without comment. This is necessary so that the school may present itself to the public with one voice, especially at times of crisis or controversy.

Approval of Department Publications before Release

To ensure that all Lansing Christian School publications meet the highest standards of quality and accurately state the school's official positions, every publication produced by Lansing Christian School must be reviewed and approved by the Head of School or the Head of School's representative before it is released. This would include materials being sent home via mail, e-mail or posted on the website unless it relates to weekly class activities or homework.

Media at School Events

In some cases, the media is invited to school events to capture student activities. Such invitations are to be coordinated through the Head of School's Office. At these events, it is not uncommon for reporters to solicit information and/or reactions from teachers, coaches, advisers, etc. Under such circumstances, employees are encouraged to provide thoughtful, common sense responses to best serve the school community.

Lansing Christian School Website

Website updates, articles and information should first be submitted to your principal or supervisor or the staff person in charge of that particular area of the website. After their approval, the item will be forwarded to the acting Web Master. If it is a minor correction, please send that information directly to the acting Web Master.

Confidentiality

CONFIDENTIALITY OF SCHOOL RECORDS

As a private institution charged with the development and supervision of minors, it is of the utmost importance to Lansing Christian School that all employees maintain student confidentiality. This includes not removing student records (including but not limited to CA60's) without administrative approval and not discussing individual students outside of the school setting. More subtly, employees need to be sensitive to the surroundings they find themselves in when speaking about students. An example includes discussing a student with parents while other people are within hearing distance. All employees must be constantly vigilant about the circumstance and situations under which an individual student is discussed so as to preserve the rights and dignity of the student and his/her family.

Employees may also be privy to information of a confidential and sensitive nature involving the personnel and operations of the school. Under no circumstances is such information to be disclosed to any person either within or outside the Lansing Christian School organization without a strict business-related need-to-know and the express permission of the Head of School.

Furthermore, in order to preserve the dignity of students, parents and staff, employees will refrain from negative discussions related to these individuals, especially in informal settings where conversations may be overheard by others. Information about children, families and employees should be used in a professional manner, only with those with a business-related need-to-know and should never be used as a topic of casual conversation or gossip.

These policies of confidentiality extend indefinitely beyond the period of the faculty and staffs' employment with Lansing Christian School.

In addition to the above policies all employees are required to adhere to the Family Educational Right to Privacy Act (FERPA).

FERPA.

The Family Educational Right to Privacy Act (FERPA) limits the disclosure of personally identifiable information from a student's educational records. Section 99.30 of the FERPA Regulations, in part, states: "Except as provided in Section 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent or eligible student before it discloses personally identifiable information from the student's education records." FERPA defines education records as: "Those records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Section 99.3"

The transfer of student records in Michigan is governed by the Revised School Code Section 1135 (MCL 380.1135) which requires that: "Within 14 days after enrolling a transfer student, the school shall request, in writing, directly from the student's previous school, a copy of his or her record. Any school that compiles records for each student in the school and that is requested to forward a copy of the transferring student's records to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to Section 1134." (Section 1134 deals with records of missing students.) In the view of the Michigan Department of Education, the "school record" referred to in Section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

Personal and Professional References (Employees)

PERSONAL AND PROFESSIONAL REFERENCES (EMPLOYEES)

Letters or Telephone References

All requests for recommendations or letters of reference for past or current employees **must** be brought to the attention of the Head of School for approval. We strive to accommodate all current and past employees who have served the school in good faith throughout the years. However, this process is necessary for the legal protection of all parties, so that the school may ensure that all references provided are appropriate and consistent with its established records and actions.

Process

Letters of reference or recommendation written on school stationery or written as a representative of the school are considered to be official school correspondence. Faculty, administrators, or staff whom is asked to provide references for current or former colleagues may *draft* the reference. However, they must receive formal approval from the Head of School prior to mailing. Failure to do so is considered a serious violation of school policy and may subject the employee to corrective action.

Similarly, the Head of School must be consulted before responding to any verbal or electronic requests for references.

Employment Verifications

From time to time, the school is asked to verify the employment of current or past employees, such as for mortgage, auto loan and other similar purposes, where only factual rather than qualitative information is sought (i.e., name, position, dates employed, etc.). All such requests for employment verifications must be directed to the Director and Business and Finance, who will respond promptly.

Job Postings

JOB POSTINGS

In the event a faculty or staff position becomes available at Lansing Christian School, the school ordinarily will issue an announcement of the vacancy (unless doing so would be inappropriate, given the nature or timing of the opening). At such time the school will conduct a search to fill the position in the usual manner. A current employee wishing to apply for the position should notify his/her supervisor and express an interest in pursuing the opportunity. The interested employee will then be required to submit an application for consideration. If the school wishes to proceed with the application, the employee will be included in the interview process. Once a final decision is made, all parties will be notified.

Should the current employee not be chosen for the position, this in no way shall affect his/her current position with the school. If you apply for a position and are not chosen, you are encouraged to use this as an opportunity to have a career development conversation with your supervisor, to discuss what appropriate professional development opportunities might be undertaken to enhance your skills and qualifications so that you may successfully pursue similar positions of interest that become available in the future.

Intellectual Property and Copyright Ownership

INTELLECTUAL PROPERTY AND COPYRIGHT OWNERSHIP

During the course of employment with Lansing Christian School, an employee may produce material that can be patented, trademarked, copyrighted, or covered with similar legal protections. Due to the employment relationship between the school and the employee, both the school and the employee acknowledge that all such material that can be copyrighted (including but not limited to lesson materials, books, booklets, research papers, videos and DVDs, software programs, logos, diagrams and all other artistic or intellectual works of this nature) that are produced on the school's behalf are owned by the school as a work-for-hire and thus may be submitted for patent, trademark, copyright, or similar protection by the school.

These work products are deemed to be school property and, as such, are among Lansing Christian School's trade secrets, not to be used for personal benefit or divulged to outside parties without the expressed, written consent of the Head of School.

Personnel Records and Change of Status

PERSONNEL RECORDS AND CHANGE OF STATUS

Lansing Christian School maintains an employee file for each active or former employee for seven years after termination, which contains an administrative record of your employment with the school. These records are confidential and are held in controlled file cabinets.

Active employees may review their employee file at any time in the office with a supervisor present. In no case may an employee alter or remove information from the file, nor may the file be removed from the immediate area in which it is being viewed.

Confidentiality of Employee Records

Personnel files are the property of Lansing Christian School and access to the information contained within is restricted. Generally, only members of the administration who have an appropriate business-related reason to review information in a file are allowed to do so.

Change of Status

It is important to keep the Business Office informed of any changes in your personal information. If you change your name, address, phone number, marital status, number of dependents, or other pertinent personal data, please notify the Business Office immediately.

Outside Employment

OUTSIDE EMPLOYMENT - GENERAL

Full-time employees are expected to devote the full measure of their work-related efforts and energies to their position with the school. The school does not encourage outside employment for full-time employees except during summer breaks when faculty may not otherwise have obligations to the school outside employment. In no case may outside employment be with an organization or of a nature that is contrary to the goals and purposes of the school or in which conflicts of interest are present.

A full-time exempt employee must obtain approval from the Head of School before accepting outside employment. Outside employment, if approved, must not in any way diminish the employee's effectiveness or interfere with his/her duties at Lansing Christian School or present a conflict of interest for the employee, Lansing Christian School, or the outside employer. If outside employment is deemed detrimental to the full-time exempt employee's job performance, or is otherwise contrary to the best interests of Lansing Christian School, the employee will be required to terminate his/her outside employment as a condition of remaining an employee of Lansing Christian School.

OUTSIDE EMPLOYMENT - PROFESSIONAL ACTIVITIES

During the school day teachers occasionally have opportunities to participate in professional activities for which they are paid. Faculty will be allowed to perform work for pay during school hours if the following conditions are met:

1. Permission is granted by administration;
2. Work to be performed is compatible/consistent with their work at LCS;
3. Work does not exceed five (5) school days at a time;
4. Faculty member agrees to use the income earned from this work as follows:
 - a. LCS will be reimbursed for costs of providing a substitute;
 - b. The teacher must pay all of the expenses associated with the professional activity.

Termination of Employment

TERMINATION OF EMPLOYMENT

If you decide to resign your position, we request that you submit a written letter of resignation to your supervisor stating your reason(s) for leaving and indicating your last day of employment. All employees under contract with the school are expected to fulfill the terms of the contract, absent extraordinary extenuating circumstances. Please see the Director of Business and Finance with any questions regarding the terms and conditions of your contract.

Notice Period

A minimum of two weeks' prior notice is requested however six weeks is preferred for faculty positions. It is expected that you will be present at the school and not request leave during this period, in order to assist in the orderly transition of duties.

Exit Interview

Upon termination, you are required to return to the school all school property and materials and abide by the terms of the confidentiality clause in your annual employment contract. Prior to your termination date, the Head of School will be in contact with you to conduct an exit interview, during which all matters regarding final paychecks, continuation of benefits options and similar issues will be discussed.

PRINCIPLES OF CONDUCT

Personal Conduct (Positive Expectations)

PERSONAL CONDUCT

A key element of Lansing Christian School's approach to student character development is for our faculty and staff (all employees) to serve as role models for mature, caring, Christian behavior. In addition, employees are considered ministers of the gospel. As a visible manifestation of these roles, all employees are expected to conduct themselves with grace, dignity and respect at all times.

- ▼ Offer to help other staff members and be willing to be helped by others (e.g., sitting down to listen, offering or receiving a teaching idea, etc.). Support each other in prayer and with Christian love.
- ▼ Believe that a call to teach is no greater or less than the administrator's call to lead or maintenance personnel are to maintain plant facilities. Respect, accept and regard each person's uniqueness as a special gift of God.
- ▼ With forthrightness, go directly to the person whenever you have an objection or disagreement with his or her words or practices.
- ▼ Support in public, in private and in practice any decision arrived at by the administration despite your personal objections.
- ▼ Support and follow all school policies, procedures and doctrinal statements.
- ▼ Be present, punctual and prepared for all classes, chapels and meetings.
- ▼ Treat each student with respect, kindness and fairness.
- ▼ Offer differences of opinion by speaking and writing honestly and carefully, by listening fully and by choosing the appropriate place for doing so.
- ▼ Discuss students in a professional and caring manner. Refrain from criticizing and/or gossiping about students, colleagues, parents, administrators, or Board members; gently stop other teachers' or students' criticism of another person.

- ▼ Focus attention on the Lordship of Jesus Christ and exhibit Christian character in their personal life consistent with truth as revealed in God's written Word, the Bible and the Living Word, Jesus Christ and serve as living models of the mature and balanced Christian Life. This includes a commitment to continue to grow spiritually through regular attendance at worship and involvement in a local church.
- ▼ Work with a spirit of continuous improvement toward colleagues' personal professional development, in their specific positions and for the school as a whole.
- ▼ Be alert and willing to act to protect the physical assets of the school and the general safety of fellow employees and students entrusted to the school's care. This includes providing an environment which is smoke-free. This also includes an environment free of fragrant candles and air fresheners due to fellow employees and students' allergies and health factors.
- ▼ Have their children enrolled at Lansing Christian School. Requests for exemption from this policy must be communicated in writing to Head of School.

While modeling order, balance and accuracy, we are careful to remain warm and nurturing. We model, train and teach a lifestyle of manners and consideration, one that seeks to honor the feelings, needs and concerns of others.

Personal Conduct (Prohibitions)

PERSONAL CONDUCT (PROHIBITIONS)

Lansing Christian School has an organizational interest in promoting appropriate behavior by employees when conducting business for the school, whether on campus or off, or before, during, or after regular school hours. Employees are expected to conduct themselves in a fair, honest and professional manner and with the greatest integrity at all times. Such conduct is vital to the success and reputation of the school and Lansing Christian School tolerates nothing other than the highest standards of ethical and lawful behavior.

Employees should be aware that the school considers certain behaviors to be such serious violations of our code of conduct that they may result in prompt disciplinary action, up to and including termination of employment. The school retains full discretion to impose whatever form of discipline it deems appropriate under the circumstances and such discipline may occur outside of the bounds of the school's Corrective Action Process, which is a general process intended to address common instances of poor performance and other similar matters.

Serious violations include but are not limited to the following:

- ▼ using, possessing, or being under the influence of alcohol, marijuana, marijuana products or unlawful drugs while at work
- ▼ smoking or using e-cigarette products on school property or at a school event
- ▼ profanity in the workplace or in public
- ▼ actual or threatened violence toward another person
- ▼ falsification of forms, records, or reports, including application materials, expense reports, student records, or timesheets
- ▼ unauthorized possession, replication, misappropriation, theft, or removal of school property, records, or student materials
- ▼ willfully destroying or damaging school property
- ▼ misrepresentation of Lansing Christian School or our students and families through unauthorized use of school stationery, postage, phone services, Internet or e-mail communications, fax cover sheets, business cards and promotional materials
- ▼ using school facilities for personal purposes or gain unless otherwise authorized
- ▼ conduct that is injurious to the business or reputation of Lansing Christian School

- ▼ harassment in any form including sexually harassing employees, students, or others
- ▼ romantic or other intimate relations with a student or the appearance of such
- ▼ excessive absence or tardiness
- ▼ misuse of confidential information
- ▼ repetition of less serious offenses
- ▼ inappropriate use of Internet and/or e-mail (see the Internet and E-mail Acceptable Use Policy for further details)
- ▼ rudeness or lack of cooperation
- ▼ failure to follow instructions or school procedures
- ▼ failure to follow established safety regulations
- ▼ theft or dishonesty
- ▼ discourtesy
- ▼ public endorsement of beliefs, attitudes, or conduct contrary to those expressed or implied by the school and/or its umbrella organizations
- ▼ not reporting students' use of drugs and/or alcohol on school grounds or at a school function
- ▼ gambling on school premises or while conducting school business
- ▼ sleeping on the job or leaving the job without authorization
- ▼ participating in practices considered by the school as illegal, immoral or inconsistent with a positive Christian lifestyle such as cohabitating without marriage or participating in a homosexual relationship.
- ▼ possessing a firearm or other dangerous weapon on school property, or while conducting school business, unless prior administration approval
- ▼ being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the school, its students, employees, or property

Relationships With Students and Parents

RELATIONSHIPS WITH STUDENTS AND PARENTS

In joining the Lansing Christian School community, you accept a responsibility for all Lansing Christian School students. While not all of our jobs involve direct contact with students in the classroom, we all serve as models for them. We maintain open lines of communication, establish rapport and build *esprit de corps* by attending assemblies, athletic events, plays, concerts, eating with students and making the first friendly comment.

Enforcing Student Behavior Codes

All staff on campus—support staff, hourly employees, faculty and administration—have a responsibility to monitor and guide student behavior. For example, if you observe poor or unsafe conduct of a student in the cafeteria, or while the student is driving on campus, you should immediately bring this to the student's attention and also notify the appropriate administrator. The same is true of student fighting, bullying, harassment, or any other student behaviors prohibited by our Student Handbook.

Suspected substance abuse must always be reported to your supervisor or principal without exception. Also, please let students know that you will have to notify the appropriate persons if they tell you something that will harm them or another person.

Romantic Relationships with Students

Due to the many new and often confusing emotions they experience during their maturation, students may develop strong emotional attachments to faculty and staff. Our role in guiding students toward growth as happy, healthy adults and lifelong learners is one of the most rewarding aspects of our work at Lansing Christian School. However, this relationship must always be understood and carried out in its proper context using professional discretion.

It is never appropriate for a faculty or staff member to enter into a romantic relationship of any kind with a student, regardless of whether the student may seek to initiate the relationship or may consider it consensual. To avoid even the appearance of a romantic relationship with a student, staff members should avoid being alone with students that are not their relatives outside of the school or isolated within the school building. In addition, it is not appropriate for a teacher to have overnight parties with students. Any overnight parties should be parent sponsored and not teacher or coach sponsored or co-ed

unless it is a school sanctioned field trip. At least one other parent should be present. School approval and conduct guidelines should be followed.

Violating the trust of students—and their parents—in this way is one of the most serious offenses that one can commit against a student and against the school community as a whole. Accordingly, violation of this policy will result in serious corrective action, up to and including termination of employment.

Employment of Family Members

EMPLOYMENT OF FAMILY MEMBERS

The school's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications for the position, ability and performance. The school attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions and reserves the right to take action when relationships or associations of employees impact its mission.

For purposes of this policy, "relative" means a connection between persons by blood, marriage, adoption, domestic partnership, or other close personal relationship including cohabitation.

Due to the strong interaction of duties, employment of relatives in the *same department* or under the same supervisor is not ordinarily permitted and may occur only after formal review and approval by the Head of School.

Employment of relatives in reporting relationships (e.g., employee and direct supervisor) is *prohibited in almost all cases*.

When Family Relationships Develop During Employment

When a relationship between two employees develops *during* their employment to the point where it is covered by this policy the school will ordinarily handle this situation as follows.

- ▼ The employees are required to bring the relationship to the attention of the school Head of School when it develops to the point of being covered (or will soon be covered) by this policy (e.g., such as when the couple becomes engaged).
- ▼ Both employees will ordinarily be provided with the opportunity to switch jobs, divisions, or departments in order to resolve the conflict of interest—if either option is available or practical at the time.
- ▼ Ordinarily, only one employee will need to change position in order to remove the reporting conflict. In most circumstances, this will be the choice of the couple—

however; the school reserves the right to dictate the change when necessary, based on the school's operating needs.

- ▼ If job or department/division changes are not possible, one member of the couple may be asked to resign from his/her position by an appropriate date in order to resolve the conflict. This may occur at the employees' option (i.e., one member of the couple chooses to resign) or at the school's direction (i.e., if performance or skill needs dictate that the school only invites one party to return for the following academic year).

Acceptance of Gifts From Students and Parents

From time to time, faculty and staff may be offered gifts by grateful students, parents, or other family members of students. We do not want to discourage the kindness of our students (such as in offering handmade items of appreciation that they have created for their teachers). However, due to the potential for conflicts of interest (such as with regard to grading, student promotions, awards, etc.)—as well as the potential for inappropriate “competition” among parent gift-givers, faculty and staff members are generally not permitted to accept gifts that are reasonably estimated to be worth in excess of \$100. For example: A \$50 gift certificate to a bookstore may be accepted; an all-expenses-paid vacation and use of a summer house may not be accepted.

All gifts from students or parents that appear to exceed the \$100 limit must be reported promptly to the Head of School who will make the final decision as to the acceptability of the gift in correlation with this policy and the school’s mission.

Controversial Issues

CONTROVERSIAL ISSUES

The foundational Biblical principles of LCS are encompassed in the Belief Statement. As with all issues of the heart and the mind, students and parents should be directed to God's Word for the final word on matter of controversy and debate.

In a school such as LCS where students come from varied denominational backgrounds there exist differences in interpreting scriptures. School staff should encourage objective discussions, respect for different views and obedience to parents regarding such issues.

With the diversity of denominations represented in our student body, teachers are reminded to be sensitive to denominational differences yet bold to challenge students to view and investigate, Biblically, topics which might be controversial. Our overriding attitude in doing so is not division or denominational antagonism but rather Biblical scholarship and investigation. The administration pledges to support teachers in their efforts to appropriately address controversial issues, directing students to solid, Biblical scholarship.

Conflicts of Interest

CONFLICTS OF INTEREST

All employees and board members of Lansing Christian School are expected to maintain the highest ethical standards in the conduct of school affairs—carrying out school business with integrity and complying with all applicable laws without consideration of personal advantage or gain.

Employees and board members are expected to take great pains to avoid any situation which involves or may involve a conflict between their personal interest and the interest of the school. As in all other facets of their duties, employees or board members dealing with suppliers, contractors, vendors, consultants, or any person doing or seeking to do business with the school are to act in the best interest of the school at all times.

All employees are expected to immediately report to their principal, supervisor or Head of School any potential situation which may involve a conflict of interest. All board members are expected to report to the board administrative assistant and president potential conflicts of interest and annually complete a conflict of interest disclosure form.

Such conflicts include:

- ownership by the employee or by a member of his/her family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the company—including serving as a director, officer, partner, consultant, or in a managerial or technical capacity with such an outside enterprise.
- acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving the school or its interests.
- any other arrangements or circumstances, including family or other personal relationships, which might prevent those involved from acting in the best interest of the school.

If you have any question as to whether a particular situation represents a conflict, please contact the Head of School or Director of Business and Finance immediately so that appropriate guidance may be given.

Grievance Policy

Policy: Lansing Christian School is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

Rationale: Lansing Christian School is composed of many people and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should prayerfully, humbly and honestly seek the Lord's guidance. If handled in this manner, most problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

Scope: These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Lansing Christian School. This includes students, parents, staff, volunteers, administration and board. It is understood that if any disputes arise which are not covered by this policy, the Head of School will decide what procedures to follow based on those procedures established by this policy.

Definition: A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal, academic dean or Head of School if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher, principal or dean for management of the process of investigation, communication and resolution.

- Decisions by the board are final. No further appeal will be granted.

Grievance Resolution Process:

Students/Parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal or dean. Complaints at this level and above are documented by the principal or dean to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision in to the Head of School in writing. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
4. If the resolution is still unsatisfactory, they may appeal to the Lansing Christian School Board within two weeks of the Head of School's determination requesting a review of the school's determination. See Board policies for Appeal Protocols.

Athletes/Parents to coaches:

1. Follow the process outlined in the Athletic Handbook.
2. If there is no satisfactory resolution then refer to step #3 and #4 in Student/Parents to teachers process above.

Parents/Association members/Donors to administrator:

1. If parents, association members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the Head of School. Complaints at this level and above are documented by the Head of School to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness

and timeliness. The final determination, including reasons for the decision will be communicated in writing.

3. If there is no satisfactory resolution, they may appeal to the Lansing Christian School Board within two weeks of the Head of School's determination requesting a review of the school's determination. Refer to Board Policies on Appeal Protocols for further details.
4. This procedure applies to board members who are acting in their capacity as parents, association members, or donors and not as representatives of the board.

Staff to Administration:

1. All concerns about the school must first be presented to the appropriate principal or dean. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Head of School. The Head of School will schedule a meeting to discuss the matter. Complaints at this level are documented by the Head of School to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is not a satisfactory resolution, the staff member may appeal to the board within two weeks of the Head of School's final determination. Refer to the Board policies of Appeal Protocols for further details.
4. Staff should refer to the personnel handbook if the concerns are in regards to disability discrimination, equal employment opportunities, illegal activities (whistleblower policy) or harassment.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the Head of School. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final

determination, including reasons for the decision will be communicated in writing.

3. If the resolution is unsatisfactory, the volunteer may appeal to the board within two weeks of the Head of School's final determination. Refer to Board policies on Appeal Protocols for further details.

Board's Responsibility:

The board's responsibility is to listen to grievances that cannot be resolved internally by Head of School and to comply with their policies regarding Appeal protocols.

Drug and Alcohol Policy

DRUG AND ALCOHOL POLICY

The school is committed to providing a work environment for each employee and learning environment for each student where safety, clear thinking and productivity must be prominent. Substance abuse—whether manifested as the abuse or misuse of prescription or illegal drugs, alcohol or marijuana—is not consistent with the maintenance of this environment. It also is contrary to the need for faculty and staff to serve as role models for the students and thus will not be tolerated.

An employee found to possess, use, manufacture, sell, purchase, or distribute any illegal drug, marijuana or prescription drug (other than in accordance with a proper prescription), or found to be under the influence of any such substance while on school property, during his/her work hours, or while he/she is on school business, will be subject to employment separation.

Alcohol at School-Sponsored Events

Lansing Christian School may have an event where the venue may serve alcohol. At these times, employees are asked to refrain from drinking alcohol. At no time may an employee or other member of the school community act as a conduit to provide alcohol to underage students.

Consequences

Violation of any of the above rules and standards of conduct will not be tolerated. The school also may bring the matter to the attention of appropriate law enforcement authorities.

An employee's conviction on a charge of illegal sale, use, or possession of any controlled substance while off school property will not be tolerated because such conduct, even though off duty, reflects adversely on the school. In addition, the school must keep people who sell or possess controlled substances off the school's premises in order to keep the controlled substances themselves off the premises (for the protection of students).

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify an administrator of such use before starting or resuming work.

Confidential Assistance

The school recognizes that substance abuse may involve physical and/or emotional conditions which are treatable as such. The school would prefer to assist an employee in a non-disciplinary context and an employee is free to seek help on a confidential basis by contacting the Head of School. Such a request should be made before any established policies and procedures have been identified as being violated. Substance abuse or dependency shall not be recognized as an excuse for unsatisfactory performance, or inappropriate or illegal behavior.

Pregnancy Outside of Marriage Policy for Staff

Lansing Christian School is clear and unequivocal in recognizing that premarital sexual activity is morally wrong and a sin, which will not be condoned by the school. It is also behavior that causes psychological damage and human hurt and jeopardizes people's futures. The school shall make this stance clear to its staff and students and will call them to exercise spiritual and self-discipline in resisting sexual temptations and maintaining purity.

The LCS policy on staff pregnancy or sexual activity outside of marriage is as follows:

1. If a staff member is unmarried, has become pregnant or caused another individual to be pregnant, or is sexually active with one who is not his/her lawfully married spouse, he/she will meet with the Head of School, principal or dean and a representative of the staff member's choosing.
2. He/she will be counseled regarding the conflict with their sexual activity and their commitment to model Christ before their students and the LCS community.
3. He/she will be dismissed, without pay, for the remainder of the contract unless, in the opinion of the administration, mitigating factors warrant otherwise.

It should be clear to the dismissed faculty member that the dismissal is a result of their sexual activity inconsistent with biblical principles and not because they are pregnant.

Acceptable Use Policy for Technology

Internet, E-mail, Telecommunications and Other Technology Systems

ACCEPTABLE USE OF INTERNET, E-MAIL, TELECOMMUNICATIONS AND OTHER TECHNOLOGY SYSTEMS

Lansing Christian School provides technology in furtherance of the education goals and mission of the school. Technology is defined in this policy as including but not limited to, telecommunications equipment; video and audio equipment owned or leased, the use of software, computer hardware, peripherals, computer networks, e-mail, Internet access and governs any personal devices connected to our network and resources. The technologies provided by the school are important communications and learning tools and should be used *primarily for school business and instructional purposes*. However, *limited personal use* of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee and student performance and does not violate state or federal laws or compromise intellectual property rights (e.g., briefly checking the weather, travel, or sports Web site at lunch to get updated reports, scores, etc.). Any questions that users may have concerning appropriate use should be addressed to the Technology Director.

Purpose

E-mail and Internet usage, like all computer resources at the school, are tools for educating students and facilitating the operation of the school. This policy outlines several key principles with regard to personal usage and expectations of privacy when using school-provided e-mail accounts and Internet resources. Its key purpose is to maintain the safety and security of the school and its employees, students and community members. Everything sent using a school e-mail account reflects the individual sending the email and the school. The content of messages and of Internet sites that are accessed using the school's equipment should be reviewed with these principles as a guide.

Rights

- Use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from outside resources, which facilitate learning and enhance educational information exchange.
- Access school networks and the Internet to retrieve and submit information to facilitate learning and enhance educational information exchange.

Responsibilities

- Attending appropriate training session in the use and care of hardware, software and networks and refraining from using any technology for which you have not received training.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- Accepting responsibility for material received via the Internet under their account.
- Maintaining the integrity of the electronic mail system, reporting any violations of privacy.
- Logging off or locking your computer/accounts when leaving it unattended

Prohibited Activities

The following are examples of activities that are prohibited while using the school's networks, Internet and e-mail and which may result in disciplinary action, up to and including termination. These activities include, but are not limited to:

- Accessing the files or communications of others without appropriate authorization
- Use of online chat rooms or instant messenger programs unless directly related to the employee's position
- Downloading of software or attachments (which have the potential to spread viruses, worms and ransomware throughout the entire school network) without the prior approval of the IT Department
- Advertising or listings for personal benefit
- Communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment
- Personal attacks, including but not limited to attacks based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, veteran status, or any other categories protected by law
- Browsing, retrieval, display, or distribution of vulgar, offensive, or inflammatory language, material, or images, including sexually explicit materials, language, or pictures
- Using school networks or resources to engage in any illegal activity
- Sending messages that adversely affect the reputation of the school or its students, parents, or community members

- Loading non-school-owned software on school-owned computers without the approval of the Technology Director.

Privacy and Monitoring

The school retains the right to monitor network usage as well as usage of individual computers and e-mail accounts and **employees should not have an expectation of privacy when utilizing school networks, systems, or electronic communication resources.** This includes, but is not limited to, the monitoring/viewing/accessing of: Internet activities; e-mail activities and accounts; network activities and accounts; all data and/or software stored on desktop, laptops and disk.

All employees explicitly agree to this condition in consideration for the ability to utilize the school's computer networks and resources.

Cell Phones and Text Messaging

While the school does not generally provide cell phones for employees, nor does it monitor cell phone communications, employees must abide by all pertinent privacy, confidentiality and discretion standards of the school when using cell phones, text messaging, or any other services or devices when communicating about school-related matters. Cell phones should not be used by faculty during class periods for non-school related matters.

Cell phones and service will be provided for some employees whose job requires them to use a cell phone almost exclusively. Some employees will be eligible to receive a monthly allowance for their own personal cell phone service used for business purposes. The criteria to receive a monthly allowance are that:

- The position requires considerable time outside the office or away from office and the use of the cell phone facilitates the effective conduct of business operations while away.
- The position requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours.

Data Security

E-mail should never be considered a totally secure or confidential medium. Any network administrator between here and its destination may view e-mail that is sent over the Internet. Personal information, like personal addresses, credit card numbers, etc., should not be transmitted through e-mail and non-secure Web sites. Notify the network

administrator immediately if, by accident, you encounter materials that violate rules of appropriate use, or if you suspect any inadvertent lapses in data security.

Message Content

Don't write anything (even in a text message) that you wouldn't want repeated. E-mail can be forwarded to hundreds of people, in and out of our school—and text messages can be revealed in court. Once you have sent the message, it is out of your control. Be especially careful about material that would violate a student's, parents', or other employee's privacy. Please be aware that even messages or documents that you consider "informal," "casual," or "personal" may need to be retained by the school and shared in any litigation matters, as required by federal regulations.

Viruses and Attachments

There are many dangerous viruses that circulate on the Internet and through unsafe computing practices. To avoid getting a virus spread through your e-mail, never open an e-mail attachment unless you know what it is—even if it comes from someone you know and trust. Always make sure you are running an up-to-date virus scanner, both here and at home. Be sure to perform all updates as soon as you are able. Postponing updates creates network vulnerabilities. Please see the IT Department with any questions regarding viruses, attachments, or related issues.

Intellectual Property Rights

All employees are required to abide by applicable copyright laws and their coverage of text, program code, music, or video; you must use only legal software, shareware, or freeware on the school computer systems. In addition, all unauthorized downloading and sharing of copyrighted materials is not allowed. See Copyright Policies in this handbook.

Policy Violations

Access to the computers/laptops owned by the school is a privilege, not a right. This privilege may be restricted and/or revoked at any time for use not consistent with the educational goals of the school. This includes employees remotely logging onto the school network or using their school e-mail account from home or when traveling.

Consequences for violations of this policy include but are not limited to:

- Loss of network access privileges, including Internet and/or e-mail access
- Loss of computer access privileges

- Disciplinary action by administration including, but not limited to, immediate termination from employment
- Legal action and prosecution by the authorities, if appropriate

Faculty and Staff Use of Social Networks and Blogs

FACULTY AND STAFF USE OF SOCIAL NETWORKS AND BLOGS

Social media as referred to below includes but is not limited to Facebook, Twitter, Instagram, SnapChat, YouTube, Blogger, LinkedIn, Tumblr and the like, whether they are developed at the time of this policy or after.

Interacting on-line with each other, with students, with alumni and with others inside and outside of the school community is, in its essence, no different than interacting with these groups face-to-face. Therefore, the Personal Conduct Guidelines for faculty and staff as laid out in this personnel handbook apply. LCS employees will be held to both the positive expectations and the prohibitions in regards to their activity on social media. These include but are not limited to the following guidelines:

Guidelines – general

Positive Expectations

- Treating others with respect, kindness and fairness.
- Portraying Lansing Christian School in a positive light.
- Supporting Lansing Christian School administrative decisions.
- Meeting quality and accuracy standards with regards to Lansing Christian School. (Media Protocol)
- Preserving confidentiality of Lansing Christian School students and families (Confidentiality)
- Reporting any abuse that is noticed from using social media as required due to mandated reporter status for school employees.

Prohibitions

- Refrain from use of school logos or proprietary materials without written consent.
- Refrain from use of profanity
- Refrain from displays of alcohol, controlled substances or tobacco (Smoking and Controlled Substances)

Guidelines – other

- Make reasonable effort to remove links or tags in your social media accounts that would violate any of the General – guidelines above.
- Faculty and Staff may not “friend”, “follow” or the equivalent any student on any form of personal social media.
- Faculty and Staff should not accept students “friending” or “following” or the equivalent on all forms of personal social media.
- Faculty and Staff should use discretion when interacting on personal social media with parents of LCS Students and Alumni.
- Direct supervisors should be made aware of any professional social media

- accounts.
- Faculty and Staff should only use approved methods of electronic communication when contacting students directly or receiving communication from students. If you are unsure of what method(s) to use, contact your direct supervisor for instruction. Currently the approved methods are Skyward, Remind (for texting) and @lansingchristianschool.org G-mail accounts.

Corrective Actions

Faculty and Staff may be subject to corrective action for violation of any of these policies. Corrective action will be administered at the discretion of the administration.

**PERFORMANCE EVALUATION
AND PROFESSIONAL DEVELOPMENT**

Performance Evaluation

PERFORMANCE EVALUATION

The purpose of evaluation at Lansing Christian School is to help teachers, staff and administrators successfully grow in the practice of the talents they possess to best serve the needs of the school community and its members.

General Overview

Mentoring employees and evaluating their work is a continuing process, overseen by the Head of School and his/her management team. Faculty members will be visited in their classrooms periodically for purposes of evaluation. Staff and administrators will be observed on an ongoing basis. A copy of any written evaluation will be provided to the individual.

There are two basic purposes of evaluations:

1. Growth and improvement in teacher, institutional and professional performance.
2. To gather information that will help in making personnel and institutional decisions.

Frequency of Observation and Evaluation

With regard to frequency of observation and evaluation:

- ▼ Faculty members in their first two years at Lansing Christian School will be observed at least three times during the school year.
- ▼ All other teachers will be observed formally at least annually.
- ▼ All staff and administrators will be evaluated at least annually.
- ▼ All teachers will also experience periodic classroom visits. These visits from the administrators keep them informed as to the good things happening in classrooms and allow them to offer specific comments and commendations based on direct observations. As with formal evaluations, the results of these visits will be documented for employee review.

The Evaluation Cycle for teachers

The evaluation process is comprised of several steps and events that occur during the course of the academic year.

- ▼ **Goal-Setting**—In September, the Supervisor will request written professional goals from each employee. The employee and supervisor will discuss and evaluate the professional growth and performance goals for the year, along with a plan for achieving these goals. These goals should promote the school’s goals and mission, improve their professional expertise as an employee and support the improvement plan of the school.

- ▼ **Classroom Observation**—For faculty, observations will occur based on the general frequency noted above. A formal visit includes a pre-conference (or notification) prior to the visit, some form of written communication following the visit and usually will include a post-conference. Informal visits are periodic, unannounced visits that are usually for lengths of time shorter than one period (secondary) or one lesson (elementary). Summary notes will be developed prior to any post-conference, with both principal or dean and staff member receiving a copy. Specific areas targeted for improvement or notification of unsatisfactory performance would be communicated at that time. Commendations should also be included.

- ▼ **Ongoing Feedback**—At different points during the academic year, both parties will meet formally and informally to discuss how the development plan is proceeding, whether changes are needed, what additional resources or support are available, etc.

- ▼ **Employee Evaluation**—Each employee’s supervisor will complete an annual written performance evaluation. The review will be based on the agreed upon classroom observations (for faculty), informal observations, reflections on personal contact with the employee and his/her work, documentation as collected by the supervisors, professional standards, the professional growth plan established during the previous fall, as well as feedback from the employee’s self-evaluation. The final evaluation records will be kept in the teacher’s personnel file.

- ▼ **Review Meeting**—Each employee will meet with his/her supervisor to discuss the employee evaluation and to establish initial goals and objectives for the following academic year. The employee has the option to submit a written statement regarding his/her agreement/disagreement with the evaluation, which

will be attached to the evaluation and made part of the employee's personnel record.

Recommendations for continued employment will be made by the supervisors to the Head of School by at the end of the evaluation process. If a principal or dean does not recommend a contract for a teacher, an improvement plan will be implemented if the teacher remains a contract candidate. If sufficient improvement does not occur within the period of time determined by the principal or dean, dismissal may occur. At the discretion of the principal or dean, an improvement plan may go into effect at any time. An improvement plan will include: specific length of time as determined by the principal or dean, specific areas of concern and who will work with the teacher to facilitate improvement. It will also include expected performance criteria.

If a charge of illegality or immorality is brought against a staff member, an investigation will be conducted immediately by the administration. If warranted, suspension without pay will occur until the issue is resolved.

A staff member may request due process at any time. Refer to the personnel handbook under Grievance Policy.

Professional Development (Workshops and Seminars)

PROFESSIONAL DEVELOPMENT

In support of our philosophy of continuous improvement for all employees, Lansing Christian School offers expense reimbursement to all full-time employees for costs pertaining to approved professional development.

Procedures

- ▼ Employees interested in taking outside courses or workshops—or participating in appropriate educational association conferences or annual meetings—must:
 - Complete the form titled “Professional Development Worksheet”
 - Attach documentation regarding the workshop or conference to the form.
 - Obtain dean’s or principal’s signature on the form.
 - Submit to the Head of School who will sign and submit to the Title II office. If the Title II office does not approve payment Lansing Christian School will assume responsibility for the payment of the course within the current budget constraints.
- ▼ For information regarding graduate class assistance see the following page.

Note

- ▼ As much advanced notice as possible is necessary in order to properly process these payments.
- ▼ If there is sufficient advance notice, the registration fee may be paid by check or purchase order issued by the Business Office or forwarded to the Title II office for payment. Alternatively, the employee may be required to pay for the course using his/her own credit card and then receive reimbursement from the school.
- ▼ Please see the Business Office Policies section of the Handbook for information regarding reimbursement of other expenses associated with attending the workshop such as travel, lodging and meals.

Professional Development (Graduate Courses)

PROFESSIONAL DEVELOPMENT AND GRADUATE TUITION ASSISTANCE

In support of our philosophy of modeling lifelong learning for our students, Lansing Christian School offers tuition assistance to all full-time employees pursuing graduate coursework pertinent to their job duties at our school.

Procedure

- ▼ Employees interested in pursuing graduate studies must first discuss their intention with their principal or supervisor, who will consult with the Head of School for final approval.

- ▼ Upon completion of the course, the employee must provide proof of grade to the Business Office, which will then issue payment or reimbursement, after appropriate forms are completed and signed.

Approval and Reimbursement Guidelines

1. The course must be germane to the job assignment and be approved by the employee's principal or supervisor and by the Head of School. The graduate class reimbursement form needs completed.

2. The policy applies to for-credit graduate courses only.

3. Providing the employee earns a grade of "B" or higher:
 - ▼ The school will reimburse the employee \$250 of the tuition cost at the completion of the course.

 - ▼ Ordinarily, the maximum amount the school will pay per employee in any school year is limited to \$500.

Corrective Action

CORRECTIVE ACTION

Lansing Christian School encourages our employees to develop and perform to their fullest potential at all times. When an employee's performance or conduct does not meet established standards, we do not look to "punish" but rather to quickly, effectively and eagerly support the employee in correcting the behavior or improving his/her performance. The school has developed the following general procedure for addressing most behavior or performance issues.

Please note: While the school intends to address most common performance issues in the manner described in this policy, employees should be aware that the school maintains all of its rights under the employment relationship (whether those rights are at-will rights or contractual rights, as may apply). The school does not restrict itself from altering its approach to corrective action as circumstances warrant, in the Head of School's sole discretion. There are two common exceptions to the corrective action process, of which employees should be aware.

- ▼ Misconduct or other serious behavioral issues, especially circumstances involving risk to students or other employees, will ordinarily be addressed promptly and firmly outside of the process described in this policy.

- ▼ In the case of employees who are new to the school, the school and the employee may quickly determine that there is a misalignment between the employee's skills and interests and the school's needs in the position. In these cases, plans to resolve this misalignment ordinarily may be handled promptly and separately from the process shown in this policy.

Step One—Initial Verbal Warning

When a performance or conduct issue arises, a conversation will occur between the supervisor and the employee and the employee will be given a reasonable amount of time to correct the deficiency. The time period during which the employee must meet expectations will depend on the nature, severity and urgency of the issue. The employee should be aware that ongoing performance issues may result in further corrective action.

Step Two—Written Warning

If the employee's performance does not meet standards within the agreed time limit of the verbal warning, the supervisor may provide a written warning to the employee, detailing the required performance improvements—which the employee will be required to sign in acknowledgement of receipt.

Step Three –Letter of Reprimand

If the written warning is not effective in resolving the issue, the supervisor may send a formal letter of reprimand to the employee. A copy of this letter will be placed in the individual's personnel file.

Step Four – Suspension without Pay

If no change occurs a suspension without pay may given. The length of the suspension is at the discretion of the Head of School.

Step Five - Termination or Non-Renewal of Contract

If the employee's conduct and/or performance does not improve as required or a suspension is not reasonable in the situation, the school may choose to terminate the individual's employment, or not renew the employee's contract for the following school year.

The policy is intended as guidance and, in appropriate circumstances; the administration reserves the right to escalate this policy without exhausting lower disciplinary procedure.

COMPENSATION

Compensation

COMPENSATION

Faculty Compensation Philosophy

Faculty compensation at Lansing Christian School is broadly defined and includes salary and benefits (medical, dental, retirement, etc.) as well as professional development.

Important elements of our faculty compensation philosophy are as follows.

1. We want to attract and retain the best faculty possible.
2. The salary scale includes the traditional matrix of education and experience and also:
 - a. includes the possibility of extra pay for extra responsibility (stipends and summer work),
 - b. rewards advanced degrees (official documentation must be in the Head of School's office by August 15 to effect the pay for that school year), and
 - c. is for certified faculty only (noncertified faculty salaries may not be based on the scale).
3. Professional development funds, which are covered in detail in the Professional Development policy of this handbook, are available to faculty, staff and administrators with proper approval. The school's support for professional development is an important element of each employee's individual compensation.
4. Compensation is designed to be sufficient to allow good teachers to remain in the classroom and not feel a financial need to become an administrator or leave the teaching profession within the restraints of the budget for the school.
5. The goal of the school is to eventually be able to provide benefits that are comparable to local public schools and independent schools with which we compare ourselves.

Faculty Compensation Schedule

The school publishes its faculty compensation schedule annually and is set by the Head of School. Salary for teachers will be determined in part by previous experience. Placement on the salary scale will be determined in part by the number of full-time years the teacher has taught or engaged in related experience prior to entering into a Lansing Christian School teaching contract. The value allocated to previous experience is determined by the Head of School. In order to advance a step on the salary scale the faculty member must work at least 150 days or 30 weeks in a particular school year.

Staff and Administrator Compensation

Salaries and hourly pay for administrators and staff employees do not follow the salary schedule. Rather, salaries for these employees are determined based on experience, education, skill and local market rates and are set by the Head of School. The Head of School's salary is set by the Board. Salaries are typically reviewed in the spring of each year, with new salaries communicated to staff and administrators in May and becoming effective as of July 1. Salary increases are dependent on successful performance and are not automatic or guaranteed from year to year.

Special Compensation Issues

PAY FOR COVERING CLASSES

Regular full-time employees will not receive additional pay to substitute or cover another teacher's classes. Part-time employees may receive substitute pay—i.e., for working additional hours beyond their normal schedule. Substitute pay must be authorized by the principal, dean or Head of School.

STIPENDS

Faculty members are eligible to receive stipends for the certain activities: Department Heads will be paid quarterly and coaches will be paid at the end of the season. Other positions the timing of payment will vary upon assignment.

Assignments that are paid:

- ▼ Coaches and assistant coaches depending on grade and sport. See Athletic Director
- ▼ Referees
- ▼ Game Managers and Coordinator
- ▼ Scorekeepers for Basketball
- ▼ Class Sponsors
- ▼ Supervision and tutoring – varies depending on assignment
- ▼ Drama director
- ▼ Yearbook
- ▼ Summer Assignments for full-time teachers
- ▼ Other assignments only as determined by the Head of School

EMPLOYEE BENEFITS

Benefits Disclaimer

BENEFITS DISCLAIMER

Lansing Christian School is proud to make a program of health, welfare and retirement benefits available to eligible employees. Brief descriptions of each benefits program are provided below. However, please note that these descriptions are overviews only and that the plans themselves (including eligibility requirements) are governed by the Summary Plan Descriptions (SPDs) and related plan documents, maintained in the Business Office. In the event of any conflict between the descriptions below and the plan documents, the plan documents will govern.

Employee Benefits Program

EMPLOYEE BENEFITS PROGRAMS

Lansing Christian School is proud to offer a well-rounded program of benefits to support the health, wellness and retirement needs of employees and their dependents. This program includes:

- ▼ medical insurance with Health Reimbursement Account (HRA)
- ▼ dental insurance (employee pays 100%)
- ▼ life/AD&D insurance
- ▼ long-term disability (LTD)
- ▼ pension plan – In legacy status as of August 31 2019
- ▼ 401(k) plan beginning September 1, 2019
- ▼ short-term disability (STD)
- ▼ workers' compensation insurance (WC)
- ▼ Flexible Spending Account (FSA)—health reimbursement and dependent care accounts
- ▼ tuition remission (discount) for faculty/staff children attending the school and/or aftercare
- ▼ afterschool childcare during staff meetings, providing there is room in the program
- ▼ family LCS sports pass at no charge

LCS Benefit Descriptions – the following is a brief overview. Please contact the Business Office for further details. ***The benefits are subject to change as necessary to obtain the best benefits possible within the framework of the school's budget.***

Medical Insurance with Health Reimbursement Account (HRA)

- Eligibility: All full-time employees (See Employment Classifications in Employment Practices section of Personnel Handbook), their spouse and their dependents. Dependent children must be under 26. Choice of and HMO or PPO plan.
- Waiting Period: 60 days, then 1st day of the month
- Employee Contributions: Required, currently between \$70 and \$175 a pay for the HMO plan.
- COBRA eligible: Yes
- Covers: The Insurance is currently a high deductible plan. All of the deductible is paid through the school's HRA. After the deductible is spent,

the only co-pays are for prescriptions if you remain in the PHP network of providers. The Plan year is from January 1 thru December 31.

Dental Insurance

- Eligibility: All full-time employees (See Employment Classifications in Employment Practices section of Personnel Handbook), their spouse and their dependents, Dependent children must be under 19 and unmarried or be between 19 to 25 years and qualify under certain conditions.
- Waiting Period: None
- Employee Contributions: 100% of Premium paid by employee.
- COBRA eligible: Yes
- Covers: Partial cost of dental exams and procedures.

Life/AD&D insurance

- Eligibility: All permanent employees who work over 1000 hours a year and/or is a 50% FTE or more are eligible for coverage.
- Waiting Period: 1st day of month following hire
- Employee Contributions: None, unless adding spouse and children
- COBRA eligible: No
- Covers: \$50,000 term life insurance and accidental death/dismemberment.

Long-term Disability

- Eligibility: Same as Life Insurance above.
- Waiting Period: 1st day of month following hire
- Employee Contributions: None.
- COBRA eligible: No
- Covers: Up to \$5,000 per month for employees disabled for more than six months and is integrated with Social Security insurance. Benefits are based on 60% of basic monthly earnings.

Pension Plan

- Eligibility: Any employee who worked over 1000 hours a year through August 31, 2018
- Status: As of August 31, 2019 the plan was moved to legacy status and retirement benefits were frozen. To ascertain your retirement benefits from this plan contact Christian Schools International (CSI).
Employer contribution: Annually as determined by CSI
Employee contribution: None

Short term disability

- Eligibility: Employees who work over 1000 hours.
- Waiting Period: 1st day of month following hire
- Employee Contributions: None.
- COBRA eligible: No
- Covers: For employees disabled for between 4 weeks and 22 weeks. Benefits are based on 75% of basic monthly earnings.

401(k) plan

- Eligibility: Any employee who worked over 1000 hours a year starting September 1, 2019.
- Waiting Period: None
- Employer Contributions: Vary from year to year
- Employee Contributions: Allowed, limited to IRS maximum

Workers' compensation insurance

- Eligibility: All employees
- Waiting Period: None
- Employee Contributions: None.
- COBRA eligible: No
- Covers: School related injuries. See Workers' Compensation Leave and Injury Reporting Process under Leave .of Absence Section of Personnel Handbook.

Flexible Spending Account (FSA)—health reimbursement and dependent care accounts

- Eligibility: Employees who work over 50% and/or 1000 hours a year.
- Waiting Period: 1st of the month following date of hire
- Employee Contributions: 100% employee funded
- COBRA eligible: No
- Covers: This is a .Section 125 Flexible Benefit Plan under which employees can pay certain medical costs and dependent care costs with pre-tax income. The amount the employee determines is withheld from their paycheck and will be used to reimburse eligible medical or dependent care expenses. The Plan year is from September 1 through August 30.

Tuition Remission (Discounts)

FACULTY AND STAFF CHILDREN TUITION REMISSION

Certain employees of Lansing Christian School are entitled to receive a partial remission of tuition for all children attending Lansing Christian School during the parent's employment. Full-time employees are eligible for a 40% discount for tuition charges, employees working more than 1000 hours but less than 1599 per year are eligible for a 20% discount and employees working more than 300 hours but less than 999 hours are eligible for a 10% discount. If the employee's family qualifies for more than one discount, they may choose the largest of the discounts to apply to their tuition.

All employees are expected to enroll their children at Lansing Christian School. Requests for exemption from this policy must be communicated in writing to the Head of School.

Employees can also file an application for variable tuition or other scholarship if additional support as needed.

Tuition for children of Lansing Christian School employees attending the after-school daycare program during staff meetings is waived if there is room available. For non-staff meeting days, aftercare for employees will be discounted at the same rate as their tuition.

In order to receive this benefit, staff will need to:

- Register child for the aftercare using the afterschool care registration available on our website.

NOTE:

- Children under 33 months or/and not potty trained are not allowed in the daycare/aftercare per state law.
- Only staff children who are attending LCS (PS3 through 5th grade) can attend the LCS Aftercare.

Continuation of Benefits (COBRA)

CONTINUATION OF BENEFITS (COBRA)

As a sponsor of employee benefits plans, Lansing Christian School is covered by the regulations of the Consolidated Omnibus Budget Reconciliation Act (COBRA), the federal law pertaining to continuing benefits coverage after employees are no longer eligible. Under the provisions of COBRA, employees and their dependents who enroll in the school's medical or dental plans may be eligible to continue coverage at their own expense—usually for up to 18 months and in certain circumstances up to 29 or 36 months—upon terminating employment with the school or experiencing other qualifying events (e.g., such as a dependent student losing coverage due to reaching the age limit or graduating from college).

The decision to continue your health insurance is voluntary. The cost to continue coverage under COBRA is the full monthly premium for coverage. You and/or your eligible dependent must pay the required premium in a timely manner on a monthly basis. Failure to pay the premium will result in the coverage being cancelled, as permitted by law.

BASIC is the third party administrator that handles Lansing Christian School's compliance with COBRA and administers the program including billing for the premiums.

You will be notified of your COBRA rights upon enrolling in medical coverage, as well as at the time of your termination of employment or when a qualifying event occurs. It is vitally important that you inform the Business Office when a potential qualifying event occurs that may affect your coverage—such as getting married, divorced, or separated, or having or adopting a child, or when a child over the age of 18 is no longer a full-time student or reaches the maximum coverage age for the school's benefits plans.

Please see the Business Manager for further details.

Medical Information Privacy Under HIPA

MEDICAL INFORMATION PRIVACY UNDER HIPAA

The purpose of this policy is to inform employees regarding compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All employees should be aware that HIPAA severely restricts the sharing and transmission of private health information (PHI) to non-qualified parties.

Employees should never share private health information of themselves or others. In certain circumstances—such as with regard to colleagues who are ill or in the hospital—we realize this may seem contrary to the spirit and culture of caring for colleagues that we have established over the years at our school. While we always seek to maintain our caring culture, we all need to recognize the personal protections provided under HIPAA and remain in compliance, for the benefit of all concerned.

Please consult the Business Office with any questions regarding the school's responsibilities and individual employee responsibilities with respect to HIPAA and private health information.

TIME OFF

Paid Time Off

PAID TIME OFF

Paid Time Off (PTO) is available to all **full-time administration and support staff** (i.e., non-faculty). The amount of PTO is determined based on position and experience and will be included in the individual contracts. For definition of “full-time” see Employee Classifications Policy section of the Personnel Handbook. The benefits of PTO are that it promotes a flexible approach to time off—combining all in one place what were previously separate “buckets” of time off for sick time, vacation and personal days. With this flexibility comes employee accountability for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other needs that require time off from work. Principals do not need to use their PTO for Christmas break and Spring break.

Eligibility

All regular full-time administrators and support staff are eligible for PTO. Part-time employees working 25 or more regularly scheduled hours per week are eligible for a minimum of 40 hours of PTO (this is in accordance with Michigan Paid Medical Leave Act). If an employee works less than 25 hours per week on a regular basis or is a temporary employee they are not eligible for PTO.

Accrual, Payout and Carryover Provisions

Eligible employees are entitled to PTO on a fiscal year (July 1–June 30) basis. PTO may only be carried over into a subsequent year to a maximum of 30 days (240 hours). To clarify, up to 240 hours may be carried over into another year. Any discrepancies in PTO available must be addressed and reconciled with the business office within the following school year to be eligible for adjustment.

Employees will not be paid for unused PTO.

PTO Usage

Employees in their first year of service with the school will accrue PTO from date of hire at a rate of 1 hour for every 35 hours worked. Employees may not ordinarily use more PTO than they have accrued at that point in time (i.e., “advances” of PTO will not ordinarily be made, except in special circumstances as approved by the Head of School).

Scheduling Time Off

Whenever possible, paid time off (PTO) or unpaid time off must be scheduled in advance for vacations, personal leave appointments, or other reasons. It is subject to supervisory approval, division/department staffing needs and established departmental procedures.

While one of the main purposes of this policy is flexibility for the employee, the operational needs of the school must always be primary. Therefore, all employees are asked to keep last-minute, no-advance-notice absences to a minimum. An employee may be counseled when the frequency of unscheduled absences adversely affects the operations of the division/department.

An employee may be required to use some or all of his/her accrued PTO time when going on an approved leave of absence (such as a family medical leave). Please reference the appropriate leave policy for further details.

PTO time may be used on an hourly basis.

Administrative employees, support staff and hourly employees must use PTO during school breaks (e.g., holiday break, spring break, etc.) if they want to take time off and receive pay. The exception would be for the recognized paid holidays. Principals and Head of School are not considered administrative employees for the purpose of breaks during the school year.

PTO and Paid Holidays **do not count** as time-worked for purposes of calculating overtime pay.

An employee may be required or permitted to use some or all of his/her accrued vacation time when going on an approved leave of absence (such as a family medical leave). See the individual leave of absence policies for more details.

Vacation for Faculty Members

VACATION FOR FACULTY MEMBERS

Full-time faculty members (teachers) remain on full pay during school break periods (e.g., holiday break, spring break, etc.). Faculty members are **not eligible** to earn PTO in addition to paid time off for breaks. They are eligible for personal days and sick days. Refer to those sections of the Handbook for further information.

Personal Days

PERSONAL DAYS

Purpose

The school provides these days to allow faculty the flexibility to meet family obligations, handle emergencies, manage personal business, schedule medical appointments, or celebrate a holiday not recognized by the school.

Annual Allowance

In addition to school breaks and official school holidays, all full-time teachers are eligible for 3 personal days per school year. Part-time teachers receive a prorated allowance based on percentage of full-time.

Usage

Personal days must be used within the current academic year and may not be carried over into a subsequent year. Payment will not be made for unused personal days.

Personal days must be used as full-days or half-days and will be recorded as such.

An employee may be required or permitted to use some or all of his/her accrued personal time when going on an approved leave of absence (such as a family medical leave). See the individual leave of absence policies for more details.

Personal time does not count as time-worked for purposes of calculating overtime.

Blackout Periods

Personal days may not be taken in connection with holidays, between August 15 and October 1, or between May 15 and graduation, as these are very busy times during the school year. Exceptions may be made by the Head of School for extraordinary circumstances.

Approvals

All personal days, whenever possible, must be approved in advance by the appropriate principal or dean. In the case of an emergency, “same day” requests may be made.

Sick Time

SICK TIME

Eligibility and Purpose

Sick time will be provided to all full-time teachers so that they may attend to their own personal illness (mental or physical) or that of their dependent(s). Dependent in this situation would include a spouse, child, foster child, stepchild, sibling, parents, grandparents or a person in the household that requires some custodial responsibility. Doctor appointments would be considered an illness; however, doctor appointments should be scheduled for after school hours if at all possible. In addition, sick-time could also be used to care for a child whose school or care facility has been closed due to order of public official.

For teachers that are less than full-time sick-time will be prorated based on their percentage of full-time.

Lansing Christian School reserves the right to require proof of illness when employees are away from work due to illness for three days or longer. Generally, absences beyond three days may require proof of illness from a licensed physician or other qualified medical professional.

Each full-time salaried teacher is entitled to five days per semester sick leave (10 days per school year).

A person who is ill for an extended period or on maternity leave and does not have any sick days left may receive days from others who wish to donate their days to them subject to administration's approval. A person may receive as many days as the number of years the person has been at the school with a maximum of 15 days total. Years will be determined by the number of days the person has worked, with 190 days equal to one year.

An employee may be required or permitted to use some or all of his/her accrued sick time when going on an approved leave of absence (such as a family medical leave). See the individual leave of absence policies for more details.

Sick days must be used as full-days or half-days and will be recorded as such.

Carryover and Payout Provisions

Unused sick days may be carried over from one academic year (contract year) to the next, up to a maximum of 30 days. Payment will not be made for unused sick days.

Call-in Procedures

The employee (or, if necessary, a family member or friend) should promptly notify his/her supervisor or other designated person of the need for sick time. See the detailed procedures for this in Arranging for Substitutes section of this Handbook.

Holidays

HOLIDAYS

Lansing Christian School provides for paid holidays for all full-time employees. Full-time Administrative Assistants (36 hours a week and work additional weeks outside of school year even if not 1650 hours a year) are considered full-time for school year holidays (not July 4 as they do not work in July).

These paid holidays currently include:

- ▼ Labor Day
- ▼ Thanksgiving Day
- ▼ Friday after Thanksgiving
- ▼ Christmas Eve
- ▼ Christmas Day
- ▼ New Year's Eve Day
- ▼ New Year's Day
- ▼ Martin Luther King Day
- ▼ Presidents' Day
- ▼ Good Friday
- ▼ Memorial Day
- ▼ Independence Day

Holiday hours **do not count** as time-worked for purposes of calculating overtime pay.

Working on a Holiday

The Head of School is responsible for determining which offices must remain open on certain school holidays. The Head of School will determine the specific staff coverage required, as well as equitable methods for determining which staff members will be required to work.

If a full-time employee is required to work on a holiday, he/she will receive an alternate day off with pay.

Snow Day Policy and Other Leave

SNOW DAY POLICY

Teachers and hourly staff are not expected to report on snow days. Hourly staff are not paid for a snow day unless they take PTO.

Salaried administrative staff which includes Main Office staff, IT director and any other salaried secretarial staff are expected to report to work when they are able to make it in. If they are unable to make it in or choose not to come in due to childcare, transportation issues, or other reasons, they will need to use a ½ day of vacation time. The exception to this would be if the school closes the Offices as well as having a snow day. If the Offices are officially closed, this will be communicated.

Custodial and Maintenance staffs are expected to report on snow days unless notified otherwise. The hourly staff are not paid for a snow day and salaried staff rules apply the same as with the administrative staff.

OTHER LEAVE

All other time off shall be without pay and will require LCS to be reimbursed at the rate of per diem pay (base salary divided by 190 days = per diem rate). Unpaid leave requires the approval of the principal or supervisor.

See Leave of Absence section of manual for information regarding Jury Duty and Bereavement Leave.

LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA)

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Overview

The school will grant Family and Medical Leave (FMLA) to eligible employees in accordance with federal and state law. This policy is intended to provide an overview of the school's and the employee's obligations, but in no way is intended to increase or diminish the obligations set forth under federal and state law.

Eligibility

Full-time and part-time employees who have completed 12 months of service and who have worked 1,250 hours or more in the preceding 12 months are eligible to apply for a job-protected, unpaid Family and Medical Leave Act (FMLA) leave of absence.

Purpose of Leave

The leave provides time off from work for the following reasons.

- ▼ An employee's own serious health condition
- ▼ To care for a child, parent, or spouse with a serious health condition
- ▼ The birth or adoption of a child, or the placement of a child in foster care
- ▼ To care for a member of the Armed Forces, including a member of the National Guard or Reserves who has a serious injury or illness and, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list.
- ▼ For any qualifying exigency arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation

The federal FMLA leave of absence will be coordinated with state leave laws, where applicable.

Maximum Period of Leave

Eligible employees may take job-protected family medical leave of up to a total of 12 weeks during a rolling 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, when the employee may take up to a total of 26 work weeks of leave during a single 12-month period).

Mothers and Father Both Working for the School

In the case where the mother and father of a newborn or adopted child are both employed by the school and are both eligible for FMLA leave, they are eligible for a *combined* total of 12 weeks of FMLA leave (which may be divided among the mother and father in any combination that they choose—e.g., eight weeks for the mother and four weeks for the father, or six weeks for each, etc.

NOTE: School breaks *do not* count toward the 12 weeks of leave for faculty or other personnel who are not 12-month employees. Consider these examples.

- ▼ If an employee breaks his leg in May and misses the last four weeks of the term, he has eight weeks of FMLA potentially available to him upon the start of school in September. However, if he has healed and is not disabled in September, then the leave is not available to him for this condition. The employee may be eligible for further time off if another qualifying condition arises, though.
- ▼ To shift the example somewhat, if, rather than a broken leg, the employee is pregnant, the situation plays out differently. In the case of pregnancy, the employee would be eligible for the remaining eight weeks of leave in September—even if she is no longer disabled due to the pregnancy—as the law allows for parental “bonding” time in the case of maternity/paternity.

Special Provisions for End-of-Semester Leaves for Faculty

Due to the need to provide continuity of instruction in the classroom, the school may regulate the faculty member’s return to the classroom in certain circumstances, as allowable under federal FMLA law. These circumstances and provisions include the following.

- ▼ An instructional employee begins leave more than five weeks before the end of a term. The school may require the employee to continue taking leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term.

- ▼ The employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of a term. The school may require the employee to continue taking leave until the end of the term if:
 - The leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term.
 - The employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a term and the leave will last more than five working days. The school may require the employee to continue taking leave until the end of the term.

NOTE: It is unclear under the law whether or not the school needs to pay an instructional employee whose leave it has extended under the above scenario. However, in accord with the spirit of the leave and consistent with the general culture of Lansing Christian School, the employee will be paid for the time of the leave that the School has extended (i.e., the last two or three weeks of the semester).

Notice of Leave

If the need for the leave is foreseeable, you must provide the school with at least 30 days' advance notice before the family and medical leave is to begin. If under the circumstances 30 days' notice is not practicable, notice of the need for the leave must be given as soon as is reasonable and possible. Failure to comply with these notice rules is grounds for and may result in, deferral of the requested leave until you comply with the notice policy.

Pay During Leave Period

Leave time will be unpaid. In the case of leave due to your own personal illness, you are required to utilize any unused accrued sick time available to you. In addition, for all categories of FMLA leave, employees are required to utilize all of their available paid vacation time during the leave and or PTO.

Procedure

1. Employees should contact the Business Office as soon as they are aware they may need to apply for a leave of absence. They will be provided with the required application forms and notices.
2. Leave requests must be submitted to the Business Office in writing, using the Family and Medical Leave Act Request Form with the Physician Certification.
3. Requests should be submitted at least 30 days prior to the leave, if possible.
4. The employee will then be notified of the approval or denial of the leave in writing.

Job Reinstatement

Leave requests must include the anticipated starting date and duration of the leave. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the approved leave (or approved extension) expires will be considered to have resigned employment. Employees requesting an extension must do so *prior* to the expiration of the current approved leave.

Except for certain "key employees" (as defined under the law), employees granted leave are guaranteed reinstatement to the same or an equivalent job position at the end of the leave, unless the job ceases to exist for legitimate business reasons, subject to any other considerations allowed under the law. In the event that a reduction in force or other reorganization has taken place while the employee was on leave and the employee's position has been eliminated and a comparable position for which the employee is qualified is unavailable, the employee will be terminated upon the end of the approved leave period.

Health Insurance Coverage During Leave

During an FMLA leave, the employee will continue to be eligible for health coverage as if he/she had remained employed, provided the employee pays the required employee contribution, if any. The school will continue to pay for the school's portion of any applicable insurance premiums.

Intermittent Leave

FMLA leave for the serious health condition of the employee or to care for an immediate family member may be taken intermittently or on a reduced schedule, if medically appropriate and certified by the physician. If a leave is due to the birth or placement for adoption or foster care of a child, the leave may be taken intermittently or on a reduced schedule, subject to school approval.

Health Certification

The school may require an employee on an FMLA leave to periodically submit written certifications from a doctor and reports regarding his/her status and intent to return to work. An employee returning from an FMLA leave due to his/her own serious illness must provide a medical certification verifying his/her ability to resume work upon return.

Exceptions

There are certain exceptions to eligibility for family care and medical leave and the obligations in providing such leave. When legally permitted to do so, the school may deny requests for leave.

Notice: U.S. Department of Labor

A notice regarding FMLA Rights provided by the U.S. Department of Labor is posted in the elementary office work room.

Additional Information

Please see the Business Office with any questions regarding FMLA leave, including required forms, certifications and other specific provisions of this policy.

Military Leave

MILITARY LEAVE

If you are a member of a military reserve unit or you enlist in military service for the United States, you will be granted leave without pay when you are required to be absent from work in order to fulfill your military commitments. You should submit a written request, which will be placed in your personnel file. Returning military leave personnel will be re-employed according to the guidelines of the federal Uniformed Services Employment and Re-Employment Rights Act (USERRA) and any other applicable state or federal law.

If you are a voluntary member of a military reserve unit, you should give written notice to your supervisor well in advance of your required attendance at a two-week summer reserve training camp.

Family members of military personnel are permitted leave as per the FMLA rules.

Jury Duty Leave

JURY DUTY LEAVE

Eligibility

All employees are eligible for jury duty leave.

Pay During Leave

The school will pay for up to 10 days of jury service. All employees are encouraged to try to schedule their jury duty service during the summer months.

Benefits During Leave

All employee benefits will continue on an uninterrupted basis during jury leave.

Special Situations

There are special situations and exceptions to this policy.

- ▼ An employee who becomes involved in a legal matter as a result of the performance of his/her duties at Lansing Christian School and must, therefore, appear in court or attend related proceedings will be considered to be on school business and jury leave will not apply.
- ▼ An employee required to appear in court as a plaintiff or defendant in any personal action not related to school business is expected to use personal days, vacation days, or personal leave without pay to cover the period of absence.
- ▼ An employee who agrees to testify as an expert witness in a court proceeding is expected to use personal days and/or vacation days to cover the period of absence, unless the matter pertains to school business and occurs at the school's request.

Procedure

Employees who are called to jury duty should inform their principal or supervisor, to provide coverage for the days missed. A Timesheet or absence form must be completed indicating all days associated with jury duty and a copy of the jury notification must be attached and provided to the Business Office at the completion of the jury service. Any compensation received for serving on the jury should be remitted to the school upon receipt.

Bereavement Leave

BEREAVEMENT LEAVE

As a caring community, we strive to bring comfort to employees who suffer the loss of a loved one during their time of need. For this reason, the school provides time off with pay to full-time employees to attend to personal and family arrangements surrounding the death of a family member. Full-time employees are defined in the Employment Practices section of the Personnel Handbook under Employment Classifications.

Up to three paid days will be granted for bereavement of immediate family (i.e., parents, siblings, children, spouse, or grandparents including these same relationships for their spouse).

If more time is needed or if the situation is for another relative or friend, sick/personal, PTO or vacation time may be used with the approval of the principal, dean or Head of School.

Workers' Compensation Leave and Injury Reporting

WORKERS' COMPENSATION LEAVE AND INJURY REPORTING

If an employee is injured on the job, **the employee must report the injury to his/her supervisor immediately** for the benefit and protection of both the employee and the school and to maintain the rights and benefits available to the employee under the law.

If an employee needs to be absent from work due to a workplace injury and has filed a work-related injury report, the employee will be placed on Workers' Compensation Leave for the duration required by law. All benefits ordinarily provided by the school (including medical and dental) and for which the employee is otherwise eligible, will be continued during the period of disability.

ACADEMIC AND STUDENT POLICIES

Student Discipline and Guidelines

STUDENT DISCIPLINE AND GUIDELINES

Philosophy

Discipline and disciple are two forms of the same word meaning “to teach, to train and to build character

Discipline is important for several reasons:

1. Discipline is essential for the glory of God and the honor of His name (II Timothy 2:19). It is imperative that we are becoming models of obedience and that we be able to deal effectively with the areas of disobedience that grieve our Lord.
2. Discipline benefits the individual (Hebrews 12:4-13). Our goal is to admonish every one and teach every one with all wisdom that we may present every one complete in Christ. (Colossians 1:28).
3. Discipline is exercised to keep the Body of Christ pure. Jesus used leaven to illustrate the effect of sin in the individual’s life. Paul describes the contagion of sin in a group in I Corinthians 5:6-7. James 4:17 makes it clear that sins both of commission and of omission are to be avoided: “Anyone, then, who knows the good he ought to do and doesn’t do it, sins.”

We encourage all involved with the school to exhibit the fruit of the Spirit listed in Galatians 5:22-23: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.”

Behaviors not tolerated

The New Testament lists behaviors not to be condoned among Christians, including but not limited to:

1. Sexual immorality (such as suggestive dress or mannerisms, homosexuality, promiscuity, premarital intimacy);
2. Verbal sins (such as lying, slander, profanity, obscenity, vulgarity, gossip);

3. Substance abuse (including all illegal drugs, e-cigarette/vaping/aerosol products, marijuana, tobacco, alcohol and use of any non-physician-prescribed drugs);
 - all of the substances listed above are strictly prohibited from the school premises, including the parking lot and from all school-sponsored functions or events—such as extra-curricular activities, class trips, field trips, school-sponsored parties, etc. as well as school related but not sponsored dances and parties. Use of tobacco, whether for chewing or smoking, is also prohibited from all school premises and/or school-related functions. Students determined to be guilty of possessing or using these substances will face serious consequences, which may include exclusion from extra-curricular activities, athletic ineligibility, suspension and possibly expulsion from school
4. Dishonesty (such as cheating, stealing, “protecting” by silence);
5. Idolatry (such as witchcraft, occultism, cultism);
6. Disrespectful and/or disobedient behavior or language;
7. Physical violence; or bullying (Cyber or other)
8. Abusing property;
9. Greediness;
10. Any legally-determined criminal behavior.

LCS will not tolerate these behaviors among its students and staff and will attempt to identify and correct attitudes which spawn these behaviors, including but not limited to: greed, jealousy, lust, bitterness, pride, undue anger, unforgiving spirit, hatred, disbelief, racism, sexism, unhealthy ambition, malice.

Communication is an important part of any discipline. Jesus admonishes both the sinner to seek out the one against whom he has sinned (Matthew 5:23-24) and the person who is sinned against or observes the sin to go to the sinner (Matthew 18:15), in both cases for the goals of forgiveness and reconciliation. Matthew 18 continues with a proper communications procedure among Christians if reconciliation does not initially occur.

Guidelines

Whether it is the classroom, in chapel, on the bus, in the hallways, on the playground, or during an athletic event, all LCS students are expected to exhibit behavior which is appropriate for each situation and, most of all, which is honoring to God and in accordance with the directions received from the school administration.

LCS, as a private Christian institution, reserves to its administration the final authority to interpret and apply the Discipline Philosophy. The following are guidelines that are currently in place:

- Discipline is first of all the teacher's responsibility. The principal or a dean will assist or take over with difficult cases.
- Discipline throughout the school is every teacher's responsibility.
- Referral to the principal or dean is permissible and encouraged in difficult situations.
- Demand high academic and moral standards.
- Contact with the home should generally be a first step in dealing with repeat offenders.
- Insist that students always show proper courtesy and respect to fellow students and all LCS staff.

All teachers are expected to enforce discipline guides as stated in the school's student handbooks.

Additional Guidelines

Children are never to be shaken, slapped, hit, spanked, or humiliated. Punishment is never to be associated with food or toilet training. Staff should make every effort to provide a consistent and loving atmosphere where sarcasm and anger are not a part of disciplining a child.

The use of any of these or any other equally negative techniques is grounds for immediate dismissal.

The school does not permit or condone any type of corporal punishment, including spanking or shaking, even with the consent of the parent.

The Student and Athletic Handbooks for the various levels of the school contain additional information regarding Student guidelines, rules, disciplines and punishments.

Bullying/Harassment Policy

BULLYING/HARASSMENT POLICY

In addition to the Discipline Policy, the school has additional specific policies and procedures regarding Bullying and Harassment.

Policy

Providing a safe school environment for our students is of utmost importance for Lansing Christian School. Harassment or Bullying should be reported to a teacher, principal, dean, or any staff member immediately. An investigation and appropriate consequences will follow. Documentation of the event and investigation must be submitted to the appropriate principal or administrator who will maintain an ongoing record. LCS will not tolerate bullying or harassment.

Definitions:

Bullying – is an act of repeated aggressive behavior in order to intentionally hurt another person, physically, mentally or socially. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Bullying is one particular form of harassment that endangers school safety and can take many forms. Some examples of bullying behavior include, but are not limited to: name calling in any situation, pushing or shoving others, teasing, making fun of clothing or appearance and any form of “cyber bullying”. Children who bully are subject to the harassment policy.

Harassment – is defined as behavior that is threatening or disturbing to a person. Harassment includes but is not limited to intimidation or another student or staff member based on gender, race, ethnic group, physical appearance or disability. It is not acceptable behavior and will not be tolerated at LCS.

Consequences

Progressive disciplinary consequences will occur for incidents involving bullying or harassment at both the elementary and secondary schools. Consequences for harassment and bullying are contained in the elementary and the middle and high school handbooks.

Procedures

Proactive Measures:

1. The school will communicate the bullying/harassment policy to parents, teachers and staff.

2. Consequences will occur if students are found bullying others.
3. Each level (elementary, middle and high school) will develop a proactive plan for bullying that will be appropriate to the age levels of their students. Examples include discussing bullying issues in classrooms and chapels.
4. Encourage parents to dialogue with their children about the appropriate treatment of others.

Responses to Bullying/Harassment:

1. Documentation of the event and investigation will be submitted to the appropriate principal or dean who will maintain on ongoing record.
 - a. Talk with victim first.
 - b. Talk with those committing the act of bullying.
2. Parents must be informed and involved with follow-up on every ongoing occurrence of bullying.
3. Refer student to principal or dean.
4. Appropriate consequence is applied (range from warning to expulsion)

Expulsions

EXPULSIONS

Expulsions are the final disciplinary action available to the school. Expulsions may only be issued with both the principal's or dean's and the Head of School's knowledge and approval.

APPEALS PROCESS

Expulsion of students is the Administration's responsibility. Students who have been expelled may appeal the decision to the school board. Appeals must be done in writing and presented to the Board Chair. Students who are expelled may be re-admitted by the Head of School if all of the following conditions are met:

1. one year has lapsed since the expulsion;
2. there is documentation that the problem which caused the expulsion has been addressed and corrected;
3. the appropriate principal or dean recommends re-admittance.

After-Hours Policies

AFTER-HOURS POLICIES

Students should leave campus by 3:15pm unless they are staying for an afterschool activity or waiting for a family member. Students in 5th grade and below are required to be under the supervision of an adult after 3:15pm. Students in 8th grade and below are not allowed to walk off campus to and from store and restaurant establishments, even if they claim to have parental permission. If students are in the building waiting to be picked up or for an afterschool activity they need to either be in afterschool childcare or, for grades 6th and above, at the tables set up in the secondary commons area. Due to insurance limitations, students do not have permission to roam the halls or play in the gym, or workout or practice in the gym, unless they are under the direct supervision of coaches or teachers. The only exception is for varsity athletes who may practice drills on their own before or after school if the gym is available. Permission is granted only for practice and not for competition.

Restricting Campus and Activities

RESTRICTING CAMPUS AND ACTIVITIES

Once a student is asked to leave the school, the school campus and its activities are off-limits to the student. The student may only return to the campus if authorized by the administration.

Since Lansing Christian is a private school and is private property the administration has the authority to make the campus off-limits.

Acceptable Use Policy for Technology -Students

ACCEPTABLE USE OF INTERNET, E-MAIL, TELECOMMUNICATIONS AND OTHER TECHNOLOGY SYSTEMS – STUDENTS

Lansing Christian School (LCS) acknowledges God as the source of all truth and seeks to equip students to explore, discover, discern and share truth. In light of the prevalence of technology and social media, we recognize our responsibility to help students use twenty-first century tools for God's glory. Through the integrated use of these tools, students will increasingly engage in critical thinking, collaboration, communication, and creativity in order to be the salt and light of the world.

Lansing Christian School provides technology in furtherance of the education goals and mission of the school. Technology is defined as including but not limited to, telecommunications equipment; video and audio equipment owned or leased, the use of software, computer hardware, peripherals, computer networks, e-mail, Internet access and also any personal devices connected to our network and resources. The technologies provided are important communications and learning tools. Access to technology is a privilege, not a right and as such inappropriate use will result in the privilege being withdrawn.

At LCS, students are expected to use technology in responsible, ethical, legal and God-honoring ways. All technology (school-owned and personal) used on the LCS campus will be used as directed by LCS staff, for education purposes with respect for others and is subject to the guidelines and policies set forth in the **Acceptable Use Contract** which is found as part of the Student Handbook.

Students and parents will be made aware of the school's computer use policies and requested to sign the **Acceptable Use Contract** that states that they have read and understood the policies and agree to use the school's computer equipment and internet services within the guidelines.

Refer to the Acceptable Use Contract in the Student Handbook and the employee Acceptable Use Policy for Technology in this handbook for more information.

Dress Code Enforcement

DRESS CODE ENFORCEMENT

Teachers who believe a student is dressed inappropriately should direct (escort if necessary) the student to the school principal or dean who will judge and direct the student accordingly.

Celebrations and Appropriate Room Decorations

CELEBRATIONS AND APPROPRIATE ROOM DECORATIONS

All teachers are encouraged to decorate their classrooms in appropriate ways that enhance and extend learning. While many teachers choose to decorate using seasonable themes, certain items should be avoided. Pictures of Santa, elves and Easter bunnies tend to distract students from the true meaning of Christmas and Easter; pictures of jack-o-lanterns, ghosts and witches may seem to condone aspects of Halloween that many families find objectionable.

Teachers should recognize, however, that families may choose to use items such as these in their homes and ought not to intentionally discredit them. Some students, for example, may come to school believing in Santa Claus.

School Activities on Wednesday Night and Sunday

WEDNESDAY NIGHT

An attempt will be made to limit events on Wednesday night due to LCS's encouragement of church activities on that night. These events would include but are not limited to banquets, athletic practices and games. If an event is scheduled on a Wednesday night, the student may be excused from the event to attend church activities.

SUNDAY

Activities

LCS does not permit (on or off campus) practices, games, rehearsals, school sponsored class parties or school meetings etc. on Sundays since most families want to have this day as a family time for worship and other family and church activities.

Rentals

There will be no Sunday rentals except for religious services or programs.

Music Policy

MUSIC POLICY

Recognizing that LCS is a Christian school and that its vision, mission and policies reflect its commitment to promoting Christian values consistent with Biblical teachings, the music that is played at public, athletic and other events should also be indicative of this commitment.

To this end, following are general guidelines that shall be followed in the selection and broadcasting of music at all LCS public, athletic and other events:

1. It is always preferable that the music that is selected and played be appropriate with respectful references to God and/or Jesus Christ.
2. In the event that secular music is being considered for selection, the music that is selected shall 1) be demonstrably consistent with Christian, Bible-based values, 2) have a message that can be accepted by a wide and diverse audience as uplifting and positive and 3) strictly adhere to the guideline below.
3. Music shall not be selected or played at any public athletic or other event if the music promotes or suggests, either directly or implicitly, any one of the following:
 - Sexual activity
 - Acts of unlawful violence
 - Irreverent or otherwise inappropriate references to the Deity (God, Jesus, the Holy Spirit and other names used in reference to these)
 - Behaviors or beliefs that are inconsistent with Christian and Biblical teaching

The Head of School, principals or deans or their designee(s) reserve the right to make the final decision in all instances in which there is a question, based on the guidelines above, concerning whether or not a musical selection under consideration is acceptable for public playing at an athletic or other event.

Dance Policy

DANCE POLICY

The administration of Lansing Christian School recognizes and is sensitive to the broad diversity of the body of Christ as reflected in our student body and community. As Christians, we are reminded by scriptures the importance of "being of the same mind, maintaining the same love, united in spirit, intent on one purpose." (Phil 2:2) As a Christian community we are united for the purpose of providing a Christian education to our children in an "environment that fosters spiritual, intellectual, social and physical growth. We equip students to exalt God and follow Christ in all of life". (LCS Mission Statement, adopted 9/23/00)

For the purpose of this policy, "cultural dance/dancing" shall be defined as dancing which transmits knowledge or experiences of one's' culture to succeeding generations, reflecting enlightenment and/or excellence of taste. "Social dance/dancing" shall be defined as informal or non-cultural dances for the purpose of fellowship.

As regards to cultural dances and dancing, it is the policy of the administration of Lansing Christian School to provide opportunities for cultural dances in an educational setting or for the purpose of community fellowship. Attention will be given to good taste, educational benefit and Christian values in the scheduling of any cultural dance activities. Staff members or students, with their parent's permission, who wish to be excluded from participation or attendance, may choose to do so without penalty.

As regards to social dancing, the administration recognizes that sincere Christian believers hold differing views on its appropriateness, these views being based on Biblical, cultural and personal values. The administration does not wish to offend or condemn any sincerely held belief regarding social and/or cultural dancing. Parent groups may sponsor social dances which are held off campus and which include LCS students. Social dances will not be held on campus.

Attendance at these events is completely voluntary and no student, parent or staff member shall be compelled to participate. Parent chaperones are responsible for costs, content, behavior and attendance. LCS's participation will be limited to allowing parent groups to advertise social dances on campus through posters and flyers which must be approved by the principal or dean before posting. LCS will also allow tickets for the event to be sold at the school if the suggestions listed below are complied with. LCS does not condone nor support dance/socials sponsored by students.

The administration of LCS offers the following suggestions to parents when sponsoring a social dance:

- Conscious effort should be made to maintain a strong Christian testimony in the selection of music and the dancing allowed.
- DJs are preferred to live bands as parents can maintain greater control over the music played and the activities endorsed.
- The number of chaperones should be sufficient to monitor the door, music content, student behavior on the dance floor and student activities while away from the dance floor.
- Playlist should be approved before the dance by an LCS staff member.
- Attendance should be limited to current LCS and non-LCS students who are personally known to a chaperone on site.

Field Trip Policies

FIELD TRIP POLICIES

Field Trips – Local Day Trips

Field trips are a natural and desirable extension of classroom activity in many areas. All field trips should tie in closely to established ends and/or unit outcomes.

These procedures should be followed in planning a field trip:

1. Trips should be scheduled as far in advance as possible; parents should be made aware of these events a minimum of a two weeks in advance as well as affected staff members if students are absent from other classes.
2. Complete Field Trip Approval Form.
3. Submit form to the appropriate principal or administrator.
4. If approved, principal or administrator submits form to appropriate school office to arrange transportation.
5. School office notifies teacher of confirmed transportation.
6. Chaperones - Faculty planning the field trip determines, with the principal's or administrator's approval, the number of chaperones needed for the trip. See Chaperone Policy in this section of the Personnel Handbook.
7. The use of a bus or contracted transportation (Bus Service or Airline etc.) is required unless an exception is approved by both the principal or dean and Head of School. With approval, parents may drive cars, but there must be parental approval for students to ride with parents other than their own. Students are not permitted to drive themselves or other students on field trips.

Field Trips – Extended time and/or Distance Group Trips

Definition:

A school trip going more than approximately 90 miles one way and/or including one or more overnights that involves Lansing Christian School students and is perceived by the community to be organized by the school or staff. An Extended Group Trip may be held at any time during the year and may or may not occur within the United States.

Policy:

All Lansing Christian School's extended time and distance trips must be curricular or missions in nature or related to an established extra-curricular program. All such trips must be approved in advance by the administration and conform to the established procedures.

Purpose:

An extended group trip must provide a unique educational experience for the students that is not available in the classroom.

Cost/Fundraising

- Every effort must be made to keep the cost of the trip reasonable
- Any fundraising undertaken by the group or any group member must be approved by the Administration
- Fundraising should not compete with other fundraising activities of the school
- A list of participants must be submitted to the Business Office for approval to confirm interested participants are current with tuition payment.
- Once an extended trip has been approved, a series of deadlines must be established by the faculty member and approved by the Administration. These deadlines are to ensure proper planning and funding of the trip and must be monitored by the principal. Failure to meet these deadlines may result in cancellation of the trip by the principal or Head of School

Trip Approval

- Prior to any direct conversation with students regarding a potential trip, the teacher must have the concept of the trip approved by the principal. Before students may sign up for/fundraise for an extended group trip, that trip must receive approval from the principal and Head of School.
- The deadline for approval of an extended group trip to have been approved is June of the year prior to the trip by Leadership Council.
- An application for extended group trip approval will include the following: rationale for the trip, potential itinerary, time frame of the trip, travel agency used, costs, goals/objectives of

the trip, chaperone names, insurance coverage information, and anticipated number of students participating.

- Once an extended time/distance trip has been approved, a series of deadlines must be established by the faculty member and approved by the administration. These deadlines are to ensure proper planning and funding of the trip and must be monitored by the principal. Failure to meet these deadlines may result in cancellation of the trip by the principal, dean or the Head of School
- Lansing Christian School may limit the number of trips per year. The number of permitted trips will depend on the number of requests submitted, the specific age groups affected, the frequency and variety of the requests, and the validity and uniqueness of the experience.

Travel Warnings

- Lansing Christian may allow students to travel to a country which is under a State Department Travel Warning but the principal and Head of School must be informed and approve of the trip and the parents must be informed of the warning and the reason for it and must give permission for their child to go.
- If the reasons for the Travel Warning change at any time after approval and prior to the trip, the principal and Head of School must re-evaluate the trip to decide whether the trip may occur.

School Time Missed

In general, extended group trips should not involve designated school time.

Chaperones

- The ratio of chaperones to students must be reasonable based on the potential activities and the size of the group.
- Chaperones must be approved by the principal.
- Chaperones must include school employees. Their spouses may be included in the trip, but the school employees are the primary chaperone(s).
- Chaperones will be directly responsible to the principal for enforcing the disciplinary code and informing the principal of any discipline issues.
- Travel agency regulations concerning chaperones will apply.
- Upon returning from an extended trip sponsoring faculty members must submit a report on the trip to the Administration.

Student Participation

- Students enrolled for such trips must be active members of the class or group for which the trip is organized.

- Students must be in good standing with the school (citizenship).
- A student's tuition payment must be current
- Payment for the trip must be completed according to the payment schedule. Full payment must be received prior to the trip.
- Teachers, with the approval of the principal, may decide for disciplinary reasons to deny permission for a student to participate in a trip.

Parent Notification

- A letter describing the date, location, cost, chaperones, itinerary, rules and procedures shall be presented to the parents prior to the trip.
- A meeting will be held with parents and students several weeks prior to the departure date and in cooperation with the principal.
- Parents are required to sign a Permission Slip for their child's participation in the extended group trip.
- Parents will be required to provide proof of insurance coverage and any other legal documents necessary for out of country trips

Student Conduct

- Lansing Christian High School's school policies as outlined in the Student Handbook will be enforced at all times.
- Any discipline that could/would result in a school suspension will result in that student's being sent home as soon as possible at the student's expense. The parents will be notified.

Chaperones Policy

CHAPERONES POLICY

Selected staff from Lansing Christian School are always expected to assist in chaperoning a Lansing Christian School sponsored field trip whether a day trip or an extended time/distance trip or a student retreat. The number of LCS staff that are required to chaperone the trip is dependent on the trip and approved by the school's principal or dean.

All non-employee chaperones are required to have ICHAT background checks completed. Submit the list of chaperones to the Main office at least one week prior for day trips and two weeks prior for longer trips and retreats to ensure an ICHAT has been performed.

The Faculty planning the field trip determines, with the principal's or dean's approval, the number of chaperones needed for the trip.

Overnight Chaperones

If at all possible, chaperones for overnight trips should come from the Lansing Christian School staff and augmented by parents or other selected individuals.

The principal or dean is to work directly with the staff planning the chaperones for trips whether they are staff member or parents of students. The needs and purposes of the trip will determine who will serve as chaperones.

Spouses may accompany a staff member on an overnight trip, but it must be at the spouse's own expense. Under unusual circumstances a spouse of a staff member may act as a chaperone with expenses paid but only at the principal's or dean's discretion.

All chaperones should be briefed on the expectations of their position before the trip or retreat. In addition, they need to be made aware of the rules and guidelines that apply to the trip or retreat and be willing to abide by them and enforce them if necessary.

Promotion/Retention/Grade Placement

PROMATION/RETENTION/GRADE PLACEMENT

Generally, final grade placement is determined on the basis of teacher recommendation, results of placement testing and classroom grades and performance. Refer to the Student Handbook for additional details in regards to secondary students and grade placement. Pupils will normally progress annually from grade to grade. Exceptions may be made when in the judgment of the school, staff and parents such exceptions are in the best educational interest of the pupil or pupils involved. If retention is a possibility, the teacher should call it to the attention of the principal or dean and parents at the earliest opportunity, *but no later than at the end of the third quarter*. If further concern continues, the Academic Support Center teacher should assess the situation for additional help and input. The final decision will be made by the principal or dean and classroom teacher in conjunction with the parents.

Homework Policy

At Lansing Christian School, we believe a student's personal relationship to God, family and church is of highest priority. Nonetheless, one of our greatest responsibilities as a school is to stimulate academic growth and we believe that homework plays an important role in that.

Homework guidelines are set by the secondary and elementary principals and deans. It is the responsibility of the principals, deans and teachers to communicate to the parents and students those guidelines. This can be through various methods such as student handbooks, weekly letters to students and/or homework websites.

Class Size

CLASS SIZE

The administration will make every reasonable effort to keep class sizes according to the following:

PreKindergarten	20/class
Kindergarten	20/class
Grades 1, 2, 3	23 to 25/class
Grades 4-12	25/class

The class sizes above are the school's goal; however, the Head of School and appropriate principal or dean will make the final decision regarding the appropriate accommodations and class size based upon class make-up, teacher input and other factors, such as cost, which would influence the decision.

Academic Support Center (ASC)

ACADEMIC SUPPORT CENTER (ASC)

The Center is available to help the student experiencing special learning disabilities or special educational needs.

Parents, classroom teachers, or administrators may request a referral for a student. Student referrals should be routed through the principal or dean. The ASC teacher will contact classroom teachers regarding the referrals and work with the classroom teacher to coordinate learning activities and report progress to the classroom teacher.

The Academic Support Center is not generally available for periodic tutoring. See the ASC Handbook for further information.

The ASC Handbook also addresses mainstreaming special needs students and accepting students with learning disabilities.

Learning Disabilities

LEARNING DISABILITIES

Lansing Christian School does accept students with learning disabilities and the school will make reasonable accommodations for such students.

It is understood that:

- The staff has a responsibility to learn all it can about different disabilities so it can do its best to meet the needs of children who have such disabilities.
- The classroom teacher will make reasonable accommodations for students with disabilities.
- Parents will work cooperatively with the school in addressing the needs of their learning disabled children.
- The school has limited resources and is limited in the special services it can provide.
- No disabled student can disrupt the education of other students nor cause undue hardship to the school.
- Any child who has a learning disability, as diagnosed by a medical doctor or a certified psychologist, must go through Lansing Christian School's referral process.

Home School Policy

HOME SCHOOL POLICY

Lansing Christian School welcomes the participation of home school students in its programs, with the following understandings:

1. Classes which home schoolers can attend are limited to activities which require groups, or special equipment, such as science, music, art and physical education.
2. Homeschoolers cannot participate in high school athletics because of Michigan High School Athletic Association rules.
3. Admission requirements are the same as those for full-time students.
4. Enrollment will be on a first-come, first-served basis and availability of space in the classes, as determined by the principal or dean.
5. Availability will also be determined by the teacher input, the make-up of the class and extra time that may be necessitated on the teacher's part.
6. Students must complete application, submit application with application fee and complete the interview/enrollment process.
7. Home school costs are determined by the Admissions Office.

Exceptions to the above rulings may be made by the Head of School.

Home Bound Education Policy

HOME BOUND EDUCATION POLICY

The community of LCS believes the school has a responsibility, when possible; to continue the education of regularly enrolled students if they are ill for an extended period. Therefore, the Administration adopts these procedures to implement the policy:

Procedures

- There will be a LCS home bound teacher who will be a liaison between the school and home, making arrangements for assignments, assessment and reporting. The home bound teacher will not teach lessons to home bound students.
- At the request of the parents the school will provide a list of qualified tutors if help and instruction are needed.
- The home bound teacher will be assigned by the principal or dean at each level.
- The curriculum to be used will be LCS curriculum. The goals of the courses, the assessment and the grades will be determined by LCS standards.
- Graduation requirements will be the same for home bound students as regular students.
- Under certain conditions, the LCS requirements can be modified by the Administration.

Requirements of Home Bound Students

- Must have been ill for three months, verified by a doctor, or have a medical verification that the student will not be able to attend school for three months or more
- Must have attended LCS for a year
- During the time the student is ill, the parents will continue to pay the tuition cost.
- The parents will be responsible for seeing that assignments are completed and returned to the home bound teacher.
- The student must be absent full-time from classes, with the possibility of some involvement in retreats, chapels, etc.

Animal Use in Science

ANIMAL USE IN SCIENCE

The Lansing Christian School's Science committee acknowledges value in observing real created animals and plants. We feel that observing both live and dead specimens helps students appreciate the intricate design and function of God's creations and students' role of care and stewardship. The following statements are made by the science committee in order to explain the benefits and some of the rationale for using both living and dead organisms in the classrooms at Lansing Christian School.

We believe that the study of live and dead organisms is important and helpful...

1. to observe order in the structure of living things.
2. to show diversity of structure in God's creation. In comparing the anatomy of sharks and pigeons to human anatomy, one learns a great deal about the similarities and varieties of structure.
3. to visualize and understand by seeing and touching the organisms. This enables the student to see the different systems and how they rely on and relate to each other. It is important to use a real organism as opposed to a computer or visual image in some cases so that a thorough investigation and observation can be made. Computers are not be manipulated and are only prepared to show specific things.
4. to demonstrate biological cycles and systems.
5. to study organisms' behaviors and needs. A classroom pet (i.e. hamster) familiarizes children with animal behaviors and needs for survival. In observing these needs and behaviors, the child is more able to care for animals.
6. to teach gentleness and respect in handling organisms. The teacher models humane treatment and respect for God's creation. Students practice handling organisms in the same manner. If the organism is obtained living, it is not killed, but rather cared for while being observed.

It should be noted that Lansing Christian School uses simulations when health and safety issues are a concern (i.e. students do not type blood; students may not capture poisonous insects for study). Also the Science department makes an effort to use by-products of slaughtered animals (i.e. eyes, lungs, etc.) so as to be good stewards. Obtaining organisms from companies which raise them for the sole purpose of selling for dissection is done as a last resort.

Instructors at all levels are expected to adhere to the following guidelines for acquisition, handling and care and disposition of animal specimens:

1. Instructors will stress that students must treat all organisms with respect as they all have special purposes in the world created by our God.
2. Instructors will communicate, as far as it has been revealed, how each organism fits into God's plan for the world.

- Instructors will adhere to NSTA standards that are on the following website (http://static.nsta.org/pdfs/PositionStatement_LiveAnimalsAndDissection.pdf) for the acquiring, caring for and disposing of all organisms used for study.

Job 12:7-8 reminds us that God does desire us to look to His creation.

“But ask the animals and they will teach you,
or the birds of the air and they will tell you,
or speak to the earth and it will teach you,
or let the fish of the sea inform you.”

Library Materials Selection

LIBRARY MATERIALS SELECTION

The purpose of the library/Media Center is to implement the mission of the school. This is accomplished by supporting the curriculum, giving information and reference assistance and encouraging and helping our students to:

- Educate themselves continuously
- Keep pace with progress in all fields of knowledge
- Become better members of both home and community
- Discharge political and social obligations
- Be more capable in their daily occupations
- Appreciate and enjoy works of art and literature
- Make use of leisure time that will promote personal and social well-being
- Contribute to the growth of knowledge

A good book releases something creative in the mind of the reader, arouses something in the heart that endures and sets in action something in the reader which profoundly affects him. It can be a spiritual, imaginative, intellectual and/or social experience. A good book has a profound kind of morality--a force which inspires the reader's inner life and draws out that which is noble. Generally it is better to acquaint a child with a book of quality than with second-rate writing where the plot is only a thin disguise for delivering the Christian message. We believe that ideas, intelligently presented, are powerful forces. Good ideas, carelessly presented, may work against our interests and purposes as a Christian school. Our basic criteria include:

- The quality of the idea
- The skill of the plot
- The depth of the characterization
- The distinctive style of the author
- The excellence of the illustrations

To assist in this process of selection, various aids are used. These include special bibliographies for reference books and particular subject materials, basic general lists, current lists and book reviewing journals.

Factual materials - It is impossible to establish a firm guide for all books. A book may not be judged solely on its literary merit or else we should lose some of our most valuable human documents. Nor can a book be judged solely on its scholarship for we must provide reading for

the hours of relaxation and leisure. Therefore, books must be judged impartially and critically for purpose, authority, comprehensiveness, objectivity, accuracy, usefulness and importance.

Recreational materials - These may include fact or fiction, poetry or drama. The range must be from the simple to the scholarly. The library must take many aspects into consideration and select for all interests. Some books are included in the library which may not be considered long-lasting works of literature, but they meet a temporary need in a child's life.

The selection of materials may also be limited by the following factors:

- The need for additional materials in the existing collection
- The physical limitations of the building
- The suitability of the format of the material for library purposes
- Budgetary consideration
- Availability of special materials in more comprehensive library collections in the area

Policy on gifts - All additions to the library by whatever means acquired are subject to the library selection criteria.

1. Gifts of money - While the library is included in the school budget, extra gifts enable enrichment and growth and are greatly appreciated.
2. Gifts of books and other material - Gift materials are screened by the same high standards as are other materials. Therefore, the library's acceptance of a gift is not a guarantee that such gifts will be processed into the regular collections and made available to the students. Gifts which do not meet the library's selection criteria are disposed of in any way the librarian sees fit.

Withdrawal of materials - Periodic weeding is necessary to maintain an up-to-date, interesting collection. Some reasons for withdrawals may be: (1) books of poor or outdated content, (2) books that have not been used and in the librarian's judgment will not be used, (3) books of very poor appearance.

Challenged materials - The school encourages free and informal discussions with the Librarian regarding any library materials. A formal complaint may also be filed when an individual questions the validity of including a specific item in the library collection.

Formal complaints will be handled in the following manner:

1. The complainant will secure and submit in writing the request for reconsideration of library materials. This form may be obtained from any of the school's offices.
2. The acting Media Specialist will then submit the book in question to at least two of the following for their evaluation and review: language arts teacher, administrator, one of the other media specialists.
3. When forms are returned, the Media Specialist and Academic Dean will determine the disposition of the book.
4. When a decision has been reached, the complainant will be notified in writing.
5. A file will then be kept on the book in question.

Supplementary Curricular Materials Selection

SUPPLEMENTARY CURRICULAR MATERIALS SELECTION

Supplementary curricular materials are those educational tools used in any classroom to augment the approved or adopted curriculum. They may include novels, videotapes (refer to Video Policy in this section of Personnel Handbook), auditory tapes, computer software and magazines as well as other materials. These materials may contain assumptions, concepts, conclusions and sometimes language that are contrary to Christian values.

To exclude all such devices would mean the removal of much of the cultural heritage of our world. The need, therefore, is for careful consideration of materials and for guidance by the teacher in the analysis and evaluation of what is used. Thoughtful, careful selection is an important first step. When selecting supplementary curricular materials, the teacher needs to consider these questions:

1. Is the material appropriate to the general objectives of the curriculum?
2. Is the material appropriate to the specific objectives of the unit or section under study?
3. Is the material appropriate to the mental, emotional and spiritual development level of the students?
4. Is the material the best possible choice to lead the students to an enlarged understanding of the topic under study?
5. Does the social, literary, or political merit of the material justify its use?

Any selection of supplementary materials ought to be based on the teacher's familiarity with the materials to be chosen, the number of educational objectives the materials will achieve, published reviews of the materials and informed opinions by respected professionals in the field.

Even when such criteria are applied to the selection of material for use in a curriculum, it is conceivable that the material may offend a student or parent. In such cases, the principle of deference to the conscience of another Christian will be applied. We cannot arbitrarily insist that a particular work be used regardless of the student's or parent's objections. Whether or not a particular work has educational merit is a matter of judgment and that judgment is the responsibility of school faculty and administration. However, a list of supplementary materials must be sufficiently comprehensive so that if a student or parent objects to a particular work, others can be substituted for it without penalty to the student. Such a procedure preserves loyalty to Christian principles as well as flexibility of choice.

When an objection is more generally applied to the material selected, a formal review may be necessary. If informal discussion does not resolve the issue, a form requesting the reconsideration of any supplementary materials is available from the school office for parents to use. At this point in the process, an independent committee consisting of three other members of that particular curriculum area of study, two parents, the Librarian from that age group and the principal or dean of that age group will reconsider the materials challenged and report their decision to the administration, the teacher and the parent affected.

A major goal of Christian education is the cultivation of discernment, judgment and evaluation. To deny all materials containing non-Christian concepts or content would be a disservice to our students. They will not live in a solely Christian culture, insulated from contact with humanists, naturalists, atheists, agnostics, cultists and every other type of non-Christian belief. Practice during their school years in analysis and evaluation, under the guidance of Christian teachers, will help sharpen students' judgment and discernment, skills which will be useful all their lives.

Video Selection Policy

VIDEO SELECTION POLICY

Supplementary curricular materials such as videos can be used in a classroom to augment the approved or adopted curriculum. Movies which contain nudity or graphic depictions of violence are not to be used. Teachers may select films which contain coarse or inappropriate language provided the movie offers closed-captioning and is shown using a VCR or DVP which contains the TV Guardian, or other such device which screens out profanity and vulgarity. See below for further guidelines regarding their use.

Curricular Use:

1. Videos are a legitimate means of instruction just as books, library resources, computer programs and field trips are. They should be used to achieve specific curricular objectives.
2. **Teachers Please Note:** Videos must be carefully previewed to assure that they do not contain objectionable material and that they do indeed achieve the desired objective.
3. Teachers may accept videos from parents if they are useful for curricular goals.
4. The principal or dean must be informed in writing before a film is shown in class and evidence must be given of the educational connection of the film.

Non Curricular Use:

Videos, in general, should not be used as entertainment as some parents may object to almost any entertainment videos. If an entertainment video is being considered, principal or dean approval is required.

Note: In either circumstance, copyright and other legal guidelines must be followed.

Non Curricular Materials Policy

NON CURRICULAR MATERIALS POLICY

Lansing Christian School desires to encourage freedom of expression and creativity by its students, staff and parents, subject to the following limitation:

No person shall distribute for the viewing by students and staff any printed or written material on the grounds of the school unless the distribution of such material has had prior approval by the school administration in accordance with the regulations included in the administrative manual.

Copyright Policies

COPYRIGHT POLICIES

It is the intent of Lansing Christian School to adhere to the provisions of copyright laws. Though there continues to be controversy regarding interpretation of those copyright laws, the following set of guidelines is an attempt to provide teachers and administrators with guidance when copying materials for educational use. Information contained herein has been extracted from available resources and is believed to be correct. However, the copyright law is complex and its relation to new media is often unclear. If any doubt exists, always obtain written permission from the copyright holder before taking any action.

COMPUTER SOFTWARE

We recognize that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of effective educational uses of microcomputers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. The ethical and practical problems caused by software piracy will be taught to students at LCS.

2. Lansing Christian School employees will be expected to adhere to the provisions of Public Law 96-517, Section 7 (b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that “. . . it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. That such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - b. That such a new copy and adaptation is for archive purposes only and that all archive copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

3. Programs networked or downloaded to student stations are stored in memory on a temporary basis. Legally, these then become copies of the original program and therefore illegal.
4. Loading a single program into several computers for simultaneous use is considered making multiple copies of that program, avoiding the purchase of copies to support each station, therefore illegal.
5. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.
6. Illegal copies of copyrighted programs may not be made or used on school equipment.
7. The Technology Director, the Director of Business and Finance and the Head of School is designated as the only individuals who may sign license agreements for software for Lansing Christian Schools.
8. The principal or dean of each school is responsible for establishing practices that will enforce this policy at the school level.

PRINTED MATERIALS

Books, Workbooks, Dramatic Scripts, Periodicals, Poems, Articles, Microforms, Charts, Graphs, Diagrams, Drawings, Photographs, Paintings, Maps. (Names of publications should appear on the copies.)

Copies may only be made from legally acquired originals.

1. Single copies of the following may be reproduced: (For Teachers)
 - a. A chapter of a book.
 - b. An article from a periodical or newspaper.
 - c. A short story, essay, or poem, whether or not from a collective work.
 - d. A chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.
2. Multiple copies of the following may be reproduced: (For Students)
 - a. Complete poem if less than 250 words.

- b. An excerpt from a longer poem, not exceeding 250 words.
- c. Complete article less than 2,500 words, or excerpt not more than 1,000 words or 10% whichever is less.
- d. ONE chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
- e. Special works combining illustrations, poetry and prose, but limited to no more than 10% of the total.

3. LIMITATIONS:

- a. Copying may occur on the initiative of a teacher/administrator when copyright clearance permission is unreasonable, provided that:
 - only one work from a single author.
 - no more than three authors from collective works.
 - no more than nine instances of copying in one school term.
(NOTE: limited to a single class)
- b. Copying is prohibited in the following areas:
 - Consumable works, such as standardized tests, workbooks, exercises, test booklets and answer sheets.
 - Reproducing the same item from term to term.
- c. EXEMPTIONS:
 - Current news periodicals, newspapers and current news sections of other periodicals are exempt from the restrictions above.

FILMS-SLIDES

Slides, 16 mm, Filmstrips, Photography, Transparencies.

1. Single copies of the following may be made:
 - a. A portion of copyrighted film or filmstrip only if the material is owned by the school and made by the student.
 - b. A portion of copyrighted film or filmstrip which is not owned by the school, for educational purposes.
 - c. An overhead transparency from a single page of a consumable workbook.
2. Additionally, the following may be created:
 - a. A series of slides from multiple sources.
 - b. Multiple overhead transparencies from a variety of sources.

- c. Excerpting sections from a filmstrip to create slides.
- d. Selective slides from a slide series.
- e. Excerpting sections of a 16 mm film for use in a locally produced videotape, not shown on cable television.

LIMITATIONS:

- Limited to 10% of any one source.
- No more than 5 images by a single artist or photographer
- From a collection not more than 15 images
- Prohibited if the source being copied specifically prohibits any reproduction.
- Any copy, reproduction, or portion may not contain the very essence of the material in question.
- Films may not be shown on Closed Circuit TV outside the building.
- A portion of a film, filmstrip, or videotape may not be copied when it is:
 - sent to a school for preview or rent.
 - owned by another school or institution.

AUDIO

Records, Discs, Audio Tape Recordings

Christian Copyright Licensing Insurance has acquired certain rights for musical compositions. LCS pays a license fee for the use of songs which we mutually acknowledge as ones we use. Beyond that the following apply:

1. Single copies of the following may be made:
 - a. A portion of a sound recording for a student, used only in an educational context. (Maximum of 30 seconds or 10%, whichever is less)
 - b. Recording of performances by students for evaluation or rehearsal purposes. This copy may be retained by the educational institution or teacher.

2. Multiple copies:

Making multiple copies of a sound recording is very questionable. Prior to making multiple copies of a sound recording, written permission should be secured from the copyright holder.

3. LIMITATIONS:

- a. No duplication of cassette tapes unless reproduction rights are held from time of the original purchase.
- b. No reproduction or conversion of musical works from one form to another, i.e.; records to cassette tapes.
- c. No reproduction of any audio work in its entirety.
- d. No narrating entire stories onto audio tape.

4. EXEMPTIONS:

A performance or recording in which sounds are imitated is accepted. Imitation does not constitute copyright infringement.

VIDEO

Off-Air, Pre-Recorded, Satellite Delivered Programming

1. Pre-Recorded Videotapes

- a. If an educational institution purchases a copy labeled “For Home Use Only”, it is permissible to use tape for “face-to-face” instruction if:
 - It is incorporated as part of the systematic teaching activities of the program in which it is used.
 - No copying is allowed.
- b. If an educational institution rents a copy labeled “For Home Use Only”, it should not be used in the classroom.
- c. Legally acquired material may be incorporated into student work provided it does not exceed 3 minutes or 10% whichever is less.

2. Satellite-delivered Subscription Services (HBO, Showtime, etc.) These are viewer-supported and intended for private/home use only. Therefore, these are not to be copied or used in the classroom.

3. Other satellite delivered programming (such as network feeds) may be recorded off-satellite per the fair-use guidelines.

4. Programs recorded off-air at home and then brought to school for educational purposes do not carry any greater use rights. An exception to this would be the recording of TV programs by teachers at home for use in member school systems.

45 DAY FAIR USE POLICY

(Off-Air Recording of Commercial/Public TV for Educational Purposes)

The guidelines were developed to apply to off-air recording by non-profit educational institutions.

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a "single building, cluster or campus", as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period.
3. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program maybe broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions of the original recording.
5. After the first ten (10) consecutive school days, off-air recording may be used to end up the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast

program in the teaching curriculum and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
7. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
8. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines

HEALTH, SAFETY AND SECURITY

Health and Safety

SAFETY POLICY

The safety of students and staff at Lansing Christian School is essential. The administration shall develop and distribute such rules and procedures that will ensure that safety. Further, the administration will collect and update periodically the Emergency Operations Plan and will provide staff training in its use as needed.

HEALTH AND SAFETY

Lansing Christian School is committed to providing a safe working environment for all employees and students, one that is free of physical hazards. You are an important participant in helping us achieve this objective.

All employees are expected to:

- ▼ exhibit safe work behaviors at all times (serving as a role models to students and fellow employees in doing so)
- ▼ exercise active concern in the course of their work to prevent injuries to themselves, colleagues and students
- ▼ take immediate steps to the extent prudent to report and/or remedy any unsafe condition (while not placing themselves or others in harm's way in doing so)

All potentially hazardous or unsafe circumstances should be reported immediately to the Head of School or Director of Business and Finance or Facilities Manager. All workplace injuries should be reported immediately to the Business Office (See Workers' Compensation Leave and Injury Reporting policy for further details).

Refer to Emergency Operations Plan Manual for further details on Health and Safety

Tragic Incidence Response Procedures

TRAGIC INCIDENT RESPONSE PROCEDURES

If anyone in the school community believes there has been a tragic incident affecting the Lansing Christian School community of students and staff the following procedures should be followed:

1. The Head of School should be contacted.
2. The Head of School, in consultation with other administration, will determine if there is a crisis situation.
3. If the Head of School determines there is a crisis, he/she will respond consistent with the LCS Emergency Operations Plan Manual.
4. Teachers and students will meticulously follow the crisis plan.
5. The Head of School, or designee, will handle the communication with the family in crisis and inform the appropriate school personnel of the wishes of the family in crisis.

Weapons

WEAPONS

Lansing Christian does not allow *anyone* to bring onto school grounds or to any school activity any firearm, dangerous weapon, or dangerous instrumentality. A weapon includes but is not limited to: firearms, BB and pellet weapons, knives (including pocket and decorative types), clubs, guns, chains, martial art devices and the like, which can be used to inflict bodily injury. Facsimiles of such weapons are also banned. This policy does not apply to law enforcement officials. Exceptions to this policy can be made by the Head of School; however, not in contradiction to current state laws.

Fires and Explosive Devices

FIRES AND EXPLOSIVE DEVICES

Unless acting under the direct supervision and direction of a teacher, there shall be no setting of fires or use of open flames (e.g., matches, lighters, candles, etc.) by students nor shall a student be permitted to possess or use fireworks or other explosive devices, including bombs or bomb-like devices.

Any student found setting fires, using open flames, or possessing explosive devices on the school grounds or at any school sponsored event in violation of this policy shall be assigned the appropriate discipline ranging from Saturday school to expulsion. The local police will be informed, if deemed necessary.

Building Security

BUILDING SECURITY

Security of our facilities is of utmost importance to the school and constant vigilance is asked and expected of all employees. Specifically, this includes ensuring that the following parameters are observed at all times.

- ▼ During regular school hours (15 minutes after school starts to 15 minutes before school is over) all doors are locked from the outside. Entrance through the Elementary Welcome Center only.

- ▼ Before/after regular school hours, events and practices, all doors will be locked. To enter the building during those times, employees will need to use their building key/swipe card to unlock one of the three doors connected to the swipe card system.

- ▼ The Director of Business and Finance’s assistant will provide you with a key to access all locked, non-private doors that you have a business need to enter.

Procedures

To ensure proper security procedures, we ask all employees to abide by the following policies.

- ▼ **Lock the Door**—If you are the last Lansing Christian School employee to leave, you must remember to lock all the exterior building doors after doing an “all call” to ensure the building is empty. Also, check to see that all the lights are turned off and set the security system.
Visitors—Parents, prospective teachers, college students, vendors and any other visitor must check in at the Welcome Center and receive a name badge before entering the building during school hours. Please direct visitors and parents to the Center to sign in and receive a name badge. Please send them back to the Welcome Center for a name badge if they do not have one. If visits are planned, the applicable principal, dean or teacher should know in advance of the visit if possible.

- ▼ **Challenging Any Unknown Person**—If you notice anyone on school property who you are not familiar with, it is your responsibility to ensure that they are supposed to be here. Better to be safe and challenge a prospective family or

vendor than to ignore a potential threat. Our employees and families should respect the fact that we take security seriously.

However, **do not place yourself (or anyone else) in harm's way**. If you encounter belligerence or sense any danger, **please call the Welcome Center immediately** or if after hours call the Facilities Manager.

- ▼ **After-Hours Access**—The school main office closes at 3:30 p.m. on most days. If the teacher needs to have an area open for a longer period of time, please make special arrangements with the Facilities Manager if necessary. If you are planning on using any part of the building a Facility Use Form must be completed. This would include small group study sessions as well as big events.
- ▼ **Securing Valuables**—Make sure that all personal articles are either locked away or kept out of sight to keep them from being easy targets.
- ▼ **Building Keys and Alarm Codes** -Building keys and swipe cards are the property of LCS. Any keys provided to you are for your use and convenience and are **NOT** to be loaned or given to any non-staff person unless special permission is granted by the appropriate principal/dean. For security reasons, do not write your name on your swipe card. Keys are not to be duplicated without written permission from the Director of Business and Finance. Codes to the security system are not to be given to other people. Report lost or stolen cards immediately to the Business Office. Teachers not returning must check out with the appropriate principal or dean and turn in their keys at the Main Office. Keys and alarm codes are not to be given to students. Students are not to be sent to school or granted access to the building or athletic facilities without a teacher or coach physically present with the students.

Do not prop open any doors

- There is usually a custodian in the building that can unlock a door for you for your event.
- If expecting someone (ie. tutoring session), they can call you when they arrive and you can go to the door and open it for them.
- If there is a practice or game during a time when a custodian is not typically at school, notify Jeff Fancher or Laurie Iversen a few days before and they can schedule the doors to be unlocked during that time.

Visitors

VISITORS

There should be no visitors without visitor badges in the hallways or elsewhere on campus. All visitors **must** sign in at the Welcome Center before going to a classroom.

Parents may come into the building to drop their children off but their length of stay should be brief. Please remind parents if they are on campus for a conference or meeting they need to check in with the Welcome Center and school office. The office will contact the appropriate teacher, administrator, or staff member.

There is an expectation that all faculty and staff will approach any visitors they do not recognize (and/or do not have a visitor badge on) and ask them how they can help them. Visitors without badges must be escorted to the Welcome Center.

Pets at School

PETS AT SCHOOL

For the safety and health (i.e., allergies) of our employees, students and visitors, no dogs or other employee or visitor pets are allowed on the Lansing Christian School campus, with the exception of service dogs required by students, employees, or visitors. From time to time a special exception might be made but this would require a principal, dean or head of school's approval. Class pets may be allowed depending on the pet but only with prior approval of the principal or dean.

Candles and Air Fresheners

CANDLES AND AIR FRESHENERS

Candles in the school can be dangerous to children and are an insurance risk for the school. In addition, air fresheners, plug-ins, etc., can be detrimental to the children and adults who have allergies or breathing problems. Therefore, these items are prohibited unless special permission is granted by the Director of Business and Finance.

Personal Property

PERSONAL PROPERTY

Although the school strives to provide a safe and secure campus environment at all times, employees should be aware that any personal property you may have on campus is not covered under the school's insurance policy. Employees should ensure that all personal property is clearly marked with their name, in case there is ever a question of ownership. Please take appropriate precautions in securing your valuables, as the school cannot be responsible for reimbursing you for lost or stolen items.

Smoking and Controlled Substances Policy

The administration of Lansing Christian School prohibits the use of alcohol, controlled substances, tobacco (smoking or chewing), e-cigarette related products or marijuana and its related products (THC etc.) in all areas on the school's premises, property and grounds by employees, adults and students. The school maintains a drug free school zone and follows the federal government on the definition of illegal possession of alcohol or substances. Additionally, smoking, using e-cigarettes and chewing tobacco is always prohibited in the sight or presence of students while an employee is on duty or attending school functions. In addition, all suspected drug abuse or harmful behavior relating to a student must be reported to a principal, dean or the Head of School.

CPR Certification

CPR CERTIFICATION

In order to assist in emergency situations, the following employees are required to obtain certification in Basic CPR for adults and children and knowledge on the use of Automatic External Defibrillators (AEDs):

- athletic director
- all athletic coaches
- all physical education teachers

CPR and AED training is optional, however highly recommended and encouraged, for all other faculty and staff. Lansing Christian School will provide CPR classes each year to become certified. Employees who were absent for the school provided training but are interested in certification should contact their principal, Director of Business and Finance or the Head of School.

Search of School and Personal Property

SEARCH OF SCHOOL AND PERSONAL PROPERTY

Lansing Christian School, at its expense, may provide lockers, desks, vehicles, computers and other equipment and property for the convenience and use of our employees.

Although this equipment is made available for your convenience, you should remember that all lockers, desks, vehicles, computers and other equipment remain the sole property of Lansing Christian School. Moreover, the school reserves the right to open and inspect lockers, desks, vehicles, computers and any other school equipment made available to you, as well as any contents, effects, or articles that are in such lockers, desks, vehicles, or other equipment. Inspection can occur at any time, with or without advance notice or consent, during, before, or after working hours by any person designated by the school.

In addition Lansing Christian School *administration* retains the discretion to search areas assigned to students (such as lockers, desks etc.). Students should not have any reasonable expectations that such areas are private or not accessible to the school administration.

Student personal property may be seized by school authorities if the items are illegal, stolen or are reasonably determined to be a threat to the health, safety, or security of others. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

School authorities may also search a student's person and/or a student's vehicle parked on school property, in exercise of the duty to enforce school rules, if such authorities have a reasonable suspicion that illegal or stolen items or evidence of misconduct are likely to be found in their possession. By entering school property with a vehicle, an individual has agreed that their vehicles are subject to search.

Maintenance and Furniture Requests

MAINTENANCE REQUESTS

If ordinary repairs are needed in your classroom, office, or other school facilities input a ticket into the online facility ticket system.

If repairs or technology assistance is needed for your computers, printers or software, please input a ticket into the online technology ticket system. If your computer is not working, ask a administrative assistant to input the request for you.

If the required repair involves student or employee safety (e.g., dangling live electrical wires), please call the Facilities Manager IMMEDIATELY.

FURNITURE REQUESTS

If there is a need for additional or different classroom furniture please e-mail your request to the principal/dean and the Facilities Manager. We will work to fill the request first with existing items the school has available. If the item would require a purchase and the principal or dean deems it an appropriate item, the Facilities Manager and the Director of Business and Finance will work to fulfill the request within the current budget limitations.

If students damage furniture or equipment either accidentally or intentionally please report this to the principal/dean to determine if a fine should be assessed to the student's family for the damages.

Classroom furniture which is assigned at the beginning of the year should remain in the classroom to which it is assigned unless needed elsewhere temporarily. It is the borrower's responsibility to see that such equipment is promptly and properly returned. At no time should equipment or furniture be removed without notifying the individual that it is being borrowed.

Leaving Campus During the School Day

LEAVING CAMPUS DURING THE SCHOOL DAY

For safety and security reasons, all faculty and staff **must** inform their office when leaving campus. Please note that errands and special appointments should be kept at a minimum and done during your lunchtime wherever possible.

Field Trips

FIELD TRIPS

For all Field trips, permission forms must be on file for all students attending the field trip. Typically, this is done at the beginning of the year and on file in Skyward for day trips during the school year. Contact the school administrative assistant to ensure that all of your students have a completed this process. Copies of Emergency cards should be taken with the chaperone on the field trip. All field trips should utilize the school's buses or other contracted transportation (Bus companies, Airlines) unless special approval has been received from the Head of School. See Emergency Operations Plan Manual for procedures in the event of an accident.

Fire/Safety Drills

FIRE/SAFETY DRILLS

The school conducts fire and other safety (tornado and lock downs) drills on a scheduled basis in accordance with state law. All employees and students must participate in these drills. Refer to the Emergency Operations Plan Manual for details of procedures during these drills.

Handling of Confidential Materials

HANDLING OF CONFIDENTIAL MATERIALS

Below are guidelines to clarify expectations and procedures concerning security of information and records. These standard practices will help ensure the safety and right to privacy of all members of our school community.

Definition of Confidential Information

Documentation and records including but not limited to all individual student, parent and family information—including grade reports, faculty comments, test results, letters of recommendation, disciplinary reports, admissions applications and files, financial aid information, academic warning lists, library loan information, medical records, financial aid records and annual fund and capital campaign donations are considered confidential materials. All personnel information—including compensation information, performance reviews, health information, insurance forms, tax forms, e-mail messages and financial records—is also considered confidential information.

Storage

Confidential information, (defined above) is to be stored in locked file cabinets or other secure (locked) locations in the department or office responsible for maintaining and processing the specific data. In no case should such information be left out on desks temporarily or overnight or unsecured in an unattended classroom or office.

Student files are to remain in administrative offices and may not be taken to classrooms. Teachers and advisers are encouraged to review student files for helpful information, but this is to be done in administrative offices.

Network user rights that provide access to confidential materials will be maintained so that only those employees who have regular need to access information as part of their responsibilities of their position will be granted access. Flash drives, CDs, DVDs, or other electronic or physical media containing files are to be kept in secure (locked) storage when not in immediate use. **Under no circumstances** is any student to be given a password for a faculty or administrative computer account.

Computer Security

Employees who use computers (whether desktops or laptops) with Internet access are responsible for securing the computers. The computers are not to be used by students

without supervision. Consequently, classrooms with computers are to be locked when a teacher is not present. Teachers are encouraged to consult with the Technology Director for ways to improve security of computer systems. Please see the Acceptable Use of Internet, E-mail and Electronic Resources policy for further details.

Faculty mailboxes are used for communication of confidential information between and among faculty and administrators. Consequently, students are not to be allowed to visit or use faculty mailboxes. If a student has a legitimate reason to put something in a faculty mailbox, this should be handled through the administrative assistant in that division or only performed by a student administrative assistant.

Disposal of Records

Any hard copies of confidential information is to be shredded according to records retention schedule. Any electronic copies of confidential information is to be deleted and storage device destroyed when no longer in use and not required to be maintained per retention records.

Transmission of Data

Memoranda containing confidential information should be marked “confidential” at the top. Letters, etc. that contain particularly sensitive information should be distributed in envelopes. Electronic transmission of confidential information is prohibited unless prior consent by the Director of Business and Finance is given. The transmission should then be sent password protected or encrypted.

Special precautions should be taken with facsimile transmission (fax) of confidential information. If confidential information, such as student records, is faxed to another institution or person, a Lansing Christian School fax cover form and cover letter must be included that indicate the material is confidential and state to whom the material is addressed. Confidential materials should not be faxed unless someone at the other institution has agreed to receive them. Confidential materials should not be faxed unless there is a compelling reason.

Information about students is not to be given out to persons or organizations not affiliated with the school. No student information should be revealed over the telephone—even a confirmation of a student’s enrollment at the school—unless the caller has identified her/himself and the caller is known to have a right to the information. Callers identifying themselves as relatives or family friends should not be assumed to be legitimate or

entitled to the student information. All such requests require approval of school administration before any information is released in any form or manner. Please consult with the Head of School regarding any questions concerning confidential data or materials.

Names and addresses of students or employees, photographs, publications, yearbooks, school telephone directory or similar materials may not be distributed outside the school, unless a specific, legitimate use is approved in advance by the school administration.

Personal Data Security Policy (Red Flag Rules)

PERSONAL DATA SECURITY POLICY (RED FLAG RULES)

The security of personal data is increasingly important in this digital age. Lansing Christian School is committed to preventing identity theft.

The school collects certain personal information on a need-to-know basis. It has adopted the following policies covering the personal information of its students, employees and persons and firms with whom it does business. This policy includes and is not limited to:

- Social Security numbers
- Driver's license numbers
- Financial account numbers (such as a checking account)
- Debit or credit card numbers

The school will limit access and distribution of this personal information to employees and selected contractors (such as hospitals and physicians and payroll and insurance companies) on a need-to-know basis. Contractors with access to personal information will be required to acknowledge their compliance with the Red Flag Rules.

When it is appropriate to transport or send any of this personal information outside the school in electronic form, the data will be encrypted or sent in the safest manner available or we will receive your permission to send it.

Off-site use of this personal information by a school employee is not permitted except on a needs basis (such as student health forms traveling with an athletic team).

Personal information in either paper or electronic format will be deleted or destroyed on a regular basis when the information is no longer needed by the school as defined in the school's record retention policy.

School employees who handle personal data will be regularly trained to identify and appropriately respond to activities that may signal possible identity theft. This includes bringing the suspicious activity (such as a telephone call or email from an unknown person requesting the personal information of a student or employee) to the attention of the Director of Business and Finance or the Technology Director. This policy will be reviewed at least annually to assess its effectiveness and to make improvements.

Severe Weather and Other Emergencies

SEVERE WEATHER CLOSINGS AND OTHER EMERGENCIES

During inclement weather, listen to or view the websites to local broadcasts on Smile FM 88.1, WFMK FM 99.1, WUGN 99.7, WITL FM 100.7 radio stations and WILX-TV Ch 10 and WLNS-TV Ch 6 for closing information. We will also use our Skylert message system (sends a message to your phone and e-mail), activate the “telephone calling tree” if considered necessary and use the LCS website to inform of cancelations. Our information will be listed as “Lansing Christian School.”

Severe inclement weather, causing school to be dismissed or canceled, will automatically cancel all scheduled school activities unless notified otherwise. This would include practice of an athletic team, club meetings, etc.

On rare occasions school will be closed due to illness. The decision will be made by the administration and will be communicated via the same methods as closings caused by inclement weather.

Please refer to Snow Days policy under Time Off in the Personnel Handbook for the schools policy on reporting to work during a Snow Day.

Reporting to Work

Our first concern is for the safety of our students, faculty and all members of the school community. All employees must make their own decisions about safety according to the driving conditions in your town. The school asks you to use good judgment in determining your ability to report to work under such conditions. . .

If you unable to report to work on a severe weather day and the school remains open, you may choose to use available paid time off (such as sick, vacation, or personal time) to maintain pay for the day. You must follow our regular absence call-in procedures. See Absence Call-in Procedures policy for further details.

State-Mandated Child Abuse Policy

STATE-MANDATED CHILD ABUSE POLICY

Suspected Child Abuse Reporting Procedure

Faculty and staff who suspect that child abuse (including sexual abuse) or neglect has taken place **must report immediately** to Child Protective Services (517-887-9450) and the police (911). Persons making such reports in good faith are granted immunity from civil and criminal liability that may result from such reporting. Documentation should be maintained by the person reporting the abuse to ensure proper reporting was performed. If the faculty or staff member reports it to a superior (principal, dean or Head of School) to have them report, the faculty or staff member is responsible to ensure that the superior has reported it to the proper authorities. Refer to the Emergency Operations Plan Manual for more details.

Sexual Abuse and Molestation Prevention Policy

Lansing Christian School does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero—tolerance” policy clear to all employees and staff members, we have adopted mandatory procedures that must be followed when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Lansing Christian School.

Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to their principal or dean and the Head of School. If a child is the victim, the staff member is responsible to see that it is reported to the local or state Child Abuse Agency and the Police. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with our organization.

There are a number of "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Pesticides Policy

Rationale

Protects children and adults from accidental exposure to insecticide poisons.

As required by 1994 PA 451, MCL 324.8316, a day care center shall develop and implement an integrated pest management program when pesticide applications occur in the building.

The integrated pest management program shall include, but not be limited to, the following:

1. An annual notification must be provided by centers to parents or guardians informing them that they will receive advance notice of pesticide applications.
2. The annual notification to parents or guardians must specify 2 methods by which the advance notice of pesticide application will be given.
3. An advance notice must contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture.
4. Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

The child care center must provide a 48-hour advance notice prior to a pesticide application. The notice must be posted at entrance doors and then a second notification can be made by:

- Posting in a public, common area,
- E-mail,
- A telephone call (must make direct contact with a parent or guardian),
- Providing students with a written notice to be delivered to the parent or guardian,
- Posting on the school's website.

Parents or guardians can also request to be notified by first-class U.S. mail. The notification must be postmarked at least three days before the application.

The Integrated Pest Management notification and requirements do not apply to the following:

- Common products such as germicides, disinfectants, sanitizers and antimicrobials.
- Bait pesticide formulation.
- Gel pesticide formulation.

The daycare center will have a staff person directly observe the pesticide application to guide the exterminator away from surfaces that children touch or mouth and to monitor drifting of pesticides into these areas.

Handling Bodily Fluids

UNIVERSAL PRECAUTIONS

Teachers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges and when handling other potentially infectious fluids. OSHA (Occupational Safety and Health Administration) has model exposure plan materials for use by schools and child care centers available from regional OSHA offices. Staff must wear plastic gloves when cleaning up bodily fluids. Custodians will be called to use the proper solutions to clean up the area

CLEANING AND SANITIZING

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe or spray the surface or the article with an approved sanitizing solution.
- Let the article or surface air dry.

HAND WASHING PROCEDURE

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60* F to 120* F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or singles-use towel.
- Disposal of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Blood-Borne Pathogen Exposure Policy

Lansing Christian School is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid. See the complete procedures as included in Emergency Operations Plan Manual.

The following is a *summary of procedures* to follow when first aid or clean-up of fluids becomes necessary.

- Always use the gloves that are provided by the school.
- In the event CPR becomes necessary, CPR should be performed based upon industry standard.
- Any materials should be discarded in the red biohazard bags.
- Hands should be thoroughly washed following any first aid procedure.
- If there is exposure to Hepatitis B at the school, medical treatment and vaccine will be offered at no cost to the employee.

The red biohazard bags will be picked up by special arrangement with the local waste management company on an as needed basis.

Accident Policy

ACCIDENT POLICY

If a student or parent is injured during the school day, the teacher or an administrator should notify the school office or main office and the parents will be called if the injury is to a student. If necessary, emergency help/paramedics will be sought. Minor injuries will be taken care of by the teacher or by the office staff. Refer to Emergency Operations Plan Manual for more detail information.

The office administrative assistants have first aid supplies and will care for minor injuries, contact parents, or arrange for emergency transportation. The office administrative assistants should also have a current list of teachers with specialized or specific certification in CPR and other forms of First Aid.

The Athletic Director shall ensure that adequate first aid supplies, including ice, will be available at all athletic events. It shall be the AD's responsibility to inform the coach or event coordinator.

An incident report should be filed in the event of an accident. These forms are available in the school offices.

Medicine Policy

MEDICINE POLICY

To assure child safety and to protect against possible errors, the Ingham County Health Department has advised us of the proper procedure for the administering of medications.

1. Ibuprofen and Tylenol will be available at the school in minimal amounts. If a parent feels that on occasion their child will need these medications, a “Medication Contract” is available on Skyward. If the need arises for medication at the Elementary level a administrative assistant will contact the parent before administering the medicine. If medication is needed at the secondary level and a “Medication Contract” has been signed, the administrative assistant will provide the medication to the student. In addition, at the Secondary level cough drops and TUMS are also made available to students if the occasion would arise that the medication is needed.
2. Emergency Medications (i.e. for allergic reactions) will be kept by the classroom teacher or office administrative assistant as applicable. A “Medication Contract” must accompany the medication along with detailed symptoms and the instructions for its administration.
3. Daily medications, such as Ritalin, will be dispensed only in the office and must be authorized by a doctor (via prescription bottle) and a parent (via signed authorization).

At the Secondary level, students who are prone to headaches may carry their own Tylenol, Aspirin or Ibuprofen and keep it locked in their locker. Students must not share medication.

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