



Parent Handbook 2019-2020

1102 Grant Street
Grand Haven, Michigan 49417
Telephone: 616-842-5420
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Website: <http://www.grandhavenchristian.org>

Mr. Tim Annema, Principal

Mission Statement

Our mission is to educate minds and shape hearts for service to God in His world.

Purpose

The purpose of Grand Haven Christian (GHC) is to maintain a Christian school for the instruction in the subjects of elementary and middle school for the teaching of academic, moral and religious knowledge, based upon the Bible as the Word of God, as interpreted in the Standards of Faith of the Reformed Churches, and to which purpose and tenants this society permanently dedicates its property.

Goals

The Christian School, as well as the Church, assists parents in providing a comprehensive training in Christian faith and life. In providing this assistance to parents, Grand Haven Christian School has the following goals for its students:

1. The development of a love of learning.
2. The development of Christian values
3. The mastery of basic skills needed in the pursuit of learning.
4. The ability to think clearly and creatively.
5. The development of an appreciation for art, theater, music, and skills necessary to perform in such areas as the child masters such skills.
6. The development of the unique potential of each student.
7. The development of work and service ideals.
8. The development of physical, emotional, academic, and spiritual growth.

History

<u>Buildings</u>	<u>Locations</u>	<u>Year</u>	<u>Point of Interest</u>
First School	606 Jackson Street	1880	\$0.50 weekly rent
Second School	513 Jackson Street	1883	Mr. Luinenga dies
Third School	530 Jackson Street	1884	Later known as Botbyl's Store
Fourth School	4 th and Fulton	????	First CRC basement
Fifth School	800 Columbus Street	1893	Old County Courthouse
Sixth School	800 Columbus Street	1919	New two-story building
Seventh School	1102 Grant Avenue	1953	Current location

Principals/Lead Teachers

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|--------------|----------------|---------------|-------------------|
| 1. Luninenga | 9. Bennink | 17. Stuit | 25. Bud Karsten |
| 2. Monnigh | 10. DeJong | 18. Venema | 26. Ron Zoet |
| 3. Holtman | 11. Boven | 19. Holtrop | 27. Paul Mulder |
| 4. Brink | 12. DeBoer | 20. Berghorst | 28. Bob DeVries |
| 5. Beets | 13. VandenBerg | 21. DeKok | 29. Rick Geertsma |

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|----------------|---------------|------------------|----------------------|
| 6. VandenBosch | 14. Driessens | 22. Karsten | 30. James Onderlinde |
| 7. Keegstra | 15. Eagebaar | 23. Diephouse | 31. Tim Annema |
| 8. Bolt | 16. Forsma | 24. Wallace Stob | |

More Historical Points of Interest

- Started in 1880 when Grand Haven had 600 residents and the State of Michigan was 18 years old.
- An African-American, Mr. Smith, who was paid \$0.50 per week in rent, owned first GHC building.
- Total tuition collected in the first year amounted to \$3.00 per week.
- The first year there were 85 students.
- The City of Grand Haven took over the original Christian school building in 1883 after purchasing it from Mr. Smith. They needed the space for the large number of students from immigrant families moving into the area.
- In December of 1883, a determined Mr. Luinenga found enough donations and obtained loans to build a new Christian school at 513 Jackson.
- Mr. Luinenga died suddenly on August 14, 1884 at the age of 32.
- Mr. Monnigh, who took over from Mr. Luinenga, stayed for a very short time and the Grand Haven Public School took the school over.
- The third school at 530 Jackson had been a general store called Petersen's.
- The fifth school was the old county courthouse, purchased from the county for \$248.00 and moved to 800 Columbus.
- All courses at GHCS were taught in the Dutch language until the early 1900's.
- The land the school currently rests on was purchased in 1950 for \$6,000.00
- The current building was renovated in 1991 and 1995. It was so completely and beautifully redone at a reasonable cost, with so much volunteer help, that it was known as "The Miracle on Grant Street".
- The last change to the building took place in 2000, with a 4-room addition and gym remodeling.
- The building debt was retired in 2003.

Admissions

Parents seeking to enroll their child(ren) at GHC will visit the school and be given an application form to complete and return to the school office. Once this has been completed and approved by the administration, a family may proceed to enroll.

If the classes are full, the family will be placed on a waiting list.

The basic requirements are:

- Attendance/membership in a Christian church.
- Agreement to pay tuition.
- Agreement with the school's vision and mission.

- Agreement to support the school, teachers, and administration in the carrying out of the work of Christian education.
- Submission of required documents as requested by the school or required by the state.

Enrollment

Enrollment takes place at various times in late winter or early spring for new families. Preschool enrollment begins in January and general enrollment starts in February. A \$200, non-refundable, down payment is required at the time of enrollment for new families of full-time students. The enrollment form includes a list of the following, which must be agreed to by the parents:

1. I understand an enrollment fee of \$200 per new family and \$100 per returning family is to be paid at enrollment, excluding families participating in a Covenant Plan. This is applied to tuition for the new school year. If I decide not to send my child(ren), \$150 for new families & \$0 for returning families of the enrollment fee will be refunded.
2. Current families only: I understand that through the process of Continuous Enrollment my student(s) spot will be held at GHC for the following school year. Furthermore, I understand that I have until the 3rd Friday in May to notify GHC if our student(s) will not be returning to school. Failure to do so in a timely manner will result in the enrollment fee not be returned to my family.
3. I agree to make full payment of any prior tuition commitment by August 15. If unable to do so, I will secure the necessary funds by a loan or other means, or request a meeting during August with the School's Finance Team to mutually resolve the matter. Until these criteria are met, enrollment for the new school year is considered "Conditional."
4. Timely tuition payments are critical for the operation of GHC. A \$25 late fee will be added and my account will be given to the Finance Team if my payment is not received by the 20th of the month. Delinquent accounts will be considered for further collection actions, which can include suspending your child's ability to attend GHC.
5. I understand that this enrollment is subject to approval by the Board of GHC, which reserves the right to accept or deny any enrollment.
6. I agree that the placement of my child(ren)'s name on a class list is final.
7. I understand that if my child(ren) leave GHC before the end of the school year, my tuition will be prorated on the basis of the number of days attended.
8. I will invest 20/10 service hours or pay \$200/\$100 to GHC (10 hours/\$100 is for Young 5/K families, single parent families, or families with a child at WMCHS).
9. I agree to abide by all policies in the GHC Parent Handbook.
10. I understand GHCS 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 this school. We do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of any educational policies.

Once a family has enrolled at GHC, they will sign a continuous enrollment contract and then will never need to do the re-enrollment process again. The contract is as follows:

Continuous Enrollment Contract

- I hereby opt into continuous enrollment. This means that my child/ren will return to Grand Haven Christian School "GHC" every year unless I tell the school otherwise.
- I understand that I have until the end of April every year to notify the GHC Enrollment Coordinator of any changes in my enrollment plans for my child/ren.

- I understand that it is my responsibility to keep our household and student information up-to-date. This includes, but is not limited to, household contact information, emergency contacts, medical and photo release statements, church affiliation, and immunization records. This information can be viewed on the school's student information system and updated through our Enrollment Coordinator.
- If I breach this contract by withdrawing my child/ren after May 1st, I understand that I will be contractually obligated to pay 1 month of tuition as a penalty.

GHC recognizes that family plans change. For any unique circumstances, families withdrawing after the announced deadline will be exempt from the 1 month tuition penalty. Unique circumstances would include:

- Moving/Relocation 15+ miles away from Grand Haven Christian School.
- Educational needs for the student that can no longer be met at Grand Haven Christian School as determined by the GHC Education Support Services Director and/or administrator.
- Unenrollment at the request of Grand Haven Christian School.
- Other circumstances as approved by the Board of Directors.

Tuition and Fees

Tuition is to be paid monthly, on the 10th of each month.. . If payment is not received by the 20th of the month, a \$25.00 late fee is assessed. Your timely payments assure the sound fiscal operation of the school.

Tuition Adjustments/Assistance

Tuition Adjustment

Grand Haven Christian is pleased to offer every family that enrolls in Young 5's-8th grade, a tuition adjustment via the Endowment Grant & GRACE Board Grant. These two grants combined help cover the difference between the cost of educating a student at GHC and actual tuition rates. Families may decline one, or both, of the grants during enrollment.

Tuition Assistance

GHC also offers tuition assistance to all families who qualify. GHC partners with FACTS, an organization that assists Christian schools in all facets of tuition management. In order to be considered for assistance, families need to complete the FACTS Tuition Assistance form. This form is similar to a FAFSA form that is completed for students applying for college tuition assistance.

After the form is completed and all necessary supporting documents have been sent to FACTS, GHC receives a copy of the analysis that FACTS completes on each applicant. The Finance Committee reviews these and makes decisions on assistance for each family that applied. The information regarding the decision is sent in letterform to each family.

For further information on our tuition adjustment and assistance programs, please contact the school principal.

Health

Michigan law requires that “all children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, chicken pox, and mumps, ; or a waiver signed through the local health department stating statement signed by a parent or guardian to the effect that the child has not been immunized because of religious convictions or other objections to immunizations.

Vision and hearing tests are also required.

Communicable Disease

Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of a group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Any removal will only be for the contagious period as specified by the child’s doctor and/or the local and state health department.

Specific communicable diseases include: scarlet fever, strep infections, whooping cough, mumps, measles, rubella, fifth disease, MRSA, swine flu, and other conditions indicated by the local and state health departments. A weekly report is sent to the local health department and parents must report all occurrences for inclusion in these reports.

Health Services

The Ottawa County Health Department offers the following services at our school each year:

- Vision Screening – Grades One, Three, Five, and Seven
- Hearing Screening – Kindergarten and Grades Two, Four, and Six

Public Health Nurse: An Ottawa County Public Health Nurse serves as a health consultant to school personnel, students, parents, and community health agencies. These nursing services are also available for special parent/teacher information meetings as requested by the staff.

Meningococcal Meningitis Disease and Vaccine

Schools are required to notify families of children attending grade 6, 9, and 12 about the risk and prevention of Meningococcal Meningitis. The school notification shall include:

- Causes and symptoms.
- How it is spread.
- Sources to obtain information about this contagious disease.
- Sources to obtain vaccinations to prevent the disease.

Meningococcal disease (meningitis) is a serious illness caused by bacteria, which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache, or stiff neck.
- It can lead to brain damage, disability, and death.

Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6th graders).
- Teens that have not had meningococcal vaccine should consider being given a dose.
- Parents should consult with child's health care provider of the local health department if he/she needs meningococcal vaccine or for more information. Information is also available at the Centers for Disease Control and Prevention (CDC) website: www.cdc.gov/nip

There are vaccines that can protect preteens and adolescents from other diseases. Sixth graders and teens need the following shots if they have not already received them:

- 1 dose of meningococcal vaccine (MCV4).
- 1 dose of tetanus, diphtheria and pertussis vaccine.
- 3 doses of hepatitis B vaccine (hep B).
- 3 doses of measles, mumps, and rubella vaccine (MMR).
- 1 or 2 doses of chickenpox vaccine (IPV or OPV).
- Some children and teens may need hepatitis A and flu vaccine.

The Meningococcal Meningitis related documents are available on the Michigan Department of Education website at www.michigan.gov/mde.

Surround Child Care Program

GHC offers a Surround Child Care program for children 3 years old through 5th grade. Children must be potty trained to be a part of this program. The program is staffed by qualified individuals and is very structured and purposeful in its approach to childcare. Hours available are 7:00 AM to 5:30 PM Monday thru Friday during the school year, including scheduled breaks, half day, snow days, etc. Parents who would like to make use of the program must complete the annual enrollment form and also fill in a weekly registration form for each week they want to use the program. There is a charge for this service. For further information contact program director, Michaela DeJonge in the school office (842-5420).

Technology Plan

Grand Haven Christian School has a Technology Plan on file in the school office. This plan includes the goals and objectives for:

- providing technology for students and staff,
- providing the necessary infrastructure for data access throughout the building,
- how technology will be integrated throughout the teaching and learning process
- providing all learners equal access to technology
- providing staff with continuous opportunities for training in technology.

If you would like a copy of the technology plan, please contact the principal at 842-5420.

Traffic and Safety

The property at GHC has the unfortunate problem of being rather small for a school of almost 300 students. One of the major issues that we deal with every year is the traffic problem that exists at the end of the school day as the mixture of buses, cars, and foot traffic creates a safety problem on all four sides of the school. We have attempted to rectify this by creating zones for bus loading and unloading, parking for cars, and drop-off/pick-up zones for cars. We also have a crossing guard positioned at the crosswalk between the school and the parking lot south of school.

There are basic rules we ask everyone to follow that will increase the safety of all of our students and parents at the end of the school day:

1. Do not park in the bus loading/unloading zones.
2. If you are entering school please use the 1st CRC parking lot across from the school on Colfax St.
3. Do not leave your car when using the drop-off/pick-up locations on the south side of school.
4. Always use the crosswalk and obey the crossing guard when going from the school to the south parking lot.
5. Never allow your children to cross the street in the middle of a block where there is no crosswalk.

Please refer to the map at the back of the handbook to familiarize yourself with the bus zones and car parking areas around the school.

Video/Photo Permission

Written parental permission is needed to have your children involved in activities that may require them to have their picture taken, be on video, or appear in the media. This will include, but not be limited to, photos used on the school website, in the Boardwalk, the Grand Haven Tribune and the Muskegon Chronicle or appearing in classroom or TV videos. Students/parents have the right to choose not to have their picture taken or to appear in a video/media presentation. We are interested in activities that allow our students a unique learning opportunity or will promote or showcase Grand Haven Christian School.

Visitor Passes

All who visit the school during the school day (including parents) must sign in at the office and obtain a visitor pass in order to be in the hallways. This is important for school and student safety. Staff members have been instructed to ask visitors not wearing a pass to go to the office to receive one.

Volunteers

We encourage parents to be a part of the learning process at school through our volunteer and service hours program. All volunteers who work in the classroom, drive for a field trip, or spend time in the building with our students will need to fill out the Volunteer Form and undergo a background check. The form can be found in the office. Parents and school staff create a partnership that benefits all the children. Anyone who works with our children is asked to respect them and treat them kindly, to maintain open communication with the school and to respect the confidentiality and privacy of students. If there is a concern about anything, the volunteers are asked to discuss them with the teacher and/or the principal.

Our children need to be treated with respect and kindness, even when reprimanding them for their behavior. Remember, it is the action you don't like, not the child!

Weapons Policy

Weapons shall be defined as any device that is clearly meant to do bodily harm. All students are prohibited from bringing weapons or items resembling weapons to school and school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus, or in the immediate vicinity of the school. Any student who brings a weapon to school or school-sponsored activity is subject to suspension, and/or expulsion and possible prosecution under state and federal laws.

Website

GHC has a website that can be found at www.grandhavenchristian.org. It includes general information, financial information, calendar information, and event information and teacher web pages. Student grades, through PowerSchool, can also be accessed from our website.

Moms in Prayer

GHC mothers, grandmothers, etc. meet weekly throughout the school year to pray for our school families, students, teachers, administration and board. Anyone is welcome to join, lifting the praises and requests of our student body, the staff and school board up to God in prayer. For more information, please call the school office, 842-5420

Music Policy for Performance-based Groups

Purpose

The purpose of band, choir, and/or other performance-based groups is to provide students an opportunity to glorify God with the development of musical talents, to perform at various concerts throughout the year, and to prepare for further musical opportunities in high school and beyond.

Requirements

1. Students will be required to attend band and/or choir classes as they would any class at school.
2. Students may be required, as instructed by the director, to practice outside of regular school hours.
3. Students will be required to attend the scheduled performances throughout the school year.
4. If conflict with a regularly scheduled performance is unavoidable, parents must confer with the director before the concert.
5. Students are expected to remain in the group for the entire school year. Permission must be obtained from parents, the school principal, and the director before any student can drop out of the group.

Performances

1. Festival of choirs – November (Choir)
2. Christmas Concert – December (Choir and band)
3. Band Festival – February or March (Band)
4. Spring Concert – May (Choir and Band)
5. Other – there may be additional performances that come up during the school year. There will be notification of such performances as early as possible to avoid conflicts.

Newsletter

The Home Bulletin a monthly newsletter from school. It is published the first Wednesday of each month and is available through our website at www.grandhavenchristian.org, by email, or you may pick up a paper copy on the information table by the office. All announcements in the Home Bulletin must be related to school events. Private parties, items for sale, etc., will not be listed. Supporting churches may include items in the Home Bulletin. Prayer concerns of GHCS families may also be listed. Items should be submitted to the school office by the first Tuesday of each month.

Office Hours

During school the office is open from 7:30 AM to 3:15 PM. The office is closed during Thanksgiving, Christmas, and Spring Break. During summer, the office is generally open Tuesdays, Wednesdays, and Thursdays from 9:00 AM until noon.

Playground

Recess is a time for students to be physically active and enjoy playing sports, games and on the playground equipment. School staff supervises all recesses.

Students are expected to respect others and include others in their play while on the playground. Students are expected to obey the supervisors and obey all rules of safety as well. It is important for students and parents to realize the difference between play and

athletic competition. Recess is designed for play. There are no referees, and therefore self-control is important for each student so they can enjoy the free play of recess time.

The basic rules of playground behavior also include no rough play. Tackling, pushing, wrestling, etc., even in “fun” are not allowed, as it often leads to trouble. Please take time to talk to your children about playground etiquette and behavior. Playground and recess time can be a real highlight for students, but also can be a time of great difficulty. Your support in making our playground a great place for all students is appreciated.

Students must dress appropriately for recess. In the winter, it is important that the students wear hats, gloves and winter coats, snow pants, and boots. Students are required to be outside in the winter as long as the temperature, (actual or wind chill) is above 0.

Playground Rules

1. General

- a. Keep hands and feet to yourself. No wrestling, tackling, or other rough behavior is allowed.
- b. Take turns and play fairly.
- c. Include everybody.
- d. Play safely.
- e. Use appropriate words.
- f. No jumping off equipment.
- g. No throwing snowballs or ice balls.

2. Specific

- a. No pushing as you climb to the top of the tall slide.
- b. Only two persons on the landing area of the tall slide.
- c. Slide rules: one at a time, feet first.
- d. Car rules: two at a time only.
- e. Don't climb on top of the hamburgers.
- f. No jamming of the slide.
- g. No “king of the mountain”.
- h. No chicken fights.
- i. No standing on the swings.
- j. No jumping over people.
- k. If a ball gets kicked over the fence, notify the adult on duty and they will retrieve it.
- l. No climbing of the fence.
- m. Never go outside the fence.

Pesticide Use Notification

Within 30 days of the beginning of the school year, the administration shall provide written notification to parents and guardians of their right to be informed before any pesticide

application is made to school property. Parents/guardians of new students must be informed as they enroll throughout the year.

For those parents/guardians who desire prior notification, the administrator or contact person must provide the following:

- Approximate location of the pesticide application.
- Scheduled date or day of the pesticide application.

Notification shall be provided no later than the day before the scheduled application and may be conveyed by:

- Telephone calls where direct contact with parent/guardian is made or where a message is recorded on an answering machine.
- Written notice mailed not less than 3 days before application.
- Written notice sent home with the child.
- During the months when school is not in regular session, a message center such as voice mail may be accessed by parents/guardian and they should be informed of the telephone number for accessing such information.

Emergency application may be administered without prior notification but prompt notification may be made as soon as possible.

All applications of insecticides, fungicides, and herbicides made in and around schools and day-care centers are subject to the provisions of this rule.

Applications shall not be made in a room of the school building unless the room will be unoccupied by students not less than 4 hours after the application (or longer as product label requires).

Outdoor pesticides shall not be applied on school grounds within 100 feet of occupied buildings during normal school hours or when persons are using the treatment area.

Absences/Attendance

It is important that your child be in school every day that she/he is physically able. Unnecessary absences hurt your child's educational progress. Absences due to a student's illness or a death in the family are valid reasons for missing school.

It is the parent's responsibility to call the school office each day a student will be absent from school and give a reason for the absence. As a convenience to parents, an answering machine will record all calls made before the school office opens. All absences must be reported to the school office (842-5420) by the parent/guardian before 8:30 a.m. or the school secretary will contact parents by phone.

Students are responsible for making up the work they missed during an absence. Our teachers make every effort to send assignments home the day of the student's absence, but it remains the student's responsibility to talk directly with the teacher whose class was missed. For extended absences, it is recommended that students try to keep up with their work, so they do not get further behind. If a student/parent requests work prior to an absence, then the work must be completed upon return. It is the responsibility of the student or the parent to obtain missed assignments.

Parents should report all cases of contagious disease to the school immediately, as this information must be reported to the State Health Department.

The school will cooperate if there is a medical reason for a child to be excused from recess. However, the Health Department recommends that ordinarily a child well enough to be in school is well enough to participate in school activities, including recess.

Parents are encouraged to plan vacations in conjunction with school vacations, as it is impossible for children to make up what was missed during classroom presentations. Students who miss extended blocks of school time miss extended amounts of learning as well. Specific work assignments to be covered during a student's absence due to a family vacation will be given to the student upon his/her return to school from vacation. The teacher may ask the student to complete some assignments while the student is on vacation.

If a child must be dismissed early, parents must send a note on that day, explaining the time the child is to be dismissed and who will pick up the child. If you are picking up a child before regular dismissal time, please come to the school office to obtain a visitor's pass. If a child is to go home by a mode of transportation that is different than usual, you must send a note informing school personnel of how the child is going and with whom the child will be going. Without a note, students will be asked to go home the usual way. These are safety issues. The school must be informed.

Tardiness should be rare. It is important that children develop good habits of punctuality and responsibility. When a child is late for class, she/he misses important devotional or instructional time and interrupts the teacher and students. Parents are asked to make every effort to bring their children to school on time. Students who are tardy must sign in at the school office when they arrive.

Children are never to leave the building/grounds without permission from the school office.

Emergency Operations Procedures

In the event of a crisis, the school staff will respond according to established procedure. Our Emergency Operations Procedures (EOP) has been designed to minimize danger to anyone occupying our school in the event of an emergency situation. Your child's safety and well-being are very important to us. The main objective of this plan is to attend to the health and welfare of each student and staff member in the event of a crisis.

In most emergencies, students will remain at school and be cared for here. In the event of an emergency that requires evacuation of the building and re-entry is prohibited, (such as a broken gas main, fire or chemical spill), students will be relocated. If the situation is likely to involve a short wait, and the weather is fine, students will be placed a safe distance away on the school property. If the situation appears to involve a longer period of time, or the weather is poor, students will be moved to Second Reformed Church, located at 1000 Waverly Avenue.

Safety Drills

Grand Haven Christian School runs 6 fire drills, 2 tornado drills, and 2 lockdown drills each school year. In a fire drill, the students leave the building in an orderly fashion and go to a designated area on the property away from the building. Teachers then take attendance. A designated staff member checks restrooms and other areas on the way out of the building. In a tornado drill, the students are led to a place near an interior wall, where they crouch down with a hardcover book held on the top of their head. In a lockdown drill, the teacher locks the classroom door and has the students sit on the floor in the corner of the room away from any line of sight from the hallway window. Lights are turned off and shades are closed.

Dismissal Procedures

Dismissal procedures, as outlined in the EOP, would depend on the situation, but the goal would be to keep transportation arrangements as close as possible to normal. Details would be announced through the local media.

Information

We ask that you follow this procedure if you hear of a school emergency:

- Check personal email and cell phone for direct communication from the school via SchoolMessenger.
- Please do not call the school. Our telephone lines must be kept open to respond to the emergency.
- Please do not come to school unless you are requested to pick up your children. Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.
- Second Reformed Church, 1000 Waverly Ave. is the designated meeting place for parents and students when an emergency takes place and the school is off-limits to all but emergency personnel.

Custodial/Non-custodial Rights

If there are any court-ordered restrictions with respect to custodial/non-custodial parents/guardians, it is the responsibility of the custodial parent/guardian to see that the principal has a copy of the official document. The principal then sees that the secretarial staff and respective teachers are aware of such information.

Daily Schedule

Students should not arrive or be dropped off at school before 7:30 AM unless in Surround Care. The school cannot be held liable for students who arrive before 7:30 AM. Exceptions can only be made through the principal.

School dismisses at 2:30 PM All children who do not ride a school bus must be picked up no later than 2:45 PM unless the student is involved in a school-related activity. Children not picked up by 2:45 PM will be sent to Surround Care and the parents will be charged for this service.

Half Days

On half days school dismisses at 11:15 AM.

Dress Code

Parents are expected to give adequate and proper supervision to their children's clothing. Acceptable clothing is that which is neat, clean, and in good taste. Clothing that advertises tobacco, alcohol, has offensive slogans, etc. is not acceptable. The principal and/or teachers will determine if a child's clothing is unacceptable. Students may be asked to call home for different clothes if their clothes are deemed inappropriate.

Tank tops are not allowed for any student unless there is a shirt under or over it. Shorts may be worn (at least finger-tip length) from the first day of school until the teacher's convention in October, and then again after spring break. The shorts must be neat, clean, and in good taste.

Skirts must be finger-tip length. Tops must not be overly tight or too low. "Low-rider" jeans and cut-offs are not allowed. If you have questions about this policy, please call your child's teacher or the school principal.

Phone use and messages

All families are encouraged to make arrangements for the day prior to the beginning of school. Students calling home and parents passing along reminders to students via the school office interrupts the daily schedule and classes. In cases of emergency, parents are welcome to call the office.

Electronic games and devices, cell phones, toys, etc.

It is recommended that personal electronic devices, toys, roller blades, skateboards, etc. be left at home unless there are specific days or periods of time when these are requested for school activities. Such toys and devices often cause problems among classmates.

Students bringing cellphones to school must keep them in their lockers/backpacks and have them turned off during the school day. Phones will be confiscated if they are used during the school day.

Emergencies

In case of an accident at school, 911 will be called and professionals will administer emergency first aid. Every effort will be made to contact the parents or guardians. If the school is unable to contact the parent/guardian either at home or work the authorized person listed on the child's Emergency Information Card will be contacted. It is important that children be aware of their parent's schedules (i.e. work, classes, meetings, etc.), and that the information on the Emergency Information card is current. Notifying the school office promptly of any changes in this information assists the school in contacting parents in a timely manner.

Field Trips

Educational field trips and community service projects that enhance the learning experiences of the students are encouraged. Such trips can, and do, add real experiences to learning and are considered extremely valuable in the education of the students. A written consent by parents is necessary before a student is permitted to attend field trips. Each classroom is limited to four field trips during a school year, with exceptions needing approval from the principal.

All field trips must be approved by the principal and maintain an adult to student ratio of 1:10. Overnight trips, except for Middle School Camp at Grace "Adventures, are not permitted.

Grievance Procedures

A grievance is not a routine matter, but rather a circumstance thought to be unjust or injurious. A grievance can arise from a situation that is impeding a student's academic progress or social development. No matter what the situation, the school is always concerned.

Many problems can be resolved through open communication. Parents are asked to first contact a teacher or responsible staff member when such a situation occurs and to try to work things out with that person. If, after consulting and working with the teacher/staff member, there still is a concern, parents should contact the principal. The principal, in conjunction with the Executive Committee of the school board, will assist the concerned parties in resolving the conflict.

Gym Rental/Field Rental

The Grand Haven Christian School gym and playing field are available to groups within the school community for meetings, family activities, sports events, and the like. This is a service

to members and not designed to allow “for profit” sales or contests to other organizations. The school reserves the right to refuse rental of the facility through its building committee.

Rental applications must be made through the office at least 24 hours in advance and not more than 3 months in advance. The areas are not available during school hours, practice times, or when needed by the school. The priority use is (1) the students and the classes, (2) school committees, and (3) other society organizations.

Complete policy rules and information is available at the office. Any organization using school facilities are responsible for all rules and policies, fees, damage, and conduct of the group.

Bus

GHC uses the services of Grand Haven Area Public Schools Transportation Department and Harbor Transit. Harbor Transit charges a per ride fee of \$0.75. Students who live in the Grand Haven District may ride the Grand Haven buses free of charge.

Grand Haven publishes their transportation schedule every August in the Grand Haven Tribune Public School special publication. Parents who use Harbor Transit must make their own arrangements directly with Harbor Transit.

Students who ride the bus are required to observe appropriate behavior as listed by the transportation department providing the ride. Repeated serious misconduct will result in permanent suspension from riding the bus. A record is kept in the office. Parents will be notified every time a serious offense is recorded.

Calendar

A calendar for the entire school year is included with information provided to parents at the beginning of the school year. Every effort is made to coordinate the GHC calendar with Western Michigan Christian High School (WMCHS) and Grand Haven Area Public Schools. This is done for transportation and vacation purposes. However, it is not possible to have identical calendars to either WMCHS or GHAPS.

Chapels

All-school chapels are held on the last Wednesday of the month during the school year. Parents are invited to join us for these times of worship and praise. They begin at 8:00 AM and are held in the school gym. Notices for all-school chapels are placed in the weekly newsletter.

Classroom Interruptions

Classrooms may not be interrupted without permission from the school office. This includes any visit (i.e., birthdays or other recognition for either students or teachers), picking up or dropping off children, etc. Communications and deliveries to teachers and children during school hours must be made through the school office.

Communications Procedures Policy

The school board, aware of the value of good communication among and between all individuals and groups involved in the operation, administration, teaching, learning, and supporting elements of our school, wishes to make such communication as effective as possible, while at the same time following the Matthew 18 principle and such other guidelines as are necessary to maintain good order.

To promote these objectives the following guidelines are suggested:

1. Parents who have questions regarding their child's work or about a teacher's methods or procedures must contact the teacher involved. If after this contact, problems are not resolved and the situation remains unsettled, the parents must contact the principal so that he may investigate the situation and arrange for a further conference between parents, teacher(s), and the principal. Situations not satisfactorily solved at this level should then be referred to the school's Executive Committee.
2. Staff members who have special problems of disciplinary or academic nature will contact the child and parents involved, generally with the awareness of the principal. If a problem persists after initial conference, then further conference with parent, teacher, and principal shall be held. When further action is deemed necessary, arrangements will be made for a conference with those involved and the school's Executive Committee
3. Opinionnaires, questionnaires, and petitions must have school board approval and permission before they are circulated among the constituency in order to be considered by the board. Procedures outlined in the society's constitution and by-laws relative to the calling of special meetings must be followed.
4. Board members, when approached with complaints involving individuals and personalities, will ordinarily, first ascertain, if possible, whether the recommended steps indicated have been followed before bringing the matter to the board's attention. They will encourage individuals to follow procedures outlined above.

Accreditation

Grand Haven Christian School is fully accredited through the Christian Schools International. The administration, staff, and School Improvement Team meet throughout the year to select

and direct on-going improvement activities. We submit an annual report to CSI to keep our accreditation current by addressing the concerns of the visiting team. Every five years, schools are required to repeat the accreditation process (a comprehensive self-study, a two-day on-site visit from a team of educators, and annual reports addressing the concerns of the visiting team). Our last full accreditation visit took place in 2016.

After-School Activities

Many activities are held after school (drama, sports practices and games, etc.) and end at various times later in the afternoon. Information is sent home for each activity that includes schedules, times, names of coaches, etc. Parents are asked to please review this information with your child to make sure the schedule and obligations can be met.

One difficulty facing coaches and leaders of these activities is prompt pick-up of students at the close of the activity. The volunteer teachers and coaches may not leave students unattended in the building. Parents late in picking up students cause hardships for group leaders. If prompt pick-up is not possible, please make arrangements with the leader in advance.

GHC Annual Meeting

Every spring an annual meeting is held that is open to all members and financial supporters of Grand Haven Christian School. At least two weeks before the meeting, the annual report is made available to all who are interested. At the meeting, a tuition schedule for the coming school year is presented for consideration, new board members are chosen, and reports are presented.

Appointments

If it is necessary for a student to be excused from school during class time in order to keep a dental appointment, etc., the school office must be notified and the parent needs to sign the student out when they leave and sign the student in when they return.

Bicycles

Students may ride their bikes to and from school. Bicycle racks are available on the school grounds. If a student rides a bicycle to school, it must be locked in one of the racks. For the safety of the other students during the school day bikes may not be ridden on the school grounds.

Building Hours

All entrances to GHC are locked during the school day from 8:00 AM until 2:15 PM. This is done to help ensure school/student security. The entrance near the preschool room is open briefly at 10:20 to allow for preschool students to be picked up from the classroom. The

school is generally locked up by 5:00 PM except when there are evening events in the building.

Highly Capable Student Program Policy

Grand Haven Christian School will actively acknowledge, affirm, and challenge those students who God has given the gift of possessing high academic ability. Students who exhibit such skills will be evaluated using standardized test scores, teacher recommendation, and parent/self evaluations. Adaptations to school curriculum will be made if needed for the highly capable student.

Criteria for Identification

1. Grade Level: Students in grades K – 8 will be considered for this program.
2. Standardized Tests: GHC administers MAP Testing each fall, winter, and spring in 2nd-8th grade. These scores are evaluated after each testing session. Students who score in the “upper advanced” category as determined by the principal will be eligible for consideration in the program. Students may be required to take an additional standardized test, administered through the Educational Support Services program, in order to qualify.
3. Teacher Recommendation: Students recommended by their teacher will be considered as eligible for the program. Again, a standardized test may be given to confirm the teacher’s recommendation.
4. Student Grades: The overall grades of the student will be taken into account as a part of the identification process.
5. Students must exhibit a high degree of self-motivation and independence in his/her studies in order to qualify.

The Program

1. Differentiated Instruction: With assistance from the Educational Support Services (ESS) staff, the student’s classroom teacher will differentiate instruction to best meet the needs of the student, and to challenge the student to a higher level of achievement in the regular education setting.
2. Deepened Curriculum: With assistance from the ESS staff, the student’s classroom teacher may find ways to deepen the regular education curriculum for the student, allowing for projects, research, presentations, use of technology, etc.that may not be a part of the program within the regular classroom setting/daily routine of school.
3. Pullout: If appropriate, the student may be pulled out of the regular education setting and work with ESS staff on the deepened curriculum mentioned above, or to work on an independent project or different curriculum of high student interest.
4. Extra-Curricular Opportunities: The ESS staff will make the student and the parents aware of opportunities outside of the regular school setting that may provide challenge and stimulus to the student in high-interest areas. Examples are: PATH, or online classes through the Christian Learning Center

5. Other programs such as Friday Challenges, “Buckets” with challenging activities, student contracts, independent projects, and others, may be used as a part of the program.

Student performance will be assessed at regular intervals to judge the effectiveness of the program. Input will be taken from the student, parents, teachers, and the ESS staff to determine overall program quality, and whether changes should be made.

Sports Program

The purpose of the athletic program is to complement the home, church and school in the development of the whole person. Activities of the program are for the benefit of the students and are suited to their age and physical growth. The aims of the program are to:

- Recognize the need of physical fitness for the growth/health of the student.
- Develop an interest in sports.
- Develop skills necessary to participate and compete in recreational and competitive sports.
- Provide enjoyable recreational/competitive activity that develops Christian attitudes of sportsmanship and fair play.

Students in grades 7 and 8 may participate in interscholastic sports. Our school also offers some interscholastic programs for students in grades 4-6.

Coaches may require team members to remain on school grounds between dismissal from school and a practice session/home game. Coaches who allow students to leave the school grounds for any reason must obtain written parental permission for any student to leave the school grounds.

Participation is a privilege granted to students who comply with the following:

1. Student demonstrates acceptable academic effort/performance.
2. Student demonstrates acceptable social behavior.
3. Student participates in practices and attends games.
4. Student demonstrates acceptable attitude while at school.

Student Assessments

Student progress is monitored through a variety of means. Assignments, projects, discussion, daily observation, quizzes, and tests are some of the ways teachers assess learning. Communication between home and school about student progress is critical and a sign of real partnership in the child’s education. Teachers, parents, and students are encouraged to contact each other as often as necessary to meet the needs of each child.

Homework

Homework is assigned to reinforce concepts that have been taught and is an important part of the learning process. Assignments are made at the discretion of the teacher and completion of assignments is expected on the due date.

Distinction is made between homework and assignments. Children most often have assignments in relation to classes. Those assignments not finished during school hours become homework for those students. Sometimes an assignment is necessary homework because resources needed are only available at home.

Each teacher will make his/her style of assigning homework known to students and parents as the year progresses. Most of the time classes are divided into instruction time and assignment time, with time given to get the assignment started and ask clarifying questions.

The parent's role should be to ensure that there is a suitable place and time set aside for study. Parental discretion is needed to help students maintain a study plan and make certain that homework is completed. **Parents: do not fall into the trap of doing homework for your child.** It is their job to do. Make sure that any assistance you give is for understanding and clarification. If you are uncertain, call your child's teacher.

Time is usually given at the end of class to begin homework assignments. The following serves as a guideline for average students:

Kindergarten through Second Grade: 10-20 minutes per day.
Third and Fourth Grade: 30 – 40 minutes per day
Fifth and Sixth Grade: 50 – 60 minutes per day
Seventh and Eighth Grade: 70 – 80 minutes per day.

The time indicated here should include studying for tests, daily assignments, and projects. Reading, unless from a textbook, would be considered in addition to the time indicated.

Illness

If a child is ill, he/she should remain home. The Health Department suggests that a child who is well enough to be in school should be well enough to participate in all school activities, including outdoor recess and physical education. If a child is ill and remains at home during the school day, that child should not attend extra-curricular activities on that day.

If a child becomes ill during the school day, a parent, relative, or a person designated on the child's Emergency Card will be notified to pick the child up from school.

Below is a summary of the Health Department publication entitled, "When To Keep Your Child Home." The school also uses these guidelines to determine if a child should be sent home from school as well.

FEVER	Do not allow children to return to school until fever-free for 24 hours
COLD/COUGH	“Heavy cough” and hacking cough – home in bed even if no fever.
SORE THROAT	Sore throat, but no other symptoms – go to school – BUT check the throat for spots and check for a fever. If either present, keep child home and call the doctor.
RASH	Do not send the child with a rash to school until your doctor has said that it is safe to do so.
HEADACHE	Usually can come to school.
EARACHE	Consult your doctor without delay.
TOOTHACHE	Consult your dentist.
VOMITING	Keep your child home. Consult your doctor if it persists.

Internet Use

Designated systems at GHC are connected to the Internet. The Internet provider has designated and implemented a “fire wall” to help ensure appropriate Internet use. This minimizes the chances of students reaching inappropriate sites, but does not completely eliminate the possibility. Students are required to immediately inform the teacher when such an inappropriate site is reached.

Lockers

Lockers remain the property of GHC and are, therefore, subject to supervision by school authorities when and where necessary. It is the student’s responsibility to use lockers for school purposes only. Lockers are not to be used for articles, which may be of such a nature as to be harmful, dangerous, in violation of school or legal restrictions, or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the lockers. In such cases, the student will be assessed a fine.

Locks are available for middle school students to rent for free. However, staff still retains the right to check lockers when and where necessary, at the discretion of the school staff. Personal locks are not allowed.

Lost and Found

There are two lost-and found boxes in the building. One is located in the elementary hallway and the other is located in the middle school hallway. Students, who have lost or misplaced

articles of clothing such as sweaters, boots, hats, mittens, etc. should check the lost and found box. Lost items will be kept for several weeks and unclaimed items will be donated to a local charity or our school store, Once & Again.

It is advisable to label your child's accessory clothing and other items that can be easily misplaced with your child's name to minimize confusion and avoid loss.

Lunch

Hot lunch is available daily to students. It is served at a nominal cost and is optional. A weekly hot lunch menu is included with the home bulletin each Wednesday and is also available on the school's website at www.grandhavenchristian.org.

GHC participates in the Federal Hot Lunch Program. Meals are the same for all grades and prices are set annually. Milk and water are also available a la carte. Reduced-price and free hot lunches are available for those whose income makes them eligible. Application forms are available at school. They can be completed throughout the year if your financial conditions change.

Jennifer Deuby is our hot lunch director. You do not need to preorder your children's lunch; our teachers will take a count of hot lunches requested each day. Outstanding balances from the previous year must be paid before your child(ren) will not be able to take hot lunch. Also, if at anytime, you owe \$50 on your family's hot lunch account, your child will not receive hot lunch until that is paid. Account balances can be viewed and paid by logging onto PowerSchool. If you have questions, please email Jennifer Deuby at jdeuby@grandhavenchristian.org.

Medical Concerns

It is the responsibility of the parent/guardian to inform the school staff if a student is subject to seizures, is allergic to bees, has a peanut or other food allergy, or has any other condition that requires special attention and/or medication while the child is at school. The medical procedures to be followed by school personnel should be put in writing and signed by the parent/guardian.

Medicine

If it is necessary for a student to take medication during the school day, parents must complete a School Medication Permission Form informing the student's teacher and school office of the proper instructions for administering medicine.

All medication to be administered by school staff will be kept under lock and available only to the staff member administering the medication. Medication must be in an appropriate container, and include the student's name, dosage, and time of day to be administered.

Tylenol and other similar medication will only be given to students if the parents have given written permission for this. All such medications given out will be recorded in a log in the school office.

School personnel will not give medication to students without written parental permission.

Americans With Disabilities Act – Section 504

The Americans With Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by the school staff, the ESS (Educational Support Services) staff, staff from the Christian Learning Center, and staff from Grand Haven Area Public Schools Special Education Team. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in the school should contact the principal.

When a student is referred for an evaluation because of a suspected disability, or when a student has been determined to need accommodations or support due to a disability, the parent or guardian of that student has certain rights. The purpose of these rights is to help the parent/guardian to be sure that the identification, evaluation, or educational placement of a student does not exclude a qualified disabled student.

Notice: You have the right to

- Receive notice before the school initiates an evaluation of your child;
- Receive notice if the school refuses to evaluate your child;
- Receive notice before the school makes a decision as what accommodations are appropriate to meet your child's educational needs;
- Receive notice before the school makes a decision to change your child's educational placement.

Consent: You have the right to

- Agree or disagree to the proposed school action in evaluating, identifying your child as disabled, and determining accommodations or change in educational placement.

Questioning the School's Decision: You have the right to

- Examine relevant records;
- Have an evaluation that draws on information from a variety of sources;
- File a grievance over an alleged violation of Section 504 or the school's Section 504 policy;
- Request mediation or a due process hearing if you question the school's identification, evaluation, educational placement, or change in placement for your child;
- Have a hearing conducted by an impartial private hearing officer;

- Be accompanied to the hearing and advised by counsel and/or individuals with special knowledge or training in problems of the disabled;
- Have a record of the hearing;
- Obtain written findings of fact and a written decision;
- Appeal a decision of the private hearing officer to a review procedure;
- Appeal a decision from the private hearing officer in court.

Auxiliary Services

Grand Haven Christian School, the local Health Department, and Grand Haven Area Public Schools offer auxiliary student services. These services are offered at Grand Haven Christian School. Please contact the principal to learn how to apply for these student services. They include the following:

<u>Service</u>	<u>Offered By:</u>
ESS	GHC and All Belong
Speech	GHAPS
Occupational Therapy	GHAPS
Physical Therapy	GHAPS
Vision and Hearing Screening	Health Department
Tutoring	GHC
Counseling	GHC
Surround Child Care	GHC

Please note that students must pre-qualify to receive Speech, Occupational and Physical Therapy, and Tutoring.

Compulsory Attendance Law (Michigan Law 380.1561)

Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child’s sixteenth birthday shall send that child to a public school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. In a school district that maintains school during the entire school year and in which the school year is divided into quarters, a child is not required to attend the public school more than 3 quarters in 1 calendar year, but a child shall not be absent for 2 or more consecutive quarters.

A child becoming 6 years of age before December 1 shall be enrolled on the first day of the school year in which the child’s sixth birthday occurs. A child becoming 6 years of age on or after December 1 shall be enrolled on the first day of school of the school year following the school year in which the child’s sixth birthday occurs.

A child is not required to attend a public school in any of the following cases:

- The child is attending regularly and is being taught in a state approved nonpublic school, which teaches subjects comparable to those taught in the public school to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located.
- The child is less than 9 years of age and does not reside within 2 ½ miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child’s residence, this subdivision does not apply.
- The child is age 12 or 13 and is in attendance at confirmation classes conducted for a period of 5 months or less.
- The child is regularly enrolled in a public school while in attendance at religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent, guardian, or person in loco parentis under rules promulgated by the state board.
- The child has graduated from high school or has fulfilled all requirements for high school graduation.
- The child is being educated at the child’s home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.
- For a child being educated at the child’s home by his or her parent or legal guardian, exemption from the requirement to attend public school may exist under either subsection (3)(a) or (3)(f) or both.

Harassment, Intimidation, and Bullying Policy

The Grand Haven Christian School Board of Education prohibits acts of harassment, intimidation or bullying. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

“Harassment, intimidation, or bullying” means any gesture or written, electronic, verbal, or physical act that is reasonably perceived as being motivated either by any actual or perceived personal characteristics or social/academic situation that takes place on school property, at any school-sponsored function or on a school bus that:

- a. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Definition of Bullying: Bullying involves a desire to hurt, plus a hurtful action, plus a power imbalance (physical, social, emotional), plus repetition, plus an unjust use of power, plus evident enjoyment by the aggressor and a sense of being oppressed on the part of the victim.

Under no circumstance will bullying be allowed at GHC.

Consequences for bullying behavior are as follows:

1. First incident: Verbal warning and removal from the situation.
2. Second incident: Verbal warning, removal from the situation, and loss of privilege.
3. Third incident: Verbal warning, removal from the situation, loss of privilege, and an in-school suspension.
4. Fourth incident: Verbal warning, removal from the situation, loss of privilege, immediate in-school suspension, 3-day out of school suspension, meeting with parents and Education Committee (with consideration for expulsion) before being allowed to return to school. Return to school based on an agreed-upon plan with the student, parents, and principal regarding terms and conditions for return to school.

Any student involved in such acts will be subject to the board-approved discipline policy and procedures of GHC.

Head Lice Control Policy

The school shall do the following if an active head lice condition is found on a student:

- a. The school shall contact the parents requesting they begin treatment to remove the lice;
- b. The school shall offer appropriate information and, if necessary, supplies to aid the family in the treatment;
- c. The school shall notify all families of the students' classmates alerting them to the discovery of head lice. If the child is in surround child care, the notification shall also be sent home to those families;
- d. The school's office staff shall check all students in the affected classroom, the child's siblings, and any class that mingles with the affected classroom. Surround Care students shall also be checked if appropriate;
- e. The school shall clean the classroom, wash items that may transmit head lice, remove and bag materials for two weeks or freeze for 24 hours that may transmit head lice, and make an inspection of the room to be sure it is a clean environment;
- f. The infected child may return to school once an effective treatment program has been provided and inspections at home indicate no newly hatched or live lice. The student may return to school as long as parents are actively working toward a nit-free situation;
- g. The school shall inspect the child for newly hatched or adult lice upon return of the child to the classroom;
- h. School administration shall monitor the infected classroom on day 4 and day 10 for the presence of additional cases;
- i. The school shall check the child on day 21 to make sure there is no re-infestation.

Professional Memberships

- Association for Supervision and Curriculum Development: ASCD is a membership organization that develops programs, products, and services essential to the ways teachers learn, teach, and lead.
- The National Science Teachers Association: NSTA is committed to publishing quality materials that promote the best in inquiry-based science education.
- The National Council for the Social Studies: Publishes Social Education and Social Studies and the Young Learner for the professional benefit of teachers of social studies.
- International Reading Association: The IRA is dedicated to improving reading instruction and promoting the lifetime reading habit. Publications include: The Reading Teacher, Journal of Adolescent and Adult Literacy, and Reading Research Quarterly.
- The National Council of Mathematics: The NCTM is a public voice of mathematics education, providing vision, leadership, and professional development to support teachers in ensuring equitable mathematics learning of the highest quality for all students.

Right To Access And Privacy Of Student Records

All parents/guardians of students under 18 years of age have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenges will be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the parents/guardians of a student under 18 years of age, except (1) the teachers and the officials of this school district who have a legitimate educational interest in such information; (2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

All requests for examination of records made by parents/guardians shall be directed to the principal.

School Board

The school board is a selected body that is responsible for making policies and guiding the educational programs of Grand Haven Christian School. The board consists of 9 selected members who serve a three-year term. Members may serve two consecutive terms.

Meetings are usually held six times a year. Visitors are welcome to attend board meetings and are encouraged to contact the school board president or school principal prior to the meetings if they would like to be on the agenda.

School Supplies

Parents will be sent a recommended school supply list before the beginning of each school year. Necessary school supplies are provided in reasonable amounts for children in Young Fives through 5th grade. Some student supplies must be provided for special classes or projects. In this case, the teacher involved will send notice home.

There is a \$150 middle school fee (per student) included in tuition. This fee covers Middle School Camp, textbooks and technology upgrades, and athletics fees. Middle school students are expected to provide their school supplies.

Service Hours

All families at GHC are required to put in service hours during the school year. A list of service opportunities is included in the back-to-school packet that is mailed out in August to all enrolled families, and is given to new families when they enroll. Families that have students in grades 1 – 8 are required to put in 20 hours of service. Families that have students in Young Fives or Kindergarten only are required to do 10 hours of service. Single parent families and families who have students at WMC as well as GHC are required to do 10 hours of service.

Families must keep track of their own hours using the Service Hours Form available from the school office. When the completed form is turned in to the office, their tuition account will be credited \$200 (for 20 hours) or \$100 (for 10 hours). Families who do not turn in the form or do not perform the service hours will not receive this credit.

Severe Weather/School Closings

In the event that Grand Haven Area Public Schools (GHAPS) close, GHC will no longer automatically close. Instead, a decision will be made by the GHC administration concerning the cancellation, delayed start, or early dismissal for that day. In the event that GHAPS is closed, and GHC remains open, excused absences or excused tardies will be given to students that utilize the bus service of GHAPS, if necessary.

Since a small percentage of our student body utilizes public school bussing services and our families reside in seven school districts, we decided to adjust our closing criteria. The

administration will monitor National Weather Service information and collect reports about road conditions in several areas before making a final decision about school closings.

Parents are encouraged to use their personal judgment if they reside in a closed school district and GHC remains open, or if conditions are very poor within their area or neighborhood. Please email or call the school office if these situations occur.

Official School closing information will be posted on:

- [The Grand Haven Christian Website](#)
- The Grand Haven Christian [Facebook](#) Page
- [WOODTV](#) Channel 8 and [WZZM](#) Channel 13 - Sign up to receive text alerts with these stations on their respective websites.
- [Remind](#) - Sign up to receive a text alert from GHC.
- School Email Blast

Closings After the School Day has Started:

1. If conditions are such that returning home at the normal time would be considered unsafe, schools may be closed early. In this event the decision would be announced via the media and a dismissal time given.
2. Generally 45 minutes to one-hour notice will be given.
3. Parents are requested not to call the school, as the phones will be needed to receive bus and weather information.
4. Parents who decide to pick up their children should come just before dismissal time and go to the child's room door to wait for dismissal.

Shared Time Program

Grand Haven Christian School works cooperatively with Grand Haven Area Public Schools in providing a number of classes for our students through a program known as "Shared Time". Teachers are hired and employed by the public school and come to our building to teach our students. This enables us to expand some programs and to offer programming that we may not have been able to offer in the past. Shared time classes include: art, P.E., computer, general music, choir, band, and Spanish.

Smoke Free Environment

As an educational institution, we are called to promote, preserve, and protect the wellness of our children and those who frequent our facility. In recognition that smoking is harmful to both smokers and those who breathe "secondary smoke", smoking by all school personnel, auxiliary staff, volunteers and visitors is not permitted within the buildings or anywhere on the school property.

Counseling Services

Services are available through the school. A school counselor is available to meet with parents, children, and staff. Appointments are made by completing a form available in the school office.

Special Education Services Parameters (Policy 645)

- 645.1 When a student applies for admission and requires special education services, the school will work with the parents to determine a placement and a written annual individual plan that will benefit the student and be possible with the school's resources. Each admission will be considered individually, and Grand Haven Christian School reserves the right to make the final decision about admission. The student's individual educational plan will be reviewed at least annually with the student's parents and with the members of the school's special education committee. Grand Haven Christian School reserves the right to continually review all educational and medical documents within their legal purview in order to best understand the needs of the student and the ability of the school to meet those needs.
- 645.2 Students with learning disabilities must be able to be served appropriately in the regular education classroom for at least an average of 50% of the school day. Resource services are available as needed, for a partial part of the day.
- 645.3 Students with mild to medium cognitive impairments must be able to be served appropriately in the regular education classroom for at least an average of 50% of the school day.
- 645.4 Students with mild to medium, chronic physical impairments must be able to be served appropriately in the regular education classroom for at least an average of 50% of the school day.
- 645.5 Students with emotional impairments will not be able to be served at this time. Grand Haven Christian School does not have adequate resources or personnel to allow for individualized or small group settings away from other students.
- 645.6 Cognitive impairments: The regular education classroom teacher will be responsible for the regular education program of the student. The special education teacher will be the case manager for students with impairments. He/she will work closely with the regular education teacher and an assistant or paraprofessional to provide appropriate learning resources for the student. As a team they will look at any curriculum modifications, assessment plans and reporting procedures.
- 645.7 Other Parameters:

- Families seeking enrollment for a student with cognitive impairments must have all of their K-8 children at GHCS in order to be considered for tuition equity. If children are attending elsewhere, the board will determine tuition cost equal to the cost to the school to educate the child. This is usually about 3 times the cost of tuition in regular education classrooms.
- Grand Haven Christian School may delay entrance of any special education students until appropriate training can be given to staff in order to prepare for the arrival of the student.
- Grand Haven Christian School is unable to enroll or maintain enrollment for a student if that student's behavior compromises the safety or well-being of other students/staff.
- Grand Haven Christian School reserves the right to delay, deny or not maintain enrollment for a student if the additional accommodations necessary for that student require additional resources not provided in the budget, or resources that would add undue hardship to parents paying tuition.
- Grand Haven Christian School reserves the right to set a cap on the total number of students served in the program. This cap might relate to the total number of special education students in the school or per grade and/or the total number of paraprofessionals required.
- Enrollments for special education students will be by approval of a special education committee, consisting of the principal, special education teacher, teacher representative, and two additional Education Committee members who may be members of the GHC Board.

Special Services

“Whenever the board of education of a school district provides any auxiliary services specified . . . to any of its residents’ children in attendance in the elementary and high school grades, it shall provide the same auxiliary services on an equal basis to school children in attendance in the elementary and high school grades in non-public schools.” Michigan School Code 340.622

Under this law the following auxiliary services are made possible for Grand Haven Christian School. These services may be held at the public school facility:

Resource Room/Speech/Physical Therapy/ Occupational Therapy

Initial assessments take place at Grand Haven Christian School and are done by our ESS teacher or other designated school personnel. If further evaluation is needed, students may be screened and evaluated by Grand Haven Area Public School Special Education Team to assess the need for special resource room, speech, physical, or occupational therapy.

Student Conduct and Behavior

Student conduct reflects on the good name of the school and of our Lord Jesus Christ. Therefore, the school, the teachers, the administration, and the school board insist upon conduct that reflects the Christian principles we hold dear.

Behavior Guide

Our goal in establishing a behavior guide is to train children to live by an internalized set of Christian values, seeking to benefit other students and creating an excellent atmosphere for instruction. Students are expected to conduct themselves in the spirit of Christian love and to show respect for other students, teachers and adults. Below is an outline of several categories of behaviors that do not reflect Christian principles. Taking part in any of the behaviors outlined below can lead to disciplinary actions, including suspensions and/or expulsion from the school.

This list is not exhaustive. The school may apply consequences for misconduct in other circumstances in which the student fails to reflect the Christian principles that are the foundation of our school.

In the interest of the safety of all students, the school also reserves the right to suspend a student without prior notice or discussion if the student's conduct, in the school's opinion, poses a risk of harm to the student or others, or if there is a significant likelihood of disruption to our learning atmosphere by the student's continued presence.

1. Matters Relating to Public or Private Property:

- a. Misuse of books, materials and equipment;
- b. Defacing, damaging, vandalizing, or other destruction of property;
- c. Trespassing (unauthorized presence in a school building or on school grounds);
- d. Stealing or possession of stolen property.

2. Matters Pertaining to Citizenship:

- a. All students are expected to obey state laws, local ordinances, and approved safety and fire codes;
- b. Use of profane or obscene language;
- c. Any sexual harassment or other forms of harassment including, but not limited to, harassment based on religion, gender, race, national origin, or ethnicity;
- d. Insubordination – not compliant with authority;
- e. Consumption of food or beverages outside of designated areas; and
- f. Failure to comply with the school's dress code;
- g. Cheating or dishonesty in connection with scholastic activities;
- h. Verbal or written personal attacks on teachers, administrators, or other school personnel or the school system;
- i. Use of tobacco or alcohol on or off school property;

- j. Possession of a pocket pager or electronic communication device in school except for health and unusual reasons approved by the school administration;
- k. Possession, use, sale or distribution of illegal drugs and/or controlled substances;
- l. Possession of weapons or explosives. Weapons include, but are not limited to, firearms, daggers, knives of any kind including pocket knives, dirks, razors, stilettos, iron bars, brass knuckles, or any other instrument or article that might be used in a manner injurious to a person or property;

3. Matters Pertaining to Attendance:

- a. Violation of attendance rules and regulations;
- b. Persistent tardiness;
- c. Failure to attend school regularly;
- d. Failure to complete assignments;
- e. Skipping school, such as leaving school without parent's knowledge, or failure to report to classes after coming to school.

4. Matters Pertaining to the Safety, Welfare, and Emotional Well-Being of Other Students, Visitors, and School Personnel:

- a. Physical attacks or threats to other students, visitors, or school employees, which includes non-consensual touching and fighting;
- b. Fighting;
- c. Extortion;
- d. Unsafe or reckless conduct which jeopardizes the safety of the student or to others; and
- e. Possession of weapons or any other object that can be used as a weapon to harm another person;
- f. Persistent disobedience and/or breaking school rules and regulations.

5. Other Misbehavior:

- a. Immoral actions or suggestions;
- b. Disruptive behavior in classrooms or on school property;
- c. Immoral disruptive dress or appearance;
- d. Misconduct outside of school that interferes with the educational environment.

6. Disciplinary Violations:

- a. Student offenses will normally be documented and dated by the classroom teacher of the offending student and filed in the principal's office. In some cases, the principal will complete documentation.

- b. Consequences of such behavior will generally be carried out in a progressive manner. However, the school reserves the right to accelerate the consequences depending on the nature and severity of the misconduct.
- c. Consequences for behavior that violates this policy will be designed to help the student “own” the behavior and help the student to grow toward positive conduct illustrative of Christian principles.
- d. Consequences may include (but are not limited to) the following:
 - Student, teacher, or principal calls parent;
 - Student loses recess/break time privileges;
 - Student apologizes to offending person/group;
 - Student is suspended from extracurricular activities;
 - Student receives a one-day suspension;
 - Student receives out-of-school suspension (one day to one week);
 - Student is recommended for expulsion;
 - Under no circumstances will Grand Haven Christian School utilize corporal punishment as a consequence for misconduct. However, physical force may be used to protect students from harm, prevent property damage, and to enforce reasonable directives to avoid instructional disruption;
 - Other consequences appropriate to the misconduct in the school’s opinion.
- e. Parents have a right to a meeting with the principal and teacher within 10 school days of an out-of-school suspension.
- f. Following a meeting with the principal and teacher, parents have a right to a meeting with representatives from the Education/Executive Committees of the school board if the out-of-school suspension exceeds 10 school days.
- g. The meeting will be scheduled at a time mutually convenient to all parties. If a student is subject to a 504 plan, the meeting will be held within 10 school days of the first school day of suspension or expulsion.

7. Expectations of Parents/Guardians in Discipline Situations:

Parents/Guardians must agree that if their student does not comply with the rules, regulations and discipline policies set up by the school and/or the student’s teachers, after reasonable opportunities to conform his/her (their) conduct, the school has full authority to discontinue enrollment and/or reject future requests for enrollment, at the school’s sole discretion. If disagreement exists about the school’s enforcement of such rules, regulations, and discipline policies, parents/guardians will have the opportunity to discuss the matter with the teachers, administration, and/or school board, as the school believes appropriate.

The school board’s decision in all student discipline cases is final.

Wellness

Grand Haven Christian School is committed to the health and wellness of its employees and students. A written wellness policy is available for viewing. Wellness includes the teaching of proper nutrition and physical activity, and following the nutrition standards in our school's hot lunch program.

Disclaimer: all sections sections listed above are subject to change and under the discretion of the administration and School Board of Grand Haven Christian School.