



ORANGE CITY
CHRISTIAN SCHOOL

Parent Handbook

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INTRODUCTION

This **Parent Handbook** is the official compilation of the major policies, rules, and guidelines governing **Orange City Christian School**.

It is designed to be an essential resource for all families:

- **New Parents** enrolling students, particularly in Kindergarten.
- **Transfer Parents** whose children are newly admitted.
- **Current Parents** needing a quick and reliable reference for school procedures and expectations.

These guidelines are necessary to ensure a consistent, safe, and productive learning environment for all students. We encourage you to keep this Handbook readily accessible and refer to it whenever questions arise.

I. Foundation Statement

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

Orange City Christian School was founded by Christian believers who uphold the teachings of the Bible, as expressed in the statements of faith adopted by the Reformed tradition, specifically, the **Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt**. We believe the following biblical truths directly shape how we educate children and structure our school.

- A. **Parents' Role in Education** - We believe that **parents** have the primary responsibility for educating their children. Part of this responsibility is fulfilled by establishing Christian schools and hiring Christian teachers who are trained to set goals and design curricula that prepare students to live a Christ-centered life. Because families are part of a broader Christian community, the entire community supports this mission by giving generously—through time, finances, and prayer.

1. Biblical Foundation:

- a) *"These commandments that I give you today are to be upon your hearts. Impress them on your children." — Deuteronomy 6:6-7a*
- b) *"Train a child in the way he should go, and when he is old he will not turn from it." — Proverbs 22:6*

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

B. **The Value of Each Child** - Because every **child** is created in the image of God, education should nurture their understanding of their privilege and responsibility as a disciple of Jesus Christ.

1. **Biblical Foundation:**

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

C. **Marriage and Family** - We believe that God created the family as an example of His love and the structure within which to raise children. God has wonderfully and immutably created two distinct and complementary genders, male and female. Marriage is the uniting of one man and one woman in a single, exclusive union. Sexual immorality (including, but not limited to, adultery, fornication, cohabitation, homosexual behavior, bisexual conduct, bestiality, incest, and pornography use) are realities of our world even though they are not God's intention for His world or His people. We reject any teaching that encourages those practices and lifestyles as not in accordance with our beliefs or God's desires.

1. **Biblical Foundation:**

- a) *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*
- b) *The man said, "This is now bone of my bones and flesh of my flesh; she shall be called 'woman,' for she was taken out of man." That is why a man leaves his father and mother and is united to his wife, and they become one flesh. Genesis 2:23-24*
- c) *But since sexual immorality is occurring, each man should have sexual relations with his own wife, and each woman with her own husband. The husband should fulfill his marital duty to his wife, and likewise the wife to her husband. The wife does not have authority over her own body but yields it to her husband. In the same way, the husband does not have authority over his own body but yields it to his wife. 1 Cor. 7:2-4*
- d) *Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral. Heb. 13:4*

- D. **Sanctity of Life** - We believe that life begins at conception. We hold that all human life is sacred and all humans are image bearers of God. Therefore we believe we are called to protect in love, from conception on, all human life physically, mentally, and emotionally.

1. **Biblical Foundation:**

- a) *"Before I formed you in the womb I knew you, before you were born I set you apart; Jeremiah 1:5a*
- b) *"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place, when I was woven together in the depths of the earth. Your eyes saw my unformed body; all the days ordained for me were written in your book before one of them came to be." Psalm 139:13-16*
- c) *"Be devoted to one another in love. Honor one another above yourselves." Romans 12:10*

- E. **The Impact of Sin** - Sin distorts our understanding of **God, ourselves, others, and creation**. A Christ-centered education acknowledges our sinful nature, reveals the consequences of sin, and seeks to redirect hearts and minds toward obedience and service to God.

1. **Biblical Foundation:**

- a) *"For although they knew God, they neither glorified him as God nor gave thanks to him, but their thinking became futile and their foolish hearts were darkened." — Romans 1:21*
- b) *"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*
- c) *"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind." — Romans 12:2*

- F. **God as the Foundation of Knowledge** - Since **God created all things** and sent His Son to redeem the world, we cannot fully understand life or creation apart from Christ. **Jesus is Lord over all** and the Holy Spirit is the source of wisdom.

1. **Biblical Foundation:**

- a) *"In the beginning God created the heavens and the earth." — Genesis 1:1*
- b) *"For God so loved the world that he gave his one and only Son." — John 3:16*

- c) *"He is before all things, and in him all things hold together."* — Colossians 1:17
- d) *"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."* — 1 Corinthians 2:12

G. **The Bible as Our Guide** - God's **Word, the Bible**, is the only reliable source of truth. It helps us see the world clearly, understand our place in it, and follow His will in every area of life.

1. **Biblical Foundation:**

- a) *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work."* — 2 Timothy 3:16-17
- b) *"The fear of the Lord is the beginning of wisdom; all who follow his precepts have good understanding."* — Psalm 111:10
- c) *"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

H. **God's Covenant with His People** - Children of **Christian parents** are included in God's covenant with His people. They deserve an educational environment where they are treated with love, care, and respect as members of God's family.

1. **Biblical Foundation:**

- a) *"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
- b) *"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
- c) *"And he took the children in his arms, put his hands on them and blessed them."* — Mark 10:16

I. **Christ's Kingdom and Our Mission** - Jesus **reigns as King of kings and Lord of lords**. Therefore, Christian education must be dedicated to **His lordship** and committed to equipping students to serve as faithful citizens of His everlasting kingdom.

1. **Biblical Foundation:**

- a) *"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*
- b) *"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." — 1 Peter 2:9*
- c) *"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." — 1 Corinthians 15:24-25*

J. **Transforming Education Through Christ** - Because of these beliefs, we seek to shape **all learning and activities** through the lens of biblical wisdom. True wisdom is found only in Christ, God's Son. As **Colossians 2:3** says:

1. **Biblical Foundation:** *"In Him are hidden all the treasures of wisdom and knowledge."*

At Orange City Christian School, we integrate faith into all aspects of education, equipping students to live as **disciples of Jesus Christ** in every part of their lives.

OCCS MISSION**A. MISSION STATEMENT**

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

B. GENERAL EDUCATIONAL GOALS

1. Fulfilling the mission of Orange City Christian School is a shared commitment across all aspects of school life. The board, representing the school community, sets policies that align with the school's foundation and mission. They also hire staff who are called and equipped to bring this mission to life for students.
2. The primary way we achieve our mission is through a well-developed curriculum. General educational goals provide the framework for all learning activities, ensuring that each subject, unit, and lesson helps students grow in their knowledge of God and their commitment to living for Him. As we nurture our children through intentional teaching and learning, we uphold these guiding educational goals in every lesson.
3. To teach children through modeling and direct instruction to view all of life through the "glasses" of God's Word, the Bible.
4. To provide instruction in essential skills in order to enable students to fulfill their common calling as they serve in the body of Christ.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. To enable students to discern the past, present, and future in the light of Christ's fulfillment of His Kingdom.
11. To promote a Biblical view of stewardship of time, money, and resources.
12. To develop in students an appreciation for the unity and diversity of cultures and individuals in the light of God's Word.
13. To promote an atmosphere of community in school life.
14. To develop in students a godly character reflecting the image of Christ in their thoughts, words, and deeds.

C. **STUDENT LEARNING GOALS** - Equipping Students for Knowledge, Godly Character, and Service.

1. **KNOWLEDGE**

Students are equipped to be:

- a) **Perceptive Learners** who use God's Word to understand:
 - (1) The history of God's people.
 - (2) The realities of the natural world.
 - (3) The expressions of human culture.
 - (4) The historical context within God's plan.
 - (5) The workings of the world and God's intentions for it.
- b) **Lifelong Learners** who continually use their learning skills to grow in knowledge, understanding, and service throughout their lives.
- c) **Worshipful Learners** who develop a deep sense of wonder as they recognize God's power and majesty in creation.
- d) **Discerning Learners** who apply God's Word to:
 - (1) Identify idols and social challenges, critically assessing cultural values, structures, and influential institutions.
 - (2) Make Christ-centered decisions in engaging with a secular world.
 - (3) Lead in shaping a God-centered culture and serving the needs of a fallen world.

2. **GODLY CHARACTER** - Students are equipped to be:

- a) **Committed Followers of Christ** who remain faithful regardless of the challenges they face.
- b) **Active Community Contributors** who:
 - (1) Take responsibility for their actions.
 - (2) Demonstrate respect for their community, school, self, authority, and others.
 - (3) Value and honor God-given diversity.
 - (4) Engage in church and civic responsibilities.
- c) **Christ's Image Bearers** who reflect His character through:
 - (1) **Trustworthiness** – being truthful, honest, loyal, just, fair, and impartial.
 - (2) **Image Bearer/Christlikeness** – displaying kindness, generosity, compassion, service, and love.
 - (3) **Gratitude** – expressing thankfulness to God in words and actions
 - (4) **Encouragement** – uplifting others through kind words and deeds.
 - (5) **Respect** – honoring authority and recognizing the sacredness of God's creation.
 - (6) **Self-Control** – managing emotions, actions, and words with discipline and grace.

3. **SERVICE** - Students are equipped to be:

- a) **Skillful Servants** proficient in:

- (1) Reading and writing.
 - (2) Mathematics and sciences (general and social).
 - (3) Communication and technology.
 - (4) Finding and processing information.
 - (5) Group interaction and independent learning.
 - (6) Problem-solving and critical thinking.
- b) **Stewards of Creation** who responsibly care for God's world.
 - c) **Reformers** who strive to combat injustice, unrighteousness, and discord, working to reflect Christ's kingdom of love, restoration, and peace.

III. BOARD OF TRUSTEES POLICIES

A. Admissions Policy

1. Preamble

- a) 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."

2. Mission, Foundation and Educational Goals

- a) 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.

3. Eligibility

- a) 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) 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.

4. Procedures and Conditions

- a) 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. This includes parents whose Christian perspective may vary from that of this school.
 - (4) 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.
 - (5) The Board shall retain its authority to expel any students whose continued presence seriously impairs the development of Christian education.

5. Interviews

- a) 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.)
- b) Normally both parents should be present at the interview.
- c) In the interview, parents shall be fully apprised of the foundation, mission, goals and program of this school.
- d) Parents will be asked concerning their Christian commitment and their dedication to maintaining a Christian home and involvement in a Christian church.

- e) The motive for application shall be discussed, as to whether the desire for enrollment is in keeping with the school's foundation and program.
- f) 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)

B. Classroom Treasuries and Activities

1. 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.
2. 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.
3. The purchase of a class gift at Christmas for the teacher shall be funded through the classroom treasuries. The school also has a program through Tiger PAWS each Christmas where parents may give toward a combined monetary gift to the teacher or staff members. 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.

C. Noncustodial Parents Policy

1. Divorced and separated families are realities 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.
 - a) 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.
 - b) 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.

- c) 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.
- d) 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.
- e) These guidelines will be applied so as to further the mission of the school and the best interests of its students.

D. Use of Playground Policy

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

E. Harassment/Anti Bullying

1. 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.
2. 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.
3. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

- a) 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
 - b) Creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the person in reasonable fear of harm to person or property.
 - (2) Has a substantially detrimental effect on the person's physical or mental health.
 - (3) Has the effect of substantially interfering with academic or job performance.
 - (4) 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.
4. The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:
- a) **Instruction and Participation** – Engaging in lessons and worship services.
 - b) **Discussions and Debates** – Respectful conversations about topics important to the Christian faith.
 - c) **Interpretation of Religious Texts** – Electronic, written, verbal, and physical interpretations of Biblical scripture, religious texts, music, and opinions.
 - d) **Faith Expression** – Witnessing and sharing one's faith.
5. Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate authority.
- a) **Students** may report incidents to a teacher, counselor, administrator, or school board member and are encouraged to discuss concerns with a parent or guardian.
 - b) **Employees** may report incidents to the administrator or a school board member.
 - c) The **Principal** is responsible for receiving reports and ensuring this policy is implemented effectively.
6. Investigation Process
- a) All reports of suspected bullying or harassment will be promptly and thoroughly investigated by the Principal or an appointed designee.

- b) Investigations will be conducted discreetly to protect the privacy of those involved.
 - c) If criminal behavior is suspected, the matter will be referred to civil authorities.
7. Consequences - Individuals found to have violated this policy will face appropriate corrective actions, which may include:
- a) **For employees:** Disciplinary action up to and including termination.
 - b) **For students:** Disciplinary action up to and including expulsion.
 - c) **For any individual:** Possible criminal charges if applicable.
8. Sexual harassment includes:
- a) Unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature.
 - b) Any behavior that creates an intimidating, uncomfortable, hostile, or offensive work or learning environment.
 - c) Using acceptance or rejection of such conduct as a factor in employment or educational decisions affecting an individual.
9. Orange City Christian School's Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. If the home environment is not in harmony with the school's doctrinal belief in the centrality of Christ, the authority of scripture, and Biblical Lifestyle it will be difficult for the school to cooperate with the home and achieve the goal of a student becoming Christlike. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.
10. It is the policy of Orange City Christian School to provide equal educational and employment opportunities and not to legally discriminate based on race, national origin, biological sex, marital status, socio-economic status, or disability. As a Christian school, OCCS reserves the right to limit enrollment of students and families or impose qualifications based on specific church affiliation, gender questions, or sexual preference as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9) and Iowa Code, section 281-12.1(256). Additionally, to maintain the public witness of our Christian school, OCCS may also restrict enrollment if the family publicly promotes sexual immorality broadly, which is against OCCS's religious values, such as but not limited to: affirmation of the LGBT

alliance, homosexual relations, couples living together outside of marriage, cross dressing, swinging, or any other public immoral behavior.

11. This policy applies to all students, parents, faculty members, and churches. The purview of this policy extends to public actions beyond actions on school grounds.

F. BUILDING RENTAL POLICY

1. OCCS does allow the rental of some parts of the building. Rental reservations must be made through the school office and follow the guidelines on our [Rental Policy](#)
2. If [renting tables and/or chairs](#) to be taken off site
3. [Jr. Knights rental information](#)

G. Tuition Policy

1. 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.
2. Actual dollar amounts are revised each year and published in advance of the new school term. 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 around 90 percent of the cost of education.
4. 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.
5. Since the operations of the Tiger PAWS 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.

H. Administering Medication to Students

1. Employees at Orange City Christian School will not administer any prescription or nonprescription medication to students unless the following procedure is followed.
 - a) A written order from physician must be on file including (must be submitted yearly):
 - (1) Student's name
 - (2) Medication name
 - (3) Diagnosis and reason for medication
 - (4) Time of administration
 - (5) Dosage and route of administration
 - (6) Possible side effects and precautions

(7) Termination date for administration

- b) A written request from a 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).
- c) 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.
- d) Medication must be stored in a locked cabinet.
- e) Medication must be in the original container labeled with the name of the student and drug, date of issue or renewal, and directions from physician or pharmacist.
- f) Teachers and other appropriate school personnel to be notified of side and/or toxic effects or special precautions to be taken.
- g) Medication to be returned or destroyed when discontinued or at the end of the school year.
- h) 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. (form may be requested from school nurse)
- i) Written orders from the student's doctor will be followed in cases where emergency medication may have to be given by hypodermic injection.
- j) All information concerning medication will be kept confidential.
- k) 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.
- l) All medication dispensed through the school office is documented by students, date and amount in the school's database program under the health section.

I. Class Assignments

1. Class assignments will be made in May for the following school year. A committee consisting of the resource teachers, counselor, and administration 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 to determine class assignments.

Parents with requests are required to meet with the Education Committee in order for their request to be considered. Factors the committee will consider in determining class assignments for students are:

- a) Academic needs
 - b) Learning styles
 - c) Social needs
 - d) Distribution of boys/girls
 - e) Special needs
 - f) Church representation where possible
 - g) Written parental requests and reasons
2. After class assignments are made and published, the work of the committee is completed. The decision of the education committee will be final.

J. Child Abuse

1. 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.
2. 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.
3. 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.
4. 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.

K. [Video Surveillance](#)

IV. GENERAL RULES AND GUIDELINES

A. Absences

1. Habitual Absences

- a) 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.
 - b) 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.
 - c) 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.
2. 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.
 3. Teachers assume the obligation to help the student following unavoidable absence.
 4. 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 ahead of the absence.. 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.

5. Teachers are not obligated (particularly in the intermediate and upper grades) to remind pupils of make-up work and need not give credit for overdue work.
6. 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
7. Parents must verify an absence by calling the school office.

B. Music - Music, and more specifically singing, is a part of corporate worship where all people participate (i.e. 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.

1. Band

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

(1) Time Commitment

- (a) 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.

- (b) 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.
 - (c) 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.
 - (d) 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
- (a) 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 \$12/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.
 - (b) 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).
 - (c) 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
- (a) The band marches in all parades during the Orange City Tulip Festival unless it is raining.
 - (b) All members of the 5th-8th grade band are expected to participate. Students learn marching basics and begin to memorize the music in March.
 - (c) 7th and 8th graders who are not in band may choose to join the color guard. We have equipment for ten

routine flags, six school flags, and two banner carriers.

Girls interested in batons must supply their own baton.

(d) All members of the band are issued uniforms. Each student must provide his/her own black shoes.

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

2. Choir

a) 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.

3. Orchestra

- a) 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!
- b) 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.
- c) 5th-8th grade students are given weekly 15 minute individual or group lessons, as time permits. 4th grade students are taught as a group during their orchestra period.
- d) 4th grade orchestra meets one time per week, 5th and 6th-8th meets two times. Students are expected to have their instrument and music at every rehearsal.
- e) 4th-8th grade students who take private lessons are encouraged to continue with their private teachers and to play in the orchestras.
- f) 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.

- g) OCCS has rental instruments available and students may rent an instrument for \$12-\$15/month.
- h) There may be a few small costs during the year including books, strings and small supplies.
- i) Students are responsible for their instruments and music and for any damages that they incur.
- j) 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.
- k) Students participate in a variety of festivals, concerts, and/or chapels each year. Students in grades 6th-8th may participate in the solo-ensemble festival and all students are encouraged to use their musical gifts in church and in the community.
- l) Honors Orchestra is available on a try out basis. Recorded auditions are held in November.
- m) 8th grade students could be considered for the Ames Honors Orchestra, held on the Iowa State Campus, in November.
- n) 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.

C. Bicycles - Students may ride their bikes to school as weather permits.

- 1. Bikes must be placed in the bike area on the east side of the gym. Failure to do this may result in losing the privilege of bringing a bike to school.
- 2. Students may not play on or around the bikes during the school day.
- 3. Students may not use someone else's bike without permission.
- 4. 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. Students should cross the street to the parking areas using the crosswalk marked in front of the school.

D. Boots - Boots are to be worn on rainy, wet days, as well as during the winter months when snow is on the ground.

- 1. Please mark boots plainly.
- 2. Anyone forgetting boots as required, or those who purposely forget to avoid going out, may be denied recess and/or noon hour privileges.
- 3. A sign will be placed in the hallway on those days when boots are required.
- 4. During boot season students must also have shoes to wear while inside.

E. Bus Rules - Whenever students ride a bus (to and from school, to the town library, for a field trip), the following rules apply:

1. Students will obey the driver at all times.
2. Students will be at the bus stop on time.
3. Students will wait for the bus off of the roadway.
4. Students will cross the road in front of the bus.
5. Students will keep their heads and hands inside the bus.
6. Students will not change seats.
7. Students will not shout, sing, or use profane language.
8. Students causing trouble will be suspended.
9. Students will not throw things.
10. Students will report damage to the driver at once.
11. Students will pay for any damage to the bus.
12. Students will keep the bus clean.
13. Students will listen to the driver in an emergency.
14. The bus driver is authorized to assign seats.

F. 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 the west parking lot and north parking area of the school open and clear. Bus drivers appreciate the space to maneuver more easily. Walkers and bike riders will be dismissed at the same time to exit out the north side of the building.

G. 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.

H. Electronic Devices (including cell phones, smart watches, and gaming devices), etc. are not allowed during the school day or while participating in school activities outside of the regular school day hours. They must remain in the homeroom teacher's possession throughout the school day. If found, they will be taken from students, placed in the office and parents may be required to pick up. Primary communication should be through the office or teachers during school hours.

1. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms.

I. Conferences. Parent-Teacher conferences are held twice a year. The first occurs after the first quarter, or 9 week period, usually in early November. The second set of conferences occurs in February. Attendance at these 2 conferences is

expected. 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.

- J. Cumulative Records.** Orange City Christian School partners with parents. 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.
- K. Detentions (after school).** There are times when student behavior or use of time results in the need for additional time after school. Please note:
1. Either the teacher or the student will call home to inform you of the detention and the time of dismissal.
 2. The teacher assumes no responsibility for transportation home under these circumstances.
- L. Doctor Appointments.** There are times when doctor, dental, or orthodontist appointments must be made during school hours.
1. When these are pre-scheduled, please try to arrange for out of school time whenever possible.
 2. 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.
- M. Dress Code** - Dress should reflect our Christian witness and our Foundation Statement. Decency in dress implies that others are not embarrassed, distracted, or tempted. Please keep in mind the differences in students, such as height, body proportions, and stages of development all impact how clothing fits and appears and may allow the same item of clothing to be worn by one individual and not be appropriate for another. Our full [dress code policy](#) and parent signature form can be found here.
- N. Excused Absences.** 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.
- O. Field Trips.** Classes often take field trips during the school year. You will be informed if they (a) extend beyond or occur after normal school time, (b) have expenses involved, or (c) require specific clothing. In some instances, parents may be asked to help car pool or supervise.
- P. Health Services and Requirements.** We employ a professional nurse part-time at school.
1. If accidents needing medical attention occur, we have immediate access to the local clinic.

2. If such medical attention is required, parents are called as soon as possible. A permission sheet is to be signed at registration.
3. 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
4. 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 remains 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.
 - a) 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:
 - (1) **Class I:** Measles, meningitis, meningococemia, chicken pox, etc.
 - (2) **Class II:** HIV infection, encephalitis, viral hepatitis, salmonellosis, shigellosis, tuberculosis, etc.
 - b) 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.
 - c) 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.
5. **Immunization**

- a) 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, pertussis (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.
6. **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.
- a) The panel will be comprised of the following:
 - (1) Administrator or designee, building principal.
 - (2) One or more physicians with expertise in the related area, school selected.
 - (3) A registered nurse
 - (4) School Board President
 - (5) In addition, one or more of the following may be added to the panel:
 - (a) parent/guardian of an affected student
 - (b) student or staff member's physician
 - (c) local public health official
 - (d) legal counsel for the student or staff member
 - (e) legal counsel for the school
 - b) 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.
 - c) 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.
7. **Confidentiality**
- a) 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.

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

8. Medical Evaluation

- a) 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.

9. Placement

- a) 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.

10. Education

- a) 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.

11. Contact information - 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	Swelling is gone
Pink Eye	3-5 days	Variable	When eye is clear
Polio	7-14 days	At least 7 days	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

12. 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.

Q. 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.

1. 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.
2. 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.
3. 6-8: At these levels, homework will be more common, even daily, depending upon the number of study halls in a given daily schedule.

R. Hot Lunch.

1. Our hot lunch program follows the rules and regulations of the Federal Hot lunch program. Our complete wellness policy can be accessed from our school website or by the link below.
2. [Wellness policy](#)

- S. Library.** All pupils are given the opportunity to use our well-stocked central library. Our 12,000 volumes are supplemented with books from the Northwest AEA also. Some teachers elect to make use of the O.C. Library as well.
- T. Lost & Found.** Lost and found items are handled basically in two ways:
1. Clothing, boots and outside clothing are collected in a box stationed in the hall near the music room for elementary students and in the middle school hallway for those students.
 2. Jewelry, eyeglasses and other valuables are brought to the main office. Items left after the school term will be saved for a time and then given away.
- U. Physical Education.** P.E. classes are conducted twice a week for grades 1 - 8 and once a week for Kindergarten. A well planned variety of activities are used to help students 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. (Shorts must align with the dress code). All students must wear or have available an appropriate pair of shoes to wear during P.E. class. These tennis shoes must not give off black marks. No shoes--no participation. As weather permits and activities determine, P.E. classes may be held outside.
- V. Promotion and Retention**
1. Promotion is automatic from year to year. If a teacher and the principal feel that a question exists the following routine is used.
 2. 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.
 3. When retention is necessary, the school will first look at placing the student in the opposite section.
- W. Property Damage.**
1. If pupils willfully cause property damage, contact will be made with parents for costs of damage incurred.
 2. If property damage occurs by accident but as a result of misbehavior or inappropriate play, parents will be asked to pay damage costs involved.
 3. 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.

- X. 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.
- Y. Report Cards.**
1. Regular report cards are issued quarterly: early November, mid-January, late March and late May.
 2. Two grading systems are used:
 - a) K-2: O-outstanding; S-satisfactory; I-improving; N-needs improvement; U-unsatisfactory
 - b) 3-8: A-excellent; B-above average; C-average; D-below average; F-failure are used for academic achievement. For Tiger Traits and individual effort, O, S, I, N and U are used.
 - c) Mid-term reports of a different kind are issued during the 1st quarter and may be used in additional quarters if progress is judged as unsatisfactory by the teacher.
- Z. 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 or later per Iowa law and are dismissed by Memorial Day.
- AA. School Hours.**
1. Classes begin at 8:20, dismiss at 3:30
 2. 1st bell at 8:10, second bell at 8:15, tardy bell at 8:20
 3. End of the day - first bell at 3:24, Dismissal bell for all students at 3:30
 4. Bus riders are dismissed first and local students after the buses leave.
- BB. Snow days and emergency dismissal.**
1. If school is canceled because of snow, announcements are called in to KSOU (93.9) radio station. Announcements will also be made on KTIV television and on OCCS social media platforms. OCCS will be using its own text messaging.
 2. If school is dismissed early because of snow, announcements will also be called in and e-mailed as early as possible to alert parents. The announcement will also be made via text message and social media to parents.
 3. 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.
 4. When early dismissals are made, students will not be allowed to use the phone until the personnel in charge have completed all necessary calls.

5. Where both parents are employed outside the home, a standing arrangement must be made so children know where to go until parents return home.

CC. Supplies Furnished by the School.

1. 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.
2. PAWS provides some school supplies to each classroom to reduce the amount of supplies parents are asked to provide. A Supply list will be made available for parents before school starts.

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

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

EE. 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.

1. Permission to use the phone must be obtained from school personnel - teacher, secretary, librarian, principal, etc.
2. 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.
3. Regarding calls made by parents to or about children at school:
 - a) If messages are to be given to pupils, please call prior to 2:00 if possible, to allow for time to dispatch the message.

FF. 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:

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

- GG. 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. Students allowed to legally take a moped to school must park them in the parking lot area on the east side of school.
- HH. 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.
- II. Behavior Expectations** - [Tiger Traits Matrix](#) is taught at every grade level.
- JJ. Behavior Policy** - [Behavior Policy](#)
- KK. Conflicts and Resolutions.** 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.

V. INTERSCHOLASTIC ACTIVITIES

A. Academic

- a. 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.
- b. All pupils are eligible at the grade level indicated.
- c. Participation generally is voluntary in all divisions, except in choir where an entire class or group is used.
- d. 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. Athletics

a. Athletic Mission Statement

Orange City Christian School athletics serve as a platform for teaching values that align with our biblical mission. We partner with parents to empower student athletes to be strong, faithful servants for Christ's Kingdom.

b. Purpose of Athletics

- i. 1 Corinthians 10:31 states, "So whether you eat or drink or whatever you do, do it all for the glory of God."
- ii. The extracurricular programs at Orange City Christian School are designed to enrich the student with a Christian educational experience.

Extracurricular activities are an integral part of our educational system and in no way should be placed above or hinder the educational process. The athletic programs are specifically designed to help develop a healthy attitude toward competition and of winning and losing in life. We as Christians must learn how to win and lose gracefully. More importantly, we desire that our student athletes develop a Christian perspective on what winning and losing truly are.

- iii. At Orange City Christian School, we expect our coaches, players, and students to represent the school in a manner that is respectful of others, both on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we demand of our students, which is to be ambassadors of Christ Jesus.
- c. **God's Will:** At the cornerstone of the educational foundation for physical education and athletics is the belief that all of life's activities come 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.
- d. **Caring and Training:** 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.
- e. **Foundations:** 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 provide 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.

C. Physical Education

- a. **Purpose:** 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.

- b. **Health and Motor Skills:** 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.
- c. **Activities:** 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.

D. Intramurals

- a. 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.

E. Athletic Statement

- a. Through participation in athletics at Orange City Christian, student athletes will mature physically, emotionally, socially and spiritually. A student athlete who participates in athletics is voluntarily making a choice of self-discipline and self-denial. Failure to comply with team or school rules of training and conduct or failure to maintain academic requirements may mean exclusion from a squad. There is an expectation that each student athlete will discipline his or her mind and body for rigorous competition. We believe God calls us to strive for excellence and we do not want our student athletes to compromise or accept mediocrity.
- b. A complete breakdown of extracurricular athletics at OCCS can be found in the [Athletic Handbook](#), including the following areas:
 - i. Philosophy & Rationale
 - ii. Roles & Responsibilities
 - iii. Student Athlete Eligibility

- iv. General Guidelines & Procedures
- v. Unity Christian Jr. Knights
- vi. Probation & Ineligibility Form
- vii. Athletic Commitment Sheet

VI. 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 they 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 losses 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.
 - i. 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. AUXILIARY ORGANIZATIONS

A. Tiger PAWS (parent organization)

1. **Purpose:** According to its constitution, PAWS exists "to prayerfully labor on 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, soup supper, and Tulip Festival tent and Straatmarket) are regularly scheduled throughout the year.

X. RIGHT TO KNOW

A. STATEMENT OF NON-DISCRIMINATING & 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 multicultural 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 Jason Alons, 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. Jason Alons, 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 school in writing by October 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 NWAEA 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 different 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 expected 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, staff, students, vendors, volunteers, and others 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 Jason Alons, 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: Jason Alons)

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, Garry Nyenhuis, is available to answer any questions you may have about asbestos in our building at 737-2274.