

**PARENT HANDBOOK**  
**Orange City Christian School**

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## **INTRODUCTION**

The purpose of this Parent Handbook is to compile under one cover the major policies and rules that are used in Orange City Christian School.

We hope that it will help three groups of people:

- (1) those parents whose children are entering as Kindergartners,
- (2) those who transfer their children to our school, and
- (3) those who currently have children enrolled, for use as a ready reference when questions arise.

Under ideal conditions, rules, policy and guidelines would be unnecessary. We all know about sin and its effects upon the human condition. Therefore, rules, policies and guidelines are set up as directions for right behavior. In a Christian environment, the Law is a comfort; it is a positive good. Our hope is that this handbook will mirror, however weakly, the righteousness and justice of God's Love.

Please keep this Handbook in a convenient location!

## **I. MISSION STATEMENT FOR ORANGE CITY SOCIETY FOR CHRISTIAN INSTRUCTION**

Orange City Christian School is a biblically-based community that partners with parents, educating hearts and minds to serve in Christ's kingdom.

## II. STUDENT LEARNING GOALS

To accomplish the intent of the mission statement, Orange City Christian School is committed to helping students develop...

### KNOWLEDGE:

Students equipped to be

\*Perceptive learners who use God's Word to know and understand:

- the history of God's people
- the realities of the natural world
- the expressions of human culture
- the historical context as God's plan
- the world (how it works and how God wants it to work).

\*Life-long learners who use their learning skills to the best of their ability for a lifetime of growing in knowledge, understanding and service.

\*Worshipful learners who develop a sense of wonder as they come to understand God's power and majesty throughout creation.

\*Discerning learners who use God's Word:

- to identify the world's idols and social problems
- to critique the world's culture, its values, structures and institutions of influence
- to make Christian choices in interacting with a secular world
- to give leadership in building a God-centered culture and in serving the needs of a fallen world

### GODLY CHARACTER:

Students equipped to be:

\*Committed to Christ and to faithfully following him no matter what the cost.

\*Community contributors who:

- assume responsibility for their actions
- demonstrate respect for community, school, self, authority, and others
- respect for God given diversity
- actively participate in church and civic responsibilities.

\*Image Bearers of Christ who are:

- **Trustworthy**--truthful, honest, loyal, just, fair and impartial
- **Imitators of Christ**--showing kindness, sharing, caring, service and love
- **Grateful**--thankful to God and showing gratefulness in word and actions
- **Encouragers**--building others up with kind words and actions
- **Respectful**--acceptance for authority and respect for God and creation
- **Self-controlled**--having emotions, actions and words under control.

### SERVICE:

Students equipped to be:

\*Servants with skills in...

- |               |                                    |
|---------------|------------------------------------|
| reading       | sciences (general and social)      |
| writing       | finding and processing information |
| mathematics   | group interaction                  |
| communication | independent learning               |
| technology    | problem solving                    |

\*Conservers who are stewards and caretakers of creation.

\*Reformers who seek to overcome injustice, unrighteousness and strife in our world to reflect the coming of Christ's kingdom of love, restoration and shalom.

### III. GENERAL EDUCATIONAL GOALS FOR ORANGE CITY SOCIETY FOR CHRISTIAN INSTRUCTION

Fulfilling the mission of Orange City Christian School is an all encompassing goal involving every aspect of school life and the entire school community. The board, as representatives of the school society, formulates and adopts policies that are reflective of the foundation and mission of the school. They also hire staff members who are equipped and called to make the school's mission a living reality in the lives of the students. The most important avenue for accomplishing this mission is through the development and implementation of our curriculum.

General educational goals are adopted in order to provide the framework by which all curricular activities are measured. Each discipline, unit, and lesson, as part of the curriculum, is developed and organized so that children may come to know God more deeply and live for him more faithfully. Therefore, as our children are nurtured through our dynamic plan for teaching and learning, we affirm the following general educational goals that have direct application for each lesson taught.

1. To teach children through modeling and direct instruction to view all of life through the "glasses" of God's Word, the Bible.
2. To provide instruction in essential skills in order to enable students to fulfill their common calling as they serve in the body of Christ.
3. To prepare students to uphold and strengthen the community of believers and to answer Christ's call to permeate all of society by working for Biblical alternatives in every part of life.
4. To teach students in a loving and joyful setting the fundamental processes of learning and the active pursuit of intellectual, spiritual, and personal development throughout their lives.
5. To uncover and develop the unique talents and abilities of children so that they can use those skills for service in all of God's creation.
6. To encourage students in partnership with the home and church to commit themselves to Jesus Christ and to a Christian way of life, and to be willing to follow God's Word and the Holy Spirit's leading so that they are committed to making a difference for Christ in the world.
7. To develop and increase in students the knowledge, understanding, and creativity that will promote a sense of wonder and awe at the beauty, variety, interrelatedness, and completeness of God's creation, even in its fallen state.
8. To enable students to discern the past, present, and future in the light of Christ's fulfillment of His Kingdom.
9. To promote a Biblical view of stewardship of time, money, and resources.
10. To develop in students an appreciation for the unity and diversity of cultures and individuals in the light of God's Word.
11. To promote an atmosphere of community in school life.
12. To develop in students a godly character reflecting the image of Christ in their thoughts, words, and deeds.

**IV. THIS WE BELIEVE  
THE FOUNDATION STATEMENT FOR  
ORANGE CITY SOCIETY FOR CHRISTIAN INSTRUCTION**

Orange City Christian School was established by Christian believers who subscribe to the teachings of the Bible as expressed in the statements of belief adopted by the Reformed family of churches--specifically the Belgic confession, the Heidelberg Catechism, and the Canons of Dordt. We believe the following Biblical teachings have direct application for the way in which schools are organized and children are educated.

**Parents.** We believe that parents have the primary responsibility to educate their children. Parents carry out part of that duty by establishing Christian schools and hiring Christian teachers who have been trained to set goals and establish curricula that will best prepare pupils to live the Christian life. Because parents and their children are part of a broader Christian community, the entire Christian community helps the parents in this task by supporting the school with their generous gifts of time, money, and prayer.

*These commandments that I give you today are to be upon your hearts.*

*Impress them on your children. Deuteronomy 6:6-7a*

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

*So in Christ we who are many form one body, and each member belongs to all the others. Romans 12:5*

**Children.** We believe that because each child was made in the image of God, a child's complete education requires a school which nurtures that child in understanding his or her own privilege and responsibility as a disciple of Jesus Christ.

*So God created man in his own image, in the image of God he created him; male and female he created them. Genesis 1:27*

*Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God---this is your spiritual act of worship. Romans 12:1*

*Therefore go and make disciples . . . and teaching them to obey everything I have commanded you. Matthew 28: 19-20a*

**Sin.** We believe that sin distorts all knowledge and understanding of God, self, our fellow human beings, and creation itself. An effective education acknowledges our sinful disobedience, reveals the effects of that sin, and seeks to re-direct thoughts and lives in obedience and service to God.

*For although they knew God, they neither glorified him as God nor gave thanks to him, but there thinking became futile and their foolish hearts were darkened. Romans 1:21*

*They are darkened in their understanding and separated from the life of God because of the ignorance that is in them due to the hardening of their hearts. Ephesians 4:18*

*Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Romans 12:2a*

**God.** We believe that because God created all things and sent his Son to redeem all things, we cannot properly study this world without acknowledging Jesus Christ as the Lord of all creation and his Holy Spirit as the source of all wisdom.

*In the beginning God created the heavens and the earth.* Genesis 1:1

*For God so loved the world that he gave his one and only Son.* John 3:16a

*He is before all things, and in him all things hold together.*

Colossians 1:17

*We have not received the spirit of the world but the Spirit who is from God, that we may understand what God has freely given us.*

I Corinthians 2:12

**Revelation.** We believe that only God's perfect Word, the Bible, provides a reliable point of view from which we can learn to see God and His world clearly, to understand our place in His world properly, and to begin to follow His guidance faithfully in every part of our lives.

*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

*The fear of the Lord is the beginning of wisdom, all who follow his precepts have good understanding. To him belongs eternal praise.*

Psalms 111:10

*But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere.*

James 3:17

**Covenant.** We believe that children of Christian parents are included in God's covenant with his people. Therefore, these children of God deserve an educational environment which treats them with the love, care, and respect due members of God's family.

*I will establish my covenant as an everlasting covenant between me and you and your descendants after you for the generations to come, to be your God and the God of your descendants after you.* Genesis 17:7

*The promise is for you and your children and for all who are far off--for all whom the Lord our God will call.* Acts 2:39

*And he took the children in his arms, put his hands on them and blessed them.* Mark 10:16

**Kingdom.** We believe that Jesus Christ has been raised from the dead and placed at God's right hand as Lord of lords and King of kings.

Therefore, all education must be dedicated to Jesus Christ as Lord and committed to training children as citizens of his everlasting kingdom.

*They will make war against the Lamb, but the Lamb will overcome them because he is Lord of lords and King of kings. Revelation 17:14*

*But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light. I Peter 2:9*

*Then the end will come, when he hands over the kingdom to God the Father.*

*. . . For he must reign until he has put all his enemies under his feet. I Corinthians 15:24-25*

Because of these beliefs, we seek to transform all activities and studies into an expression of biblical wisdom. True wisdom comes only through Christ, God's Son. Christians see and acknowledge the comprehensive principle for life given in Colossians 2:3 where it is said about our Lord, "In Him are all the treasures of wisdom and knowledge hidden." Therefore, the Living Word is the integrating factor for all of our lives and as we train children to walk as disciples of Jesus Christ.



## **V. BOARD OF TRUSTEES POLICIES**

### **1. Admissions Policy**

#### **Preamble**

Article III of the Articles of Incorporation of O.C.C.S. states that "the purpose of this corporation is the establishment and maintenance of an institution for Christian elementary instruction to provide Christian instruction for our children, so that they may occupy their places worthily in society, church, and state, and which has as its basis the infallible Word of God as interpreted by the doctrinal standards of the Reformed Churches."

#### **Mission, Foundation and Educational Goals**

This Article has been expanded in four additional statements: "A Mission Statement," "This We Believe," "General Educational Goals" and "Student Learning Goals." These documents are attached and those interested in enrolling children in OCCS should read and know the contents of those statements.

#### **Eligibility**

In light of the foregoing and attached statements we further declare the following regarding eligibility for enrollment in Orange City Christian School:

1. That this school exists to educate primarily the children of Christian parents.
2. That children of parents of Reformed persuasion are admitted to this school which is controlled by a Reformed constituency.
3. That admission is not limited to the above, however. Christian parents who agree with, or are willing to have their children taught according to our Foundation, Mission and Goals, are invited to enroll their children in this school.
4. That no child shall be denied admission on grounds of race, color, or national origin.
5. In accordance with the state laws of Iowa, the child must be five years of age before September 15 of the year he/she is enrolled in kindergarten.

## **Procedures and Conditions**

The following conditions and procedures will be used for admission into Orange City Christian School.

1. The Board of Trustees, through a properly designated committee or its administrator reserves the right to interview all prospective parents prior to enrollment.
2. If parents are not known to school officials, a written recommendation from their pastor or from a constituent member of our school may be required.
3. The board shall require of all parents a signed Statement that they have read and agree with the stated foundation, mission and goals of this school. That they desire for their children the Christian atmosphere and academic program and will be supportive of this atmosphere and program.
4. The board shall require of parents, whose Christian perspective varies from that of this school, a signed Statement to permit their child(ren) to be taught in keeping with the foundation, mission and goals of this school.
5. Students must be of suitable age and academic maturity for the grade assigned. Grade placement is determined by the education committee and/or administrator, and faculty.
6. The Board shall retain its authority to expel any students whose continued presence seriously impairs the development of Christian education.

## **Interviews**

1. The interview committee, whenever possible, should consist of three persons, including Board members and administrator. (The administrator may conduct the interview if time limits demand such.)
2. Normally both parents should be present at the interview.
3. In the interview, parents shall be fully apprised of the foundation, mission, goals and program of this school.
4. Parents will be asked concerning their Christian commitment and their dedication to maintaining a Christian home and involvement in a Christian church.
5. The motive for application shall be discussed, as to whether the desire for enrollment is in keeping with the school's foundation and program.
6. A definite understanding of financial obligations shall be reached.

**Parental Statement of  
Agreement with the Basis and Purpose of  
ORANGE CITY CHRISTIAN SCHOOL**

1. We, the undersigned have read and are fully in agreement with the Foundation, Mission and Goals of Orange City Christian School.
2. As Christians, we declare that we will do all within our power to support the school's program of Christian education through our prayers, our work, and our consistent financial support, both in tuition payments and in additional gifts as the Lord prospers us.
3. We are members in good standing in the following church:

---

(name of church)

---

(city)

---

(pastor)

---

(signed)

---

(signed)

---

(date)

**Parental Statement of  
Permission for Instruction at  
ORANGE CITY CHRISTIAN SCHOOL**

1. We, the undersigned have read the Foundation Statement, Mission and Goals of Orange City Christian School.
2. As Christians, we cannot fully agree with these statements. However, desiring to have our children receive a Christian education, we declare that we will not object to or interfere with the instructional program of our children. We further declare that we are willing to support the school with our prayers and consistent financial aid both in tuition payments and additional gifts as the Lord prospers us.
3. We are members in good and active standing in the following church:

---

(name of church)

---

(city)

---

(pastor)

---

(signed)

---

(signed)

---

(date)

### **3. Classroom Treasuries and Activities**

The board recognizes that each teacher needs to be given the latitude of directing and supervising the classroom. It is in the interest of maintaining continuity and direction that the board establishes a few parameters concerning classroom activities.

In determining the need for a class party, the timing and appropriateness of an occasion shall be at teacher discretion. However, the teacher should be conscious of the cost factors and the burden this can place on parents. Classroom treasuries have been established to assist in this matter. Additional collections are not permitted. The administrator is responsible for overseeing the distribution of treasury funds and approving expenditures.

The purchase of a class gift at Christmas for the teacher shall be funded through the classroom treasuries. The private exchange of gifts between students and teachers or between students and students shall be a private arrangement but not allowed on the school grounds; this includes individual and class gift exchanges at Christmas. An exception might be for a student who is leaving the school or a birthday treat where the entire class is included.

### **4. Noncustodial Parents Policy**

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a noncustodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. A noncustodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the noncustodial parent by a court order or comparable legal document.

These guidelines will be applied so to as further the mission of the school and the best interests of its students.

**THANK YOU FOR YOUR COOPERATION!**

## **5. Use of Playground Policy**

- a. Basically there are no restrictions on the use of the playground for the purpose for which it was intended.
- b. Constituent families and children are free to use the playground at any time outside of regular school hours.
- c. Community churches and organizations are welcome to use these facilities, as well as the City recreation program, free of charge.
- d. We seek cooperation in the following:
  - 1) if food is consumed, please clean up the wrappers
  - 2) snowmobiling, motorbikes, and motorcycles are prohibited on the playground
  - 3) treat the equipment and plantings as if they were your own
  - 4) no golfing allowed on the playground.

## **6. Harassment/Anti Bullying**

Orange City Christian School intends to provide its employees, volunteers and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, actions, or robs the person of dignity, is unlawful and contrary to our religious beliefs, and therefore, is not permitted.

Orange City Christian School does not condone or allow bullying or harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities. All students, employees and volunteers are expected to conduct themselves with respect for the dignity of others on school property, or at any school function or school-sponsored activity.

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

- (1) Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and
- (2) Creates an objectively hostile school environment that meets one or more of the following conditions:
  - a. Places the person in reasonable fear of harm to person or property.
  - b. Has a substantially detrimental effect on the person's physical or mental health.
  - c. Has the effect of substantially interfering with academic or job performance.
  - d. Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by this school.

The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:

- (1) Instruction and participation in lessons and worship service.
- (2) Discussions and debate concerning issues important to Christian faith.
- (3) Electronic, written, verbal, and physical interpretation of Biblical scripture, and religious texts, music, and opinion.

(4) Witnessing and faith-sharing.

Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate superior. A student may report to a teacher, counselor, administrator, or school board member as well as discussing the incident with the student's parent or guardian. An employee may report to the administrator or a school board member. However, the Principal is responsible for receiving reports and ensuring this policy is implemented.

All suspected bullying or harassment will be promptly and thoroughly investigated by the Principal or his/her designee. Subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Criminal charges will be handled by civil authorities.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), expulsion (for students), or criminal charges if they are filed.

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or otherwise creating an intimidating, uncomfortable, bothersome, hostile, or offensive working or learning environment.
2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.

This policy shall be published in the student handbook, the employee handbook, the parent/guardian handbook and the volunteer handbook.

It is the policy of Orange City Christian School to provide equal education and employment opportunities and not to illegally discriminate on the basis of race, national origin, age, marital status, gender, or disability in its educational programs, activities, or its employment and personnel policies. Students shall be integrated in all areas on the basis of race, national origin, gender, and disability. As a Christian school, Orange City Christian School reserves the right to discriminate or impose qualifications based on religion, gender identity, or sexual orientation as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9). Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment to the Constitution of the United States of America.

## **7. BUILDING RENTAL POLICY REGULATIONS**

- a. Groups desiring the use of the school facilities must make request and receive an approved contract from the school office. Please indicate on the reverse side any equipment, and number of tables and chairs, you wish to use. We will make it available for you. There will be an additional "set up" fee if you wish the janitor to set up tables and chairs.
- b. A rental contract must be signed and returned with payment at least 24 hours prior to the day rented.
- c. Tables and chairs may be rented by private individuals or groups. Other non-profit community and church organizations may use tables and chairs, but must make arrangements with the office.
- d. Individuals and groups using the facilities will be held responsible for any damage to the premises or equipment, or any missing item.
- e. No smoking is allowed in the building or on the grounds.
- f. Areas not arranged for are off limits, or charges will be made for their use.
- g. When using the multi-purpose room for any kind of activity, shoes that leave black marks may not be worn. Tennis shoes or socks must be worn.
- h. Restrooms are available but must be checked before leaving for cleanliness. Remember, the school must be left in the condition you found it.
- i. Rental hours are divided and charged as follows:
  1. Day Rental (11:00 a.m. - 4:00 p.m.)
  2. Evening Rental (5:00 p.m. - 10:00 p.m.)Groups cannot arrive early and are to be out of the facilities by 4:15 p.m. and 10:15 p.m. respectively. In the case of a day rental going past this time, the renting party will pay the full evening rental in addition.
- j. In the case of the facility being rented for a group of children, direct adult supervision is mandatory. For groups of grade school children, one adult must be present for every 25 children. For groups of junior and high school students, one adult must be present for every 30 students.
- k. If you have any questions about these regulations, please call the office (737-2274).

## RATES

<u>Facilities</u>	<u>Rental Rate</u>
Multi-purpose room(Commercial)	\$85.00 per hour
Multi-purpose room(Non-commercial)	\$85.00 per 1/2 day (see # 9)
Kitchen	\$50.00 plus \$25(*) security deposit
Music room	\$35.00 - recitals only
Library	not for rent
Tables(Multi-purpose room)	\$25.00 per 20 plus janitor fee for set-
up	
Chairs(Multi-purpose room)	\$25.00 per 100 "

We wish you to enjoy our fine facilities and appreciate your help in preserving it for others.

The Board of Trustees

Orange City Christian School

Rates effective 12-01-03



## **Addition to Rental Policy**

### **1. Churches**

- a. Use of our gym, room for nursery, chairs, etc. for a church service - \$100.00 (Supporting churches may use our facilities for a church service one day per year free - others beyond that is at \$100.00).
- b. Church groups such as societies, Cadets, GEMS or Young Peoples may use our facilities (gym/kitchen) for suppers or other gatherings for a reduced charge of \$30.00. This is only to help us compensate the custodian for clean up, etc. The fee is split between the school and janitor.
- c. Church groups such as Cadets, Calvinettes, Young People, etc. who wish to use the gym for recreation purposes only, may do so free of any charge.

### **2. Out of School Sports!**

- a. Free if:
  1. All teams include only Orange City Christian School students. If not, a \$30/team fee will be assessed for the use of the gym for each practice.
  2. There must be written evidence that all eligible students were given opportunity to participate. (The board requests that team organizers have each parent at the grade level they are working with, sign an intention form which give details of the activities, schedules, options available, and fees) and return it to the organizer. This distribution may be done through the school with the contact person(s) name and phone number listed at the bottom, in this way the parents will know that this is not school sponsored).
  3. If team is a "selective" team only, the normal gym rent will be charged.
- b. \$30 for each practice if not all OCCS students/team. The fee is split 50% to school and 50% to janitor.
- c. Normal charge if selective team
- d. Games - normal charge

### **3. Staff**

- a. Staff members can rent any school facilities (excluding library) at 50% of regular rates.

## 8. Tuition Policy

Each year the Board adopts a tuition scale that takes into consideration the projected budget needs as well as a consideration of the general ability of constituents to meet the tuition scale. Please note the following guidelines:

1. A sliding scale is used:

1 child-Kd.	2 children-grades 1-8
1 child-grades 1-8	3 children-(1 Kd.)
2 children (1 Kd.)	3 children- grades 1-8

Actual dollar amounts are revised each year and published in advance of the new school term.
2. Tuition payments are set up on a 10 or 12 month basis. Parents assume the obligation to pay on this schedule or will inform the Administrator or Board if this becomes impossible.
3. Tuition is established at 70 to 80 percent of the cost of education.
4. Because we believe in corporate responsibility, the entire Christian community is asked to help meet the above tuition cost of education.
5. Parents, however, are urged to the degree possible to contribute above the actual tuition charge, through church offerings and/or the church unit or envelope system, both of which are deductible on income tax.
6. Since the operations of the Monica Society are so vital to the fiscal health of the school and, since everyone benefits, parents are strongly urged to support the work of the Society.

## **9. Administering Medication to Students**

Employees at Orange City Christian School will not administer any prescription or nonprescription medication to students unless the following procedure is followed.

1. A written order from physician must be on file including (must be submitted yearly):
  - a. student's name
  - b. medication name
  - c. diagnosis and reason for medication
  - d. time of administration
  - e. dosage and route of administration
  - f. possible side effects and precautions
  - g. termination date for administration
2. A written request from parent must be on file authorizing school personnel to comply with physician's order (e.g. EMT person or teacher in absence of school nurse).
3. Employees administering medication will include licensed registered nurses or office staff. Pupils who have demonstrated competency in administering their own medications may self-administer their medication, but all medication must be taken in the office.
4. Medication must be stored in a locked cabinet.
5. Medication must be in original container labeled with name of student and drug, date of issue or renewal, and directions from physician or pharmacist.
6. Teachers and other appropriate school personnel to be notified of side and/or toxic effects or special precautions to be taken.
7. Medication to be returned or destroyed when discontinued or at end of school year.
8. School may refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the "Administration of Prescribed Medication" form. (Attached)
9. Written orders from student's doctor will be followed in cases where emergency medication may have to be given by hypodermic injection.
10. All information concerning medication will be kept confidential.
11. Non-prescription medication may be kept in the office at school. By keeping it at school, parents authorize the office to administer as needed to students.
12. All medication dispensed through the school office is documented by students, date and amount in the school's database program under the health section.

## **10. Pupils--Class Assignments**

Class assignments will be made in May for the following school year. A committee consisting of the resource teachers, enrichment teacher, counselor, and principal will have the responsibility of determining class assignments. The committee will meet with teachers of each grade level in order to determine class assignments. Parental requests for particular classes/teachers will be accepted only if given in written form including the reason(s) for the request. Requests from parents will be given consideration as one of the many factors that help to determine class assignments. Factors the committee will consider in determining class assignments for students are:

1. Academic needs
2. Learning styles
3. Social needs
4. Distribution of boys/girls
5. Special needs
6. Church representation where possible
7. Written parental requests and reasons

After class assignments are made and published, the work of the committee is completed. However, parents who are not satisfied with class assignments may request to meet with the education committee to request a change in assignment. The decision of the education committee will be final.

## **11. Pupil--Welfare--Child Abuse**

The school administration and teachers will be required to attend the state required inservice dealing with child abuse recognition. The school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases. The board is cognizant that it is possible for staff members to also be abusers. In the event of a report that a staff member has been abusive, the school principal shall be the first person to respond and investigate. Should the principal be the person involved, the board president shall be the alternate.

The primary investigator shall be charged with contacting the persons involved and determining whether or not there is any merit to the charges and what, if anything, has been done to remediate the situation. In all cases, a written record is to be maintained and a report made to the board as to the outcome.

If, in the opinion of the primary investigator, there is merit to the charges, a report shall be filed with the appropriate authorities. The Education Committee of the school shall be charged with the responsibility of following up such a report and investigating the details of the incident. They shall make a report to the board of their investigation and recommendations. In the event that the incident is in violation of state or federal laws, appropriate agencies shall be notified.

If, in the opinion of the primary investigator, there is merit to the charges, the level II investigator shall be contacted and utilized. The level II investigator shall be a trained and experienced investigator. The person so named by the Northwest Iowa Christian School Association shall be the investigator utilized. In this way, such a person will not be an employee of the school.

## VI. GENERAL RULES AND GUIDELINES

### 1. Absences

- a. Habitual Absences
  - i. Students who are absent from school, excused or unexcused, more than 5 days in a quarter. Communication will be made between the principal and parents. In the case of sickness, at this point a signed note from a doctor may be requested by the school.
  - ii. Students who are absent from school, excused or unexcused, more than 10 days in a semester may be asked by the principal to communicate with the education committee.
  - iii. Students who are absent from school, excused or unexcused, more than 20 days in a school year may be asked by the principal to communicate with the school board.
- b. In both instances parents should obtain books and assignments as soon as possible and confer with the teacher(s), if possible, so you can better supervise the make-up work.
- c. Teachers assume the obligation to help the student following unavoidable absence.
- d. For the avoidable absences, the responsibility for make-up work rests primarily with the pupil and the parents. Teachers are not obligated to prepare make-up work. Make-up work must be done within the same number of days as the absence--a day of make-up time for each day of absence.
- e. Teachers are not obligated (particularly in the intermediate and upper grades) to remind pupils of make-up work and need not give credit for over-due work.
- f. Though you may choose to take your child out of school for a day or longer, school officials will not excuse such absences. Students must be in school whenever possible since vacation time is scheduled periodically.(see also 11 and 31)
- g. Parent must verify an absence by calling the school office.

### 2. Music.

Music, and more specifically singing, is a part of corporate worship where all people participate (ie singing of hymns and praise songs). Through music class we hope to prepare students to be skillful and knowledgeable in this area in order to enhance worship experiences in church. In music class we explore objective and subjective areas of this art form. Objectively we study music theory and history. We teach through the six elements of music: rhythm, melody, harmony, timbre, form, and expression. Students also study various composers and time periods of music history—often discussing cultural events that led to changes in the music styles. Subjectively we experience many types of music through singing, playing, listening, and dancing and discuss music that is in our culture today. Students are graded on class participation, assignments, quizzes, tests, and projects.

#### a. Band

Students in grades 5-8 are invited to participate in the band program. We want to help every student in developing their gift of music through learning to play a brass or woodwind instrument or to become proficient on percussion instruments. Students are also encouraged to use their musical

gifts in the church and community in addition to school activities. Grades are based on participation during rehearsals and concerts, lessons, and practice time. Students who begin the year in band are expected to participate all year with special exceptions made to first-year students.

Being involved at school requires a commitment of time and financial resources.

#### 1) Time Commitment

- Band rehearsals are scheduled during the school day. 5th grade band meets twice a week (usually starting in the 2nd quarter of the school year) and 6th-8th grade band meets two or three times a week. Students are expected to have their instrument and music at every rehearsal.
- Rental fee per month
  - payable to OCCS
  - \$5 percussion fee, \$12 other
- 15-minute lessons are scheduled during the school day. Students who take private lessons outside of school will not be required to take band lessons at school.
- Students participating in band are required to spend time practicing outside of the school day. A goal of 120 minutes each week is best but may be altered at the discretion of the teacher.
- Throughout the year the band participates in concerts and events that are part of the requirements for the class. Failure to participate will affect the student's grade.

#### 2) Financial Commitment

- Students must have an instrument to play and keep it in good working condition. The band director works with Mid-Bell which offers rent-to-own type purchase programs. The school also has instruments available for rent at a fee of \$10/month: oboe, clarinets, tenor saxophones, French horns, trombones, baritones, and tubas. It also has quality percussion equipment that has a usage fee of \$5/month for each percussionist. Percussionists are also required to have a drum or drum pad and mallet instrument at home for practice.
- While the school provides the music for band, solos, and ensembles, students are expected to purchase their own lesson books (about \$7 each new; some are available used).
- If finances are a concern, please speak with the band director or principal about other options. No student will be denied the opportunity to learn an instrument because of a lack of funds.

#### 3) Tiger Marching Band

- The band marches in all parades during the Orange City Tulip Festival unless it is raining.
- All members of 5th-8th grade band are expected to participate. Students learn marching basics and begin to memorize the music in March.
- 7th and 8th graders who are not in band may choose to join color guard. We have equipment for ten routine flags, six school flags, and two banner carriers. Girls interested in baton must supply their own baton.
- All members of the band are issued uniforms. Each student must provide his/her own black shoes.

- Each member is asked to contribute \$10 to the marching band fund that is used to update band and color guard uniforms and equipment.

b. Choir

All students in grades seven and eight are in choir, which meets once a week. The goal of the group is to praise God through singing. By studying a variety of choral literature, the students will learn about balance and blend, how to form vowels correctly, and proper breathing techniques. Literature for the group is selected to coincide and reinforce concepts taught in 7th and 8th grade music classes. The choir has required concerts and programs outside of school hours: one or two concerts at OCCS, choir festival or musical, hymn of the month, and graduation. Failure to participate will affect the student's grade. Students are also encouraged to accompany the choir on piano and to participate in the solo and ensemble festival held in the spring.

c. Orchestra

1. The OCCS strings program exists to help students find, fine tune, and use their musical gifts for their own enjoyment, for the enjoyment of others, and to glorify God. Soli Deo Gloria!
2. The OCCS Strings program consists of three orchestras, 4th grade or beginning orchestra, 5th orchestra, and 6th-8th orchestra. All 4th-8th graders may participate in the program.
3. 5th-7th grade students are given weekly 15 minute individual or group lessons, as time permits. Lessons are not offered for 8th graders but they must take some private lessons during the school year in order to be part of the orchestra. 4th grade students are taught as a group in orchestra.
4. 4th orchestra meets one time per week, 5th meets two times, and 6th-8th meets two or three times, alternating with the band. Students are expected to have their instrument and music at every rehearsal.
5. 4th-7th grade students who take private lessons are encouraged to continue with their private teachers and to play in the orchestras.
6. Students are expected to practice their instrument outside of the school day and will need to fill out a weekly practice chart. Practice goals are set by the teacher.
7. OCCS has some rental instruments available and students may rent an instrument for \$12-15/month.
8. There are a few small costs during the year including books, strings and small supplies.
9. Students are responsible for their instruments and music and for any damages that they incur.
10. Students in grade 4-8 are expected to sign up for strings for the school year and are not permitted to drop out during that time.
11. Students participate in a variety of festivals, concerts, and/or chapels each year. Students in grades 6th-8th may participate in solo-ensemble festival and all students are encouraged to use their musical gifts in church and in the community.
12. Honors Orchestra is available on a try out basis. Students must be in Suzuki Book 4 to qualify for tryouts. Tryouts will be held in November.
13. Grading in lessons and orchestra is based on work ethic during orchestra, practice times met and signed, attendance at lessons, growth in playing ability, participation in concerts and events, and general helpfulness and stewardship.
14. Students are expected to display the fruits of the spirit in their actions and words to each other and their teacher.



3. **Bicycles.** Pupils may ride their bikes to school as weather permits.
  - a. Bikes must be placed in the bike stand. Failure to do this may result in losing the privilege of bringing a bike to school.
  - b. Pupils may not play on or around the bikes during the school day.
  - c. Pupils may not use someone else's bike without permission.
  
4. **Boots.** Boots are to be worn on rainy, wet days, as well as during the winter months when snow is on the ground. Wearing of boots and rubbers is very unpopular, but we urge parental cooperation to help keep our school and classrooms much cleaner.
  - a. Please mark boots and rubbers plainly.
  - b. Anyone forgetting boots or rubbers as required, or those who purposely forget to avoid going out, may be denied recess and/or noon hour privileges.
  - c. A sign will be placed in the hallway on those days when boots are required.
  - d. During boot season pupils must also have shoes to wear while inside.
  - e. Worn-out, leaky tennis shoes are not an appropriate substitute for rubbers and especially for boots during the snow season.
  
5. **Bus Rules.** Whenever students ride a bus (to and from school, to the town library, for a field trip), the following rules apply:
  - a. Student will obey driver at all times.
  - b. Student will be at bus stop on time.
  - c. Student will wait for bus off roadway.
  - d. Student will cross road in front of bus.
  - e. Student will keep head and hands inside bus.
  - f. Student will not change seats.
  - g. Student will not shout, sing, or use profane language.
  - h. Student causing trouble will be suspended.
  - i. Student will not throw things.
  - j. Student will report damage to driver at once.
  - k. Student will pay for any damage to bus.
  - l. Student will keep bus clean.
  - m. Student will listen to driver in emergency.
  - n. The bus driver is authorized to assign seats.
  
6. **Bus Zone.** During bus arrival and departure time (8:05-8:20 a.m. and 3:15-3:45 p.m.) please keep the busing zone in back of school open and clear. Bus drivers appreciate the space to maneuver more easily. Walkers and bike riders will be dismissed after the buses leave school.
  
7. **Class Unity.** Each class is made up of individuals, yet can be seen as a corporate whole. Parents are requested not to fragment that wholeness when it comes to party invitations, card and picture distribution. If invitations for parties etc. are to be distributed in school it is expected that the entire class be included (or at least all of the boys/girls) so that no one is left to feel excluded. Invitations, card or picture exchanges done privately, outside of school, come under parental discretion.
  
8. Cell phones, iPods, Gameboys, etc. are not allowed during the school day. They must remain in lockers throughout the day. If found, they will be taken from students, placed in the office and parents will be required to pick up.

- 9. Conferences.** Parent-Teacher conferences are held officially twice a year. The first occurs after the first quarter, or 9 week period, usually in early November. The second conference occurs in February for grades K-4th. Conferences for grades 5th-8th will be after 3rd quarter and after Iowa Assessments results have been received. Additional conferences may be arranged at any time by either teacher or parent as needs arise. Parents, please feel free to call for a conference.
- 10. Cumulative Records.** The Orange City Christian School is a parental school. Therefore, parents have a right to see, inspect, and question the material contained in their child's cumulative record. All cumulative records including all test results of students may be seen and discussed with the principal in the school office.
- 11. Detentions (after school).** There are times when pupil behavior or use of time determines that additional time should be spent after school. Please note:
- Either the teacher or the pupil will call home to inform you of the detention and the time of dismissal.
  - The teacher assumes no responsibility for transportation home under these circumstances.
- 12. Doctor Appointments.** There are times when doctor, dental, or orthodontist appointments must be made during school hours.
- When these are pre-scheduled, please try to arrange for out of school time whenever possible.
  - For school time appointments, please call or send a note alerting the teacher ahead of time that the pupil must be dismissed or will be absent.
- 13. Dress Code.** The way we dress often reflects our feeling and attitudes. Dress is also determined by the occasion at hand. Dress should reflect our Christian witness and distinctiveness. Please read carefully the following guidelines.
- School clothing must be neat, clean modest and appropriate for class. Appropriate prohibits immodest attire; that is, for example, too short, too tight, too skimpy, etc.
  - Styles change and therefore grooming changes also. Extremes in styles and grooming are not appropriate because they cause or seek individual attention. Individual desires must often be denied for the common good. As in other areas of the Christian life, we must seek not to offend others.
  - For grades K-8, appropriate shorts, and shorts outfits, are permitted during the months of August, September, October, March, April and May. During these months, we ask for your wisdom in making sure your children are dressed appropriately for the day's weather. Children are required to go outside for recess. Again, modesty and appropriate should prevail, bare backs and midriffs prohibited. Make sure shorts are of appropriate length, no tank tops, spaghetti strap tops, or plunging necklines are allowed.
  - Clothing that is torn or has holes in knees, etc. are prohibited to be worn inside school.
  - Caps, hats, and headbands are not permitted to be worn in school. Any writing on clothing shall not be sexually suggestive and shall not promote

- tobacco, drugs, alcohol, or music groups that have demonstrated non-Christian values.
- f. Shoes worn by students should not be able to make black marks on the floor.
  - g. *“Hair is to be kept clean and well groomed. Exaggerated hairstyles, unnatural hair colors, or make-up that is disruptive is prohibited. If a student dyes his / her hair, only a natural hair color is permitted, including accent streaks. The administration will make the final decision on dress code and grooming styles.”*
  - h. Judgment regarding dress will be made by the staff and parents will be contacted if pupils are judged to be inappropriately dressed.

**14. Excuses.** We ask that you call the school in the morning between 8-8:30 a.m. if your child is not coming for the day. This can be done by calling the office or sending a note to the teacher by way of one of your other children. If you use bus service, please call the bus driver involved.

**15. Field Trips.** Classes often take field trips at some time during the school year. We will inform you by official note when these occur if they (a) extend beyond or occur after normal school time, (b) have expense involved, or (c) require specific clothing. In some instances, parents may be asked to help car pool or supervise.

**16. Health Services and Requirements.** We do not have health nurse personnel or services. If accidents needing medical attention occur, we have immediate access to the local clinic. If such medical attention is required, parents are called as soon as possible. A permission sheet is to be signed at registration. Immunizations are required by law for those entering Kindergarten or transferring in from other states. These include four vaccines: DPT, polio, measles and rubella. Mumps is usually included, though not required. A certificate signed by both parent and health officer is required. The school regularly administers the following:

- a. Hearing tests
- b. Vision tests

Orange City Christian School recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable diseases. The school also recognizes the need to ensure that any student or staff member with a communicable disease remain eligible for the benefits of its educational services, as well as his or her rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student who has a communicable disease.

The diseases to which this policy applies include but are not limited to the following, which have been declared by Iowa Public Health to be contagious, infectious, communicable and dangerous to the public:

- Class I:** Measles, meningitis, meningococcemia, chicken pox, etc.
- Class II:** HIV infection, encephalitis, viral hepatitis, salmonellosis, shigellosis, tuberculosis, etc.

Orange City Christian School will work cooperatively with local, county and state agencies as appropriate to enforce and adhere to health codes for prevention, control and containment of communicable diseases in school.

**a. Immunization**

The school adheres strictly to state public health law that mandates appropriate vaccinations for all school age children. The Iowa school immunization law requires parents to vaccinate their children against dangerous diseases like diphtheria, tetanus, pertussus (whooping cough), measles, rubella, and polio as a condition of enrollment in any elementary or secondary school in Iowa. The principal will exclude any child from school who is out of compliance with the required immunization schedule. One written warning will be given prior to exclusion. School personnel will complete all immunization data including the necessary Immunization Program forms.

The principal also has the authority to exclude from school a student who has a communicable disease or infection normally associated with childhood that is known to be spread by any form of casual contact and is considered a health threat to the school population. The affected student shall be excluded only after consultation with the parent/guardian and a review of opinion by a mutually accepted physician.

**b. Communicable Disease Panel**

A multidisciplinary Communicable Disease Review Panel will be convened by the administrator as needed. The purpose of this panel is to serve as a resource and advisory body to the school for specific communicable disease instruction, and for input regarding issues of major concern with respect to epidemic control and any communicable disease occurrence.

The panel will be comprised of the following:

- a. Administrator or designee, building principal.
- b. One or more physicians with expertise in the related area, school selected.
- c. A registered nurse
- d. School Board President

In addition, one or more of the following may be added to the panel: parent/guardian of an affected student, student or staff member's physician, local public health official, legal counsel for the student or staff member, and legal counsel for the school.

If and when the need for a panel determination exists, the panel shall be convened by the administrator promptly and should make every effort to complete its review and evaluation in a prompt and timely manner.

In addition to an initial evaluation, the panel shall review the student's condition and situation on a periodic basis, as it deems appropriate, to make any modifications to the original recommendation.

**c. Confidentiality**

The school recognizes the importance of confidentiality. Any student or staff member's medical condition shall be disclosed only to the extent necessary to

minimize the health risks to the individual and others. The number of personnel aware of the individual's identity or condition will be kept at the minimum necessary to assure proper care of the individual and to detect situations in which the potential for transmission of the disease may be increased.

The multidisciplinary Communicable Disease Panel responsible for making initial evaluations and placement decisions will also determine which personnel need be informed of the condition. Such determination will be in accordance with existing state laws.

**d. Medical Evaluation**

If a student or staff member has a communicable disease, or if there is reasonable cause to believe that he or she does, the parent or guardian of the student or the affected individual will provide to the school upon request documentation or an appropriate medical evaluation. Refusal to provide such information, will result in the individual being excluded from school until the requirement is met. If a communicable disease is present, the information in the medical evaluation will be made available to the Communicable Disease Review Panel.

**e. Placement**

The principal may exclude students and/or personnel from school who are suspected of having a communicable disease, pending the completion of an appropriate medical evaluation. If such a condition is confirmed, continued exclusion shall be dependent on the nature of the condition and the decision, if applicable, of the Communicable Disease Review Panel. In most instances, return to school will be dependent on the written recommendation of the individual's own physician.

**f. Education**

On a periodic basis, the school may provide in-service training to all faculty and staff regarding this Communicable Disease Policy. Similar sessions shall be made available to parents, if requested or as appropriate.

Since we are required to report all communicable diseases to the Health Department, please CONTACT US IMMEDIATELY IF YOUR CHILD CONTRACTS A COMMUNICABLE DISEASE.

<u>Disease</u>	<u>Incubation</u>	<u>Exclude fr. school</u>	<u>May return</u>
Acute Cold	12-72 hours	At least 3 days	Upon recovery
Chicken pox	2-3 weeks	At least 7 days	When skin is clear
Diphtheria	2-5 days	Variable	Permit necessary
Impetigo	2-5 days	Until crusts are off and sore is dry	
Influenza	1-2 days	Variable	Upon recovery
Measles, German	14-21 days	At least 7 days	Upon recovery
Measles, Red	10-24 days	At least 7 days	Upon recovery
Mumps	12-26 days	At least 7 days	When swelling is gone
Pink Eye	3-5 days	Variable	When eye is clear
Polio	7-14 days	At least 7 days	When doctor permits
Rheumatic Fever	3 weeks-6 months	following strep infection	
Ringworm	8-16 days	Not necessary if under medical treatment	
Scarlet Fever	2-7 days	At least 7 days	Upon recovery
Smallpox	8-16 days	Variable	Permit necessary
Whooping Cough	7-10 days	At least 21 days	Upon recovery

Whenever a child is not well, we would suggest that he be kept at home until it is determined that no contagious disease is present. We appreciate if pupils are able to maintain a good attendance record, but it is better that one child be absent for an extra day than to expose an entire classroom to some communicable disease. Your cooperation will be appreciated.

**17. Homework.** Homework responsibility varies with grade level. Homework as it relates to absences is treated under that heading. Because of our partnership with area churches, homework at OCCS will be minimized due to Wednesday night church night activities.

- a. K-2. Generally homework at these levels is not routine as far as daily assignments are concerned. There may be some projects that pupils are asked to do at home that are related to daily work.
- b. 3-5. At these levels, homework becomes more of a regular weekly routine, although daily assignments are not frequent. If time is used efficiently, most work can be done in school. Again, there may be assignment-related projects that can only or best be done at home.
- c. 6-8. At these levels, homework will be more common, even daily, depending upon the number of study halls in a given daily schedule.

**18. Hot Lunch.** Nutritious lunches are served everyday at school. Although participation is voluntary we encourage students to take advantage of these low cost, nutritious meals.

As specified in the National School Lunch regulations, each meal must meet the requirements of a Type A lunch. A Type A Meal must contain a minimum of the following:

- a. two ounces of meat or meat alternate
- b. three-fourths cup serving consisting of two or more vegetable or fruits or both
- c. one slice of whole-grain or enriched bread or bread product
- d. one-half pint of fluid milk.

Children from families whose income is at or below levels set each year are eligible for free or reduced-price meals. Information and applications are sent home each school year so parents may apply for free or reduced-price meals. Additional applications are available at the principal's office.

The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

**19. Library.** All pupils are given opportunity to use our well-stocked central library. Our 7-8000 volumes are supplemented with books from the Area 4 Education Agency also. Some teachers elect to make use of the O.C. Library as well.

**20. Lost & Found.** Lost and found items are handled basically in two ways:

- a. Clothing, boots and rubbers are collected in a box stationed in the hall near music room for elementary students and in the middle school hallway for those students.
- b. Jewelry, eye glasses and other valuables are brought to the secretary's office. Items left after the school term will be saved for a time and then given away.

**21. Physical Education.** P.E. classes are conducted twice a week at all grade levels. A well planned variety of activities are used to help pupils develop physically. Appropriate P.E. clothing, such as properly fitting shorts and tops, are required in junior high. Grades 5 & 6 are also allowed to change to shorts and tops if they desire. (Please no short shorts). All pupils must wear or have available an appropriate pair of shoes to wear during P.E. class. A separate pair of tennis shoes are required when P.E. is held in the multi-purpose room. These may not be the same shoes worn outside or in the classroom. These tennis shoes must not give off black marks. No shoes--no participation. As weather permits and activities determine, P.E. classes are held outside during spring and fall.

## **22. Promotion and Retention**

- a. Promotion is automatic from year to year. If a teacher and the principal feel that a question exists the following routine is used.
- b. Retention. By the end of the 3rd quarter, parents will be notified if there is a question about progress and readiness for promotion. During the 4th quarter, the pupil's progress will be watched carefully. If questions continue, another conference will be scheduled in late April or early May to discuss alternatives. If retention is necessary, a final conference with parents, teacher, and principal present will be held about mid-May to come to a final decision with parents. Retention above third grade will be the exception. Most recommendations for retention are done in grades K-2
- c. When retention is necessary, the school will attempt to implement it's Second Choice Policy.

## **23. Property Damage.**

- a. If pupils willfully cause property damage, contact will be made with parents for costs of damage incurred.
- b. If property damage occurs by accident but as a result of misbehavior or inappropriate play, parents will be asked to pay damage costs involved.
- c. If property damage occurs during supervised play or during P.E. classes the teacher will be asked to help determine whether it was an unavoidable accident, or whether either of a or b above applies.

**24. Pupil Accident Insurance.** ACCIDENT INSURANCE is available for all students and covers nearly every type of accident directly on the way to school, at school, on the way directly home from school, or on any school-sponsored activity. The full-time plan covers 24 hours each day, 12 months a year.

APPLICATION blanks are provided with registration materials.

## **25. Report Cards.**

- a. Regular report cards are issued quarterly: early November, mid-January, late March and late May.
- b. Two grading systems are used:
  - 1) K-2: O-outstanding; S-satisfactory; I-improving; N-needs improvement; U-unsatisfactory
  - 2) 3-8: A-excellent; B-above average; C-average; D-below average; F-failure are used for academic achievement. For individual effort O,S,I,N and U used.
- c. Separate cards are used for music, PE, and art.



- d. Mid-quarter reports of a different kind are also issued if progress is judged as unsatisfactory by the teacher.

**26. School Calendar.** A specific and detailed calendar is approved each spring by the board and is included under Board policies. Generally, however, classes begin August 23 per Iowa law and are dismissed by Memorial Day.

**27. School Hours.**

- Classes begin at 8:20, dismiss at 3:30
- 1st bell at 8:10, second bell at 8:15, tardy bell at 8:20
- End of the day - first bell at 3:25, Dismissal bell for all students at 3:30
- Bus riders are dismissed first and local students after the buses leave.

**28. Snow days and emergency dismissal.**

- a. If school is cancelled because of snow, announcements are called in to two area radio stations: KDCR-FM (88.5); KVDB-AM (1090) and KTSB FM (94.3). Announcements will be made on KTIV television. OCCS will be using it's own text messaging.
- b. If school is dismissed early because of snow, announcements will also be called in and e-mailed as early as possible to alert parents.
- c. If the weather becomes too severe for buses to operate, parents must have standing arrangements made for overnight lodging with relatives or friends in town.
- d. When early dismissals are made, pupils will not be allowed to use the phone until the personnel in charge have completed all necessary calls.
- e. Where both parents are employed outside the home, a standing arrangement must be made so children know where to go until parents return home.

**29. Supplies Furnished by the School.** TEXTBOOKS AND WORKBOOKS are supplied by the school. Cost for lost or carelessly damaged textbooks, workbooks, or library books will be charged to the student. Specific supplies needed by the student will be published in the "Spotlight" prior to the beginning of the school year.

**30. Suspension.** Suspension from school is used rarely in the elementary school. However, "in house" suspension or isolation may be used. If this should occur the following procedure will be used.

- a. Parents will be notified that suspension from all activities and classes in is effect and for what period of time.
- b. A conference with teacher(s), principal and parents will be scheduled to resolve the problem(s).
- c. If such a conference does not resolve the issues, a meeting with the above persons and the Education Committee will be scheduled.
- d. Further appeal to the School Board is a final option of all parties involved.

**31. Telephone Use.** The telephones in school are intended for business and emergency use primarily. The following rules must be followed by pupils who desire to use the phone.

- a. Permission to use the phone must be obtained from school personnel - teacher, secretary, librarian, principal, etc.
- b. Calls must be of a business or emergency nature, not for social use, e.g. seeking permission to stay at a friend's home overnight.

- c. Regarding calls made by parents to or about children at school:  
1) If messages are to be given to pupils, please call prior to 3:15 if possible, to allow for time to dispatch the message.

**32. Vacation.** The school calendar allows for the usual holiday vacation time. Parents are urged to adhere to these as closely as possible. If parents decide to take their child out during regular school time, please note the following:

- a. The school assumes no responsibility for classes, lectures or activities missed.
- b. The school will not officially excuse pupils for such occasions.
- c. Parents should assume the courtesy of informing the school prior to such vacation.

**33. Moped Licenses.** Students going for physicals, applying for moped licenses, signing up for the moped course, or applying for the driver's permit, are to do so on days when it is offered in town. An unexcused absence will be counted in these cases.

**34. Skateboards and Rollerblades** may be used to get to and from school, but may not be used during school hours. Parents will be contacted if students misuse this privilege.

**35. Students who ride bicycles** to and from school should obey all traffic rules. There is a bicycle riding zone marked on the streets that must be used. Two bicycle parking areas (east and west) of OCCS are to be used by students. Students should cross the street to the parking areas using the crosswalk marked in front of the school.

**36. Conflicts and Resolution.** From time to time, there may be a conflict or misunderstanding between a staff member and a student or between a parent and a staff member. Whenever there is a conflict, disagreement or misunderstanding, parents and staff members must follow the Matthew 18 principle of going directly to the person involved whenever there is an objection or disagreement with his or her words or practices. Board members and/or the Principal may be contacted to explain the situation, but the first action must always take place between the parent and teacher, etc.

## VII. INTERSCHOLASTIC ACTIVITIES

### A. Academic

1. The school becomes involved in a wide variety of academic, or curriculum related interscholastics, including art in grades 3-8; speech, piano, vocal and instrumental music in grades 6-8, with several divisions in speech.
2. All pupils are eligible at the grade level indicated.
3. Participation generally is voluntary in all divisions, except in choir where an entire class or group is used.

Participants chosen to represent our school in the NW Iowa Christian School contests are expected to do so unless illness or family emergencies arise.

**B. Sports.** The following policy has been adopted by the Board and is currently the guidelines in use for our interscholastic athletics program. The policy is divided into three aspects: A statement of philosophy, an athletic statement giving guidelines for the day to day program, and eligibility.

#### 1. Confessional Foundation of Athletics

First and foremost is the belief that we have been created by God and are called to live in a covenantal relationship with Him. It is our task as God's people to respond to Him with our whole being by loving God and keeping His commandments. God's Word tells us that in the composition of our being and in the life styles we live, we must honor and obey our Lord who created and redeemed us.

Essential to the belief that we are created by God is the belief that man must be seen as a structural unity. Man is not to be viewed as the sum total of all his parts, but must be seen as a completely integrated human being. Although the various functions of man may be distinguished (thinking, believing, playing, etc.), they cannot be divorced from each other, nor from the physical dimension of the whole person.

At the cornerstone of the educational foundation for physical education and athletics is the belief that all of life's activities comes under the discipline of God's will. All education, therefore, must be centered in and directed by the norm or standard of God's Word. Our task as Christian educators is to study the Scripture for wisdom and understanding so that, in its light, we can discern the will of God concerning the physical dimension. We then can transmit this insight to our students and assist them in implementing it into their lives.

Our physical education program focuses on the caring for and training of the physical dimension of the person. It is our aim to show that the physical dimension of our being is integrally related to our health and that the health of our physical dimension does have an effect on the emotions and intellect of our total being.

Specifically, the physical education curriculum focuses on three areas, physical education, intramurals, and athletics. Physical education classes include the education foundations of both movement and skill. The concepts and activities taught here are basic for all learners. Intramurals provides an opportunity for all persons to play, compete, enjoy, and develop their skills regardless of their skill level. Athletics is a program for the interested upper grade students to train and develop their skills at a pace that some would not desire. It also provides a place for the interested students to play, compete, and enjoy participation in sports.

## **2. Physical Education**

The purpose of physical education in elementary and junior high is to develop the physical dimension to its fullest potential. Students should have equal opportunities to develop their God-given skills and should not feel threatened because they are unable to perform as well as someone else. Physical education classes should be structured to meet the needs of all students, not only those more talented or, on the other hand, less talented. For that reason physical education class should not be a place to prepare students for interscholastic sports contests. However, a well-developed intramural program should be the result of skills being taught in the physical education classes.

Our aim in physical education is to develop the student's physical nature through two physical fitness categories. These two categories are, health and motor skill-related fitness. Health-related components include cardiovascular-respiratory function, flexibility, muscular strength and endurance. Motor skill-related fitness components include power, speed, agility, balance and coordination.

Each grade level explores appropriate activities that emphasize the health and physical fitness components. Various activities will be designed to incorporate whole class participation with emphasis on encouraging students to express their physical attributes to the best of their ability and compete gracefully with their fellow classmates.

### **3. Intramurals**

The intramural program should be very structured and should include all eligible students, giving an opportunity for students to display skills they have learned in the classroom. A variety of different games should be included with students divided into teams to compete with one another. Since order is important in these games, adult staff members should serve as officials for the activities; however, emphasis should be on an interaction between students and faculty that encourages a spirit of cooperation. As a result of intramural involvement, students should learn to appreciate all aspects of healthy competition as they are expressed in sportsmanship, cooperativeness, and a healthy winning/losing perspective.

### **4. Athletic Statement**

The purpose of athletics as stated in the confessional foundation of physical education is to train and develop athlete's skills at a pace that some would not desire. This does not mean we are exclusive. Athletic programs are open to all junior high students and follow a no cut policy. Athletics is an integral part of our educational system and in no way should be placed above or hinder the educational process.

Athletics must prepare students for service in God's Kingdom. For this reason, programs are designed to give students opportunities to develop their fullest potential. Each program offered is under the supervision of an athletic director and the direction and guidance of a qualified coach. If there are too many players for one coach to teach effectively, the players should be divided and another coach hired.

All students who go out for an athletic team should be a member of that team. Each team may also provide opportunities for student participation in team management and statistics. Athletic contests should insure the quality of time involvement of all players.

Competition at the appropriate intensity can be helpful for skill development as well as personal maturation. The importance of winning and losing must be held in a proper perspective to create an atmosphere of both healthy development and achievement. Realistic performance and behavioral goals should replace winning as the principle criteria for success.

Handbooks for coaches, players and parents have been developed. Each gives guidelines consistent with this athletic statement.

### **5. Seventh Grade Program**

- a. The emphasis will be on skill development and participation.
- b. The number of students choosing to participate will determine the number of teams and coaches needed to provide optimal playing time for each child.
- c. Seventh grade teams will be divided as equally as possible with regard to skill level.
- d. Coaches will make an effort to provide quality playing opportunities for all team members.
- e. A maximum schedule of eight to ten dates of interscholastic play will be provided in soccer, volleyball, and basketball. A limit of five track meets will be scheduled.

## **6. Eighth Grade Program**

- a. The program will have continued emphasis on participation and skill development and greater emphasis on team play and strategy.
- b. The number of students choosing to participate will determine the number of teams and coaches needed to provide optimal playing time for each child.
- c. Eighth grade teams will be formed according to the level of interest and skill level of all participants.
- d. Coaches will attempt to provide quality playing opportunities for each team member.
- e. A maximum schedule of ten dates of interscholastic play will be provided for soccer, volleyball and basketball. A limit of five or six track meets will be scheduled.

## 7. Guidelines for Sport Programs

The purpose of the OCCS junior high sport program is to provide all interested seventh and eighth grade students the opportunity to enjoy team sports.

Programs	Soccer	Coed	Fall
currently	Volleyball	Girls	Fall
offered:	Basketball	Boys and Girls	Winter
	Track	Boys and Girls	Spring
	Cheerleading	Coed	

The sport program will follow these general guidelines.

- A. All students who demonstrate an interest in participating in any aspect of the school sport program will become a team member. A "no cut" policy will be in effect. Students may also be provided opportunities for team membership as managers and statisticians.
- B. The number of teams and coaches provided for each sport at each grade level will be determined in a conference between the A.D., coaches and principal. Considerations include budget, practice times, and availability of qualified coaches.
- C. Programs will be offered under the supervision of the athletic director and the direction and guidance of a qualified coach as outlined in the "Coaching Guidelines and Responsibilities."
- D. Prior to each sport season the athletic director will meet with the coaches to discuss practice and contest schedules, and review the athletic policy and guidelines.
- E. Students' participation will be in accordance with the "Participation Responsibilities for Players" and the "Eligibility Statement."
- F. Parental support and participation will be governed by the statement on "Parent Responsibilities."
- G. To provide a proper balance in the educational system the following limitations will be followed:
  1. Students will be limited to three outings per week, including practices and contests.
  2. Contests will not be scheduled during school time or at night. Possible exceptions may allow travel time to away contests.
  3. The use of facilities will be maximized.
  4. Scheduling will consider limited travel needs.
  5. No admission will be charged to contests.
- H. Staff supervision will be provided for each contest. In the event of an away contest, this will include bus supervision. Staff members are

expected to enforce guidelines for student, coach and parent behavior and inform the principal in the case of any problems or incidents.

### **8. Participation Responsibilities for Players**

Participation in co-curricular activities at OCCS is a privilege. Students who participate in these activities must assume the responsibility of team membership. The following standards must be met as a team member.

- a. Students must meet OCCS eligibility guidelines. These guidelines are outlined on a separate page.
- b. Students must attend all scheduled practices, team meetings and games.
- c. Students will be excused because of illness. Parental communication with the coach or school is required.
- d. Students may be excused for other circumstances provided that their parents have communicated with the coach or school prior to the excused absence.
- e. Students are expected to be on time and appropriately dressed for the activity.
- f. Students must demonstrate a desire to cooperate with the coaching staff and other team members during practices, team meetings and contests.
- g. Students must demonstrate proper respect for officials, opponents and fans during contests.
- h. Students will demonstrate self control and will avoid the use of profanity, boasting, disrespectful language, or physical or verbal abuse toward others.



## **9. Eligibility**

### **a. Introduction:**

Co-curricular activities are a privilege. Those who participate in the activities also represent our school in its philosophy of the Christian life, that all our words and actions must be Christ-like. Therefore, those students who maintain a positive attitude in all their school activities and who apply themselves diligently to their academic studies will be eligible to participate in interscholastic activities and contests.

### **b. Requirements:**

There are two basic requirements for continuing eligibility. A student must:

1. Give evidence of working up to capacity in academic responsibilities, and
2. Show a consistent, positive, cooperative attitude toward class work, assignments, teachers, other students and the rules of the school.

### **c. Implementation:**

The following procedures will be used to implement these requirements:

1. Eligibility will be reviewed each week on Monday.
2. All staff members who teach/coach 7/8 students together with the principal will determine eligibility.
3. Staff members will come to a consensus before probation or ineligibility occurs, with the principal serving as moderator and participating in the evaluation.
4. If a student is considered deficient in either or both requirements, (s)he will be informed in a conference with the class or homeroom teacher that (s)he will be recommended for probation and the reasons for this action.
5. Parents will be informed of the probation and the reasons for this action. Parents may request a conference with staff members.
6. After a week of probation, another conference will be held to discuss progress made.
7. If the student is still considered deficient in either or both requirements, (s)he will be informed that (s)he is ineligible for activities/games and practice.
8. Parents will be informed of ineligibility. Again provision is made for a conference.
9. Evaluation and counseling will continue with the student each week to help regain a status of participation.

### **d. Summary:**

The ultimate purpose of this policy is to help the student develop as a responsible Christian in work habits, conduct and attitude.

## 10. Disciplinary Action

1. In the case of an unexcused absence the student will not participate in the next contest.
2. In the case of tardiness, inappropriate behavior, or failure to cooperate, students may be warned, excused from the activity and face possible short or long term suspension.
3. Coaches have the authority to dismiss students from practices or contests for failing to meet responsibilities.
4. Student suspension will be administered in consultation with the athletic director and principal.
5. Parents will be informed of any probation or suspension. Parents may request a conference with the coach, athletic director and principal.

## 11. Sportsmanship Guidelines

Sport participants at OCCS will be encouraged to display qualities of good sportsmanship following a Christ-like model found in the "Fruits of the Spirit." Galatians 5:22-23

Source: Wes Neal, *The Handbook on Coaching Perfection*

- LOVE:** An attitude of self-sacrifice, a willingness to give one's self completely for another person.
- JOY:** A positive attitude. Accepting the outcome of a contest, humble in victory and gracious in defeat.
- PEACE:** A calm attitude. The ability to deal with difficulties and disappointments.
- PATIENCE:** Being slow to anger. The ability to concentrate in spite of immediate circumstances.
- KINDNESS:** A calm attitude in dealing with others, even when competition produces tension.
- GOODNESS:** A concern for a person's inner worth rather than physical prowess or potential.
- FAITHFULNESS:** The attitude or reliability, enabling another person to trust in you.
- GENTLENESS:** An attitude of looking out for someone else's best interests.
- SELF-CONTROL:** The attitude of controlling one's desires and impulses. Includes the discipline of caring for your body and avoiding temptations.

## **12. Parental Responsibility**

Participation in co-curricular activities are a privilege. Parents of students who participate as team members assume the following responsibilities.

- a. Support your child's efforts as well as athletic achievement.
- b. Support your child's coach and the administration in the provision of the athletic program.
- c. Demonstration of a high level of Christian self-discipline at all contests.
- d. Maintaining communication with the coach or school in the event of student absence.
- e. Active involvement in the development of your child. Including cooperation during possible disciplinary action, including the use of probation or suspension.
- f. Assistance in the provision of the activity. Possibly including; field or court maintenance, line judge in soccer or volleyball, scorekeeper or timer in basketball, uniform washing, uniform sewing, transportation, bus supervision, and scorers or timers at track meets.
- g. Assist the coaches and administration in providing an experience that challenges students to develop as responsible Christians in regard to their work, conduct and attitude.
- h. Parents must provide written permission to coaches for their child to ride in vehicles other than their own or school provided transportation.

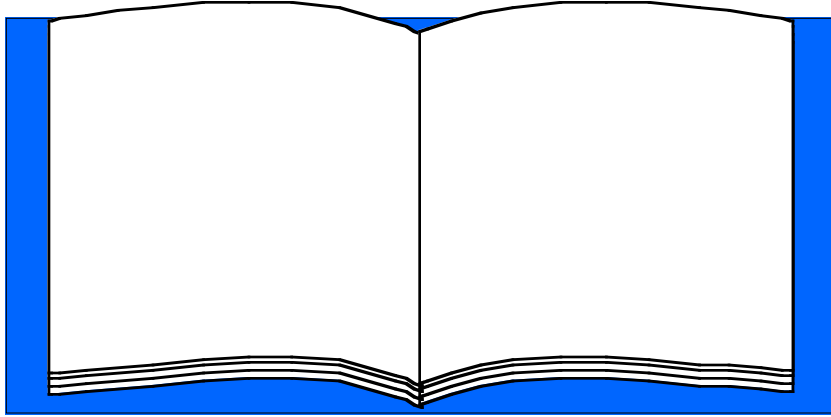
## **13. "Out of School" Sport Programs**

In the past few years, the number of "out of school" activities/tournaments have increased significantly. It is not the intent or desire of the board to administrate these types of activities. However, since our students become involved as participants, we believe it is important for the organizers to work closely with the school. We recommend the following:

1. School programs should have priority over activities of this type. This includes regularly scheduled athletic events, music programs, speech contests, etc.
2. In an effort to work with team organizers and parents, the board is making the gym available for practice free of charge providing the organizers comply with these conditions:
  - a. All teams must include only Orange City Christian School students. If not, a \$10 fee will be assessed for the use of the gym for each practice.
  - b. There must be written evidence that all eligible students were given opportunity to participate. (The board requests that team organizers have each parent at the grade level they are working with, sign an intention form which give details of the activities, schedules, options available, and fees: and return it to the organizer. This distribution may be done through the school with the contact person(s) name and phone number listed at the bottom, in this way the parents will know that this is not school sponsored.)
  - c. If the team is a "selective" team only, the normal gym rent will be charged.
3. The organizers of these teams form their own organization which will assume the responsibility of administration/policing itself. More specifically these duties should include (but not be limited to) these:

- a. Practice:
  - 1. Working as a group, and with the school, to establish practice (2 per week) schedules.
    - a. Practice time one week day is limited to before and after school (7:00-8:30 a.m. or 3:30-5:30 p.m.).
    - b. Practice time on Saturday would have to be worked out with the school.
    - c. Team organizers and coaches will be responsible for the clean-up/lockup duties. Thus, an adult must stay at school until all team members have left the premises. Responsibilities regarding any/all damages and injuries are taken on by the team organizer and coaches. (A signed form may be necessary here.)
    - d. If a school-sponsored activity or a full renter needs the gym, the \$10 renter would be "bumped."
  - 2. Establishing a procedure for dealing with parental concerns.
  - 3. Establishing a communication network with the school to ensure awareness of matters ranging from schedules to student concerns that are a direct result of said activity.
  - 4. Uniform jersey rental is \$5 per season, if available, proceeds go toward the purchase of new uniforms.
  - 5. School policy for eligibility is in effect.

# DISCIPLINE----DISCIPLESHIP



AT

# OCCS

**(Orange City Christian School)**

**Orange City Christian School is a biblically-based community that partners with parents, educating hearts and minds to serve in Christ's kingdom.**

## **PHILOSOPHY ON DISCIPLINE-DISCIPLESHIP**

Discipline and its application at OCCS is grounded in Scripture. From Scripture, we confess that God is the supreme authority in our lives. He is, therefore, also the source of all delegated authority. Authority over children is delegated by God to parents (Col. 3:20), and in the school setting this authority is further delegated to teachers.

Christ is our example of how authority is to be exercised. We see in him not only power and dominion, but also service and instruction. He is the one to whom we are subject and who commands obedience, and he is also the gentle teacher and shepherd who gave his life for us. (Eph. 5:23-25).

We require obedience from our children who are religious beings, capable of recognizing and acknowledging authority outside of themselves. God has created them as responsible creatures, able to understand and accept responsibility. Since it pleases God to give his creatures the freedom to choose between right and wrong, children must learn to be responsible for their actions.

The obedience which God requires has the dual aspects of listening and submitting (honoring). Children have the responsibility to obey the authority. Those in authority have the responsibility to be sensitive to the needs of the children and to be realistic in their requirements.

Discipline is referred to in Scripture as nurture and has the two aspects of instruction and correction. Instruction is preventative discipline with the goal of developing the ability to make moral decisions based on God's Word. This instruction may be either verbal or non-verbal and consists of teaching norms, standards, and expectations in a positive way.

Corrective discipline, chastening, which becomes necessary when a child has erred, must be applied clearly, fairly, and consistently and should be a logical consequence of the misdeed. When this is accomplished, restoration and forgiveness must govern the response to the child. Our motivation for discipline should be surrounded by Biblical love. Corrective discipline should be an act of love to guide children back to the right path. (Heb. 12:5-12).

Children are sinful and at times rebel against authority, but they can be redeemed by God's grace. Christian discipline is one of the means by which God works in their lives. Just as discipline and disciple come from the same root word, the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train children in concepts that promote behavior that is pleasing to God. Discipline is ordained of God for the building of character and the training of behavior.

## INSTRUCTION (ROLES AND RESPONSIBILITIES)

The words “discipline” and “disciple” come from a word that means, “trained in orderliness, obedience, or efficiency.”

*But everything should be done in a fitting and orderly way.*

*I Cor. 14:40*

*Fathers, do not exasperate your children;  
instead, bring them up in the training and  
instruction of the Lord.*

*Eph. 6:4*

We need discipline throughout our lives in order to help us be better disciples of Jesus Christ. To be a disciple is to desire to imitate and be exactly like the one that is teaching or leading. Being a Christian--a disciple of Christ--is not to be taken lightly.

Christian Education, if it is to have a lasting value, must be focused on the development of disciples of Christ. The school is not alone in teaching discipleship. We are partners with the home and church in providing models and support for children and young people in discovering what it means to be called to service in God’s kingdom.

Discipleship is an ongoing process. Although we must continually strive toward the goal of discipleship--being like Christ, it is not just something we can grow up to be. Discipleship is certainly a calling for the future, but it is not just something we must wait to grow into with age. It is also for the present, no matter what our age.

Instruction needs to include both didactic (telling, demonstrating, describing, explaining) and interactive (active involvement by students).

We want to help our students in exercising self-discipline (2 Timothy 1:17). Although the means of helping students to be self-disciplined may vary from one person to another, we need to be very careful about manipulation (control through rewards and punishment).

## **STUDENTS:**

Students are responsible under God to obey and to show respect for teachers and other staff members as they should their parents, and they are responsible for helping to maintain the learning environment (2 Timothy 2:15). Part of the mission of OCCS is “to develop godly character as Christ’s image bearers . . . .” In order to better reflect the image of God, Christian character traits must be developed and demonstrated. Although there are many different Christian character traits that could be identified, we have selected six Christian character traits as part of the Christian Character Education Plan at OCCS. These six Christian character traits were selected as an acrostic with our school’s sports name “Tigers” in order to make it easier for students to learn and remember:

**T**rustworthy -- truthful, honest, loyal, just, fair, and impartial actions and responses (Ephesians 4:25)

**I**mitator of Christ -- accountability for one’s actions, and showing kindness, sharing, caring, service, and love (Ephesians 5:1,2)

**G**rateful -- thankful to God for all my blessings, for the gift of Jesus Christ, and showing my gratefulness in what I say and do (1 Thessalonians 5:18)

**E**ncourager -- building others up with kind words and actions as a member of the body of Christ, and never putting others down (1 Thessalonians 5:11)

**R**espectful -- tolerance, courtesy, and acceptance for authority, people, ideas, property; and a deep spiritual respect for God and all that is His (1 Peter 2:17)

**S**elf-controlled -- having my emotions, actions, and words under control so that I treat myself and others with respect (1 Peter 1:13)

Our main goal of character education is to get students to move the understanding of character traits from head knowledge to heart commitment and living actions. Together we should all model and practice these traits in every situation.



## **STAFF MEMBERS**

Each child is important to us and viewed as an image bearer of Christ. We know that formal education encompasses some of the most important years in a child's life, and we appreciate the trust parents invest in us.

Therefore, we are devoted to educating in ways that are most advantageous for the student. What it comes down to is a holistic approach to learning, a commitment to all facets of the student: mind, body, and spirit.

All staff have an equal and contributing part in the teaching of discipline and discipleship. The guidelines, and policies for discipline/discipleship are for all students and all staff. Through positive interactions with students, all staff will encourage students to grow in discipleship, to treat others with dignity and respect, and to demonstrate what it means to be God's image bearer. Each staff member should be knowledgeable of the rules, guidelines and policies provided in this handbook.

All staff will strive to encourage each student when behavior is appropriate. When misbehavior occurs, staff will calmly and consistently implement appropriate consequences. The focus of interactions with each student will continue to be primarily positive and encouraging.

When chronic misbehavior occurs, staff will work collaboratively to assist a student in learning to behave responsibly. When working with severe misbehavior, staff will follow the guidelines found in section II (Office Referral) and section IV (Encouraging Responsible Choices).

## **TEACHERS**

Teachers will focus on teaching responsible behavior and encouraging discipleship through caring and modeling.

*Teaching:* There is no special class called "Character Education" or "Discipleship." Character traits and related topics must be integrated into the entire curriculum. That's what Christian education is all about. Every area of the curriculum must be taught from a Biblical, Christian perspective. There are ample opportunities to include character education in the established curriculum. However, it will not just happen automatically. It needs to be planned and built into daily lesson plans. There will also be opportunities in devotions, chapel, etc. to teach character education.

*Caring/Modeling:* Each teacher will be caring in all relationships with students and fellow staff members and model what it means to be a disciple of Jesus Christ by:

1. Demonstrating love for God
2. Demonstrating love for students
3. Demonstrating Christian professional competence and vision
4. Communicating effectively according to biblical standards
5. Building Christian community within and outside the school. (A complete description of how this must be done is found in the OCCS teaching staff job description)

## **SUPPORT STAFF**

All staff have an equal and contributing part in the teaching of responsibility and discipleship at OCCS. Our rules and guidelines include all students and all staff. Through positive interactions with students, our support staff members will encourage students to be responsible, to cooperate with others, and to treat everyone with dignity and respect as an image bearer of Christ. Each staff member should be knowledgeable of the rules and guidelines specified for school-wide areas and implement the procedures in this handbook when misbehavior occurs. (These procedures are outlined in Section II - Office Referral and in Section IV - Responsibility in Common Areas).

## **PRINCIPAL**

The role of the principal in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission.

1. The principal will be responsible for making sure the Discipleship Team meets on a regular basis.
2. The principal will have a thorough working knowledge of this manual and will provide assistance to staff in implementing the classroom management and school-wide management procedures. In this capacity, the principal will provide training and continued support to teachers as they strive to teach students to follow the guidelines.
3. The principal will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and any chronic or recurring problems as outlined on the office referral form. As indicated on a case-by-case basis, the principal will initiate time-out, parental conferences, in-school suspension, out-of-school suspension, contacting the appropriate authorities, or other severe consequences. If the principal is not available to assist with a crisis situation, the secretary will direct referrals to the assistant principal, school counselor, or the Board president.

## **PARENTS:**

The mission of Orange City Christian School clearly states that parents are our partners in all facets of Christian education. The school is never alone in teaching discipleship. We are partners with the home and the church in providing models and support for students in discovering what it means to be called to service in God's kingdom.

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student better reflect God's image and live as a disciple of Jesus Christ. The major role of parents in assisting us with school discipline responsibility is to consistently demonstrate interest and support in how their children are doing in school. When there is a cooperative working of home, school, and church toward the common goal of discipleship, students will make real progress through the working of the Holy Spirit.

We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, and notes.

## **CORRECTION (CHASTENING)**

### ***CLASSROOM:***

As Christian educators, the daily handling of our students is central to carrying out our task. The hospitality which we provide in our classrooms is a model of obedience which teaches Christian character and responsible discipleship.

Along with the careful, firm, and decisive correction of unchristian behavior, we resolve to bring to all of our students a reminder of our constant love and acceptance of them as image bearers of God while we must at times reject and firmly discipline wrongs.

The focus and intent of our discipline must work toward reconciliation and forgiveness. Careful consideration which is proactive rather than reactive, must be used. Our work is to deal justly and truly to nurture children in discipleship.

When corrective discipline is necessary, this takes place with the focus on reconciliation and healing by:

1. Confronting in love
  - a. Discretionary firmness in admonition
  - b. Chastisement as redirection forward
2. Reasoning together--listening to relate
  - a. Speaking the truth in love--lead to the right position
  - b. No excuses and finding another way
  - c. Righteous indignation--slow and tempered by love
  - d. Clarifying "the reason why" or the "Because"
3. Exercising justice and mercy
  - a. Restitution fitting the offense
  - b. Scripturally directed equity (Matt. 18, Gal. 6)
  - c. The Ninth Commandment--good reputation
  - d. Lifting-up in prayer--acceptance of one being healed
4. Restoration process as obedience
  - a. Cleansing through confession of sin
  - b. Forgiveness and accepting forgiveness
  - c. Healing-a covenant walk through
  - d. Celebrating God's grace--victory as a sign of the Kingdom

In most instances the following corrective procedure will be followed:

- Stage 1 Teachers and/or Principal will deal specifically with the student, for example:
- a. taking away privileges such as recess break
  - b. removal from situation
  - c. restating rules orally or written
  - d. conference between authority and student
  - e. appropriate consequences for rule infraction, e.g. cleaning restrooms for restroom misconduct

Lack of positive student response to the above measures will result in communication to parent(s).

- Stage 2 A parent-teacher conference concerning the situation will be held, involving the principal and student if necessary. At this conference the specific problem(s) will be discussed with an understanding that continued offense will result in either in-school or out-of-school suspension.

- Stage 3 At the time of the offense, a determination will be made to have either an in-school or out-of-school suspension. Parents will be contacted, and the Board will be informed of the action taken or will become involved in determining further (permanent) suspension.

## **OFFICE REFERRAL:**

Most misbehavior will be handled by classroom teachers with their own homeroom students. However, severe misbehavior will result in students being sent to the office (principal). Office referrals are to be reserved for illegal acts, physically dangerous acts, insubordination, other crisis behavior, or repeated minor infractions.

## **Orange City Christian School Office Referral Process**

Office referrals are to be taken very seriously and become a part of a record-keeping process.

### **A. What actions warrant an office referral?**

1. **Illegal Acts-**  
Controlled Substance: In possession of or using any form of alcohol, drugs, or tobacco. The term “drug” includes all mood altering substances or facsimile thereof which have not been medically prescribed for the student.  
Theft: Taking property belonging to the school or any individual or group without prior permission.  
Vandalism: Intentionally causing damage to or defacing school property or the property of others.  
Weapons: In possession of any items designated as weapons including a simulated weapon. Weapons are defined to include, but not limited to, noxious gases, such as mace, knives, chains, clubs, brass knuckles, black-jacks. Use of legitimate tools and instruments such as pens, pencils, compasses, combs, with an intent to inflict bodily harm upon another or force another to act against his/her will.
2. Physically dangerous acts--Threatening and/or intentional assault with a purposeful hurting of another person.
3. Insubordination/Disrespect of authority-- The overt and continued refusal to comply with reasonable adult directions:
  - a. ignores initial direction
  - b. ignores the repeated direction
  - c. written documentation “I said, you said.”

### **B. What can you always expect to happen in an office referral?**

1. Discussion of the incident (Why? Guilty? What would a Christian do?)
2. Reteaching procedure  
Expression of love and concern  
Description of inappropriate and appropriate behavior  
Request for acknowledgment and practice
3. Apology to teacher and students involved-- This includes a recognition of sin and asking for forgiveness. Other possible actions taken which are case specific:
4. Phone call to parent
5. Written apologies
6. Essays
7. Missing recess
8. After school detention
9. Written specific behavior plan
10. In-school or Out-of-school suspension (A student who has had three office referrals in a school year may be suspended with Board action, but suspension can occur anytime depending on the actions involved.)



## **RESPONSIBILITY IN COMMON AREAS**

### **LUNCH LINE AND LUNCHROOM:**

GOAL: The lunch line and lunchroom at OCCS will be safe and clean environments where all will treat each other with Christian love and respect.

#### Responsible Behavior:

Classrooms will receive a knock on the door when it is their turn to join the lunch line.

1. Students will wash their hands before joining the lunch line.
2. Students will use quiet voices.
3. Students will walk in the lunch line and lunchroom.
4. Students will keep hands to themselves.
5. Students will eat (taste) required food. “Extras” are not substitutes for required food. (Seconds only when tray is completely emptied, and only one second/person.)
6. Students will use polite table manners.
  - a. Please and thank you
  - b. Proper use of silverware
  - c. No talking with food in mouth
  - d. Feet under the table
  - e. Proper passing/handling of condiments
7. Students will raise their hands or contact teachers when help is needed.
8. Students must stay seated until their teacher leaves.
9. Students will clean up their area (table, chair, floor).
10. Students will put trays away and will dispose of empty milk containers, and place paper products and silverware in proper containers.

#### Teaching Responsibilities:

1. Lunch line and lunchroom behaviors will be taught at the beginning of the year in assemblies and in classrooms.
2. Teachers will model responsible behavior.
3. Lunch line and lunchroom behaviors will be practiced at the beginning of the year and therefore and after breaks.

### Supervision Responsibilities:

1. Teachers will sit and eat with their homeroom classes.
2. Trying (tasting) of foods will be encouraged but not forced.
3. Exchange of foods is discouraged.
4. If a student does not follow a rule, a teacher/supervisor will respectfully remind him/her of the rule.
5. If a student does not follow a rule, a teacher/supervisor will implement consequence according to guidelines.
6. Flow of traffic:
  - a. Students will enter the lunchroom and move down the middle aisle to find a table.
  - b. Students finished eating will leave the east tables directly east and the west tables west and around back to bring trays, away.

### Consequences/Encouragement:

#### Misbehavior in lunch line:

- |                    |  |
|--------------------|--|
| First infraction:  | Verbal reminder of rule  |
| Second infraction: | Have student go to end of the line   |
| Third infraction:  | Remove the student from the line. Student waits until the class is through the line. |

#### Misbehavior at tables:

- |                    |  |
|--------------------|--|
| First infraction:  | Verbal reminder of rule                      |
| Second infraction: | Student demonstrates appropriate behavior    |
| Third infraction:  | Remove student from his/her table to another |

#### Encouragement:

1. Positive interactions with students when following behavioral expectations.
2. Recognition given by principal.



## **BUS:**

GOAL: The bus is a vehicle for providing safe and comfortable transportation of students to and from various destinations. Students will be given an opportunity to demonstrate their respect for self, respect for others, and respect for property.

### Responsible Behavior:

#### **Safety Rules**

1. Students must be seated while the bus is in motion.
2. Hands, arms, or head may not extend through the bus windows.
3. When a bus is crossing a railroad track, all conversation must stop until the bus has crossed the track.
4. Do not throw objects inside the bus or out the bus windows.
5. Students with special needs should be seated toward the front or emergency exit doors.

#### **Behavioral Rules**

1. Students are under the authority of the bus driver, coach, and/or chaperone.
2. Please keep feet on the floor, not on the seats.
3. Be on time, the bus will not wait.
4. Please deposit trash in the proper receptacles.
5. Drinking pop or other liquid refreshments and eating sunflower seeds are prohibited on any school vehicle without drivers'/chaperones' permission.
6. Observe all school rules and the same conduct as in the classroom.
7. Be courteous; use appropriate language and tone of voice.

#### **Driver, Coach and Chaperone Responsibilities**

1. Insure safety of students at all times.
2. Care for students from the first arrival until the last one leaves.
3. Coaches and chaperones should situate themselves in the bus as to observe and interact with students, not drivers.
4. Communicate with students to insure proper behavior and requirements of individual trips.

### Routes and Special Bus Trips:

#### **Bus Route**

1. Avoid playing or loitering in the road while waiting for the bus.
2. Cross the road in accordance with instructions from the driver.
3. Notify the school/driver if you intend to have another student ride with you on a school route.
4. Notify your bus driver ahead of time if you do not plan on riding the bus.

#### **Sport and Field Trips**

1. All students are expected to ride to and from the destination unless parents have notified the coach/chaperones ahead of time in writing.
2. Follow all general safety and behavioral rules.

### Teaching Responsibilities:

1. Bus rules and behavior will be taught at the beginning of the year in assemblies and in classrooms, as well as before special events.
2. All students will be taught proper evacuation procedures.
3. Students will be given an opportunity to discuss rules and regulations as well as express concerns when disciplinary action is taken.

### Supervision Responsibilities:

1. Bus loading and unloading will be under the supervision of assigned staff.
2. Bus drivers will be responsible to supervise students during regular routes.
3. Teachers and/or parents must accompany class field trips and supervise students while riding the bus to and from destinations.
4. The principal and/or transportation director will supervise and enforce all rules and regulations as necessary.

### Consequences/Encouragement:

#### **General Guidelines**

1. If a student has a conflict with the rules or breaks a rule, the following procedures will usually be followed. However, individuals who are in charge reserve the right to enforce appropriate discipline based on an individual basis. This may include skipping steps one and two, resulting in suspension with the first infraction.
2. Parents may be contacted at any time depending on the discretion of those in charge.
3. Students should be given an opportunity to discuss the situation so that they may learn from the situation.

#### **Steps of Discipline Procedures**

1. The first warning will be a verbal reminder of infractions.
2. The second warning will result in moving the student to a front seat position.
3. The third warning may result in a suspension from future bus use.

#### **Encouragement**

1. Individual and/or class praise for responsible behavior.



## **PLAYGROUND:**

GOAL: The Orange City Christian School playground will be a safe and respectful place for children to play. The students will treat each other with Christian love and respect.

### Responsible Behavior:

#### Lining Up:

1. When the bell rings, STOP, and run quickly to your line.
2. Keep hands and feet to yourself.
3. Line up facing forward in class line (marked by grade on the side walk).
4. No budging; go to the end of the line.
5. Balls and equipment must be in control in hands.
6. "Quiet" voices required before entering school and on the way to rooms.

#### Equipment:

1. The teachers on duty will make the decision whether equipment or an area is open or closed.
2. Students will:
  - not go under any merry-go-round
  - use ropes for jumping only
  - not throw rocks, sticks, or sand in the air
  - play touch or catch football in the assigned area--no tackle or "cream the carrier"
  - play kick ball and soccer in designated areas--PE rules observed
  - sit flat and swing back and forth in the swings--no jumping off swings  
There may be a push from behind when requested
  - have only two people on a teeter-totter at a time
  - only hang and go hand-over-hand on the monkey bars--no climbing above, standing, or sitting on the monkey bars
  - not climb on the swing set poles
  - use balls and equipment appropriately in the designated areas--basketball, 4-Square, footballs, soccer, volleyballs, and tether balls
  - play within the school ground limits--permission is needed to go after a ball when it goes off playground limits
  - play in the snow without throwing or kicking snow
  - refrain from pushing and/or sliding on ice on the basketball courts and bus route
  - stay clear of all puddles
3. Students will be required to wear appropriate clothing: mittens, coats, hats, boots in cold weather, and snow pants are required through fifth grade when there is snow on the ground.
4. Equipment may not be used before or after school without permission.

### Teaching Responsibilities:

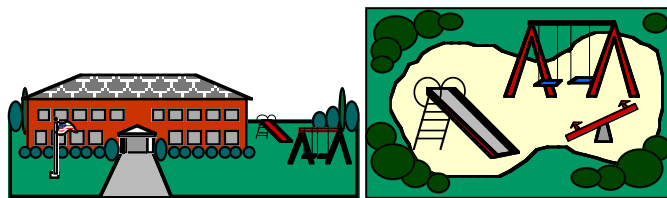
1. During a staff meeting, the zones, playground areas, and appropriate behavior and rules will be discussed. These will be explained to the student body.
2. Teachers will explain, model, and practice the zone and equipment rules.
3. At least once a quarter and as needed, rules will be reviewed and reinforced.

### Supervision Responsibilities:

1. Teachers will maintain a supervisor role by circulating throughout the playground with the first aide pack and a whistle (each teacher will be given his/her own whistle).
2. Playground supervisors will set an example by remaining calm and maintaining consistency in a positive manner.

### Consequences/Encouragement:

1. Breaking responsible behavior may result in:
  - standing up along the wall during the remainder of the recess
  - failure to go out for any remaining recesses
  - office referral
  - perimeter walks without playing with classmates/friends
2. If proper clothing is not taken to school, the student will write a note to parents requesting whatever it is he/she is missing be taken along to school the next day. The teacher will sign the note.
3. Individual and/or classroom praise will be given for responsible behavior.



## **RESTROOMS:**

GOAL: Orange City Christian School restrooms are places where students can take care of their personal needs in a clean, safe environment.

### Responsible Behavior:

1. Go directly to the restroom and return to your classroom as soon as you are finished.
2. Use quiet voices.
3. Use toilets and/or urinals properly and flush after use.
4. Use stalls and stall doors properly.
5. Wash with soap and dry hands.
6. Put toilet paper in toilets and paper towels and other waste products in the wastebaskets.
7. Respect others' privacy.
8. When students need to wait in school before the first bell rings at 8:05 a.m., K-4 students should be in the west front entry, and middle school/junior high students will wait in the east front entry.
9. Leave the area clean and tidy.

### Teaching Responsibilities:

1. All staff are responsible for teaching and monitoring expected restroom behavior at the beginning of the year and as needed (by taking the students into the restrooms to explain expected behavior).
2. The administration will help with instruction as needed and requested.

### Supervision Responsibilities:

1. Teachers will limit the number of students in the restroom at any one time.
2. All staff are responsible for providing correction and encouragement for expected restroom behavior.

### Consequences/Encouragement:

1. Staff will restate responsible behavior.
2. Staff will provide positive practice. For example:
  - Go back and flush
  - Pick up the paper towel
3. An infraction that requires custodial attention may result in:
  - Office referral
  - Restitution
4. Staff will consistently and respectfully encourage responsible restroom behavior.

## **HALLWAY:**

GOAL: The hallway at Orange City Christian School (OCCS) will be a safe and clean environment where all will treat each other with Christian love and respect.

### Responsible Behavior:

1. Students will walk on the right side of the hallway, staying in single file when moving between classes.
2. Students will not talk in the hallway while they are moving from one class to another when other classes are in session.
3. When two classes meet in the hallway, younger students will be given the right-of-way.
4. Students will keep hands to themselves and not run their hands along the walls.
5. Students will not jump up to hit or hang on signs or doors.
6. While waiting in the hallway for a class to begin, students will wait in a line quietly.
7. Middle school teachers will determine the allowed voice level and other hallway behavior in their wing, but middle school students must comply with the above rules when coming to music, art, and P.E.
8. When students need to wait in school before the first bell rings at 8:05 a.m., K-4 students should be in the west front entry, and middle school/junior high students will wait in the east front entry.
9. Students must receive permission from a supervising teacher before using the telephone.

### Teaching Responsibilities:

1. All staff are expected to teach and monitor proper hallway behavior at the beginning of the year and as needed.

### Supervision Responsibilities:

1. When a student is using the hallways improperly, any staff member who observes the behavior is expected to correct that student whether or not he/she is a student of theirs.

### Consequences/Encouragement:

1. Students observed running in the hall should be asked to go back to where they started and walk properly. Those who are excessively noisy should do the same.
2. Individual and/or classroom praise will be given for responsible behavior observed.
3. Praise over the intercom will be given by the principal as observed.

## **LIBRARY**

Goal: The library at Orange City Christian School will be a room where enjoyable reading and research can take place.

### Responsible Behavior:

Students will:

1. Enter quietly and find a chair to sit in and wait for direction.
2. Check out books in an orderly, quiet manner.
3. Read quietly or share quietly with one other person.
4. Make good use of time to either do research, or find and read a book.
5. Use beanbags in library time only. They are off limits at all other times.
6. The library desk is for check out only. The material on the desk and behind the desk should not be touched.
7. The computer on the library desk is for the Librarian only. There are other computers for student use.
8. Leave quietly in an orderly fashion.

### Teaching Responsibilities:

1. Staff should allow no glue, food, drink, cutting, or any activities that bring a mess to the library.
2. If staff uses the library when the librarian is not available, it must be for the purpose of doing research, not just to have a room for students to work.
3. The librarian will follow the established curriculum for teaching library skills and proper use of the library.

### Supervision Responsibilities:

1. Because there are so many temptations to take books without checking them out, the library must be supervised at all times.
2. The librarian is responsible for supervision when students/classes are assigned a library time.

### Consequences/Encouragement:

1. Staff will restate responsible behavior when necessary.
2. Staff will provide practice of responsible behavior.
3. The consequences must pertain to the infraction and may result in:
  - Sending the student back to the classroom
  - Office referral
4. Individual and/or classroom praise will be given for responsible behavior.

## **COMPUTER/IPAD USE**

Goal: The computers at OCCS are tools that facilitate and enrich classroom curriculum.

### Responsible Behavior:

Students will:

Before using the “Internet,” students in grades 5-8 must have a contract signed by the student and their parents for “Internet” use.

### Teaching Responsibilities:

Review responsible device behavior at the beginning of the year and throughout the year as necessary with your students.

### Supervision Responsibilities:

1. Teachers are reminded to note problems with specific computers on the golden card by each computer--including date, problem, and teacher initials.
2. Teachers should not allow students in the computer room without adult supervision.
3. Any CD taken out of the computer lab must be checked out and returned in an appropriate time so others may use it.



## Consequences/Encouragement:

### Misbehavior on a computer/device

First infraction: Reminder of the rule

Second infraction: Taking away student use of computer

Third infraction: Removal of student from computer room area

### Internet Misuse

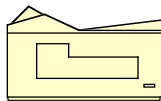
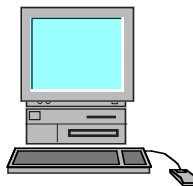
First infraction: Denial of student privilege of computer/device use (1 day) + detention

Second infraction: Denial of student privilege of computer/device use (1 week) + detention

Third infraction: Denial of student privilege of computer/device use for (1 quarter) + detention

### Encouragement

Praise will be given individually and/or to classes for responsible behavior.



## **ASSEMBLY**

Goal: Assemblies at Orange City Christian School will be a time where the school will come together in worship or for a time of sharing information and talents.

### Responsible Behavior:

Students will:

1. Enter the assembly quietly.
2. Sit in the area designated for each class.
3. Participate in the assembly when expected.
4. Listen attentively.
5. Exit in the order given.

### Teaching Responsibilities:

1. Teachers should seat students using multiple rows for more effective supervision during the assembly.
2. Prior to leaving the classroom, teachers should review appropriate attitude and behavior for the particular assembly.

### Supervision Responsibilities:

1. Teachers are reminded to have students adhere to the above rules.
2. Teachers should model proper behavior to the students during assemblies.
3. Assigned classroom sections on the bleachers are as follows:

7	6	8
5	3	4
1	K-Pre	2

### Consequences/Encouragement:

1. Teachers will restate responsible behavior.
2. Recess and/or free time may be taken away for individual students or classes.
3. Office referral for severe infractions may occur.
4. Individual and/or classroom praise will be given for responsible behavior.

## ENCOURAGING RESPONSIBLE CHOICES

### SPECIFIC BOARD POLICIES:

#### **DISCIPLINE-PUPILS--DUE PROCESS**

In all cases of student discipline, students and parents shall recognize the chain of authority. The matter shall be primarily between the student and the disciplining authority. Matters shall proceed from that level to the next; the decision of the Board of Directors, should matters reach that level, shall be considered binding. Parents are to be informed of all disciplining actions which go beyond the standards of simply maintaining order.

In the case of an appeal either to review the action, methods of discipline, outcomes or other related aspects, the parents, student, and teacher(s) involved shall be notified of the appeal and be given opportunity to present information. The chain of authority shall be: Board--Administrator--Teacher or staff member.

#### **DISCIPLINE OF PUPILS - SUBSTANCE ABUSE**

*Background:* Discipline and its application at OCCS is grounded in Scripture (see particularly Proverbs 12:1, 13:18 & 24, 22:15; Ephesians 5:14; Hebrews 12; I Corinthians 13; and Revelations 3:19). Just as discipline and disciple come from the same root word, the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage, and train a person in concepts as well as behavior that is pleasing to God. Discipline is ordained of God for the building of character and the training of behavior.

*Responsibilities:* Teachers and the administrator are responsible to God for the lives placed under their care. They have the authority from the parents to administer discipline. It is their responsibility further to work with the parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken and making themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of the involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation and, to build like-minded attitudes.

Students are responsible under God to obey and show respect for teachers and administrator as they should their parents, and they are responsible for helping to maintain the learning environment.

If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievance to other parents, teachers, or students. If the matter is not resolved with the teacher, the parents shall then discuss it with the administrator, and failing a resolution at this level, bring the matter to the attention of the Chairman of the Education Committee. The final step is to bring the matter to the Board of Trustees.

*Probation:* Probation gives the students an opportunity to correct a serious problem. If they do not improve to a satisfactory level, the consequence will be expulsion from school. These may be reasons for probation:

1. Insufficient academic progress.
2. Continued, deliberate disobedience.
3. A rebellious spirit which is unchanged even after counseling.
4. A continued negative attitude and bad influence upon other students.
5. Committing a serious breach of conduct which has an adverse effect upon the testimony of the school.
6. Tobacco. Being observed during the school day or at any school function by a staff member or a law enforcement official or admitting to having used tobacco or found to be in possession of tobacco in any form.
7. Alcohol/Drugs (including inhalants). Being observed, in or out of school, including summers, to have:
  - a. possessed alcoholic beverages with knowledge, intent, and control thereof
  - b. consumed alcoholic beverages
  - c. possessed controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof
  - d. used controlled substances, as they are defined by the Code of Iowa, and without a legal prescription.

**First offense:** Probation of six weeks and one day in-school suspension doing restitution work (e.g. custodial work within the school). Probation will be reduced to ten school days if the student enrolls in a school recommended twelve hour alcohol and drug education program. Contact will be made with parents.

**Second offense:** Probation will be increased to twelve weeks. Professional counseling is required. The student could serve up to a five day in-school suspension, which would constitute as school restitution. Conference will be held with parents, student, administration, and the Board.

**Third offense:** Permanent suspension. Offenses are cumulative over the school years.

**Response:** A student on probation will be denied privileges such as recess, intramurals, school outings, and extra curricular activities for six weeks.

In the spirit of discipline as defined in this policy, the school will maintain its right to deal differently with students that “turn themselves in” regarding offenses the could require probation, than with those students that are found to be involved or deny falsely such involvement. That different response will be handled on an individual basis and would not lose the integrity of the intent of this policy. Examples of such responses could include reduced probation time and/or fewer loses of privileges.

**Appeals:** May be made to the Board.

- a. The main task of the school is education. OCCS will try to help the students involved but also try to serve the educational interests of the wider student community which is OCCS's primary task. Every effort will be made to make provisions to continue with the student's education until graduation.
- b. Early notification is encouraged in order that the healing process and counseling may begin. Involvement of professional Christian counselors or a Christian counseling agency is necessary.
- c. Modification of the educational program of those involved may be allowed if counselor, principal, and involved faculty approve.

## **PUPILS--FALSE FIRE ALARM**

OCCS is directly connected to the communication center so that when the fire alarm activates, the communication center is alerted so that the fire department can be contacted immediately.

Because of the seriousness of students causing false fire alarms, students and parents are advised that the following action will be taken if a student willfully causes a false fire alarm:

1. The student(s) will be suspended for the remainder of the school day. Parents will be notified to pick up the student.
2. The student(s), parents, principal and board representatives will meet the following day to discuss further discipline (possible further suspension).
3. The student(s) and parent(s) will assume any fines associated with a false alarm possibly assessed to OCCS by the local fire and/or police departments. Causing a false alarm is a public disorder listed in Chapter 723.4 of the Iowa Code.

## **PUPILS--SERIOUS OFFENSES**

The board believes weapons and other dangerous objects in school facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school.

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school or from students who are within the control of the school district.

Students bringing a dangerous weapon to school or knowingly possessing a dangerous weapon shall be expelled for not less than twelve months. The principal shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the principal to develop administrative regulations regarding this policy.

Any student who is subject to disciplinary action relating to any dangerous weapon infraction will be referred to the authorities, and when appropriate, to other agencies for psychological testing.

## **PUPILS--EMPLOYEE AND STUDENT DIGNITY**

Orange City Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical character or disability, robs the person of dignity, is unlawful and contrary to our religious beliefs, and therefore, is not permitted.

Orange City Christian School does not condone or allow harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities. All students and employees are expected to conduct themselves with respect for the dignity of others.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counselor, administrator, or school board member as well as discussing the harassment with the student's parent or guardian. Employees may report to the administrator or a school board member. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment will be investigated immediately by school authorities. Subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Criminal charges will be handled by civil authorities.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), expulsion (for students), or criminal charges if they are filed.

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or otherwise creating an intimidating, uncomfortable, bothersome, hostile, or offensive working or learning environment.
2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.

### **ACTIVITIES:**

Specific activities will be planned in order to foster true discipleship. We will need to develop awareness of what discipleship means, expect demonstrations of discipleship by staff and students, and evaluate progress being made. The discipleship team and/or staff will develop activities that are age appropriate.

### **ASSESSMENT:**

The "Tiger Traits" will form the basis for our character development and evaluation at OCCS. The report card will have each character trait as a main heading with specific items under each heading that are demonstrations showing each trait. Although character traits are much more difficult to evaluate than academic areas, it is important that they are evaluated since they are an important part of our mission statement.

## IX. AUXILLARY ORGANIZATIONS

### A. Monica Society (parent organization)

1. **Purpose:** According to its constitution, Monica exists “to prayerfully labor in behalf of the financial welfare of Orange City Christian School.”
2. **Membership:** All persons interested in the purpose of the Society may be members or associate members. All families of children enrolled at OCCS are automatically included in the membership.
3. **Meetings:** The Executive Board meets a minimum of two times during the year.
4. **Services:** A variety of services are offered on a regular basis: labels for learning, GLC program, cookbook sales, and supporting Moms in Prayer. In addition other fundraising projects (apparel and school supply sales, cookie walk, soup supper, and Tulip Festival tent and Straatmarket) are regularly scheduled throughout the year.



## **X. RIGHT TO KNOW**

### **A. STATEMENT OF NONDISCRIMINATING & MULTICULTURAL NON-SEXIST (M.C.N.S.)**

It is the policy of the Orange City Christian School (OCCS) not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or physical or mental disabilities in its educational program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The Board of Orange City Christian School promotes and requires that our curriculum materials and program policies reflect an approach that acknowledges our world to be multi-cultural and global in its scope and that we are non-sexist in our presentation of the pluralistic society in which we live and leave.

Complaints or inquiries regarding compliance with M.C.N.S., Title VI, or section 504 may be directed to Arlyn Schaap, Principal, Orange City Christian School, 604 Third St. SW, Orange City, Iowa or to the Director of Civil Rights Commission, Des Moines, Iowa or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

### **B. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

OCCS shall provide equal opportunities and affirmative action to all employees and applicants for employment. This includes practices relating to hiring, placement, upgrading, transfer, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay, other compensation, layoffs, or terminations.

Individuals who file an application will be given consideration for employment if they meet or exceed the qualifications set for the position for which they are applying. Applicants will be considered without regard to race, color, sex, marital status, national origin, age, or disability. Inquiries or grievances related to this policy may be directed to:

1. Arlyn Schaap, Principal, OCCS, 604 Third St. SW, Orange City, Iowa 51041
2. Director of Civil Rights Commission, Des Moines
3. Director Region VII Office, Equal Opportunity Commission, Kansas City, MO

### **C. DRUG FREE WORK PLACE**

As required by law, OCCS has approved policies relating to providing drug free work areas. Employees or others violating the provisions of the drug free policy must participate in a rehabilitation program or be subject to suspension, termination, or other disciplinary actions set by the board. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.

#### **D. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that OCCS with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, OCCS may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow OCCS to include this type of information from your child's education records in certain school publications (graduation programs, drama productions and other programs, etc.)

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want OCCS to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by November 15. OCCS has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- e-mail address
- Grade level
- Photograph
- Date & place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- The most recent educational agency or institution attended

#### **E. OFFICIAL NOTICE OF HEARING SCREENING**

Hearing screening is conducted annually in our school by NW AEA Hearing Education/Conservation Services personnel. The children to be screened will include 1) all preschool through fourth and eighth grade students; 2) all students new to the area served by NWAEA; 3) all children with previously identified hearing losses. Following completion of the screening, you will be informed of the results.

#### **F. TEACHER QUALIFICATIONS**

Parents/guardians of OCCS have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree. Parents/guardians may request this information from the Office of the Principal.

#### **G. RIGHT TO KNOW LAW - DEALING WITH HAZARDOUS CHEMICALS IN OUR BUILDING**

Schools are required to post warning signs in their buildings for areas that may contain hazardous chemicals. We are also required to keep lists of all chemicals that we have within our buildings on file at the principal's office. Anyone requesting information concerning these chemicals may have access to the information at the principal's office. The areas where we have hazardous chemicals are posted with signs which indicate the type of hazard that may be found in that area. The signs are diamond shaped with four

difference colored divisions, each of which represents a particular type of hazard. A number (0 to 4) placed in each of the colored blocks indicates the degree of the hazard. The higher the number the greater the hazard.

## **H. NOTICE TO PARENTS CONCERNING HUMAN GROWTH AND DEVELOPMENT**

In accordance with the Iowa Code Section 279.50, OCCS shall provide instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome as required in section 256.11 in grades one through eight. We are also required to annually provide to parents and guardians of any students enrolled in the school district information about human growth and development curriculum used in the student's grade level and the procedures for inspecting the instructional materials prior to their use in the classroom. This notification serves to meet the state requirements.

The instructional materials used in Human Growth and Development may be inspected by contacting the student's teacher, principal or curriculum coordinator. A student shall not be required to take instruction in human growth and development if the student's parent or guardian files a written request to the principal that the student be excused from the instruction.

## **I. Student Record Notice**

Each year the school is to notify parents of their rights concerning the records of their children. A brief summary includes:

1. Parents have the right to review any school records of their children.
2. Privileged information concerning students will not be released by the school without parental permission.
3. Lists of names and of non-confidential information may be made public by the school without permission of the parents. Parents not wanting this information released must notify the school of their decision. Information in this category would be such things as honor rolls, general class lists, information for the yearbook, etc.

## **J. Notice Concerning Sexual Harassment**

All members of Orange City Christian School are exempted to conduct themselves at all times so as to provide an atmosphere free of sexual harassment. Members of the school include board members, administration, faculty, other employees, students, vendors, and other having contact with the school.

Sexual harassment includes but is not limited to such things as unwelcome sexual advances, verbal or physical contact of a sexual nature, when such actions are related to employment, or educational development or when such actions interfere with an individual's work or education, or creates an intimidating, hostile, or offensive working or educational environment.

Reports of sexual harassment should be reported to Crista Smidt, primary hearing officer, or Arlyn Schaap, alternate hearing officer, Orange City Christian School, Orange City, Iowa, 51041. Phone: 712-737-2274

## **K. Child Abuse Reporting and Investigating**

State law mandates that all teachers and administrators must report to the proper authorities all instances of suspected child abuse. Also in child abuse

laws are procedures for reporting child abuse by school personnel against children. In situations where there is suspected child abuse (physical or sexual), parents or others may report such suspected problems to the school Child Abuse Investigator. The purpose of an investigator is to conduct a preliminary investigation to determine if there is probable reason to believe that physical or sexual abuse may have occurred. If the investigator determines that this is a possibility; an investigation must be conducted by someone who is not a school employee. The Sioux County Sheriff's Department will provide an investigator for this purpose. (Primary Investigator: Crista Smidt, Alternate Investigator: Arlyn Schaap)

**L. Asbestos Notification**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response (AHERA), an original inspection of our school building for asbestos-containing building materials was completed in 1988. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. The EPA requires us to perform reinspections of the asbestos materials every six months by in-house trained personnel and every three years by an accredited outside source. An accredited Inspector/Management Planner from Survey Management and Design conducted a reinspection in 1992 and three years thereafter. The report indicates that all asbestos material has been abated except for pipe insulation in the tunnels and possible asbestos in some of the original floor tie which needs to be properly maintained.

Anyone is welcome to view our asbestos management documentation anytime during regular school hours. Our asbestos designated person, Darrel Kroese, is available to answer any questions you may have about asbestos in our building at 737-2274.

# Orange City Christian School | 2020-2021 CALENDAR

30.58 hours

24 – Back-to-school night  
25 – Classes begin – no bus service AM or PM  
25 – Convocation  
8:30am – 1<sup>st</sup> CRC  
12:00 dismissal

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

125.5 hours

5- PD – 1:30 dismissal  
9 – P/T Conferences K-4<sup>th</sup>, 2:00 dismissal  
11 – P/T Conferences  
12 – No school  
15 – Presidents' Day – No School  
19- PD – 1:30 dismissal

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

139.5 hours

4 – PD – 1:30 dismissal  
7 – Labor Day  
8 – Preschool begins  
18 – PD – 1:30 dismissal

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

150 hours

5- PD – 1:30 dismissal  
19 – Kindergarten round-up  
19 – End of 3<sup>rd</sup> quarter  
19 – 12:00 dismissal  
26 – PD – 1:30 dismissal  
26 – report cards sent home  
29,30 – P/T Conferences, 5<sup>th</sup>-8<sup>th</sup>

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

131.5 hours

1-2 – Heartland Teacher Institute – no school  
16 – PD – 1:30 dismissal  
23 – End of 1<sup>st</sup> Quarter  
23 – 12:00 dismissal  
30 – Report Cards go home

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

122.83 hours

1-5 – Easter break  
9 – PD – 12:00 dismissal  
15 – K-4 musical  
16 – Grandparent Day  
19 – Covenant Kids Grandparent Day  
23- PD – 1:30 dismissal

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

119.83 hours

2 & 3 – P/T conf. eve.  
2 – 1:30 dismissal  
3 – 1:30 dismissal  
6 – no school  
13 – PD – 1:30 dismissal  
20 – PD – 1:30 dismissal  
25 – 12:00 dismissal  
26 & 27 – Thanksgiving break

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

121 hours

4 – Strings night  
6 – preschool ends  
7- PD – 1:30 dismissal  
13 & 14 – Tulip Festival (13 – 11:30 dismissal) (14 – no school)  
28 – 12:00 dismissal  
28 – Graduation

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29


104.17 hours

11 – PD – 1:30 dismissal  
22 – 12:00 dismissal  
23-31 – Christmas break

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 – pick up report cards

JUNE 2021						
S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



129.5 hours

1-3 – Christmas break  
4 – classes resume  
8 – PD – 1:30 dismissal  
15 – End of 2<sup>nd</sup> quarter  
15 – 12:00 dismissal  
18-22 – IA Assessments Tests  
22 – PD – 1:30 dismissal  
22 – report cards sent home

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1<sup>st</sup> Quarter – 267.42  
2<sup>nd</sup> Quarter – 321.33  
3<sup>rd</sup> Quarter – 320.17  
4<sup>th</sup> Quarter – 327.5  
1174.42 hours

