



*“Preparing Christ-Followers and Kingdom-Builders”*

# **School Handbook**

## **2022-2023**

### **Elementary Campus (PreK-4<sup>th</sup>)**

**520 – 68<sup>th</sup> St. SE**  
**Grand Rapids, MI 49548**  
**Phone: 455-0310**  
**Fax: 455-6162**

### **West Campus (5<sup>th</sup>-8<sup>th</sup>)**

**67 – 68<sup>th</sup> St. SW**  
**Grand Rapids, MI 49548**  
**Phone: 455-3860**  
**Fax: 455-1960**

**Website: [www.legacycs.org](http://www.legacycs.org)**  
**Sick line: 455-3860 ext. 772**

## 2022-2023 School Theme:

**“We Will”**

**Joshua 24:15**

*...“as for me and my household we will serve the Lord.”*

### **Faculty and Staff**

**2022-2023**

#### Head of School:

Mr. Brad VanBeek

#### Campus Leaders:

Ms. Lisa Boone - Curriculum Director

Mr. Curt DeYoung – West Campus

Mrs. Gail Hansen – Elementary

Mr. Tim Leugs – Instructional Leader

#### Faculty:

Mrs. Lori Bolt	6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Grade Language Arts
Ms. Lisa Boone	Educational Support/Curriculum Director
Mrs. Brittany Huerter	Young Fives
Mr. Curt DeYoung	6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Social Studies/7 <sup>th</sup> /8 <sup>th</sup> Math
Mrs. Sarah deVuyst	Educational Support Services - West Campus
Ms. Lisa Genzink	2 <sup>nd</sup> Grade
Maestra Aurora Gomez	Spanish Immersion 2 <sup>nd</sup> Grade
Mr. Dave Haagsma	Music / MS Choir / MS Orchestra
Mrs. Amy Hackert	4 <sup>th</sup> Grade/Librarian
Mrs. Gail Hansen	Preschool
Maestra Abigail Hendriksma	Spanish Immersion 3 <sup>rd</sup> /4 <sup>th</sup> Grade
Mrs. Amy Hoekzema	5 <sup>th</sup> /6 <sup>th</sup> Grade
Ms. Mia Kurkechian	Technology Teacher (K-8)
Mr. Tim Leugs	6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Science/8 <sup>th</sup> Math
Mrs. Naomi Lyzenga	4 <sup>th</sup> Grade
Maestra Elisa Luna Dawson	Spanish Immersion 1 <sup>st</sup> Grade
Ms. Amanda Mahoney	Elementary Spanish
Mrs. Julie Piers	4 <sup>th</sup> Grade
Maestra Lourdes Poy	Spanish Immersion 5 <sup>th</sup> /6 <sup>th</sup> Grade
Maestra Betsy Rivera	Spanish Immersion Kindergarten
Mrs. Jaimie Sinnema	Art
Mrs. Merridith Snyder	English Kindergarten
Mrs. Stephanie Veldhouse	Physical Education / MS Health
Mr. Matthew Veltema	7 <sup>th</sup> /8 <sup>th</sup> Math/Bible
Mrs. Tammy Vredevoogd	3 <sup>rd</sup> Grade
Mrs. Sandra Vroon	1 <sup>st</sup> Grade

Staff:

Mrs. Sheri Albrecht	Bus Driver
Mr. Larry Bergakker	Maintenance
Mr. Steve Buerger	Bus Driver
Ms. Kaesha Conley	Elementary Food Service Coordinator
Mr. Nico Damsteegt	Bus Driver
Mrs. Stefanie Goudeaux	Spanish Immersion Paraprofessional
Mr. Troy Hansen	Athletic Director
Mrs. Leanne Hendrikse	Elementary Administrative Assistant
Mrs. Kelly Holleman	Paraprofessional
Mrs. Rene' Houskamp	Bus Driver
Mrs. Rebecca Hulst	Paraprofessional
Mrs. BetsyJo Kellum	WC Food Service Coordinator
Mrs. Kristen Lautenbach	Paraprofessional
Mrs. Amber Leugs	Preschool Aide
Mrs. Amy Lourens	Finance Coordinator
Mrs. Faythe Patterson	Paraprofessional
Mrs. Kris Petersen	Extended Care Aide
Mrs. Heather Quist	Extended Care Lead Teacher
Mrs. Nora Vargas	Spanish Learning Support Services
Mrs. Gayle Veenstra	Elementary Administrative Assistant
Mrs. Pam White	Social Worker
Mrs. Kim Zwylhuizen	WC Admin Assistant/Promotions Leader

**1. Absences and Tardies:**

- a. Please call the sick line (455-3860 and press 7) before 7:40 am whenever a student:
  - i. Is ill.
  - ii. Will be late.
  - iii. Will need to leave during the day for an appointment. Please give dismissal time and estimated return time, class and section.
- b. Students must check in at the office whenever they leave or come to school during the school day.
- c. If a student will be absent because of a vacation or other commitment approved by parents:
  - i. Parents are asked to notify the school at least three days before the trip.
  - ii. Students are responsible for obtaining missed assignments and for making up all work. The link to daily assignments for upper grades are posted on the Middle School page of the website ([legacys.org](http://legacys.org)).
  - iii. Students are responsible for arranging times to take missed quizzes or tests.
  - iv. Teachers are not expected to provide assignments prior to these absences.
  - v. Families are encouraged to keep absences of this nature to a minimum. Regular attendance is always important.
- d. Unexcused absences will be handled in accord with the school's discipline policy.

## **2. Arrival and Dismissal Procedures:**

- a. Preschool, Young Fives and Extended Care Arrival: Please park in the elementary parking lot. Parents should accompany their child to their classroom or extended care room.
  - b. Elementary (K-4) Arrival by car: Morning drop off should occur by the gym doors, but should not occur before 7:45am. All K-4 students should go to the playground before school, unless the red flag is in the entryway.
  - c. Elementary (K-4) Arrival by bus: Students will be dropped off in the circle drive in front of the school. Kids will then go around the west side of the building to the playground.
  - d. West Campus (5-8) Arrival by car: Morning drop off should occur in the loop on the west side of the building, but should not occur before 7:45am. Students in grades 5-6 should use Door 1. Students in grades 7-8 should use Door 2. All West Campus students may come inside upon arrival.
  - e. West Campus (5-8) Arrival by bus: Students will be dropped off in the circle drive in front of the school. They may then come directly inside.
  - f. Preschool Dismissal (11:15am or 2:30pm): Child can be picked up at the main entry door. Your child's teacher will bring them to meet you.
  - g. Young Fives Dismissal (11:15am): All parents should park in the front bus loop. Your child's teacher will bring them to meet you.
  - h. Extended Care Dismissal (any time DURING the school day): Please park in the parking lot and pick up your child from the extended care classroom.
  - i. Extended Care Dismissal (at the end of the school day): Join the carpool line to pick up your child. If your child is in Young Fives and has an established bus stop, they will be sent to the bus line.
  - j. Elementary (K-4) Dismissal by car: Please join the pick-up line and stay in your car until your child is brought to you.
  - k. West Campus (5-8) Dismissal by car: Please park in the parking lot or join the pick-up line until your child comes out to find you. All carpool students will exit through Door 2.
  - l. IMPORTANT: Please do not park or use either of the bus loops before or after school.
- 3. Attendance:** It is important for students to be in school regularly and on time. A commitment to regular attendance contributes to a child's academic success and their future as a dependable adult.
- 4. Bus Rules:** All bus rules are designed for our students' safety. Students who are written up for misbehavior on the bus could lose their bus riding privileges. For a copy of the bus rules, please contact the West Campus office.
- 5. Technology:** Computers and other technology are important tools in education. Parents can partner in their proper use by reading, signing, returning, and enforcing our "acceptable use policy". Copies of this policy are distributed annually.
- 6. Crisis Response Plan:** The Legacy Christian School Crisis Response Plan is available for your review at either office.
- 7. School Security:** After school begins each morning, all doors are locked for safety purposes.

- 8. Dress Code:** We praise God and promote His kingdom in all areas of life, including the clothes we wear. School clothing should be modest, functional, and God pleasing.
- a. Clothing that advertises alcoholic beverages, musical groups, or inappropriate statements that may be offensive to the Christian community may not be worn.
  - b. Hats may not be worn during the school day. Coats may not be worn to class.
  - c. Students need to wear clothing that is deemed appropriate by the staff. Examples of clothing that may be deemed inappropriate include:
    - i. Short or inappropriate athletic shorts;
    - ii. Shirts, shorts or pants that are ripped or have holes torn in them;
    - iii. Tank tops, spaghetti straps and/or shirts that are low cut or allow for bare midriffs.
  - d. School sponsored events that include swimming:
    - i. Boys must wear modest swimming trunks.
    - ii. Girls must wear modest one piece suits or tankinis.
  - e. The faculty and administrator are charged with dress code enforcement and interpretation:
    - i. Students wearing an item of clothing that violates this code will be asked to change into appropriate clothing.
    - ii. If they do not have appropriate clothing with them items will be provided or parents will be called.
    - iii. Printed dress codes do not cover every possibility of appropriate student appearance. Faculty and administration are charged with making final decisions about overall “school appropriate” student appearance.
    - iv. Students who repeatedly violate the dress code will be subject to the school’s behavior policy.
- 9. Electronic Devices and Cell Phones:** Personal electronic devices and cell phones are not allowed to be used, seen, or in student possession at school between 8:00 am – 3:00 pm. If students have such devices at school they must remain in their backpack (elementary) or lockers (west campus) during the entire school day. This includes break times. Legacy Christian or its employees are not responsible for personal electronic devices that are lost, stolen, or broken.
- 10. Going Home With Others:** Students who are going home with a friend must have a signed and dated note from their parents for the bus driver. Students are not allowed to ride on a bus with another student without this note. Elementary teachers should also receive a note. Students who do not live in the Kentwood school district will not be able to ride Kentwood buses at any time.
- 11. Homework Expectations:** Legacy students will receive homework. General guidelines are based on the students’ grade level multiplied by ten minutes. For example, third graders may expect to spend an average of 30 minutes a night on homework. In addition to subject area work, homework may include reading time, spelling practice, math links, etc.
- 12. Hot Lunch:**
- a. Hot lunch is served each full school day. Lunch is ordered on a monthly basis.
  - b. All meals require advanced payment; no charging will be permitted. The school reserves the right to refuse hot lunch orders if personal student accounts are not properly funded.

- c. You are encouraged to apply for “free” or “reduced” price student lunches. All applications may be completed online. Check with the school office for details.
- 13. Medication:** Parents are encouraged to administer medication at home on a schedule that does not include school hours. If it is necessary to give medication during school hours the following regulations must be followed:
- a. Medication must be prescribed by a physician and permission must be granted to the school to contact the physician if necessary.
  - b. Medication must be brought to the school office in its original container with the appropriate label intact.
  - c. Non-prescription medication (Tylenol or Ibuprofen) may be properly administered at school unless parents provide other written instructions.
  - d. The parent/guardian must sign necessary forms in order for the school to legally administer prescription medications. These forms are available in either school office.

**14. Nametags:** We ask that all parents wear name tags while at school. This allows our staff to get to know you and also helps everyone identify visitors in the building. If you do not have your name tag please sign in at the office every time you visit school. Parents who are wearing their name tag do not have to sign in.

**15. PE Shoes**

- a. Elementary: Students are required to have a clean pair of tennis shoes for physical education. This will allow them to fully participate in class and will help keep our gym floor clean.
- b. West Campus: Students are required to have a clean pair of tennis shoes for physical education. 6<sup>th</sup>-8<sup>th</sup> grade students are also required to change into athletic shorts (or sweat pants) and a tee shirt that adheres to the school’s dress code.

**16. Playground Supervision**

- a. Elementary: The playground is supervised before school and during all breaks. Parent volunteers are an important part of the supervision process at the elementary campus. Please call the elementary office for more information or to volunteer to serve in this capacity.
- b. West Campus: Faculty members cover all hallway and playground supervision.

**17. Preparation:** Students are encouraged to be prepared for each school day by:

- a. Eating a nutritious breakfast.
- b. Getting adequate sleep.
- c. Coming to school on time.
- d. Being in school regularly.
- e. Completing all homework to the best of their ability.
- f. Dressing appropriately for the weather.
- g. Bringing all necessary items such as instruments, PE clothes and shoes, books, etc...

**18. Report Cards/Progress Reports:**

- a. Report cards are sent home every nine weeks in 1<sup>st</sup>-8<sup>th</sup> grade. Grades 1-6 report cards are issued on paper. Grade 7-8 report cards are sent electronically. Preschool report cards go out in January and May. Kindergarten report cards and Specials report cards are sent home in January and June. Students will receive report cards the Friday following the end of the marking period. Middle School families will also receive a progress report after the first 4 and 1/2 weeks of the school year.

- b. Oral Progress Reports are also available through participation in Parent/Teacher Conferences. These conferences are scheduled in November and February.

## **19. School and Office Hours**

- a. Preschool
  - i. Morning session – 8:45 am-11:15 am
  - ii. Afternoon session – 12:00 noon-2:30 pm
- b. Young Fives
  - i. Monday-Friday – 8:00 am-11:15 am
- c. Kindergarten – 8<sup>th</sup> Grade
  - i. Monday-Friday – 8:00 am-3:00 pm
- d. Office Hours
  - i. Monday-Friday – 7:30 am-3:30 pm

**20. Special Services:** Speech, physical therapy, and occupational therapy services are provided to our students through government programs administered by Kentwood Public Schools. School social work services are provided through contracted services from Pine Rest Christian Services. Inclusive education, learning disability support, and reading support are provided through specially trained teachers hired by Legacy Christian and are supported by All Belong.

**21. Student Work:** Our goal is to have all students become independent learners. Parents and teachers will help in this process. Students should:

- a. Record and organize daily and long-term assignments.
- b. Regularly and diligently do their work.

**22. Visitors:** Visitors are asked to sign in at the office and pick up a visitor name tag to wear while in the building.

## **23. West Campus Information and Procedures:**

- a. Textbooks – Each student will receive textbooks in nearly every class. It is the student’s responsibility to take good care of the textbook while they are using it. If a student loses or damages a textbook they will be responsible for paying the replacement cost of the book.
- b. Lockers –
  - i. Homeroom teachers assign each student a locker on the first day of school. Locker assignments can be changed at the discretion of the teacher.
  - ii. LCS staff may inspect any locker with or without permission at any time.
  - iii. Having a locker is a privilege. Abuse of the locker may result in the temporary or permanent loss of this privilege.
  - iv. All belongings are to be kept in lockers. The hallway floor, bathrooms, locker rooms and classrooms are not to be used as storage areas.
  - v. Other locker rules:
    - 1. Old snacks and lunches should not be stored in lockers.
    - 2. Questionable decals, posters and pictures may not be hung in lockers.
    - 3. You may not go into a friend’s locker without his/her permission.
    - 4. Locker doors need to be kept shut when not being used.
    - 5. Lockers will be regularly inspected.
  - vi. Telephones / Cell Phones –
    - 1. A phone is available in the office for student use at break times. Students are not allowed to use any other telephone in the school.

2. Students are not allowed to use cell phones during school hours. This includes break times. Personal cell phones that are seen or heard between 8:00am and 3:00pm will be confiscated.
- vii. Study Halls – Study halls are designated times for students to complete homework or read. Study halls are not “free periods”.
- viii. Library Use – All materials taken from the library must be checked out according to established procedures. Fines will be assessed for books that are overdue or lost. All fines will need to be paid before receiving your child’s report card.

## 24. Student Involvement

### a. Fine Arts

#### i. Choir:

1. 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> grade students are required to be in choir.
2. 8<sup>th</sup> grade students are strongly encouraged to be in choir, but can opt out with parent’s permission.

#### ii. Band/Orchestra:

1. 5<sup>th</sup> and 6<sup>th</sup> grade students are required to be in band or orchestra.
2. 7<sup>th</sup> and 8<sup>th</sup> grade students are strongly encouraged to be in band or orchestra.

iii. Attendance at concerts, festivals, etc. is required for all members of each group. 7<sup>th</sup> and 8<sup>th</sup> students will be required to wear their Legacy Christian music shirt at all concerts.

iv. Students should view each musical group as another important part of our curriculum. As with any class students are expected to fully commit to the experience. This includes meeting or exceeding practice expectations determined by the director. ***Students will not be permitted to drop a fine arts class mid-semester.***

v. Art classes are required for all students.

### b. Athletics

#### i. LCS middle school athletic opportunities exist in:

1. Boys’ soccer, basketball, baseball, track.
2. Girls’ soccer, basketball, volleyball, softball, track.

ii. The actual number of teams we field in each sport, “cuts” vs. “all play”, the ability for 7<sup>th</sup> graders to be involved with baseball/softball, and the school’s overall ability to field a team in each sport are yearly decisions that are influenced by student numbers and interest.

iii. Eligibility – All students participating in interscholastic athletics must maintain acceptable performance in academics and behavior.

1. Academics - athletes must have their homework and assignments completed on time. Students who fail to hand in work or who are obviously not working up to their academic potential may be declared ineligible. In those cases the student will be presented with a clear plan for academic improvement. Eligibility will be restored when that improvement takes place.
2. Behavior - Students may also be declared ineligible due to unacceptable behavior as decided on by either the athletic director or the administrator.
  - a. Students declared ineligible will be informed by the Athletic Director or the Administrator. Ineligible students are expected to



continue to practice with the team and accompany the team to all games.

- b. Students will not be declared ineligible on the day of a game unless unusual circumstances make this action necessary.
  3. Teams generally will not exceed 15 players. Two exceptions to this rule are soccer and track.
  4. For baseball/softball each person trying out must have played on an organized team in at least one of the previous two years.
  5. Decisions on team membership will be made on the basis of athletic ability as demonstrated during several days of tryouts.
  6. All interested students must be at every tryout session. An exception to this rule will be made in cases of illness.
  7. Team selections will be announced by 8 a.m. on the morning following the last day of tryouts. Students that are not selected will be given an opportunity for a meeting with the coach several days later. At this meeting the coach will provide the student with a copy of their rating sheet. This sheet will indicate skill areas that the student can work on if they are interested in further development of their abilities.
  8. It is our purpose at Legacy Christian to have each student athlete develop a Christ centered attitude towards athletics and competition. It is our goal to provide a competitive environment which is consistent with our educational philosophies and Christian faith. Parents are asked to contribute toward this positive environment through their support of the coaches, players, athletic director and school.
  9. All parents will be asked to read, sign and return a league designed document called "Keeping Christ in the Contest". This signed form must be on file before any student athlete participates in their first game of the year.
  10. A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity.
    - a. Michigan state law requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.
    - b. Legacy Christian provides educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtains a signed statement from athletes' families acknowledging receipt of that information.
    - c. Michigan law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.
- c. Christian service
- i. *"Your attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness." - Philippians 2:6-7*

- ii. At LCS we encourage the development of servant hands and a servant heart. At various times throughout the year students will participate in service opportunities.

**25. All School Restorative Behavior Plan**

- a. The purpose of the Restorative Behavior Plan is to repair harm and restore relationships affected by challenging behavior.

- i. **LEVEL 1:** Behaviors that are minor and/or first-offense.

- 1. Interventions

- a. Step 1: Teacher engages the student in a Restorative Practices conversation.

- i. What happened?

- ii. What were you thinking of at the time?

- iii. What have you thought about since?

- iv. Who has been affected by what you have done? In what way?

- v. What do you think you need to do to make things right?

- b. Step 2: Student records incident on Reflection Log (West Campus)

- i. What happened? Be sure to include what you did.

- ii. How have others been affected by what you have done?

- iii. What can you do to make things right?

- c. Step 3: Teacher collects log and gives it to homeroom teacher for safe-keeping and record of behavior patterns. (West Campus)

- d. Step 4: Teacher may use consequences to address behavior, if deemed necessary.

- ii. **LEVEL 2:** Repeated level 1 behaviors or behaviors intended to cause minor harm that parents need to know about.

- 1. Interventions

- a. Step 1: Teacher engages the student in a Restorative Practices conversation and, if necessary, determines appropriate consequences to address behavior.

- b. Step 2: Student records incident on Reflection Log

- c. Step 3: Teacher collects log and gives it to homeroom teacher who then makes a copy (or records that a log needs signature) and gives back to student

- d. Step 4: Student shows parent/guardian the log, obtains signature & returns to homeroom teacher for safe-keeping

- iii. **LEVEL 3:** Repeated level 2 behaviors or behaviors intended to cause serious harm.

- 1. Interventions

- a. Step 1: Principal engages student in a Restorative Practices conversation.

- b. Step 2: Principal and student write a behavior plan which will be signed by student, principal and parent/guardian.

- c. Step 3: Principal invites parent/guardian for in-person meeting with student, parent/guardian, & homeroom teacher to discuss incident, behavior plan & consequences.

- d. Step 4: Copies of the behavior plan are distributed to parents, homeroom teacher, and cumulative student file.

- e. Step 5: Principal will follow up with the student to determine how well the student is responding to the behavior plan.

## 26. **Anti-Bullying Policy**

- a. *John 15:12 – “My command is this: Love each other as I have loved you.”*
- b. The LCS anti-bullying policy clearly and concisely deals with our approach to the issue. We have discussed and studied the subject, consulted with other schools, and taken time to assure that we have a good, simple, effective approach in dealing with bullying. Our policy is based on biblical principles and best practices being used in other Christian schools.
- c. **Definition:** Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, “Bullying in Schools-The Hidden Curriculum” – 2003)
- d. **Policy:** Legacy Christian School realizes that while bullying may occur, it is never acceptable. Therefore we seek to implement a clear framework for dealing with bullying incidents. Our response to bullying is based on the pattern of relating to one another found in the Bible. We will not tolerate any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school resulting in a hostile school environment for the targeted student. We will promptly investigate all reports and complaints of bullying and take prompt action to maintain a safe learning environment for all. LCS recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. As such, teachers and administrators will use their discernment and the All School Restorative Behavior Plan to determine and work through important distinctions between bullying behaviors and other inappropriate behaviors.
- e. **Examples:** Bullying behavior may include:
  - i. Physical aggression – including hitting, punching, kicking.
  - ii. Teasing or verbal abuse – including insults, name calling or racial/sexual remarks.
  - iii. Intentional exclusion from activities or friendship groups.
  - iv. Setting up humiliating experiences for others.
  - v. Damaging a person’s property/possessions or taking them without permission.
  - vi. Threatening gestures, actions or words.
  - vii. Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering.
  - viii. Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means.
- f. **Responsibilities:**
  - i. All students must be willing to monitor their own treatment of others.
  - ii. All students must be willing to report possible bullying behaviors to school staff and/or to their parents.
  - iii. Students found to be bullying others must be open to corrective measures and guidance.
  - iv. Students involved in bullying situations must work toward forgiveness, reconciliation and possible changes in behavior.
  - v. Students and parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- g. **Procedures and Corrective Measures:**
  - i. Faculty and administration will follow the All School Restorative Behavior Plan to address bullying incidents.

- ii. ***Legacy Christian School reserves the right to modify the anti-bullying policy at any time if deemed necessary by the administrator and/or education committee.***

**27. Discipline For Students Identified With An Educational Disability**

- a. All students are expected to contribute to a positive atmosphere in our school. At times, however, a student's behavior might disrupt the environment, leading to disciplinary action from which learning and growth can occur. Students with disabilities will be disciplined in accordance with applicable federal and state laws and LCS board policy.
- b. LCS typically affords students who have identified educational disabilities the same due process considerations afforded all students in discipline matters. We expect them to know, understand, and adhere to typical codes of conduct. In some cases, however, students' disabilities prevent them from knowing, understanding, and adhering to codes of conduct. If and when a student with an educational disability violates the school's code of conduct in such a way that suspension for more than 10 days or expulsion is deemed to be the normal consequences of the behavior, it is imperative that LCS determine if the behavior in question was the result of, or a direct manifestation of, the student's disability, and, therefore, not a matter of choice. To make such a determination, LCS will conduct a Manifestation Determination Review, typically within 48 hours of the incident that led to suspension. The Manifestation Determination Review insures that students who have disabilities are not discriminated against because of their disabilities.
- c. The purpose of a Manifestation Determination Review is to ascertain whether a student's disability led to the behavior that violated the code of conduct. If this review determines that the disability was the cause of, or significantly associated with, the behavior, then an appropriate, individualized intervention must be developed. If, on the other hand, the review determines that the disability is not related to the behavior, then the school's discipline policy, as articulated in section X of the student handbook, may be applied.
- d. The team of people conducting the Manifestation Determination Review will consist of individuals who know the student. Typically, that team will consist of the persons involved in a Christian Learning Center (CLC) ISP (Individual Student Planning). That ISP team consists of:
  - i. The building administrator or his/her designee
  - ii. Parents or guardians of the student
  - iii. General education teachers who know the student
  - iv. The CLC staff responsible for implementing the student's ISP
  - v. The CLC special education consultant assigned to the school
  - vi. The CLC psychologist who knows the student.
- e. For purposes of conducting the Manifestation Determination Review, it must be understood that an educational disability is any disability that significantly impairs a student's ability to benefit from school. The following are commonly accepted educational disabilities:
  - i. Learning disability
  - ii. Cognitive impairment
  - iii. Autism
  - iv. Emotional impairment
  - v. Hearing impairment
  - vi. Visual impairment
  - vii. Physical impairment

- viii. Health impairment
  - ix. Traumatic brain injury
  - x. Deaf-blindness
- f. Students who are identified as having Attention Deficit/Hyperactivity Disorder (ADHD) are not considered educationally disabled, per se. That is, ADHD is not recognized as a special education category under which students receive special education services. Following careful review, ADD/ADHD might be considered as the cause of, or significantly associated with, the behavior in question under the Americans with Disabilities Act (ADA).

## **28. Weapons Policy**

- a. The Board of Trustees and Administration of Legacy Christian School seek to create a safe environment where each student and each staff member can live and work in the way God intended. Therefore, Legacy Christian School will not tolerate behavior that creates an unsafe environment or a threat to safety.
- b. Procedures: In compliance with Public Act 250 if a student is alleged to possess a dangerous weapon, commit arson or commit criminal sexual conduct in a Legacy Christian School building or on school property, transportation vehicles, or at any school activity or contest in violation of Section 1311 of the Michigan School Code, the following procedures must be followed.
  - i. The school principal must investigate the circumstances to substantiate the allegations.
  - ii. If the allegations are substantiated, the school board must conduct a hearing to determine whether the student must be permanently expelled. The hearing must conform with due process requirements.
  - iii. If the allegations are proven, in compliance with State Law (Public Act 250 of 1995) the Board shall expel the student from this school.
- c. If the student is expelled, the Administrator or designee shall ensure:
  - i. That the weapons expulsion is duly noted in the student's permanent record;
  - ii. That the student has been referred to the county Department of Human Services (DHS), to the criminal justice system or juvenile delinquency system and the Community Mental Health Department within three school days;
  - iii. That the parents are informed of the referral;
  - iv. That the DHS form is completed – School Expulsion Referral Form and send the form to the county DHS office and Community Mental Health Department.
- d. Note: P.A. 250 makes the following provisions:
  - i. A homebound educational program may be provided to these expelled students.
  - ii. Students in grade 5 and below who are expelled for reasons other than possession of a firearm or threatening another student with a dangerous weapon may petition for reinstatement at any time and may be reinstated after ten days.
  - iii. Alternative programs must provide that these students are physically separated at all times during the school day from the general school population.
- e. Policy – Definitions and Statement
  - i. For purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including not limited to, air guns and explosive devices.

- ii. The School Board need not expel if the student can establish to the satisfaction of the School Board or its designee that:
    - 1. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
    - 2. the weapon was not knowingly possessed;
    - 3. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
    - 4. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a school administrator or the police.\*
  - iii. There may be circumstances under which an object or instrument described as a dangerous weapon under the definition above is legitimately used for demonstration or other school-sanctioned activity. However, such an object or instrument may only be brought to school with prior written permission of both the teacher involved and the building principal. Such an instrument or object will be brought directly to the school office and held there until released to the teacher for the activity for which requested, then returned to the school office immediately following the activity. It will only be released to the student for direct transport off school property.
- f. Reinstatement Provisions
- i. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:
    - 1. If the student is in grade 5 or below at the time of expulsion, the parents may submit a request in writing for reinstatement after sixty school days from the date of expulsion but the student may not be reinstated before ninety school days from the expulsion date.
    - 2. If the student is in grade 6 or above, the parents, an adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before the 180 school days from the expulsion date.
    - 3. The parent, adult student, or the emancipated minor shall submit a written request for reinstatement to the principal or designee.
    - 4. The principal or designee shall, within ten school days after receiving the request, submit the request, together with any other information (s)he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two board members, an administrator, a teacher, and a parent of a student.
    - 5. The committee shall, within ten school days after being appointed, review all pertinent information, and submit its recommendation to the school board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
      - a. the extent to which reinstatement would create a risk of harm to students or school personnel;
      - b. the extent to which reinstatement would create a risk of school system or individual liability for the school board or Christian School personnel;
      - c. the age and maturity of the student;
      - d. the student's record before the expulsion incident;
      - e. the student's attitude concerning the expulsion incident;
      - f. the student's behavior since the expulsion and prospects for remediation;

- g. compliance with a Behavioral Performance Contract if created for potential reinstatement.
6. The school board shall make its decision no later than the next regular school board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.
7. In the event a student who has been permanently expelled from another school or school district requests admission to Legacy Christian School, the school board shall, in making its decision, rely upon the recommendation of the stated committee.
8. The principal or designee shall ensure that Legacy Christian School's policies and guidelines regarding a student's rights to due process are followed when dealing with a possible expulsion under this policy.