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## Letter to Parents

Dear Parents,

Jeremiah 17: 7-8 “But blessed is the man who trusts in the Lord, whose confidence is in him. He will be like a tree planted by the water that sends out its roots by the stream. It does not fear when heat comes, its leaves are always green. It has no worries in a year of drought and never fails to bear fruit.” This theme is played out beautifully in the realm of Christian Education as we, along with the home and church, work as partners to strengthen the roots of your children through training in the fear and knowledge of the Lord. You as parents have been given an overwhelming task to prepare your children for a world that does not know God. What a wonderful reassurance Jeremiah gives us that God stands before his believers and guides us through the difficult times by the work of the Holy Spirit. It is only through Him that we bear fruit.

Oskaloosa Christian School publishes a parent handbook in an effort to enhance the relationship between the home and school. This handbook is yours to use; please read it carefully. Your familiarity with the guidelines and information in this handbook will contribute to a successful education program. All of the material in this handbook has been approved by the Oskaloosa Christian School Board of Education.

The entire staff looks forward to serving both you and your child(ren). With your help, our efforts will be focused on providing high quality Christ centered education. With you, we will strive to establish and maintain a healthy learning atmosphere and nurture Christian attitudes.

We will do our best to keep you informed of your child’s progress and we trust that you will feel free to communicate with us as well. Pray daily as a family for the entire Oskaloosa Christian School community, specifically for teachers and staff, the board, and especially your children. Please, in every situation deal with one another in a manner that exemplifies Christ. I would like to close with Philippians 4:8 “Finally, brothers, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.”

In Christ’s Service,

Dave Te Grotenhuis, Principal

## **OSKALOOSA CHRISTIAN SCHOOL**

### **Mission Statement**

The mission of Oskaloosa Christian is to assist parents in equipping their children mentally, physically, and spiritually to be effective disciples of Jesus Christ by offering a quality Christ-centered education.

*“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” II Timothy 3:16-17*

### **Statement of Faith**

The Oskaloosa Christian School was founded by believers from area Reformed Churches, for the purpose of educating their children for Christian life and service. The Board of Directors and Staff of Oskaloosa Christian School hold to the following Statement of Faith.

- The Bible is the inspired and infallible Word of God and is the ultimate source of truth and authority in all matters of our faith and life.
- There is only one God, who is eternal and all-powerful, the Sovereign God of heaven and earth. He created the universe and everything in it and maintains sovereign control over all things. He exists in three persons; Father, Son, and Holy Spirit.
- God created man, both male and female, in His image. This is what separates us from the animals and all other forms of life. However, our forefather Adam disobeyed God and, as our representative, brought sin and death to the entire human race. The result is that all humans are born sinful, are unable, on their own, to please God, and deserve death and eternal punishment. This means that every person needs renewal and restoration; we are in need of God's grace.
- Jesus Christ came to renew and restore. He is true God and true man who died on the cross for our sins. All whom God called to believe in Him and repent have the forgiveness of sins and new life. This is possible because Jesus Himself was raised from the dead. He ascended into heaven where He now rules as Lord. He will return to make all things new, judging all who have ever lived.
- God has commanded believers to train their children in this faith and to recognize the Lordship of Jesus Christ in all areas of their lives. This is best accomplished when parents use three God-given agencies; the Christian home, the Christian school, and the Christian church.

**Parents:**

- of children who are admitted to our school are those who confess Christ as Savior and Lord and demonstrate this commitment through their lifestyle which includes active church membership, private family worship, and a home life that sees Christ as King.
- are primarily responsible for nurturing their children toward a life of obedient service to God.
- form a team with teachers and staff to help the student become a knowledgeable and faithful servant.
- are involved in the life of the school with regular communication with school staff, participation in school activities, and involvement in school committees and projects.

**Teachers:**

- are expected to use their God-given talents to meaningfully communicate curriculum and use methods of teaching that respect the needs of students.
- meet the professional requirements for their subject area, and demonstrate an ability to articulate and apply a Christian view of life.

**Curriculum:**

- OSCI has a broad vision of education that is based upon the belief that all areas of life are worthy of Christian reflection, participation, and service. Students learn to integrate and apply various areas of learning.
- Faith is integrated into the curriculum by preparing minds for renewal and transformation, and rejecting conformity to the patterns of the world.
- OSCI seeks to equip students with not only knowledge and skills, but also the ability to see how those knowledge and skills fit into the whole of creation and life(wisdom).

**Governance:**

- Oskaloosa Christian School is a parent run, non-profit corporation consisting of a society of supporters.
- A Board of Directors is elected from the school's society and has supervision of all of the school's operation.

## **OSKALOOSA CHRISTIAN SCHOOL**

### **Principles of Instruction**

The community of believers who established and maintain the Oskaloosa Christian School believe that all of God's children bear His image. Therefore, the principles of Christian instruction at Oskaloosa Christian School are:

1. to make children aware of what it means to be God's imagebearer;
2. to enable children to grow in their knowledge, understanding, and appreciation of the wonder of the Lord's vast, complete and interrelated creation;
3. to enable children to better understand the effects of sin upon God's perfect creation - including themselves and the culture in which they live - and to encourage them to respond positively to God's call to live as His disciples, assuming their responsibilities as Christ's agents of reconciliation;
4. to demonstrate and develop Christian stewardship of the entire creation, including mankind;
5. to instill an understanding of the need for, and wonder of, God's all-sufficient grace, nurturing each child's faith in Jesus Christ, their Lord and Savior;
6. to help children see God's faithfulness in the lives of His people, including their own;
7. to nurture those characteristics considered necessary in the lives of Christians; love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control;
8. to increase children's intellectual abilities through the acquisition of skills in reading, writing, speaking, listening, and computation and then to encourage them to use those skills to better analyze, evaluate, and respond as God's disciples to the world in which they live;
9. to provide opportunities for children to discover, develop, and use their individual and collective talents for service in, and as, the Body of Christ;
10. to demonstrate and develop a loving, joyful Christian community in which we work and play.

## **SCHOOL BOARD OPERATION**

The Oskaloosa Christian School Board Policy Manual contains all policies specifically related to the board operation. (Series 200) The following information is included in this handbook to provide a general overview of board operation.

### **Introduction**

1. The single purpose of the Oskaloosa Christian School Board is to maintain a Christian School. The Board is created by the corporation of the Oskaloosa School for Christian Instruction. We strive to meet Federal and State laws that are not contrary to our beliefs and our understanding of Scripture.
2. When there are changes in the membership on the Board, the Board continues as an entity. Contracts, property titles, and other businesses are in the corporate name of the school, not in the names of Board members, even though their names may appear on documents as officers authorized to act for the school organization. The Board will, whenever possible, seek and maintain State approval and certification.
3. The Articles of Incorporation and Bylaws take precedence over any policies adopted by the board.

### **Board Membership and Composition**

The Oskaloosa Christian School Board of Education consists of twelve members who shall be qualified voting members of the school society.

Board members are elected to a three year term.

When, for any reason, a board member is unable to complete his/her term, said vacancy shall be filled at the next officially called meeting of the society. The newly elected board member will complete the remainder of the unexpired term.

The Board shall present two nominees for all vacancies.

At the first meeting of the Board after the annual society meeting, the Board shall elect from its members a president, vice-president, secretary, treasurer, and vicar. Officers are selected for a one year term and may be eligible for re-election. Officers in turn shall appoint Board Members to the standing committees of the Board. The standing committees may, by authority of the Board, include staff members and members of the Society.

All committees must have an appointed chairperson and a secretary who will record the minutes of each meeting for presentation to the Board.

The administrator shall be a non-voting member of each standing committee.

## **Standing Committees and Their Duties**

At the first regular meeting held after the annual society meeting, the following committees shall be appointed by the Executive Committee of the Board.

- a. *Advancement Committee*: This committee will provide leadership for all promotion, student recruitment, and fund raising activities of the school. The committee will present a comprehensive annual plan for such activities to the Board at its September meeting.
- b. *Education Committee*: This committee will have general supervision over the principal and teachers. It deals with matters of staffing the school, providing curriculum, and evaluating the educational program.
- c. *Finance Committee*: This committee will have general supervision over the bookkeeper. It deals with matters of monetary receipts and disbursements; the annual budget; tuition assistance; and establishing and collecting registration, tuition, and band fees.
- d. *Maintenance Committee*: This committee will have general supervision over the janitor and the lawn caretaker. It deals with matters of properly maintaining the building and property such as general repair, heating, sanitation, and ventilation.
- e. *Endowment Committee*: This committee will have general supervision over the Endowment Fund. It deals with matters of collecting and investing funds for the Endowment Foundation as well as disbursing the interest gained.
- f. *Food Service*: This committee will have general supervision over the employees of the kitchen. It deals with matters of the hot lunch program and makes recommendations to the Board with regard to budget, management, salaries, and lunch prices.
- g. *Christian Schools Resource Association (CSRA) Committee*: This committee has general supervision over the shared guidance counselor used by the area Christian schools. This committee is made up of representatives from each of the boards of the member schools. It deals with ways in which all of our schools can work and conduct our respective programs together.
- h. *Legacy of Grace*: This committee is made up of representatives from each of the boards of the member schools. Its primary work is that of developmental work for the school's foundation fund.
- i. *Legacy of Grace Scholarship Tuition Organization* – This group oversees collection and distribution of funds to qualifying families for aid in Christian Education.
- j. *Technology Committee*: This committee has general supervision over the technology coordinator. It deals with the school's use of technology and providing leadership in its future use of technology.
- k. *Bus Committee* – This committee has general supervision over the school owned 65 passenger bus.

## **Standing Committee Authority**

Standing committees do not have the authority or power to act unless authorized to do so by the Board which serves as a committee of the whole. The primary function of the standing committees is to report findings and make recommendations to the Board. The Board does authorize certain standing committees the power to act in certain areas and circumstances as outlined under the description of the duties and responsibilities of each committee.

## **Ad Hoc Committees**

The president shall appoint, when the board deems necessary and so authorizes, special or temporary committees for a specific purpose or assignment. Such committees may, by authority of the Board, include staff members and society members. Such special committees will function for a designated period of time, will report their findings or recommendations to the Board, and will be dissolved as soon as their assignment is completed.

## **PARENT-TEACHER RELATIONSHIPS**

The board recognizes situations may arise in the school's operation which are of concern to parents and other members of the constituency. While constructive criticism is welcomed, the board desires to support its employees and their actions in order to free them from unnecessary negative criticism and complaints that do not offer an opportunity for improvement or change.

The board firmly believes in the principals found in Matthew 18. It will seek to have constituent concerns resolved first by the employee, secondly with the principal, and thirdly with the education committee/board.

## **POLICIES**

### **Cooperation Policy**

The concept of home, church and school working together is of vital importance to the Christian growth and development of your child. We at OSCI understand this relationship and vow to work together to achieve educational success for your child.

We believe communication between school and home is a critical link in the education of your child. OSCI is committed to informing you of school programs and your child's progress. Please review all correspondence sent home with your student from OSCI. There may be documents that will need to be signed and returned. When leaving phone messages for a teacher, please understand that a teacher's daily schedule may limit the time available to return phone calls. Every effort will be made to contact you within 24 hours of your call.

In an effort to establish and maintain a positive educational environment; it is imperative that instructional staff be treated in a respectful manner. No student, parent, guardian or representative of a student may display disrespectful behavior towards any member of the OSCI educational staff; in forums other than outlined in the parent's guidebook. Inappropriate and disruptive participation in classroom activities, confrontational interaction with educational staff, and/or threats to staff may contribute to the formation of an environment that is not conducive to learning, and therefore, is not allowed at OSCI.

Procedures for registering complaints with OSCI representatives are outlined in the parent's guidebook and designed to allow each parent/guardian an appropriate venue to discuss staff performance without undermining the authority of individual staff members.

Students, parents, guardians, or representatives that elect not to follow the guidelines outlined above may result in OSCI exercising its right as a private educational institution to discontinue enrollment of the student and siblings at OSCI. The OSCI education committee will make a recommendation to the full school board for a final decision regarding violations to the OSCI Cooperation Policy.

### **Gym Rental Policy**

1. The rental fee is \$50 minimum. This includes a three hour rental with an additional fee of \$15 per hour (or any part of an hour) over three hours. The maximum fee charged for a full day or overnight rental is \$100.
2. Rental payments must be made in the school office prior to the reserved date.
3. You may come in early to set up and decorate as long as it does not interfere with school activities. A \$15 per hour fee will be assessed.
4. A rental agreement form must be signed by a society member and that person must be present at the time of the rental.
5. Reservations must be made at least five days in advance and the gym may not be reserved for more than one year in advance.
6. The gym will be made available for rent during selected times only. Due to floor cleaning the gym will not be available for a portion of the summer months. Sunday rentals must coincide with other Sunday activities such as baptism, profession of faith, graduation, etc.
7. Rentals may not begin prior to 5:00 p.m. on any school day.
8. The school has the right to cancel any gym rental that conflicts with a school sponsored activity even if the school activity is scheduled after a gym rental has been made.
9. A \$15 penalty will be assessed if additional clean-up is necessary.

## **Parent's/Guardian's Financial Responsibility Policy**

The primary source of funding for Oskaloosa School for Christian Instruction is tuition payments. The operation of our school is dependent upon the prompt payment of the student(s) tuition to meet our daily, monthly, and annual financial obligations.

Outstanding tuition accounts make it difficult for the school to meet its financial commitments such as monthly salaries, utility bills, and education materials. Therefore, it is understood that your child's (children's) attendance at Oskaloosa Christian School signifies your commitment and your responsibility in meeting the student(s) tuition payments.

The School Board of Oskaloosa Christian School is committed to helping parents provide their children with an affordable Christian education. The Board has established the following policies in an effort to enable it to operate the school responsibly:

1. Registration fee is a non-refundable fee deducted from the tuition obligation prorated based on the date of attendance.
2. At the very least, tuition payments are due the 10th of each month with the first tuition payment due September 10th and the final monthly tuition payment due no later than May 10th.
3. TRIP (Tuition Reduction Incentive Program) funds will be applied to your registration payment.
4. A Tuition Assistance Plan is available to all families with children attending OSCI. Applications must be submitted by June 30 of the current school year for the upcoming school year. Submission and fee is the responsibility of each family. Each qualifying family must meet their portion of the tuition obligation before the Assistance Plan provides the remaining balance.
5. A \$100.00 reduction is applied to the tuition of families who recruit new families as long as the new family completes a Recruitment Form verifying the sponsor.
6. In the event of a financial difficulty when tuition payments may become difficult, it is the *parents'* responsibility and obligation to contact a member of the Finance Committee *within 30 days* in order to develop a repayment program acceptable to the Finance Committee.
7. Accounts with outstanding tuition of 30 days will receive a written reminder from the Finance Committee.
8. Accounts with outstanding tuition of 60 days will receive a written request from the Finance Committee to meet with them to establish a repayment plan.
9. Accounts with outstanding tuition of 90 days and without a repayment plan may receive a letter from the Finance Committee and the Board that they may be requested by that month's end to seek alternative enrollment for their student(s).
10. The "90 day" notification(s) of outstanding obligations will be sent to all members of the family with a financial and/or educational interest in the student(s).

11. Accounts with an outstanding obligation to the school after June 10th must make contact with the Finance Committee if their balance cannot be paid in full prior to registration for the new school year. Special provisions may be made for these families with Board approval. If a plan cannot be agreed upon, enrollment may be denied. Contact must be made no later than July 31st.
12. Payments made after June 15th are subject to an annual 10% surcharge on the total amount due.

### **WILLING WORKERS**

All mothers of our school and others who support Christian education are members of the Willing Workers society.

The Willing Workers society was organized to stimulate interest in Christian education, and to give financial assistance to the school in the form of supplies. The Executive Committee consists of a president, vice-president, recording secretary, corresponding secretary, treasurer, and vice-treasurer. At the end of each school year, election of these officers is held, as well as allocation of funds.

The Willing Workers sponsor various fund raisers throughout the year to generate financial support. As a mother of a student, you will be expected to participate in the fund raisers, so be sure to check the home bulletins to keep informed. We gratefully ask your cooperation when you are called to serve on a committee or assist in some way. We hope that you take these opportunities to create new relationships and strengthen bonds of fellowship with those who share in the common purpose of Christian education.

### **INTERSCHOLASTIC ACADEMIC ACTIVITIES**

The area Christian schools sponsor a variety of activities, including (1) art in grades 5-8; (2) creative writing in grades 5-8; (3) speech in grades 6-8 with four divisions; (4) music in grades 6-8 with several divisions; piano solo, vocal and instrumental solos, vocal and instrumental ensembles, choir, and band. The Fine Arts Festival is held in March or April at one of the area Christian Schools.

All pupils are eligible in the grade levels indicated. However, there are limits on the number of participants that can represent our school in some categories.

Great Prairie AEA also sponsors several "bees", "fairs" (Science & Social Studies) and conferences in which OSCI students participate.

## GENERAL INFORMATION

### 1. Services available to OSCI students through Great Prairie AEA

#### a. Hearing Screening

Trained audiologists come to the school to provide hearing screening; students in grades K-8 can be screened. The parents of students whose hearing does not fall within normal ranges receive notification from the AEA audiologists and are encouraged to make an appointment for their child with a doctor.

#### b. Speech Therapy

A child's parents or teacher may request AEA speech evaluation and therapy through the school resource program. A trained speech therapist will work with the child until the problem is resolved should tests confirm such a need. Therapy is usually provided twice a week.

#### c. Occupational Therapy

A child's parents or teacher may request appropriate evaluation therapy through the school resource program, should they believe the child's motor skills are less developed than chronological ages generally determines appropriate.

#### d. Testing

Other testing services include psychological testing and sociological screening. A child's parents or teacher may request appropriate testing/screening through the school resource program.

#### e. Other Services

A wide variety of instructional media and services designed to compliment the school's educational program are available for teacher and student use.

## **2. Calendar**

### **a. Daily Hours**

Office hours when classes are in session are 8:00 a.m. to 3:30 p.m. Teachers are in the building from 7:45 a.m. to 3:45 p.m. Classroom hours are 8:25 a.m. - 3:18 p.m.

### **b. Marking Periods**

The school term is divided into four nine-week quarters (see calendar).

### **c. Yearly Calendar**

A yearly calendar, which lists vacation days and marking periods, is published each year in May. Reminders of conference days, vacation dates, etc. are printed in appropriate home bulletins throughout the school year. The yearly calendar meets the state requirement regarding days of instruction. The school calendar can also be accessed on our school's website

[www.OskaloosaChristian.net](http://www.OskaloosaChristian.net)

## **3. Curriculum**

### **a. Core Curriculum**

Oskaloosa Christian School offers a quality, God-centered educational program for grades kindergarten through eight. Said educational program has been adopted by the OSCI board of education and exceeds the requirements for accreditation by the Iowa Department of Education. Bible, language arts, science, social studies, math, music, physical education, computer, and art instruction are central to the curriculum. Faculty members are assigned to committees which continue to review and revise individual curriculum areas on a regular basis.

### **b. Library/Media Center**

The library/media center serves both students and teachers. All students visit the library weekly. A curriculum designed to help students make efficient use of the school library, as well as any other library, has been developed and implemented. The library is often a center of activity since students are welcome at any time to do research or check out books. A student may check out two books at a time, unless the teacher approves more for a special reason. Books are checked out for a two week period and may be renewed once for a two week time. If a book is not returned, a \$10 lost book fee will be required. Weekly fines will not be charged.

c. Technology Program

Oskaloosa Christian School has a networked computer system with restricted access to the internet. Through the Internet, students and teachers are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions, associations, and a variety of other sources. Our goal in providing this service is to expand educational opportunities in our school by providing students access to the tools they will be using as adults. All middle school students and their parents will be asked to sign an acceptable computer use agreement at the beginning of the year.

d. Resource Room Program

The Resource Room program offers supplemental or alternative instructional programs for students who have learning difficulties in the regular classroom. In addition, the program serves classroom teachers by sharing effective teaching methods and materials. Students are either taken out of the regular classroom for periods of small group or individual instruction, or a resource teacher helps with individual needs within the classroom setting. The primary areas of instructional focus are reading, math, language, and study skills. The primary goal of the program is to help students develop their academic gifts and talents for service in God's kingdom.

Enrollment in the program begins with teacher or parent referral. Evaluation is based upon regular monitoring of student progress toward individual goals and objectives.

#### **4. Enrollment**

a. Kindergarten Iowa code requires that children be at least five years of age by September 15, of the year he/she is to be enrolled in kindergarten. Kinder Kamp is held in the spring and includes a school readiness screening process. A parent meeting is held to share a variety of information to ensure a positive beginning to every child's formal education.

b. Registration

Parents are required to register their children for the new school year prior to the first day of classes. The board of education determines a registration schedule and makes notice of said schedule through school, church, and community based media. Registration includes the updating of basic student information, purchase of hot lunch meals (optional), and the payment of a registration fee.

## 5. Health and Safety

### a. Accidents

Parents are notified as soon as possible by school personnel any time injury occurs and the need for a doctor's examination is either obvious or in question. (Teachers are encouraged to err on the side of safety.) School personnel will take your child to the local clinic or hospital for examination should the need appear immediate or if in question, and a parent cannot be reached. A designated staff member will continue to try to make contact with you or a relative until successful.

### b. Bicycles, Mopeds, Roller Skates/Blades/Heelys

Students must: 1) park bicycles in the bike racks on the south side of school; 2) park mopeds near the bike racks; 3) obey traffic laws; 4) not play with bikes or mopeds parked at school; and, 5) when leaving school, walk their bicycles or mopeds away from the crowd before mounting. Roller skates, blades, and heelys (shoes with wheels built into the heel) may not be used at any time during the school day.

### c. Civil Defense and Drills

The Oskaloosa Christian School is directly connected to the Mahaska County Civil Defense System. This provides the school with a direct warning system in case of severe storms or other such emergencies. Fire and tornado drills are conducted according to law throughout the school year.

### d. Entry

For the safety of our school we ask that all school visitors use the west office entry to access the school. Our school is equipped with an entry access system. Visitors will be admitted into the building upon identifying themselves. All visitors should sign in and out at the school office.

### e. Hot Lunch

Oskaloosa Christian provides a daily hot lunch service for students. Parents are encouraged to take advantage of this opportunity and sign up their children. The cost per meal is reasonable and the meals are well-balanced. Free and reduced price meals are available for qualifying families, and forms are available in the office or the kitchen. Please take time to investigate these options. Free and reduced applications are dealt with in the strictest of confidence.

The teachers will encourage students to eat all of any given meal. The meals are very wholesome and portions suited to the individual grade will be given. If home lunches suit your family better please choose nutritious food and beverage (avoid soft drinks for lunch or snack).

f. Illness

Parents will be called to get their child from school should he/she become ill. All parents are requested to complete an emergency information form at the beginning of the school year. This completed form provides the school with important information, including your family physician and who to call if you can not be reached in case of emergency. Every attempt will be made to notify and ask parents as soon as possible to be the primary care giver in serious situations.

If a student's condition is injurious to health of other student's (i.e. pink eye, fevers, lice, etc.) he/she should not come to school and if such a condition is determined while at school the student will be sent home. For the health and consideration of others, students must be fever free for 24 hours (without the aid of a fever reducer) before returning to school. For pink eye students may return to school 24 hours after the start of antibiotics. Students with head lice may return to school after treatment has been started. To help prevent the spread of pink eye and head lice we ask that you notify the school immediately.

g. Student Medications

Medication shall not be dispensed by school personnel unless written authorization and instructions are provided by the student's parents. All such medications should include the original packaging and are to be kept in the office. The board assumes no responsibility for medical treatment of students.

h. Vision Screening

Local optometrists volunteer their time each fall to screen each child's vision in grades K, 1, 3, 5, and 7. A letter is sent home to parents if the optometrist believes further examination is needed.

**6. Office**

a. Lost and Found

Articles of clothing, footwear, jewelry, etc. that are found on school property are kept in a box in the office. Parents are welcome to search this collection at any time. The school assumes no responsibility for lost items. In an effort to teach responsibility middle school students who leave items in the hallway or locker room will be charged twenty-five cents for each item they retrieve from lost and found.

b. Telephone

The telephones are intended for school business and emergency use. Students who need to use the phone must have permission to do so from a teacher. Kindergarten through 4<sup>th</sup> grade students should use the office phone and 5<sup>th</sup> through 8<sup>th</sup> grade students can use the phone in the hallway.

Use of the school telephone for anything other than school or personal business that cannot be done at any other time is not allowed. Likewise, parents are reminded that calling school to talk with their child or leave a message for arrangements that could easily be made outside of the school day is a gross misuse of time and resources - both the child's and office personnel's.

Calls for teachers should be made before or after school hours. A voice messaging system for each teacher will be utilized during school hours. Please understand that a teacher's daily schedule may limit the time available to return phone calls. Every effort will be made to contact you within 24 hours of your call. Only urgent messages will be given to students. Long distance calls to parents are to be avoided if at all possible.

## 7. Procedures and Miscellaneous Items

### a. Arrival and Dismissal Procedures

School normally begins at 8:25 a.m. **Unless their bus brings them earlier, students should not arrive before 8:15 a.m.** The first bell rings at 8:20 a.m. and students are expected to be in their seats and ready to begin at 8:25 a.m. Tardy bells ring five minutes after the bell that signals the end of recess/noon hour.

The Christian School Transportation Bus picks up Pella Christian students at the South Door of our school at approximately 7:45 a.m. each day and departs for Pella sometime before 7:55. **Upon arrival the bus's stop arm will be engaged and lights will flash indicating that cars dropping off students may not, under ANY circumstances, pass the bus on the right or left side until the bus departs.** Students being dropped off by parents at this early hour can drive around the south side of the parking lot avoiding the lane of traffic that the school bus is in. Any vehicle in violation of this request will be reported to the proper authorities and upon investigation may be written a moving citation by the Oskaloosa Police Department.

Dismissal for students who ride the Oskaloosa Community School's buses is 3:12. The non-bused students are dismissed at 3:18 p.m., a bell signals each dismissal. All students are expected to be on their way home by 3:25 p.m. with the exception of those who have siblings riding the Pella Christian High School Bus or any who have received permission to stay.

During the school day and after school, students are not allowed to leave the school grounds unless they are on their way home. Students waiting for their bus or other ride must remain in school or on the playground.

#### b. Attendance/Absences

Students need to be in attendance, for their own benefit, every day that class is in session. Parents are encouraged to help their children develop good habits of promptness and attendance.

Parents are always requested, for the sake of their child's well-being, to call the school office (672-2174) the morning of their child's absence, explaining the reason for the absence. This call should be made prior to 8:20 a.m. Doctor or dentist appointments should be avoided during school hours. All students must sign out in the office before leaving school for any reason, and must also sign in if arriving late during regular school hours. We ask that all K-4 students be picked up in the classroom.

Please inform the office or the child's teacher by telephone rather than by written note, if a student must be absent for reasons other than medical. Work missed due to an absence is to be the student's responsibility.

We appreciate the benefits of travel and family participation in vacations. However, we strongly urge you to plan this either in the summer months or during one of the scheduled vacations.

The following rules also apply in regards to attendance.

1. OSCI does not give perfect attendance awards.
2. Attendance is based upon half days.
3. Anything between 8:25 and 9:00 is considered tardy.
4. Anything after 9:00 is a ½ day absent.
5. Leaving before 2:30 is a ½ day absent.
6. If a student leaves for longer than an hour and a half during the school day for an appointment they are considered a ½ day absent.
7. Students must sign in/out at the office window when returning and/or leaving school for any reason.

#### c. Birthday Treats

As a school we very much encourage the new tradition of donating a book that is approved, to the school library on someone's birthday. This, as well as any treat, is optional. If you do bring treats we encourage you to keep these as low cost as possible.

#### d. Regularly Scheduled Appointments, Lessons, etc.

The board believes that it is important for children to be in school at all times. Standing appointments, private lessons of any type, and the like are to be scheduled outside of the school day.

#### e. Dress Regulations

The purpose of the dress code at OSCI is to clarify standards of appearance that reflect human dignity as God's image-bearers on this earth. With clear standards of dress, students will be free from distractions that extreme forms of dress and fashion competition can create. OSCI will allow freedom in dress within reasonable parameters. Enforcement of the dress code will remain within the spirit of creating a proper atmosphere in which to learn and develop Christian character.

1. School clothing will:
  - Be neat, clean, modest, and in good repair.
    - Includes skirts and/or shorts that are modest (between fingertip and mid-thigh length or longer)
  - Be properly buttoned and able to tuck in.
  - Be worn with a belt if necessary.
  - Also, includes shoes and/or sandals to be worn at all times.
  
2. Inappropriate clothing is identified as:
  - Indecent, provocative, too low, too short, too tight, revealed undergarments.
  - Skin showing while standing or sitting (either bare back or bare midriff)
  - Spaghetti straps or tank tops (not including sleeveless shirts)
  - Calling attention to oneself (ie: piercing, hair color, style, anything in excess, etc.)
  - Cut off shorts or sweats, spandex, and/or bandanas, hats and caps.
  - Clothing with logos or labels that promote alcohol, drugs, tobacco, secular rock groups, or suggestive of a non-Christian attitude or behavior.
  
3. Since opinions of appropriate attire differ, the administration reserves the right to serve as the final authority on student appearance during the school operations.

f. Emergency & Weather Related Dismissals

Because many OSCI students are transported to and from school by the public school, the cancellation of classes is coordinated with the public school as often as possible. **We may have early dismissals due to heat that will not affect the public school.** It is the responsibility of parents to learn of early dismissals through the following forms of media. Students will not be allowed to call their parents from school to inform you. We will be dismissing at 1:30 for heat related early dismissals. The public school bus will not be available for heat related early dismissals. We will do everything we can to get dismissal information out to television and radio stations as soon as possible. Announcements regarding early dismissals, cancellations, and/or postponements will be made on KBOE (104.9 FM and 740 AM), KCWN (99.9 FM), WHO (1040 AM radio and channel 13 TV), KCCI TV (Channel 8) and their website [www.kcci.com](http://www.kcci.com) as soon as the decision to do so is made. Please keep your radio tuned to these stations during extreme weather conditions.

If you would like to be contacted of early dismissals by e-mail just send an e-mail to Patti in the office at [westrap@oskaloosachristian.net](mailto:westrap@oskaloosachristian.net) and type in early dismissal as the subject.

It is the parent's responsibility to see to it that students are dressed appropriately for the weather conditions (coats must be worn when it is below 60 degrees). Inasmuch as weather permits, students will be outside. In the event of inclement weather, students will be allowed in the gym. The wind chill factor, as well as temperature will be considered on severely cold days. Please remember to dress children appropriately for cold weather - hats, gloves, & boots.

g. Gum chewing is not allowed on school property.

h. Photos - Individual and class pictures are taken in mid to late September each school year.

i. Property Damage

Students (Parents) are responsible for paying either the cost of replacing or repairing property destroyed or damaged by their children through any manner other than appropriate use. It is expected that each student will show proper care and respect for theirs' and the school's property.

## 8. Parent/Teacher/Pupil Relations

### a. Discipline

Discipline is the Biblical guidance of the conduct of students at OSCI. Since we feel it is crucial that our students reflect the image of Christ, it is necessary from time to time to use Christian discipline to redirect behavior. Discipline needs to be fair, consistent, and understood by those who are being disciplined.

*The focus of Biblical discipline is on the future; it reflects love, grace, and “produces a harvest of righteousness and peace for those who have been trained by it.” (Hebrews 12:11b)*

Oskaloosa Christian School has an extensive Love and Logic resource library available to our parents for checkout. All teaching staff have undergone training and use principals of the Love and Logic program in their classroom. Parents are encouraged to learn more about the Love and Logic program. A list of resources is available on our schools website and instructions for self checkout can be found in the school's library.

### ➤ **The Purpose:**

*“For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.” (Ephesians 2:10)*

We believe that seeing each other as image bearers of God unites us. We have been created to reflect Christ in our lives – called to work and be what Christ is. The “Principals of Community @ Oskaloosa Christian School” is a list of God's attributes that He only possesses and some we feel that members of our Christian school community should reflect. A copy of this document is available upon request in the school office.

### **Code of Conduct**

1. Rules, expectations, and guiding principles will be clearly communicated and modeled by the members of the Christian school community.
2. Consequences will be applied clearly, fairly, consistently, and without malice.
3. Guiding principles for student behavior choices:
  - You will be treated with respect and you will treat others with respect.
  - Feel free to do anything that doesn't dishonor God or cause a problem for anyone else.
  - If you cause a problem, you will be asked to solve it.
  - If you cannot solve the problem, or choose not to, an authority figure will do something.
  - What the authority figure will do will depend on the individual person, and the unique situation.

- If, at any time, you feel something is unfair, whisper to the authority figure, “I’m not sure that’s fair”, and this situation will be discussed further.

*Adapted from “Teaching with Love and Logic” (Jim Fay/David Funk)*

- **Verbal and Physical Abuse** – Our goal is to teach students that they will respect their fellow students and teachers as placed in their lives by God. Verbal and Physical abuse is defined as taunting, belittling, threatening, fighting, bullying, etc. We will not tolerate harassment and other unacceptable behavior.
  1. A 1<sup>st</sup> offense could result in a **minimum** consequence of one or more of the following:
    - Apology – Name I’m sorry for State Offense. I was wrong, will you forgive me?”
    - A one day in or out of school suspension (left to the discretion of the principal)
    - Student will fill out a “Plan of Action” that will be signed by parents.
  2. A 2<sup>nd</sup> offense could result in a **minimum** consequence of one or more of the following:
    - Apology – Name I’m sorry for State Offense. I was wrong, will you forgive me?”
    - Two day in or out of school suspension (left to the discretion of the principal).
    - Student “Plan of Action” filled out.
    - Staffing with principal, teacher, parents, and possibly the student. This will result in a development of behavior plan.
      - prior to the meeting participants will be given the opportunity to complete a Student Assistance Team Plan sheet.
  3. A 3<sup>rd</sup> offense could result in a **minimum** consequence of one or more of the following:
    - Apology – “Name I’m sorry for State Offense. I was wrong, will you forgive me?”
    - Parents and Child meet with the Education Committee to determine whether the student will be allowed to continue enrollment at OSCI.
      - Students response to written “Plans of Action” and information from the staffing, along with information from offenses will be shared.
  4. Re-entry Plans will be developed for students who are re-admitted following an expulsion.
    - This plan will be developed with input from at minimum: the Education committee, principal, parents, and teachers.

- **Anti-Harassment/Anti-Bullying Policy**
  - School employees, volunteers and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior nor will they engage in reprisal, retaliation, or false accusations against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying. School employees will act in a timely manner to prevent, report, and facilitate investigation of suspected harassment and bullying. A more detailed summary of this policy is available to the society upon request in the school office.
- **Procedure for Behavior Detention**
  1. A student is informed by the teacher/principal that he/she received a detention. The teacher giving the detention brings the completed detention form to the principal as soon as possible.
  2. Detention slip is sent home with the child and returned signed by the parents the following day or student receives a checkmark.
  3. Detention will be served on Wednesday or Friday mornings from 7:35-8:15. The detention will take precedent over all school-related activities.
  4. The student is responsible for reporting to the principal on the day the detention is served. If the student is late a second detention may be issued. The detention period is over when the teacher dismisses the student.
  5. Parents/guardians are responsible for making the necessary arrangements for transportation.
  6. Sequence for Behavioral Detentions:
    - a. First Detention: Student completes a "Plan of Action" which is sent home and returned when the student serves the detention.
    - b. Second Detention: Student completes a "Plan of Action" which is sent home and returned when the student serves the detention. The teacher contacts the parent/guardian, and the student serves a detention.
    - c. Third Detention: Student completes a "Plan of Action" which is sent home and returned when the student serves the detention. The student and parents/guardian will meet with the principal and classroom teacher, and the student will serve two detention periods.
    - d. Fourth Detention: The matter is referred to the Education Committee. The parents are invited to this meeting. The student may serve an in-school suspension, an out of school suspension, may miss school sponsored activities, or face expulsion.
    - e. Repeated Detentions: The Education Committee will make the decision of whether or not the student will continue education at Oskaloosa Christian. The parents will be invited to this meeting.
  7. Students will begin each quarter with zero detentions.

### **Procedure for In-School Suspension**

1. Report to the office as soon as he/she arrives at school.
2. Take all necessary books/materials for the day to the office while accompanied by a faculty member.
3. Complete the planner accurately throughout the day.
4. Complete all assignments given that day as well as any additional projects and turn them in at the end of the day.
5. Take breaks only as directed by the faculty member.
6. Be awake and not sleep or put head down on the desk.
7. Demonstrate a cooperative attitude.
8. Be quiet and not communicate with any students during the suspension time.
9. Complete the "Plan of Action."

The student must satisfactorily complete all nine items above in order to return to the classroom after the suspension period is over.

#### **b. Homework**

Homework is usually not required in the primary grades. Remedial help from a child's parents, however, may be requested. Teachers might also request parental help on occasion with a special project or school activity.

Assignments will need to be completed outside of the school day as academic responsibilities increase in the intermediate grades. As noted above, teachers may at times request students to do assignment related projects which may require parental help.

Homework becomes a regular student responsibility as children reach the sixth grade. Teachers do strive, however, to give major assignments in advance of their due dates and to schedule tests so as not to have too many fall on the same day. The school provides daily assignment books to students in grades five, six, seven, and eight; parents should ask to see them on a daily basis. Look for and review the marked papers your daughter/son should be taking home. If you have reason to believe your child is not doing this, please contact his/her teacher. Take time to check over your child's work and discuss the work; while so doing, give encouragement to your child. Children need and appreciate parental interest.

Homework should be expected in the upper grades. Parents should provide adequate space and time for students to do daily homework. Help your child understand his/her responsibility for completing assignments well and on time.

### Middle School Homework:

1. If a student does not have an assignment complete when the teacher asks for them to be handed in they will miss IM that day to participate in “workroom”. A note will be sent home to parents informing them of the missing assignment. Note must be signed and returned with the completed assignment by the following day.
  - If the note is not returned signed the student will get a behavioral checkmark.
  - If the assignment is not returned completed a second “workroom” will be assigned and a phone call placed to the parents by teacher missing the assignment.
  - If the assignment remains incomplete after the phone call and the second “workroom” the student will remain after school until 4:00 each day until the assignment has been completed to the satisfaction of the teacher.
2. One Sportsmanship point per person missing because of “workroom” will be deducted from teams total for that day (maximum of two).
3. Five “workrooms” will result in a behavioral detention.

### c. Home Bulletins

School home bulletins are published on Friday of each week to keep you informed about the school schedule and activities. They are sent home with the oldest child in each family; be sure to ask your child for them. The home bulletin is also available in PDF format on the school’s website

[www.OskaloosaChristian.net](http://www.OskaloosaChristian.net).

### d. Newsletters

Many teachers, particularly those in the lower grades, issue their own classroom newsletters to help keep you informed of more specific classroom details.

### e. Parent Classroom Visits

You are welcome and encouraged to visit your child’s classroom. Please make prior arrangements with the teacher to avoid conflicts. You’re welcome also to have noon lunch with your child. Please inform the kitchen workers by 10:00 of the day you visit so that plans can be made.

### f. Physical Education Classes

All classes are scheduled for physical education. Tennis shoes are required for gym use. Please note the days for P.E., and have your child dressed appropriately. Students in the middle school will be required to change for P.E.

### g. Parent/Student/Teacher Conferences

Conferences will be scheduled in the fall and spring of the year. These are helpful and all parents should make every effort to attend. Fall conferences are scheduled for everyone, but spring conferences are by request of parent or teacher. Parents and teacher should feel free to contact each other anytime a meeting could be beneficial for parent, teacher, or student.

#### h. Room Parents

Room Parents are not appointed. A signup sheet for volunteers is posted at registration time. A guideline sheet is available for all parents interested in volunteering for this position.

#### i. Volunteers

Many volunteers help classroom teachers with school activities in a variety of ways. Volunteers assist with building repair and maintenance. Volunteers also work at fundraisers for the school. The school community is informed of the various needs throughout the year.

### 9. Student Activities

#### a. Field Trips

Teachers are encouraged to arrange field trips which compliment the curriculum.

#### b. Parties

“Parties” for a student or teacher who is leaving OSCI, Christmas, etc. are scheduled during school hours and must be approved by the principal.

#### c. Intramurals

Organized intramural sports activities are provided for students in the sixth, seventh, and eighth grades on a regular basis. Sportsmanship, participation, and team strategy is emphasized in this program.

### 10. Student Records

#### a. Cumulative Files

A file is kept for each child while in attendance and is sent to the next school when the family moves or the child graduates. This file includes the academic record, the ITBS and any other test records. This record is always available to parents upon request.

#### b. Grading Scale

The grading code in grades one and two consists of five categories: E (Excellent); S+ (Good); S (Satisfactory); S- (Needs Help); and, U (Unsatisfactory).

In grades 3-8 traditional letter grades (A-F) are used:

A - Excellent	100-95%
B - Good	94-86%
C - Average	85-77%
D - Unsatisfactory	76-68%
F - Not Passing	67% or below

#### c. Permanent Records

State law requires that the school maintain a permanent file for each student in addition to the cumulative file. The permanent file must contain final grades, a copy of standardized test scores, and attendance information.

d. Promotion/Retention

Students are automatically promoted to the next grade unless doubts arise regarding a child's readiness for the next grade. Parents will be informed of these questions as early as possible. Students will not be retained unless there is reasonable evidence that doing so will benefit the child.

e. Report Cards

Report cards are issued on a quarterly (nine week) basis. They are to be signed by the parents and returned to the school shortly thereafter. Report cards are handed out following the end of each grading period. Please avoid comparisons between brothers and sisters, friends, and such like. The importance lies in that each student use the abilities God has given him/her, not how well he/she compares to someone else.

f. Standardized Tests

Students in grades 3-8 are given a standardized achievement test, Iowa Test of Basic Skills, early during the second semester. Test results are used to determine resource room eligibility, evaluate the school's instructional program, and provide teacher and parents an individualized profile of strengths and weaknesses.

## 11. Transportation

OSCI uses the local public school's bus transportation for students who reside in the Oskaloosa School district and are at least two miles from Oskaloosa Christian School. Shuttle buses transport our students to and from our school to the public junior high for further transportation home. Students who do not usually ride the bus and desire to do so should contact the bus barn (673-7294). The public school arranges all bus routes and sets the rules of conduct on the bus. Emergency evacuation drills are conducted by the bus barn for all students twice a year.

Parents are urged to fully support the bus driver in all matters of behavior and discipline. Our image as a Christian School comes in closest contact with the community as our students share these daily bus rides. Our light in the community is greatly dimmed when poor and uncooperative behavior occurs by our students as they are being transported to and from school.

Parents, please send a signed note to school to inform your child's teacher of any changes in after school transportation. Any phone messages received during the day concerning changes in the student's schedule must be called in by the parents only.

Families who live outside the Oskaloosa School District will most likely qualify for transportation reimbursement from their residing school district. Parents may apply by submitting a Reimbursement Request Form to their resident district's superintendent's office by December 1 and May 1. Forms are available from our school office.

For Students moving on to Pella Christian High School a school bus owned and operated by the Oskaloosa Transportation Society pick up students @ our south entrance at 7:50 a.m. each day and returns at 4:00 p.m. every day. After school care is provided to siblings until the bus arrives in the evening.

Our School has a bus that is used to transport students to and from school sponsored events. While on the bus the following student bus conduct rules apply.

### Student Bus Conduct

1. Students are under the authority of the bus driver.
2. When loading and unloading the bus students are to enter and leave the bus in an orderly manner.
3. When entering the bus students are to go directly to their seat.
4. Remain seated while the bus is in motion.
5. Be courteous to the driver, to fellow pupils and to passersby.
6. Refrain from talking to the bus driver while the bus is in motion.
7. Hands, arms, and head are to be kept inside the bus.
8. Converse in normal tones. Loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must cease until the bus has crossed the tracks.
9. Playing cards is not allowed while riding the bus.
10. Keep the bus clean. Respect the bus property and refrain from damaging it.
11. Keep feet off the seats at all times.
12. Refrain from throwing objects inside the bus or out the windows.
13. Sharp objects must be kept off the upholstery.
14. Keep books and other property stored out of the way. Keep aisle clear at all times.
15. Water on the bus is allowed, no soda, sports drink, or sugar based drinks may be consumed on the bus.
16. Gum chewing or eating on the bus is not allowed.
17. Students are not allowed on the bus with radios, knives, lighters, matches, or anything that might be considered a weapon or dangerous. MP3 Players and portable video devices muted or used with headphones are permissible if used properly.

Bus Discipline Reports - If a concern should arise for improper behavior the following guidelines apply.

1. The first time a report is received of a student's improper behavior on the bus the parents will be notified and the principal will have a conference with the student.
2. The second time a report is received the parents will be contacted by the principal to discuss the problem.
3. After the third time the student will not be allowed to use the bus for the next class activity/outing/event and must be transported to the activity/outing/event by their parent.

4. After a fourth report the matter will be turned over to the Education Committee to determine necessary disciplinary action.
5. The accumulation of discipline reports will renew each year.

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