



Policies and Procedures Handbook

For Students and Families

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

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Welcome

Thank you for being part of the ISJ Academy family. We consider you to be a gift from God and look forward to working alongside you and your child(ren) as we pursue our mission together of developing students and families for life and eternity.

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

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

Anti-Discrimination Statement

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

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

A. Day School Curriculum & Educational Goals

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

1. Memory Work

Why memory work? At ISJ the benefits of memory work far outweigh the disadvantages. Every grade does weekly memory work for two reasons. Memory work helps discipline the mind to retain information and record facts. Far more importantly, the memorization of Scripture puts

the precious word of God in the children's minds and hearts. Never will a child be at the mercy of evil forces when he/she can quote scripture.

What do ISJ students memorize? The core of the curriculum is from our religion series published by Concordia Publishing House. This includes numerous Bible verses from the Old Testament, the New Testament, the Ten Commandments, and the creeds, as well as other sections of Luther's small catechism. Every teacher may supplement with additional hymns or prayers.

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

2. Math

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

3. Language Arts

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

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

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

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

4. Science

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

- Show God as a Maker of all things; He created the natural laws and set them into motion.
- Uphold God's Word as truth, and science as the search for truth.
- Are natural and relevant.
- Stimulate a discussion of Christian values and applications for the new life we have through Christ Jesus.
- Tell when popular belief systems contradict the Word of God.

5. Social Studies

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

6. Chapel

All school chapel services are conducted weekly and provide opportunities for students to participate together as a community in prayer, thanksgiving and praise of our God. Opportunities to plan and participate in chapel are encouraged. Student offerings shall be collected and distributed to ISJ Academy's designated mission projects.

7. Use of Technology

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

8. Shared Time Classes and Special Education Services

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

ISJ is fortunate to also work with a team of special education teachers from Grand Rapids Public Schools. These instructors are able to test our special-needs children and offer suggestions. Services include speech, language development, occupational therapy and social work. GRPS provides a teacher consultant to assist in the evaluation process.

9. Homework

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

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

10. Testing Program

ISJ Academy utilizes data from a standardized test to assess the growth and learning of our students. ISJ student growth is measured also through Benchmark tests given three times a year. Coupled together, teachers use these tests to inform curriculum decisions.

Students also will complete classroom assessments throughout the year to determine academic progress.

11. Grade Reports and Scale

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

The following is the grading scale for grades 3 through 6:

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

Students in grades K-2 uses the following numerical scale:

4	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
3	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.
2	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.

1	Emerging	Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.
NA	Not assessed	Not assessed this reporting period.

12. Field Trips

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

Parents receive notice of the event from the teacher. Parents/Guardians are required to sign a permission slip before students can participate. Parents are required to pay any costs associated with the field trips in advance.

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

Students and Student Services.

A. Enrollment and Admissions Policy

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

- Enrollment Form - completed annually
- If the child is a transfer student, records from previous school will be requested.
- An official copy of the child's birth certificate, which is issued by the state or county, not a hospital birth certificate.
- A Health Appraisal Form. Each child is required by state regulations and/or school policies to have on file a completed health appraisal form. Your child's health appraisal must be completed and filed in the school office within ten days of the child's admittance into school or the child may be excluded from the program.
- Up to date immunization record or a medical/non-medical waiver in place.
- Kindergarten Only, an Oral Health Assessment completed prior to the start of Kindergarten

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

Day School

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

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

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

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

Children enrolling in grades 1-6 must present a transfer and grade card from their previous school; parents must complete all the required enrollment forms. According to Section 438, Subsection (b) (1), parts A and B of Michigan's Education Amendment of 1974, "Protection of the Rights and Privacy of Parents and Students," school officials (including teachers within the educational institution and officials of other schools in the school systems in which students may intend to enroll) may receive a student's records without a written consent for such release. Until all records and forms are received, enrollment and grade placement are conditional.

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

Withdrawal from the Program

Two weeks' notice in writing is required for withdrawal of the school / program and should be submitted to the Principal or the ECC Director. The family is still responsible for any unpaid fees and account balances. All tuition / fees due should be paid in full at the time of withdrawal unless prior arrangements have been made with the school and are in writing.

B. Attendance

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

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

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

1. Tardiness

Tardy students disrupt the classroom activities and hinder learning; therefore, parents shall be sure that their children are in the classroom by 8:10 a.m. sharp so as to be ready for classroom opening.

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

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

2. Release of Student during School Day

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

C. Dress Code

The following table outlines the dress code for ISJ. Uniforms must be neat, clean, and in good condition.

Any type of dress that is determined by the administration and staff to be inappropriate in the school environment is prohibited. The ISJ Dress Code Violation Policy is listed in the following section.

Body piercings (other than ears) are not acceptable.

Wednesdays: Chapel Shirts may be worn with uniform dress code bottoms.

Birthdays: Students may dress casually on their birthday. Students with a summer birthday may choose a school day to dress casually - discuss with your teacher.

	Boys	Girls
Pants	Dress Pants— pleated or plain front, no cargo. Khaki, Black, Navy Blue	Dress pants— pleated or plain front, no stretch or cargo pants. Skirt/Skort/Capri/Jumpers – knee length Khaki, Black, Navy Blue
Walking Shorts	Pleated or plain front—no cargo shorts Khaki, Black, Navy Blue	Pleated or plain front shorts (knee-length) Khaki, Black, Navy Blue
Shirts	Long or Short Sleeved polo shirt : Any Solid Color White/Light Blue Oxford shirt-classic button-down collar Any ISJ Academy Shirt with an ISJ logo	Long or Short Sleeved polo shirt : Any Solid Color White Blouses: white only with collar Any ISJ Academy Shirt with an ISJ logo
Turtleneck	Any Solid Color	
Sweater	Any Solid Color Vest, Cardigan, Pullover, round or V-neck. Shirt collar must show.	
Sweatshirt	Any Solid Color Hooded sweatshirts <u>allowed</u> , hoods not to be worn inside	
Socks	Solid colors (socks must always be worn with shoes or sandals).	
Shoes	Dress or athletic shoes - recommended Croc like shoes and Slides to be worn indoors only Tennis shoes must be worn for PE	
Hair	Hair must be well groomed. No extreme styles or colors.	

ISJ Dress Code Violation Policy

“Let all things be done decently and in order.” – 1 Corinthians 14:40

In order to maintain a respectful, Christ-centered learning environment, students are expected to follow the school’s dress code each day. Our approach to dress code violations is designed to be developmentally appropriate, consistent, and rooted in partnership with families.

Step 1: Gentle Reminder

What happens: The teacher quietly speaks to the student to point out the dress code issue (e.g....., incorrect footwear).

Purpose: To offer the student a chance to correct the issue with minimal disruption and dignity.

Communication: No formal record; teacher discretion is used.

Step 2: Parent Notification

What happens: If the same or a similar violation occurs again, the teacher sends a quick email, note home, or phone call to the parent.

Purpose: To keep parents in the loop and work together to reinforce expectations.

Communication: Logged by the teacher in a simple tracking form or email archive.

Step 3: Office Referral

What happens: On a third occurrence, the student is referred to the principal’s office. The student may be asked to change (if clothes are available), or remain in the office until the issue is resolved by parents/guardians bringing in a change of clothes.

Purpose: To reinforce the importance of following school expectations and to provide direct support in correcting the issue.

Communication: The principal will contact the family and document the referral.

Step 4: Parent Meeting

What happens: A meeting is scheduled with the principal, parents, and student to review the dress code, clarify expectations, and address any obstacles (financial, logistical, or otherwise).

Purpose: To restore understanding, repair accountability, and find solutions.

Communication: A short action plan may be put in place to support future compliance.

Step 5: Disciplinary Consequence

What happens: Repeated, willful non-compliance may result in a consequence such as loss of a privilege (e.g., recess, dress down day), in-school reflection time, or another age-appropriate action determined by the principal.

Purpose: To uphold school standards with consistency and compassion.

Communication: Parents will be informed in writing and by phone, and consequences will be documented in the student’s file.

D. Busing Information

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

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

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

1. General Bus Rules

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

2. Discipline Plan for Bus Violations

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

E. Discipline Policy

The Word of God guides discipline at ISJ Academy. God's Word gives the responsibility of education to parents. Therefore, when parents/guardians delegate responsibility for education to the school, they delegate responsibility for discipline to the school staff. All students are under the jurisdiction of the School Discipline Plan during school hours and any time they attend school-sponsored activities, on or off school property.

Discipline is a positive action that consists of positive rewards for appropriate behavior. Teachers and staff actively seek out positive behavior and reinforce it so that students want to repeat it, thus making a habit of living according to acceptable standards. We believe all students can behave appropriately while at school. Any student's behavior that stops a teacher from teaching, staff, and volunteers from

doing their jobs, or prevents classmates from having an opportunity to learn, will not be tolerated. Teachers have a right to teach and every student has a right to learn.

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

General Discipline Process

Most behavior concerns are handled through a structured process designed to teach and restore:

- First Report – A warning and classroom-level correction
- Second Report – Conference with the Principal
- Third Report – Detention or loss of recess (Grades K–3)
- Fourth Report – Suspension as determined by administration
 - A second suspension may result in referral to the Joint Board for further action, including possible expulsion.

Any discipline reports will be in writing, and signed by administration and guardian.

Discipline Action Definitions

Detention is a 30 minute, after-school discipline action served by a student in a designated classroom on an arranged day following the incident. While in detention, the student will complete an “action plan” stating the problem and the student’s plan to resolve the problem. No leisure activity will be allowed in the detention room. The parents are responsible to provide prompt transportation after the detention period.

Suspension is the exclusion of a student from school for a period of one to five calendar days. Any student suspended from school is restricted from participating in any school related activity for the period of the suspension. The student will be responsible for the completion of all classroom assignments, but will receive no grade.

Expulsion is the permanent exclusion of a student from ISJ Academy by the Joint Board. A parent/guardian may request a hearing with the full Joint Board. The decision of the Joint Board shall be final.

Student Conduct Violations

Violations of school rules may result in a discipline report. Serious violations (*) may result in immediate suspension, referral to authorities, and/or review by the Joint Board for possible expulsion.

- Disrespect or refusal to comply with school staff
- Profanity, obscene language, gestures, or materials
- Disorderly or disruptive behavior

- Bullying, intimidation, or harassment
- Minor shoving, pushing, hitting
- Malicious or discriminatory remarks directed at others
- Sexual harassment or inappropriate conduct toward others

Integrity & Honesty Violations

- Cheating or academic dishonesty
- Forgery or falsification of documents or signatures
- Property & Theft
- Theft or possession of stolen property
- Vandalism or destruction of property
- Unauthorized entry into school facilities
- Attendance & Campus Expectations
- Leaving school grounds without permission
- Truancy or skipping required activities
- Failure to follow campus procedures

Dress Code & Electronics

- Dress code violations
- Possession or use of unauthorized electronic devices
- Drugs, Alcohol & Prohibited Substances*
- Use, possession, or distribution of drugs, alcohol, tobacco, or paraphernalia*
- False Reports & Emergency Misuse*
- False fire alarms
- Bomb threats or hoaxes*
- Misuse of safety equipment*
- Public Decency Concerns*
- Indecent exposure or inappropriate display of the body*

Severe Physical Aggression & Unsafe Behavior

When student behavior creates a safety concern, the school must respond immediately. Examples include, but are not limited to:

- Throwing furniture or large objects
- Fighting or repeated physical aggression
- Threats or attempts to cause harm
- Using objects in dangerous ways
- Clearing a classroom or causing disruption for safety reasons
- Destruction of property that puts others at risk
- Any behavior that endangers students or staff
- Fighting or intentional physical contact with intent to harm*
- Aggressive behavior toward staff or adults*
- Possession or use of weapons*

- Use or possession of explosives or fireworks*
- Arson or attempted arson*
- Any behavior that threatens the safety of others*

In these situations, administrators may take action right away, which may include suspension, behavior plans, counseling requirements, or review by the Joint Board. These concerns may be addressed outside the standard discipline sequence in order to ensure safety.

Working Together

Families will be kept informed and are expected to work in partnership with the school to support positive growth and accountability. Continued enrollment is based on a student's ability to participate safely within the school community.

Care and Fairness

Students are always given the opportunity to share their perspective. Each situation is documented and reviewed, and decisions are made with care, consistency, and fairness.

Health, Wellness, and Safety

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

A. Weather-Related Closings and Delays Policy

If Grand Rapids Public Schools close due to snow, ice, or other winter weather, ISJ Academy will also be closed. When temperatures drop dangerously low (a "cold day") or dangerously high (a "heat day"), ISJ will make an **independent decision** about whether to close, delay the start of the school day, or proceed with classes as scheduled. Families will be notified of weather-related decisions via email and on our school Facebook page. You can also find our name listed on WOOD TV8 and WZZM 13.

As always, we encourage families to use their best judgment when deciding whether travel to school is safe for their household.

B. Smoke-free Campus

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

C. Drug and Alcohol-free Campus

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on school property, or in school vehicles is prohibited. "Under the influence"

for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and wellbeing of the affected employee, other co-workers, students, parents, the public, or school property.

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

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

D. Abuse and Neglect

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

E. Sexual Harassment

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

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

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

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

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

F. Bullying and Harassment

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

Definition

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

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

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

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

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

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

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

Process and Procedures to Implement the Bullying Policy:

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

G. Two-Adult Rule

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

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

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

2. Exceptions to the Two-Adult Rule

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

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

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

H. Medication, Allergies, and Asthma

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

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

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

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

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

I. Accidents and Injuries

If your child is injured while at the school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. The authorization for emergency treatment on the emergency contact form must be signed upon enrollment. Emergency phone numbers are necessary for administering this program. If your phone number at home, work, or any emergency number changes, notify the school office immediately. A written accident report is filled out for each incident. The original report will be given to the parent and a copy will be placed in the child's file.

J. Communicable Illness

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

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

Guidelines for student attendance:

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

K. Hand-washing

Each child and staff member will wash their hands after the use of toilet, and before and after eating. Each child and staff member will wash their hands after handling bodily fluids, including sneezing, nose wiping, coughing and blowing noses. Staff will monitor children to ensure children lather their hands and rub their hands together for at least 15 seconds.

Tables used for eating and food preparation will be cleaned with soap and water, rinsed, and sanitized with a bleach solution before and after each meal.

L. Drop off and Pick Up Procedures

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

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

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

- Drop off:
 - Kindergarten through 6th grade students must be dropped off at the front entrance of the school, which is located on Oakwood on the school side of the street heading north beginning at 7:50am.
 - Parents wishing to walk their child into the school building are invited to park in the back parking lot of the school and use the ECC door for admittance.
- Pick up:
 - o CAR LINE begins at 3:10pm, in the back lot of the school. Parents are to form a line from the coned area back through the church lot (off Graceland).
 - o The principal will open the car gate on Julia, and proceed to call names of students.
 - o Parents will pull forward four at a time, and only when all four cars are stopped will staff allow students to exit the building and walk to their cars.
 - o Cars will then exit via the gate on Julia.

Parents wishing to pick up their child inside the building at the end of the school are invited to park in the church lot and use the ECC door for admittance to avoid congestion in the car line.

Any visitors who need to enter the school building during normal school hours should park along Oakwood and use the front entrance of the school.

M. Authorized Release

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

emergency. This authorization is on the emergency contact form and should be periodically updated in writing.

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

Custody Notifications - Please inform the school office and teachers concerning any special rights and privileges. The office must have on file any custody agreement that limits a parent's access to their child.

N. Cell Phones and Electronic Devices

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

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

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

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

O. Advertising and Promotional Activities

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

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

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

P. Supervision

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

Q. Lost and Found

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

R. Address Change/Point of Contact

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

S. Emergency and Crisis Management

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

Contact of Parents in an Emergency / Crisis and Reuniting of Families - In the event of a natural disaster, emergency, or crisis, no student will be dismissed from school or allowed to leave with a relative, babysitter, etc., unless a parent has previously designated that person on their emergency form. In the event of a disaster, if you are unable to reach the school, ISJ staff will care for your child here or at a designated relocation site, until you can arrive. If an emergency does occur, please try to keep the phone lines open for emergency services and turn to your local radio or television channels for information on area conditions. If / when possible, we will communicate with you through the Seesaw or school app, Facebook, and your email updating you on our status and how / where to reunite you with your child.

Natural or Man-Made Disasters - In the event that a natural or man-made disaster occurs, the staff will lead students to a designated safe zone away from school and emergency procedures will be followed. Administration and staff will continually assess the situation to determine if the center can remain open or if it is in the best interest of students and families to shut down operations for a period of time. Communication to families will process as outlined above.

Special Needs - If a child has any special needs or has chronic medical conditions, or is in need of assistance during evacuations, relocations, and / or emergencies, the parents will work with the teacher to create a plan unique to that child. This will be posted with the emergency / evacuations plans in the classroom.

T. Visitors Policy

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

U. Classroom Visitation

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

V. Volunteers

All volunteers shall have an ICHAT and PSOR background check completed prior to being allowed contact with students. Should a volunteer's name appear on the PSOR, they will not be allowed contact with children in care. All volunteers in the school are to remain in the supervision of the classroom teacher or staff member with whom they are volunteering. Volunteers who have direct supervision of students without being under direct supervision of the classroom teacher or administration (such as athletic coaches) shall have a background check completed before being in direct supervision of students. Field trip drivers must have a background check through ICHAT, and they must be cleared.

W. Parties and Invitations

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

X. Liability Insurance

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

Tuition and Fees

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

Setting tuition & fees

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

Non-refundable fees are assessed to cover the costs of administration of the contract and curriculum expenses, and do not qualify for discounts.

If it becomes necessary for you to withdraw your child from school, please notify the school office in writing two weeks (10 school days) prior to the date of withdrawal.

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

Rates and Fees

1. Day School (K-6)

The contract for Day School includes the following nonrefundable fees that do not qualify for any discount and due upon enrollment to secure your child's spot for the current (new student) or upcoming academic year (returning students).

- \$100 nonrefundable single child annual registration fee
- Each additional child within a household is \$25/child.

All installment tuition payments are due and payable on the **15th of each month** regardless of whether a tuition statement has been received by the parent.

- 1) Tuition paid in full by August 15 receives a 3% discount
 - 2) 2 equal payments (August 15 & January 15) receive a 1.5% discount.
 - 3) 10 equal payments (August 15 through May 15)
- a. ISJ may withhold all report cards, mid-term reports, and school records, including diplomas until all financial obligations are met. Tuition obligations for concluding students must be paid before the last day of school. If special arrangements are necessary, please, contact the Principal.
 - b. Families experiencing financial difficulties should contact the Principal before a payment is anticipated to be late; that is, by the 15th of the month in which a bill will not be paid.
 - c. If payments are 30 days overdue, the account becomes classified as outstanding debt and the process outlined below applies.
 - d. ISJ requires a two-week notice of withdrawal. Refunds for withdrawal are as follows:
 - 1) If tuition is paid in full and student withdraws:
 - before August 30, a 90% refund shall be made.
 - on or after August 30 but before September 30, a 70% refund shall be made.
 - on or after September 30 but before October 30, a 50% refund shall be made.
 - on or after October 30, no refund shall be made.

- 2) If tuition is paid in two equal installments and student withdraws:
 - before August 30, a 90% refund shall be made.
 - on or after August 30 but before September 30, a 70% refund shall be made.
 - on or after September 30, no refund shall be made.
- 3) Month by month tuition is non-refundable. Tuition will be billed 30 days from the date of written notification to ISJ.

2. Before and After care

ISJ offers Before and After Care for ISJ students.

Before school care is available for K-6th grade students through ISJ's Early Childhood Center from 7:00 am until 7:50 am. Please use the ECC entrance off the parking lot when dropping your child off for Before School Care. Students will be signed in and out by an ECC employee to keep an attendance record.

After school care is also available for K-6th grade students through the Early Childhood Center beginning at 3:10 pm until the center closes at 6:00 pm. Students using the after school care program should report to the after school care room at the end of the school day. Parents may pick up their child using the ECC entrance or from the playground if they are outside. Students will be signed in and out by an ECC employee to keep an attendance record.

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

No discounts or credits can be applied to the Day School Before and After care program.

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

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

3. Snow Day Care -

Grades K-6: To support families who require childcare during weather-related school closures, the school offers limited Snow Day Care when staffing is available.

Enrollment

- Snow Day Care is limited to 16 students due to licensing ratios (16:1).
- An \$80 nonrefundable fee per student is required to reserve your child's space, and will be applied to the first 2 snow day closures.
- Enrollment is first-come, first-served and closes once 16 students are registered.

Operation of Snow Day Care:

- Snow Day Care is offered only when school is closed due to weather and a staff member is available to supervise.
- Care hours are 9:00 AM – 6:00 PM.
- Drop-off will begin at 9:00 AM. Any other start time will be communicated with families.
- All students must be picked up by 6:00 PM.
- A late pickup fee will apply after 6:00 PM.

Snow Day Care is a supervision and enrichment day. It is not an instructional school day.

Daily Fee

The fee is \$40 per student per snow day attended. This fee will be assessed after the first two snow days. Payment will be billed through the school's regular billing system.

Attendance Confirmation: When a weather closure is announced, enrolled families will receive communication regarding Snow Day Care availability.

Food and Supplies Students must bring a packed lunch and snacks. No food will be provided. Students should bring materials appropriate for a full day of indoor and outdoor activities.

General Expectations: All school behavior expectations remain in effect. Snow Day Care operates under the school's established licensing ratio of 16:1 for school age students.

4. Day School Extended Care+

The purpose is to support families who need childcare during scheduled school breaks.

- Extended care is first come, first served and limited to 16 students (due to licensing requirements). Registration will close when all 16 spots are filled.
- Extended Care+ is offered only when school is closed due to scheduled school breaks. Extended Care hours are 7:00 AM – 6:00 PM.
- All students must be picked up by 6:00 PM. A late pickup fee will apply after 6:00 PM.
- Extended care is a supervision and enrichment day - not an instructional school day.

Daily Fee: The fee is \$40/student per day. Billing will be through the school's regular billing system.

Attendance Confirmation: Parents/Guardians will sign up through a google doc and receive confirmation via email from the office.

Food and Supplies: Students must bring a packed lunch and snacks. No food will be provided by the school. Students should bring materials for both indoor and outdoor activities.

General Expectations: All school behavior expectations remain in effect. Extended care operates under the school's established licensing ratio of 16:1 for school age students.

5. Outstanding balances

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

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

- The parent/guardian shall make a good faith effort to abide by the payment schedule.
- If the parent/guardian anticipates missing another payment, they shall notify the Principal and/or Treasurer immediately to discuss current and future payments.
- After 90 days of unpaid bills, the account will be presented to the School Board to determine appropriate action. Action may equate to disenrollment.

1. Student/Parent accounts with an outstanding balance will result in denial of enrollment or registration in any subsequent School Year, Summer Care, Before or After School Care or any other program provided by ISJ Academy, until such time as the past due balance is paid in full OR a written payment plan is agreed to by the responsible parent(s), Principal, Treasurer and President of the BOE.

2. All past due balances at the end of the marking period will result in Report Cards being withheld from release until such time as the past due balance is paid in full OR a payment plan is agreed to in writing by the responsible parent(s) and Principal.

3. Acceptable payment plans must result in the past due and all current year tuition, fees, etc. being paid in full ideally before enrollment date of the next year or no later than the end of the current school year. Under no circumstances will a family be allowed to carry over a past due balance from one enrollment period to the next. Enrollment periods include Day School, Summer Programs and/or any After Care programs. ISJ will pursue the ability to automatically withdraw the agreed upon payment plan amounts from the Student/Parent financial institution account and will obtain all required written authorizations from the Student/Parent. When possible, if the balance due is \$2,000

and above, collateral is to be requested to take a legal security interest in, to guarantee payment of balances due.

4. Failure to obtain payment in full, or an agreed upon payment plan in compliance with these policies will result in the immediate dismissal of the student(s) from ISJ Academy. ISJ Academy reserves the right to pursue all remedies to collect all outstanding balances owed.

6. Non-Sufficient Funds

Non-Sufficient Funds (NSF) checks will result in a \$75 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check.

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

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

7. Tuition Assistance and Discounts for ECC & Day School

ons may receive a 20% discount for Day School tuition and a 15% discount for ECC tuition for the following family members (brother, sister, nieces, nephews and grandchildren (incl 'great')). This discount cannot be combined with the sponsoring congregation membership discount. ISJ offers a variety of options to assist families with tuition. Families can inquire at the school office about scholarships, assistance, and discounts. Below is a description of the different discounts available at ISJ. Assistance and discounts do not apply to the registration fee. All discounts are applied after the multi-child discount.

1. Multi-child Discount

Families with more than one child attending ISJ shall receive a 5% additional child tuition discount on each subsequent tuition; this discount is not applied to the eldest child's account.

2. Early-bird Payments

A one-time payment receives a 3% discount. Paying tuition in two equal installments will receive a 1.5% discount.

3. Sponsoring Congregation Membership Discount

To receive the sponsoring congregation membership discount of 20% for Dayschool or 15% for the ECC program, the student must have one immediate relative (parent/guardian, grandparent, aunt, or uncle) as a member in good standing of either sponsoring congregation.

If the student is sponsored by a sponsoring congregation member in good standing; the 20% for Dayschool or 15% for the ECC program discount applies.

4. Kindergarten Discount

ISJ has created a 1 year 25 % Kindergarten tuition discount for all families with a child(ren) entering into Kindergarten. The same order of precedence and exclusions that apply to the sponsoring congregation membership discount also apply to the Kindergarten discount.

5. Employee Discount

Full-time personnel (32+ Hours per week) including called staff of the school or sponsoring congregations shall receive an 80% discount for Day School tuition and a 60% discount for ECC tuition for their children. No other discounts shall be applied.

Full-time personnel (32+ Hours per week) including called staff of the school or sponsoring congregation discount.

Former Full-time personnel including called staff of the school or sponsoring congregations who have left ISJ in good standing may receive 20% discount for Day School tuition and a 15% discount for ECC tuition for the following family members (children, brother, sister, nieces, nephews and grandchildren (incl 'great')) . This discount cannot be combined with the sponsoring congregation member discount.

Part-time personnel including part-time called staffed shall receive a 20% discount for Day School tuition and a 15% ECC discount (for the following family members (children, brother, sister, niece, nephew and grandchildren (incl. 'great')). Part-time is defined as working a min. of 10 up to 31 hours per week. This discount cannot be combined with the sponsoring congregation member discount.

6. ISJ Academy Affordable Tuition Fund

Purpose Statement

The purpose of the ISJ Academy Affordable Tuition Fund is to be able to assist current families who may be struggling financially and/or need annual assistance to make ISJ Academy more affordable and to be able to reach families and communities that could not otherwise afford a Christian education for their child(ren).

Scholarships and Assistance

The ISJ Academy Tuition Assistance program is for students who currently attend or would like to attend ISJ Academy and is available for all families. ISJ Academy does not discriminate based on ethnicity, race, religion, sex, or by any other means when distributing the funds.

Application Process

- 1) Parents or guardians can apply by visiting the school website and filling out the Financial Aid Application. Ravenna is ISJ Academy's online platform for applying for tuition assistance. Families seeking financial assistance with tuition must complete the tuition assistance application through Ravenna and provide all requested financial information and documentation.
- 2) ISJ Academy cannot guarantee the approval for all applicants, but only as funds are available. Scholarships are based on demonstrated need. The total amount of each scholarship will be discussed and determined by the school board as funds are available.

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

Addendum 1: Acceptable Use Policy

Ownership of the Chromebook

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

Rights and Responsibilities

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

Content Filter

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

Software

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

Chromebook Identification

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

Using Your Chromebook at School

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
2. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
3. Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

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

Printing

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

Logging In

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

Chromebook Care

1. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in the cart.

2. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

3. Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

4. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5. Chromebooks left unattended

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

Chromebook Student-User Expectations

As a Chromebook user, you will be expected to:

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

Warranty and Insurance

The school will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The school will make its best attempt to purchase

replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office.

Digital Citizenship

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

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

Security Measures

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

Copyright and File Sharing

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

General Use Rules

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

Use of Equipment (Hardware and Software)

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

The Network

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

Privacy

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

Appropriate Language

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

Responsibilities

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

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

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

Consequences for Breaches of the Acceptable Use Agreements

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

Addendum 2: Abuse and Neglect

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

Definitions

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

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

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

Employee Responsibility

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

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

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

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

The Fact-Finding Committee

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

- the administrative staff
- the paraprofessional staff
- the professional staff

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

Substantiated Abuse, Neglect, or Mistreatment

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

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

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

Date of field trip _____ Destination _____

Driver Name _____ Birthdate _____

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

Driver's license number _____ License plate _____

Vehicle Make _____ Model _____ Color _____

Insurance company _____ Auto policy expiration date _____

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

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

Driver Signature _____ Date _____

Teacher or Principal Signature _____ Date _____

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

FOR OFFICE USE ONLY

☐ Copy of driver's license ☐ Copy of insurance coverage ☐ MSP background check confirmed by _____

Chaperone and Field Trip Guidelines

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

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

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



2066 Oakwood Avenue NE
Grand Rapids, MI 49505
616.363.0505

Transportation Request Form

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

Please select one of the following:

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

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

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

Please complete this form in its entirety.

Family Name _____ Phone _____

Child's Name _____ Grade _____

Address _____

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

☐ Before school

☐ After school

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

Pick-up address _____

Name _____

Relationship _____ Phone _____

Drop off address _____

Name _____

Relationship _____ Phone _____

Signature _____ Date _____

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

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

Student Name _____ Birthdate _____

Address _____

City _____ State _____ Zip _____

Teacher _____

Medication _____

Date to begin _____ Date to end _____

Instructions _____

Possible side effects _____

Doctor Name _____ Doctor Phone _____

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

Parent Signature _____ Date _____

STATEMENT OF RECEIPT OF POLICY AND PROCEDURES HANDBOOK

Parent Commitment

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

- Commit to dressing your child according to the dress code of ISJ Academy.
- Commit to supporting the administration and staff of ISJ Academy as they use the discipline policy as a tool to teach students to radiate the love of Jesus in thought, word, and deed.
- Commit to resolving problems by following the principles as found in our Lord's direction in Matthew 18: 15-17:
 - Speak to the person with whom you have a conflict.
 - If there is no resolution, take the matter to the Principal.
 - If there is still no resolution, take the matter up with the Joint Board of Education.
- Commit to uplifting and praying for the staff and children of ISJ Academy.

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

Signature _____ Date _____