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July 2017

Dear Parents,

It is my privilege to welcome you to Pella Christian Grade School! As we begin our 106<sup>th</sup> school year we are excited to honor our past and plan for a future full of giving glory to our Lord and our Savior. Pella Christian Grade School's educational program is based on the infallible Word of God as interpreted in the Reformed tradition. We welcome children from all Christian families who desire a Christian education. Our school logo is based on Proverbs 22:6 with this instruction: "Train a child in the way he should go, and when he is old he will not turn from it." We continue to pray for our students' development based on biblical training from the home, the church and the school. The theme for 2017-2018 is "Build Each Other Up" and the verse is 1 Thessalonians 5:11 - "Therefore encourage one another and build each other up, just as in fact you are doing." ("Edifíquense unos a otros" - 1 Tesalonicenses 5:11 "Por eso, ánimoense y edifíquense unos a otros, tal como lo vienen haciendo.")

We have established these policies and regulations to assure smooth operation of the school. This handbook contains the latest revision of policies and of regulations that govern our school and describe various aspects of the school. Please direct any questions to my office. I will try to answer them or to guide you to the committee where your concerns may be addressed. I am here to serve you.

We welcome some new staff members.

- Mr. Jake Fancher will serve as the Athletic Director. Mr. Fancher has a history of involvement in youth coaching and is excited to take on this new role.
- Mrs. Amanda Johnston will serve as our Middle School Resource and SPARK teacher. Mrs. Johnston is a University of Missouri of alumni with twelve years of teaching experience.
- Mrs. Lauren Kahl will serve as a 2<sup>nd</sup> grade teacher. Lauren is a 2016 graduate of Central College. She participated in the Central Teacher Academy at Pella Christian Grade School from 2013-2016.
- Maestra Andriz Melenciano will serve as the 6<sup>th</sup> grade Spanish Immersion teacher. Maestra Melenciano has a Bachelors Degree and is in the process of finishing her Masters Degree in Applied Linguistics from the University Autonoma de Santo Domingo.
- Mrs. Kelly Nikkel will serve as a 5<sup>th</sup> grade teacher. Mrs. Nikkel is a 2000 graduate of Dordt College with a Bachelor of Arts in Elementary Education. She has been a consistent substitute teacher at PCGS the past two years.
- Maestra Carrie Noble will serve as the Spanish Immersion Kindergarten Aide. Maestra Noble is an Iowa State alum with a Bachelor of Science in Biology. She has two children in the Spanish Immersion program and her husband is the Spanish teacher at Pella Christian High School.
- Mr. Jeff Poortinga will serve as our 4<sup>th</sup>-8<sup>th</sup> grade art teacher. Mr. Poortinga is a graduate of Dordt College with a Bachelor of Arts degree in K-12 Art Education. He is actively involved in the Cadet program in the Pella area as well as the theater program at Pella Christian High School.
- Maestra Analu Reigstad is returning to PCGS to serve as our 2nd grade Spanish Immersion teacher. Maestra Reigstad is a Dordt alumni with a Bachelor degree in Spanish Education. She served as a Spanish Immersion teacher at PCGS from 2013-2016.

May God bless PCGS as we unfold His Kingdom each day,



David Te Grotenhuis, Head of School

## **MISSION STATEMENT**

*Proclaiming the Lordship of Jesus Christ in all spheres of life and learning, Pella Christian Grade School, together with parents, provides excellent academic training rooted in God's infallible Word, challenging students to develop their individual, God-given gifts for a life of service in God's kingdom.*

## **PHILOSOPHY**

Ever since Christian education began, we have heard much about the real value and purpose of Christian schools. We can only respond by saying that we desire a Scripturally-oriented school founded on the Word of God. We insist that the central purpose of Christian education is to accomplish the unique development of each child as a member of the Christian community where the student can serve God and others in a meaningful way. We believe that, with God's help, our schools have had and will continue to have real value and purpose. We declare that we are humbly grateful to be educating God's children for a life of service in God's Kingdom. God has blessed us richly in the past. His promise is sure that He will provide in the future. He does this through those who love, who support and who pray for Christian education in our community.

The nine basic principles of Christian education at Pella Christian Grade School are:

1. The Word of God is the standard for directing our lives.
2. Our task is to be stewards for God over creation.
3. We are sinful and need to be reconciled to God through Jesus Christ.
4. By faith in Jesus Christ we are restored to our place as rulers for God over creation and witnesses of the gospel for all of life.
5. In a renewed relationship our eyes are opened to the knowledge that we are God's children endowed with talents and gifts that we should use in a responsible way.
6. Through a Christ-centered education, we learn how to live a Christian way of life.
7. The truth about the universe is fully known to us only in the light of God's Word.
8. The truth about God's creation enables us to develop culture in a distinctively Christian way.
9. Christian education cultivates in our hearts an obedient response to God by Kingdom service in all of life.

## **ORGANIZATION**

### ***ACCREDITATION AND MEMBERSHIP***

Pella Christian Grade School (PCGS) has been accredited school since 1914. PCGS is accredited through Christian Schools International (CSI), located in Grand Rapids, Michigan. Along with area Christian schools, we form the South-central Iowa region of CSI affiliated schools.

PCGS is also a member of the Iowa Association of Christian Schools (IACS) with membership primarily consisting of CSI schools. This group seeks educational equity in the legislative process. IACS works closely with the Iowa Advocates for Choice in Education (Iowa ACE) represented by Catholic, Lutheran and Christian schools to promote nonpublic school legislation in Iowa.

### ***THE SOCIETY***

Pella Christian Grade School is a nonprofit, parent-operated organization. As such, all Society members have a constitutional role in the ongoing ministry of the school.

Anyone, without regard to race, color or national origin, eighteen years of age or older, who signifies his or her desire to become a member and expresses agreement with the principles and purposes of PCGS Society as set forth in Articles II and III of the Constitution may become a member for the calendar year upon payment of ten dollars (\$10.00) or more. All parents of children enrolled at PCGS are members of this Society. The Annual Meeting is held to elect board members, approve the annual budget and tuition scale, and to approve other major decisions. Membership in the Society is considered both a privilege and a responsibility for Christian parents dedicated to providing a Christ-centered education for their children.

## ***BOARD OF DIRECTORS***

The Board of Directors is the policy-making body of the school consisting of nine to thirteen members. At the annual meeting of the Society, board members are elected for a three-year term of office by qualified voters of the Society. Board members may serve two consecutive terms.

In order to effectively govern PCGS, the Board is organized into five standing committees. Board members and parents outside of the board serve on these committees to provide leadership and direction for the school. The Board members serving for this school year are as follows:

<u>Name</u>	<u>Term Expires</u>	<u>Phone</u>	<u>Church District Represented</u>
Carrie Andringa	(18)	204-8043	At Large
Russ Van Wyk	(18)	628-9900	Calvary CRC
Zach De Vries	(18)	628-0045	Faith CRC
Derek Van Dyke	(18)	628-8190	Faith CRC
Matt Boender	(19)	780-0263	At Large
Randy Kelderman	(19)	628-9125	Calvary CRC
Chad Vink	(19)	627-5262	Covenant Reformed
Brittany Dieleman	(19)	416-0259	Pella I CRC
Steve Runner	(20)	629-0391	Covenant Reformed
Nathan Nikkel	(20)	620-9413	Faith CRC
Jodi De Vries	(20)	625-4243	Outlying CRC
Mike Vander Molen	(20)	314-920-1265	Pella II CRC

## ***FACULTY AND STAFF***

The faculty at Pella Christian Grade School consists of 43 teachers and of several teacher aides. All teachers are certified by the Iowa Department of Education.

All members of the teaching staff must declare their unconditional acceptance of and agreement with the basis and purposes of the Society as expressed in Articles II and III of the PCGS Constitution.

Teachers must teach from the Reformed perspective, must be evangelically sound in their faith and teaching and must lead a Christian life. (Constitution, Article XI, Sections 2 & 3) Teachers must agree with and sign the PCGS Faith Statement.

## ***PARENT ORGANIZATION***

Partners in Education (PIE) are automatically comprised of every parent whose child is enrolled at Pella Christian Grade School. Additionally, PIE benefits from the God-given abilities and talents of grandparents, of aunts, of uncles and of others who support Christian education.

PIE organizes fundraisers, enlists room parents to assist teachers and provides various opportunities for fellowship with teachers.

Meetings for PIE are held throughout the year with childcare available. PIE is a great opportunity for parents to provide input on topics that affect his/her child(ren). Parents are encouraged to become involved and serve this organization with their talents.

## **HISTORY OF PCGS**

Pella Christian Grade School was established in February 1912, with an enrollment of 26 students. The enrollment by year's end in 1913 had increased to 49 students.

In 1992, a building addition was completed which added a gymnasium, locker rooms, elevator, stage and kitchenette and enlarged the library and music facilities.

In 1997, Creation Station Christian Preschool, for children who have reached the age of four by September 15, was opened with an enrollment of 69 students. This program is a Christian Early Childhood Program, which precedes the kindergarten experience. It is located at 909 Franklin Street in Pella. A fifth section of preschool was added in 1999 at Pella Christian Grade School. In 2002, we added a sixth section. God continues to tremendously bless this program. For the 2017-18 school year, we anticipate six sections in which two of the sections are available for three year olds.

In 2012, a Spanish Immersion program began in the preschool, kindergarten and first grade levels. Currently eighteen students are enrolled in the preschool section; twenty-two students are enrolled in the kindergarten section, twenty-one students in the first grade section, twenty-two students in second grade, sixteen students in the third grade section, twenty-three students in the fourth grade section, fifteen students in the fifth grade section and fourteen in the sixth grade section.

The 2016-17 enrollment was at 451 students in grades K-8. These students came to us from 14 denominations and 35 different churches. We anticipate a slight decrease in enrollment for the 2017-18 school year. PCGS had 43 eighth grade students graduate and anticipate 42 incoming kindergarten students. A four phase building project and renovation was started in 2016. This \$13.55 million project will include the construction of additional office space adjoining the present offices and renovation of the present entrance and office. Classrooms will be updated to house all preschool classrooms at 216 Liberty Street. Cafeteria, kitchen, second gymnasium and fifteen new classrooms will be built as well as the renovation of rooms, media center and art room.

## **ADMISSION AND REGISTRATION**

### ***Admission***

Pella Christian Grade School is meant to be of service to Christian families who have an active membership in a Bible-believing evangelical church and show a genuine interest in Christian education. The school does not discriminate on the basis of race, gender, color or national origin. The School Board at Pella Christian Grade School reserves the right to schedule a meeting with any family who previously un-enrolled and desires to enroll again at PCGS.

### ***Registration***

Registration takes place on two designated evenings in July at the school. A third session is held over the noon hour in July. The first month of tuition is due at this time as well as transportation fees. A tuition schedule is included at the end of this handbook.

## **ATTENDANCE**

### ***Daily School Hours***

School begins at 8:30 a.m. Dismissal is at 3:25 p.m. for grades K-5 and 3:30 p.m. for grades 6-8. Students are discouraged from being at school before 8:10 a.m. or after 3:40 p.m. unless involved in a supervised extracurricular activity.

If your child has a rash, a temperature of 99.4, or a bad cough, then your child should stay home. Please call or email the school ([office@pellachristian.net](mailto:office@pellachristian.net)) and/or your child's teacher by 8:30 a.m. on the morning that your child will be absent or tardy. Tylenol (generic brand) will not ordinarily be dispensed from the office before 10:00 a.m. or after 2:00 p.m. unless the student needs the medication for a school related injury.

When a child misses any of the three Tulip Time parades in which they are required to march, they will be counted absent for half a day, unless their absence is caused by a different Tulip Time event (i.e. riding a float).

## **ABSENCES**

### ***Child Watch Program***

Parents should make every attempt to have their child in school. When a student misses class and only does the assignment, he/she misses all of the teacher's presentation and class discussion. Parents are requested to work closely with their child's teacher during long absences to discuss which assignments should be completed. A student must be present at least half a day in order to participate in an after-school activity, unless given permission by the Head of School.

Please call or email the school ([office@pellachristian.net](mailto:office@pellachristian.net)) and/or your child's teacher by 8:30 a.m. on the morning that your child will be absent or tardy. A voice message may be left in the office mailbox at any time prior to office hours regarding an absence. If a student is reported absent and the office has not been notified and the teacher does not indicate a reason for the absence on the attendance report, office personnel will contact the child's home, parent's cell phone or a parent's work place to determine the reason for the absence.

If there is reason for concern the Head of School is informed that no contact has been made at the home or at a parent's work place and a decision is made if further action is necessary. Any student who is reported absent and the office has been notified, an email notification will be sent to the classroom teacher. This notification indicates the date, name of student, reason absent and any homework instructions received. The child's home will not be contacted if the student was absent the previous school day.

### ***Students Leaving School During the Day***

We request that students in grades K-8 must bring a written excuse or email from a parent or guardian if they are leaving the campus for any reason during the school day to ensure the safety of our students. This excuse should be shown to the teacher at the beginning of the school day. Before leaving school the student should sign out in the office. When the student returns he/she will sign back in at the office. Without a written note or email from a parent the student must get permission from the office to leave school grounds.

### ***Tardiness***

When students arrive late for school, he/she should bring a note to the school office from a parent or guardian indicating the reason for being late and sign in. See the "Discipline" section for how tardies accumulate for middle school students.

### ***Family Trips***

Students going on family trips that will cause them to be absent from school must make prior arrangements with the classroom teacher(s). See the "Student Involvement/Assignments" section of this Handbook for makeup work requirements. The school office should be notified of the duration of the student's absence for attendance records.

## **COMMUNICATION BETWEEN PARENTS/ TEACHERS/ H.O.S.**

Remembering that the school and family are partners in the bringing up of a child "in the training and instruction of the Lord" (Ephesians 6:4, NIV), expectations and issues relating to a specific situation should be communicated at the earliest possible time as we seek what is best for the students of our school.

Let us seek the opportunity to understand the issues and talk together by following these guidelines:

1. All classroom questions, problems or complaints should be brought to the teacher first to try to resolve the issue.
2. The parent may contact the Head of School if the situation is not resolved at this level through direct contact.
3. If this does not resolve the issue the Head of School may arrange for a parent/teacher/Head of School meeting to be held with or without the student involved.
4. If the situation continues it will be referred to the Executive Committee and finally to the School Board.

## **DISCIPLINE**

Since PCGS bears the name of our Lord and Savior, all of us must represent our school with behavior and attitudes that are pleasing to Christ. Our goal in conduct and speech should always seek to reflect Christ's image in us and be in conformity with God's Word.

### ***Anti-Harassment/Anti-Bullying (forms are available from the school office)***

Pella Christian Grade School has a zero tolerance for bullying and for harassment. Bullying and harassment of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

It is important to note that the following activities, absent substantial, aggravating factors, occurring inside or outside of the classroom, do not constitute bullying and harassment:

- Instruction and participation in lessons and worship services.
- Discussions and debate concerning issues important to Christian faith.
- Electronic, written, verbal, and physical interpretations of Biblical Scripture, and religious texts, music and opinion.
- Witnessing and faith sharing.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

PCGS holds the following beliefs regarding the discipline process:

- a. The Lord disciplines those He loves (Hebrews 12). Therefore, discipline is an act of love.
- b. The goal of discipline is restoration to a right relationship with God and one another (Galatians 5).
- c. Discipline is to be just, swift and consistent (Proverbs 24).
- d. Discipline is usually not pleasant when given but should be of the type which will produce peace for those who have received it (Hebrews 12).
- e. Disciples owe honor and respect to those disciplining them (I Peter 2).
- f. Brothers, if someone is caught in a sin, you who are spiritual should restore him gently (Galatians 6:1).

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which



may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, which will include consideration of information obtained from previous, confirmed cases of harassment of bullying and harassment, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

PCGS has a zero tolerance for a lack of preventing, reporting and facilitating investigations of suspected bullying and harassment. In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in

violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Head of School or designee will be responsible for handling all complaints by students alleging bullying or harassment as well as undertaking an investigation as considered necessary. The President of the School Board or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the Head of School, in conjunction with the School Board, to develop procedures regarding this policy. The Head of School also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The Head of School will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 216 Liberty St., Pella, Iowa.

### ***Work Room***

Middle school students behind in their assignments or doing make-up work will be assigned to "work room" during the intramural/recess time following lunch.

### ***Tardy Detentions***

Tardies to class are given only to students in grades six, seven and eight. A teacher will give a student a tardy if he/she is late to class without an acceptable excuse. A student is expected to come to class prepared with subject material, pencil, electronic device and required supplies. Three tardies equal one tardy detention. Tardy detentions are served during the intramural/recess time in the workroom.

### ***Behavioral Detentions***

Behavior that could lead to a behavioral detention includes, but are not limited to, the following:

1. Disrupting a classroom
2. Disobedience or disrespect shown to authority
3. Showing disrespect or meanness to a fellow student
4. Lying
5. Damaging or stealing property--student will replace/repair at the parents' expense
6. Profanity or other inappropriate language
7. Cheating
8. Smoking/alcohol/drug violations
9. The fifth workroom session in one quarter becomes a detention.

Most infractions will be handled through the detention procedures outlined below. The administration and/or Executive Committee of the School Board reserve the right to use suspension or expulsion for severe or for habitual infractions.

### **Detention Procedures:**

1. A student is informed by the teacher/Head of School that he/she has received a detention. The student then meets with the Head of School regarding the reason for the detention and is assigned a specific time for serving the detention.

2. The detention will generally be served on the morning following the meeting with the Head of School. The Head of School will designate on the form the date it will be served. The detention will take precedent over all school-related events.
3. The student is responsible to report to the school by 7:30 a.m. on the day the detention is to be served. If the student is late or does not return the detention form signed by the parent/guardian, a second detention may be issued. The detention is over at 8:15 a.m.
4. While a student is serving a detention, he/she may be assigned a work detail.
5. Parents/guardians are responsible for making necessary arrangements for transportation.
6. Sequence of behavioral detentions in a quarter:
  - a. First Detention: Student meets with the Head of School and a parent contact is made.
  - b. Second Detention: Student meets with the Head of School and a parent contact is made.
  - c. Third Detention: The student and parents will meet with the Head of School, and the student will serve two morning detentions. (See Middle School Eligibility for further details.)
  - d. Fourth Detention: The matter may be referred to the Executive Committee of the Board. The parents are invited to this meeting. The student may serve an in-school suspension, an out-of-school suspension, may miss school-sponsored activities or face expulsion.
  - e. Repeated Detentions: The Executive Committee of the School Board will make the decision on what discipline will be applied. The parents will be invited to the meeting.

While discipline may be a painful experience, it produces a harvest of righteousness and peace for those who have been trained by it (Hebrews 12:11).

### ***Suspension and Expulsion from School***

The Lord disciplines those He loves (Hebrews 12). Therefore, discipline is an act of love. The goal of discipline is restoration to a right relationship with God and one another (Galatians 5). Discipline is to be just, swift and consistent (Proverbs 24). Discipline is usually not pleasant when given, but should be of the type which will produce peace for those who have received it (Hebrews 12). Disciples owe honor and respect to those disciplining them (I Peter 2). Brothers, if someone is caught in a sin, you who are spiritual should restore him gently (Galatians 6:1).

In the event of serious misbehavior, the Head of School may temporarily suspend students from school until the next scheduled School Board meeting (maximum of 30 calendar days). Days missed during the suspension are counted as excused absences. All expenses (counselors, evaluations, tuition, etc.) incurred throughout the suspension/ expulsion process are the responsibility of the family. Final approval must be given by the School Board to expel a student from school.

### ***Substance Abuse/ Weapons***

Weapons, other dangerous objects, and look-a-likes such as, but not limited to, firearms, explosives and knives are not to be brought on school property. School property includes transportation vehicles and covers all school-sponsored activities. Weapons are defined as anything used or usable in injuring another or an instrument or object designed for or used in fighting.

Weapons and other dangerous objects will be taken from students and others who bring them on the school property or within the control of the school. Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials. The student will be suspended from school. Any student who brings a firearm on the school property will be suspended immediately and recommended for expulsion for not less than 12 months. The Head of School has the authority to recommend this expulsion be modified for a student on a case-by-case basis.

Any student who threatens another person on school property or at a school event with an object that resembles a dangerous weapon or who displays an object in such a manner as reasonably to place another person in fear of his or her safety will be subject to discipline by the Head of School which may include suspension or expulsion.

The school provides an educational program at various grade levels that informs students of the dangers of substance abuse.

The use or possession of tobacco, alcohol, any controlled substance, look-a-like controlled substance, prescription, or over-the-counter drug by a student during the school day or at school functions will result in immediate school suspension for a length of time as discerned by the Head of School and count as one behavioral detention.

Repeated violations will be referred to the Executive Committee for further action.

## **DRESS CODE**

It is essential that the standards for proper dress and general appearance reflect the Christian nature of our school. Dress must be clean, neat, modest, in good taste and in good repair.

The PCGS guidelines that follow are not meant to be exhaustive:

1. Clothing that displays profanity, obscene pictures, alcoholic beverages, tobacco, any controlled substance, vulgarity, lewd sayings, rock groups, etc., that violate Christian principles are not allowed.
2. Blouses or shirts that are of midriff or of crop top length are not permitted. If wanting to wear a tank top, the area from the base of the neck to the end of the shoulder should be covered.
3. Students may wear hemmed shorts (fingertip length). Running/jogging shorts, cutoffs or biking shorts are not allowed.
4. Appropriate footwear must be worn. Parents are asked to think of the safety and appropriateness of footwear for running and for playing. Flip flops are not recommended since they are noisy and are unsafe when running. Heelies are not permitted since they could damage the floor.
5. Jeans must be hemmed and in good condition.
6. Leggings, Yoga pants, or running tights are not acceptable unless a fingertip length tunic shirt, sweater or dress is worn over top.
7. Boots are to be worn at school by students in grades K-5 in wet and in snowy weather. Students should have their names marked in their boots as well as in all of their personal supplies. If the ground is wet or snow-covered, K-8 students are not allowed off of the cement without boots. Snow pants are required for students in grades K-5.

## **FINANCIAL MATTERS**

Each year the needs of the school are assessed by the PCGS School Board and a tuition schedule is published. You can find the current tuition rates at the back of this handbook.

### ***Billing Procedures for Tuition Collection***

1. All payments are due on the fifteenth of the month that a payment is due. ACH payments are an option and are deducted from your account on the fifteenth of the month.
2. If an account becomes 60 days past due, a letter will be sent to the parents/guardians requesting action in the form of payment or a modified payment plan.
3. If an account becomes 90 days past due, a meeting will be arranged to develop an agreed upon payment plan.
4. If an agreed upon payment plan is not followed; the students(s) may not be enrolled the following semester or school year.
5. The family account of all eighth grade students must be paid in full or devise a payment plan that is approved by the Finance Committee prior to students participating in commencement exercises or receiving a signed diploma.

## ***Assistance Programs***

Please do not allow finances to be an obstacle as you discern whether or not to send your child(ren) to PCCS. We realize that the full cost of tuition can be a burden for some of our families. Therefore, we have many different assistance programs.

### **1. Legacy of Grace Student Tuition Organization (STO)**

Tuition grants are available to eligible families through the Legacy of Grace Student Tuition Organization. Parents must submit an application with a statement of financial status to the Christian School Tuition Assistance Service. Applications are due April 30 and are paid out at registration. All new families should apply for STO at any date before school begins.

### **2. Tuition Assistance Program (TAP)**

TAP has been set up to subsidize the tuition of families who do not receive assistance from a church, a relative or other source. Assistance will be given based on need and on availability of funds. Please contact a Finance Committee member for more information.

### **3. Tuition Reduction Incentive Program (TRIP)**

This program uses gift cards to purchase items you normally buy at various local and at national chain businesses. The businesses involved give a percentage of your purchase back to the school of your choice to help reduce your tuition. You may designate TRIP earnings to your account, to another family's account or to a school. TRIP earnings are paid out at the time of registration. If interested you may pick up more information in the school office.

### **4. New Incentive to Christian Education (NICE)**

Families of students in grades K-8 who are new to Christian education will be offered up to a 50% reduction in their total family tuition for their first year of enrolling their entire family and up to a 25% reduction in their total family tuition for their second year of enrollment. The NICE Plan gives us the opportunity to introduce the concept of Christian education to families who might not otherwise have considered it because of the cost of tuition. Does this apply to your family? If you have not paid tuition for your children's K-12 education in the past, this does apply to you! This plan allows families who have not experienced tuition costs as part of their budget to transition into the experience.

### **5. Free/Reduced Lunch Program**

Our school participates in the Federal Lunch Assistance Program for children from low-income families. Approved applications make a family eligible for free or for reduced lunches. Applications are given to every family at the time of registration.

### **6. Endowment Fund**

The school has an Endowment Fund to help keep tuition affordable. This fund is a great place for grandparents, for friends and for parents to make a contribution of cash or appreciated assets. Only the interest is used, and the principle continues to grow. The Endowment Fund anticipates contributing \$248,752 to the general fund for tuition reduction. The Sustaining Supporters Organization (SSO) for the Endowment Fund is made up of members contributing \$50.00 or more annually to provide additional funds each year.

## FOOD SERVICE

The Healthier US School Challenge (HUSSC) is a voluntary national certification initiative for schools participating in the National School Lunch Program. In 2013, Pella Christian Grade School lunch program obtained the silver level by working to: (1) improve the quality of the foods served, (2) provide students with nutrition education, and (3) provide students with physical education and opportunities for physical activity.

Lunches are served each school day unless classes are dismissed at noon or earlier. Parents are welcome to eat with students. Advance notice is appreciated by contacting the school office before 9:30 a.m. Exact change for visitor lunches is welcomed.

A computer based accounting system is utilized to maintain student accounts. An account is set up for each student and a scannable lunch card will be issued. This is a permanent card and should last the entire school year. Broken, abused or lost cards will be reissued for a \$1.00 fee.

Family accounts will link students in the same family to a common account for depositing money and for deducting money for meal transactions. Money should be brought to the food service office or dropped in the gray box by the front entrance. One delinquent notice will be created for the entire family.

To activate your student/family account:

1. Deposit any amount of money office by the kitchen or put in the box marked "Hot Lunch Money" just inside the front entry doors.
2. Delinquent notices or email notices are created for the entire family each week to notify you if an account is low. Please check for these notices as it is important to keep money in the account. Parents can monitor the family lunch account balance by logging in to the family JMC account. The parent login is on the home page under the "Parent" link.

Prices are as follows:	Student lunch	\$2.45
	Visitor lunch	\$3.55

### ***Peanut and Tree Nut Safe Environment***

Pella Christian Grade School is a "Peanut and Tree Nut Safe Environment." This means that all people using the facility are requested to avoid bringing peanuts, tree nuts or products containing peanuts/tree nuts onto the premises. Special precautions are in place to reduce the possibility of exposure of the at-risk population and constant vigilance on the part of everyone to maintain the peanut and tree nut safe environment. All teachers and staff members have annual training on how to administer an Epi-pen.

Parents are requested not to send any foods to school that contain nuts or peanut butter (see examples below), with the exception of peanut butter sandwiches for lunch. Pella Christian Grade School asks that all families that choose to send peanut butter products for lunch send a note to the teacher, so the teacher can monitor the student closely and make sure that these students wash their hands and faces immediately following lunch. Teachers also ensure that all sacks, baggies, etc. that contained the peanut butter sandwiches be taken to the outside garbage immediately. If a student has eaten a peanut/nut product prior to coming to school, parents should make sure his/her face has been thoroughly washed as the transfer of the peanut/nut oils by touch can cause a life-threatening anaphylactic reaction. Birthday treats or other distributed snacks must also follow this guideline.

Examples: Key items to avoid include items that are full of peanut butter or nuts such as Reese's Peanut Butter cups, peanut butter & jelly sandwiches, Snickers, Butterfingers, snack packs with peanut butter in them, peanut butter granola bars, homemade snacks or baked goods with nuts, peanuts or peanut butter, Nutella, or raw nuts such as walnuts, cashews, etc.

## **GRADING AND REPORTING**

### ***Report Cards***

Report cards are distributed every nine weeks.

### ***Grading***

Parents of children in grades three through eight are able to access their child(ren)'s grades online at any time.

**Grades K-2** grading system is as follows:

Letter grades are not given until third grade. K-2 teachers explain the grading system at Parent Night or through some other means of communication.

**Grades 3-8** use the following percentage schedule:

A = 96-100	C = 75-78
A- = 92-95	C- = 72-74
B+ = 89-91	D+ = 68-71
B = 85-88	D = 64-67
B- = 82-84	D- = 60-63
C+ = 79-81	F = Below 60

### ***Parent Online Access***

All parents of students in grades three through eights are assigned a username (last name) and password to access their child(ren)'s grades via our JMC online parent portal. Our teachers will input grades into the grading program in a reasonable amount of time. To access this portal type <http://grades.pellachristian.net> in you web browser URL bar (address bar) and enter your assigned username and password. Please contact the PCGS office if you cannot remember your password to the parent portal, and we would be happy to help you.

### ***Mid-term Reports***

Mid-term reports are usually sent home electronically the fifth week of each quarter to students in grades 6-8 who may be demonstrating academic concerns.

### ***Standardized Testing***

Each year the Iowa Assessments are given to all students in grades one through eight. Students new to the school (after kindergarten), as well as students in first and third grade, are given a Cognitive Abilities Test.

## **HEALTH AND SAFETY**

### ***Crisis Response Plan***

Pella Christian Grade School has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying school property should an emergency occur. Our main objective is to attend to the health and the welfare of your child(ren) in the event of a crisis.

In most cases, your child will remain and be cared for at the grade school. In the rare event of an emergency affecting the school that prohibits re-entry to the building (such as a broken gas or water main, a fire, or toxic chemical spill), students will be accompanied to Trinity Reformed Church (407 Franklin Street).

We ask that you follow this procedure if you hear of a school emergency.

TUNE RADIO TO KCWN 99.9 FM or KRLS 92.1 FM. We will keep the media informed of any emergency. PLEASE DO NOT TELEPHONE THE SCHOOL. The school has a limited number of telephone lines. These phone lines must be used to respond to the emergency.

PLEASE DO NOT COME TO SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency at the school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates the relocation of staff and students you will be informed via the media. Parent(s) will be notified at home or at work, if a student is injured.

### ***Health and Medication***

Parent are responsible to notify the homeroom teacher concerning a child's chronic illness, such as allergies, asthma, diabetes, seizures, etc. School personnel will not issue internal medicine, including Tylenol (generic acetaminophen), unless it has been agreed upon in writing by the child's parent, guardian and/or physician. Tylenol will not be normally administered prior to 10:00 a.m. and after 2:00 p.m. A slip will be sent home with your child to notify you if the office has given Tylenol to your child. Students may be required by a healthcare provider to take a medication during the school day. A qualified person who has been instructed in how to administer the medication shall administer medication. No medication will be administered without written authorization from the parent. A written record of the administrative procedure must be kept for each child receiving medication. Medications should be sent in the original package or prescription container with the dosage and administration times listed.

Students should be fever-free for 24 hours without the aid of fever reducers such as Tylenol or Motrin before returning to school. If it is necessary for a kindergarten through eighth grade student to remain inside during recess or be excused from an activity, a note is requested from home stating the reason.

### ***Injury***

An injured student will be brought to the office if the student can be moved without causing further injury. The office personnel will:

1. Care for minor injuries at school without notifying parents.
2. Contact the parent or guardian:
  - a. Regarding a serious injury. If the office is unsuccessful in contacting the parent, the office will contact the listed emergency contacts.
  - b. Parents will be called and encouraged to assist in making a determination if the need for medical attention is questionable.
3. Office personnel will seek appropriate medical attention if unable to contact parent/guardian or other persons listed as emergency contacts on the registration form.
4. Call the parent/guardian whenever there is a head injury or a fever over 99.4 degrees.

### ***Hearing and Vision Screening***

Hearing and Vision Screening tests are given annually. Hearing screening is done in grades kindergarten through sixth grade. Vision screening is required for students entering kindergarten and grade three. Parents will be notified if a student needs additional testing.

### ***Abuse of Students by a School Employee***

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers at the school. Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

The school will respond promptly to allegations of student abuse by school employees by investigating or by arranging for the investigation of an allegation. The processing of a complaint or an allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.



The school has appointed a Level I investigator and an alternate Level I investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school.

**LEVEL I -- INVESTIGATORS:**

(Designated)	DAVID TE GROTENHUIS-HEAD OF SCHOOL	641-628-2414
(Alternate)	KELSEY BOOT-COUNSELOR	641-628-2414

A representative of the Pella Police Department will serve as a Level II investigator (628-4921). The Department of Education issues suggested forms, rules and regulations, which will be used by Level I investigators according to the need in each allegation.

## **INTERNET ACCESS POLICY**

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging information with Internet users throughout the world.

Pella Christian Grade School has taken the best precautions to restrict access to controversial materials. The school has an Internet content and keyword filter protecting every computing device connected to our wired or to our wireless network. The list of inaccessible sites is automatically updated every seven days, and sites found to be offensive can be added at any time. During the school day teachers are available to guide students toward the use of appropriate materials. Nonetheless, families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Students are responsible for good behavior when using a computing device just as they are in a classroom or in a school hallway. While some computing devices may not require the use of our network to connect to the Internet, students utilizing any Internet connection on our school property will be held to the same standards as if they were using our network. Communication on a computing device is often public in nature. General school rules for behavior and communication apply. Access is a privilege, not a right. Students are expected to use technology with discernment, with integrity, in service to God and to others.

Network storage areas and Google Apps accounts may be treated like school lockers or desks. Network Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using another's password
7. Trespassing in another's folders, work or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

## **iPAD and iPOD ACCEPTABLE USE POLICY**

iPad and iPod policies are available on the school website under the “About” tab then 1:1@PCGS tab at [www.pellachristian.net](http://www.pellachristian.net).

## **LOST AND FOUND**

All personal property that is worn or brought to school should be properly labeled. Found valuables such as jewelry or cell phones are kept in the office. Unclaimed items will be disposed of or given to the local thrift store at the end of each semester. Please watch the newsletters for announcements of when the lost and found items are displayed in the hallway. Items are also located in the sick room cupboards for students or parents to claim.

## **PARENT INVOLVEMENT**

### ***Parent-Teacher Conferences***

A formal Parent-Teacher Conference is held each fall towards the end of the first nine-week quarter. The student's current grades, conduct and progress are discussed. A conference is also held in the spring to discuss Iowa Assessment results and student progress. Other conferences may be arranged between parents and teachers as desired.

### ***Volunteer Service Hours***

Each family is asked to serve 8 hours throughout the school year, which 2 of the 8 service hours must go to building or maintenance coordinated with the custodial staff or pay a fee of \$160.00 (\$20.00 per hour). Families will be assessed this fee at registration following the year of service. Those enrolling for the youngest child eighth grade may be charged the fee before the school year begins.

A variety of service opportunities will be available for parents. Services such as building and grounds, office assistance, committee service, and tutoring are a few examples of the available services. The school newsletter and website will have updated opportunities.

When a parent has completed service hours, please have a teacher, committee chair, staff person or board member sign off on the service hour slip. The office will record and track hours. All service slips should be returned to the office by the parent.

## **PLAYGROUND RULES**

1. Students must demonstrate respect for all teachers, adult supervisors and fellow students.
2. Students should not come in and out during recess. Once they are outside they should stay outside until signaled inside.
3. Students in grades kindergarten and first grade must stay up the hill or on the south hill.
4. Students in grades two through eight must remain down the hill. Grade level boundaries must be respected.
5. Teasing, bad language, damage to property or littering are not permitted.
6. For purposes of safety we do not permit such rough play as tackling, wrestling or tag on climbing equipment.
7. Students should not be near the bikes during school hours.
8. No running on the sidewalks in front of school.
9. Roller-skating, roller blading, skateboards or heelies are not allowed.
10. Objects, such as stones, sand, cones, sticks, etc. may not be thrown.
11. When students are confined to the cement, balls are to be thrown only, not kicked.
12. Balls should not be thrown or kicked on the roof.
13. No kicking of balls on the K-1 cement area or against the building.
14. No hard balls are allowed on the school playground; i.e., golf balls, baseballs, etc.

15. Play equipment must be used according to the manufacturer's intent; i.e., sitting on the slide with legs inside, one person down a slide at a time, etc. There is to be no running up the slide or sharing a swing.
16. Boots are to be worn when playing in the snow off the cement.
17. Throwing snowballs is not allowed.
18. No electronics like Nintendo DS, iPods or iPads are allowed on the playground.
19. The Internet Access policy in this Parent Handbook applies to student conduct on the playground.
20. Students have restrictions on when they can play football on the cement in order to keep all areas safe for students. Students may play football on the grass when weather permits to play on the grass during recess.
21. Sledding Rules for students are as follows:
  - a. Sledding is permissible with roll-up sleds, foam sleds and saucers. No runner sleds, inner tubes or hard plastic sleds.
  - b. Students in grades kindergarten through fifth grade must wear snow pants.
  - c. Sledding may only be on the sledding hill and no group sledding.
  - d. Students should not be on the hill until it is their turn to sled.
  - e. Students may push to speed up a sled. Students may not push students all the way down the hill.
  - f. Students must walk up the hill outside the flow of other students sledding.

## **SEARCH AND INSPECTION**

### ***Searches of Students***

A student's person and/or personal effects (e.g., purse, book bag, clothing pockets, etc.) may be searched when school officials have reasonable cause to believe that the student is in possession of stolen property, alcohol, controlled substance(s), look-a-like controlled substance(s), prescriptions, over-the-counter drugs, tobacco, pornography, weapon(s) and/or anything else which is a violation of the law or a school rule. The search will be conducted under the authority of the Head of School with at least one adult witness present.

### ***Maintenance Inspections with Notice***

Although school lockers, desks and computer files are temporarily assigned to individual students they remain the property of the school at all times. The school has a reasonable and a valid interest in insuring that its property is properly maintained. For this reason periodic inspections are permissible to check for cleanliness and for vandalism. School authorities may conduct general maintenance inspections at any time. The inspection will be conducted in the presence of at least one other adult. Any contraband (weapons, pornography, controlled substance(s), look-a-like controlled substance(s), prescriptions, over-the-counter drug, alcohol, tobacco, or anything else which is a violation of the law or a school rule) or vandalism discovered during such inspections shall be confiscated by the administration, which will advise the student's parents. Disciplinary action could also be a consequence (see suspension/expulsion policy).

### ***Inspections Without Notice***

Lockers, desks, computer files and other facilities owned by the school are provided as a courtesy to the student. These school facilities may be searched without notice when school officials have reasonable cause to believe that the school facility contains a weapon(s), pornography, controlled substance(s), alcohol, and/or tobacco, or anything else, which is a violation of the law or a school rule or has been subject to vandalism. Such searches will be conducted in the presence of another adult. Any contraband (weapons, pornography, controlled substance(s), look-a-like controlled substance(s), prescriptions, over-the-counter drug, alcohol and/or tobacco) or anything else, which is a violation of the law or a school rule, or vandalism discovered during such inspections, shall be confiscated by the administration, which will advise the student's parents.

Disciplinary action could also be a consequence. Law enforcement will be notified if appropriate (see suspension/expulsion policy).

## SCHOOL CLOSINGS AND EARLY DISMISSALS

We encourage parents to sign up for email notifications. You may do this by going to the web page [www.pellachristian.net](http://www.pellachristian.net) and click on the "E-mail Sign Up" link to be on this electronic mailing list. The radio stations listed carry announcements concerning school closings due to severe weather conditions or for other necessary reasons. Radio stations are:

WHO (1040 AM) -- Des Moines KRLS (92.1 FM) -- Pella  
KNIA (1320 AM) -- Knoxville KCWN (99.9 FM) -- Pella/New Sharon

To view school information on television, please turn to Channel 5, 8 or 13 or go to the corresponding television's web pages. Would you like to be notified directly when school is cancelled or postponed? Please sign up for a free email and/or text messaging notification service at <http://text.pellachristian.net>.

## SCHOOL EVENTS AND FUNDRAISERS

### School Events

1. The **Open House** is held prior to the first day of school. This is a time for students and parents to meet teachers, visit their classroom and bring school supplies for desks or for lockers.
2. The **School Play** is performed by eighth grade students in late fall. The play is presented during two evenings. A freewill offering is collected to defer costs for props and for costumes. The school play is open for all families and friends to attend.
3. A **Grand Day** is held in April. Grandparents and special friends are invited to participate in classroom activities with their grandchild/student. Students will be dismissed for the day at 11:35 a.m.
4. **Tulip Time** is a community wide celebration held the first full weekend in May. Students in kindergarten through fifth grade are required to march with the students in the afternoon Tulip Time parade on Thursday, on Friday and on Saturday. If your child rides a float or is involved in another part of the parade they are excused from walking with their class. Dutch costumes are required attire, while wooden shoes are optional. Dutch costume patterns are available from the library for a nominal fee. Some patterns are sold around Pella. The Pella Historical Society typically has a costume exchange in April, so please read local newspapers for this information.
5. The **Annual Society Meeting** is held in late May for the election of new board members, budget approval and a Head of School report of the previous school year.
6. **Ice Cream Social** when end of the year report cards are distributed is held the Thursday following Memorial Day.

### Fundraisers

1. **Greeting cards and napkins** are for sale throughout the year at the school.
2. **Spring Fling Fundraiser** – please watch newsletters for more details about a great Partners in Education (PIE) spring fundraiser.

# SPANISH IMMERSION

In the Spanish immersion classrooms at Pella Christian, students receive all content instruction in Spanish. Our goal is for our students to achieve native-like fluency in Spanish by learning the language in much the same way they learned their native language—through meaningful and immersed communication. The curriculum and classroom structure of the immersion classrooms mirrors that of our English classrooms except that it is delivered in Spanish. The immersion program begins in preschool and will continue through fifth grade. After fifth grade, the immersion students will mix with the English track students but will spend two to three hours a day in an immersion extension program that will aim to further develop the students' use and understanding of the Spanish language and culture.

## ***Enrollment:***

Any family with children in preschool, kindergarten, or first grade is welcome to enroll their children in the Spanish immersion program assuming the availability of spaces. After the first grade year, however, children will only be allowed to enter the program once their Spanish proficiency has been approved by the program director. Registration information is published in January followed by a pre-registration process in late winter. Families then complete the registration at one of the all-school registration dates in the summer.

## ***English instruction:***

Children in the immersion program will receive art, music, library and physical education instruction in English. Formal English instruction will begin during the third grade year once Spanish literacy has been well established. This instruction will focus on the skills that do not naturally transfer from Spanish to English and will be offered in increasing time increments each year. The program is designed to guide students to full proficiency in English and Spanish language arts.

# STUDENT INVOLVEMENT

## ***Academic Services***

In addition to the regular education program, PCGS has the following programs:

### **1. The Learning Center (TLC)**

This classroom is dedicated to the instruction of students requiring additional academic assistance. This program is presently shared with the Christian Opportunity Center (COC) and Pella Christian High School (PCHS).

### **2. Remedial**

Remedial math and remedial reading programs are offered to qualifying students. PCGS participates in the federal program that provides a Title I teacher to serve students of the nonpublic school in grades one through five. In grades six through eight, remedial math, reading and writing classes are offered based upon a child's need.

### **3. Special Projects to Apply Resources within the Kingdom (SPARK)**

PCGS has developed a program to meet the needs of academically talented students. PCGS identifies and serves students who demonstrate achievement and/or potential ability in general intellectual ability and in specific academic aptitude. The SPARK program defines these students as children whose God-given academic abilities make them capable of high performance and require extended and expanded educational programming to develop their gifts for a life of service in God's kingdom.

All students in grades 1 and 2 are involved in "thinking skill classes" taught by the SPARK teacher. All students in grades 3-5 will be taught a hands-on STEM unit at one point during the school year. These units are project-based and have students working collaboratively to build critical thinking skills. In addition, 3rd-5th grade students identified for pull-out SPARK classes will meet twice a week in the

SPARK classroom, and 6th grade pull-out classes meet once a week. 7th and 8th grade is a voluntary program that takes place before and after school and includes a variety of academic competition opportunities.

**General goals of the program are that academically gifted students will be assisted to:**

- a. Recognize his/her calling as an image bearer and develop an awareness of their potential and responsibility to contribute to God's world.
- b. Build positive Christian character traits so gifts and talents are used to benefit and enhance Christ's kingdom in student's personal lives as well as in the Christian community.
- c. Provide emotional support and climate to reinforce confidence in the validity of their academic gifts and talents and to understand other's perception of those gifts. Students will develop problem solving skills, independent research skills, academic challenge skills, creative and critical thinking skills and creative problem solving skills.

**Identification for SPARK follows these guidelines:**

At the beginning of each year student data and teacher input is compiled and reviewed. Students in grades 3-6 identified as academically talented in general intellectual ability will be programmed into a pull-out enrichment program taught in a separate classroom. Criteria to qualify for general intellectual programming includes:

- a. Composite (all subjects average) Iowa Assessment scores of 95th percentile or above
- b. Composite scores of two years or more above grade level
- c. Cognitive Ability Scores of 125 or above and
- d. Teacher input.

These results are charted and a selection committee consisting of administrators, teacher representative, and the SPARK coordinator reviews the information. This committee makes final recommendations for programming. Parents will receive notification of the programming recommendations and will need to give approval prior to student involvement. Parents may request a review of their child's eligibility for SPARK activities by contacting the SPARK coordinator. Such a request will generate a re-evaluation of the student and communication back to parents concerning findings.

Students identified as having specific academic talents and 'in class' enrichment needs will receive those experiences in the classroom. These students will qualify by having high scores in specific areas of the above criteria but not in all areas. Teachers may work with the SPARK coordinator to provide appropriate enrichment for classroom students who demonstrate a need for specific academic challenges.

#### **4. Heartland Area Education Agency (AEA)**

Provides a speech therapist, school psychologist, reading consultant, school social worker and other support staff members as required by state law. Please contact the administration for further information.

### ***Homework Requirements***

Homework strengthens and extends the learning process at school. Successful students make connections between what is taught in school and what is experienced outside the classroom. Homework is also helpful in helping students to grow in skills of responsibility.

Teachers should communicate clear expectations of homework to both students and to parents. Homework should be given in a parent friendly format. Students must know why they are completing an assigned task. Teachers will leave comments or make comments on student homework as appropriate.

Parents have an opportunity through homework to be involved in their child's learning. Parents facilitate the completion of homework by:

- a. providing a suitable atmosphere, specific time and regular location in which to study.
- b. discouraging radio, television, phone calls, internet and other forms of communication during study time.
- c. asking questions to show interest and involvement in your child's learning.

Parents are encouraged to communicate with teachers through a written note, email or phone call should they have a question concerning homework.

Students are expected to complete assignments to the best of his/her ability. Assignments should be returned in a timely manner. An assignment notebook should be maintained.

Guidelines for homework:

- K-2 Time: 10 minutes per grade level general guideline  
Includes items as Bible memory, reading practice, spelling practice, letter/word recognition and math practice.
- 3-5 Time: 10 minutes per grade level general guideline  
Includes items as Bible memory, test preparation, work completion, reading practice, spelling and math facts practice.
- 6-8 Time: 10 minutes per grade level general guideline: (45-90 minute range)  
Includes items as Bible memory, test preparation, assigned reading, work completion, writing assignments, individual practice, research projects and current events.

If a child is absent from school, he/she is responsible for completing the homework. Student homework is sent home with a sibling or placed in the front hallway for parent pickup.

### ***Regional Fine Arts (Formerly District V)***

PCGS participates with other CSI schools in a Regional Fine Arts Night. Students in grades 5-8 may submit art and creative writing. Students in grades 6-8 are judged in the areas of speech, vocal music, instrumental music and piano. This event is usually held in March or in April.

### ***Band***

The band program is offered to students in grades five through eight. A participation fee is charged. Each of the three bands meets as a group two times per week and students are scheduled for an individual or group lesson once per week. Band fees for 2017-18: 1 student = \$50, 2 students = \$80, and 3 or more students = \$100. School-owned instruments may be rented per year as follows: \$75 for woodwind or brass instruments. No additional rent will be charged for the summer. Please talk to the director for availability. All percussionists are required to pay a \$25 fee per year for the use of school percussion instruments.

#### **1. Procedures for Joining Band - Grade 5**

- a. Participation in band is encouraged at the end of 4<sup>th</sup> grade. The instructor(s) will have each interested student "try out" on a variety of instruments to pick the best possible instrument for that student. The following general criteria are considered for choosing the proper instrument for each child:
  - lip size and structure
  - hand and arm size
  - finger, wrist and arm dexterity
  - musical and rhythmical aptitude
  - piano background
- b. The instructor(s) have an obligation to recommend appropriate instruments for the success of the student. Not all instruments are appropriate for all students. Percussion is a popular choice and in order for a student to be eligible to try out for percussion, she or he is required to have had two years of piano lessons and must also pass a special rhythm test. The instructor reserves the right to limit the number of students who may begin on percussion each year.
- c. The instructor(s) also seeks to provide a good balance for the entire band program so that the students have an optimal experience as part of a team.

- d. After try-outs are complete, a recommendation for each child will be sent home. An information/instrument rental night will be held so that parents will have an opportunity to ask questions about band in general and to acquire an instrument for interested students. If a family is planning to use a pre-owned instrument it is recommended that it be brought to the instructor(s) as soon as possible to determine if it is in need of repair.
- e. Students who join band will be on a three-month trial period to detect problems with an instrument or to address problems regarding practice, attitudes, etc. If any change is needed the instructor will notify the parent or guardian, and a conference will be recommended to address the needs of the student. If it is discerned that the student should drop from the band program, it will be allowed at this point. Otherwise the student is expected to continue in the band program for the remainder of the school year.
- f. Practicing at home on a regular basis is a very important factor in achieving success in learning to play any instrument. 5<sup>th</sup> grade band has one required concert per year.

### **3. Procedures for Joining Band - Grades 6-8**

- a. A current PCGS student who wishes to join band will be allowed to do so at the beginning of each semester or at the discretion of the director.
- b. A new student who begins attending PCGS during the school year will be allowed to join band at the time he/she begins attending school.
- c. Any student attending the first day of band is expected to remain in the program for a full school year. Any student who joins band at the second semester or any new student who joins band upon arrival is expected to remain in the program for the remainder of the school year.
- d. Attendance is required at the following events during the school year:
  - \* Fall Music Festival held in the fall with an evening concert
  - \* Band concert for students in grades six through eight
  - \* PCGS Fine Arts Festival, usually held in March
  - \* Three after-school marching rehearsals in late April and early May
  - \* Pella Tulip Time, usually three parades
- e. Any out-of-town trip the band makes is not required but highly encouraged.

### **4. Addressing Problems in Band During the School Year**

- a. The parent should notify one of the band instructors as soon as possible to try to work through problems expressed by the student at home concerning band or band lessons. Scheduling problems can usually be easily resolved. It is our desire that band be a positive learning experience for each student.
- b. Problems of a more serious nature need to be addressed at a conference with the parent, the teacher and the student.

### **5. Procedures for Dropping Band**

- a. If a student no longer desires to participate in band, the parent and child need to meet in person with the instructor. The Head of School may also be part of this discussion. If, after the conference the parent or guardian decides to allow the student to drop band, the parent or guardian should notify the instructor of the decision. The school personnel will determine when the last practice or performance will occur.
- b. If the decision is made during the summer, please notify the instructor before the first day of school.



## ***Middle School Activities***

### **Eligibility**

It is a privilege to participate in extra-curricular activities at Pella Christian Grade School. Therefore, out of our concern for the whole child, we both grant and withhold privileges. Procedures and consequences reset during each quarter. If a student is ineligible for any event, the student must attend the event but not in uniform. If the student does not attend the event, the student will be ineligible for the next event.

Athletics include: baseball, softball, cross country, volleyball, basketball, track (excluding District V), football, etc. A student becomes ineligible to participate in athletics when any or all of the following conditions apply:

1. Failing a subject
  - a. At any time during the quarter, the teacher will notify the Head of School if the student is failing a subject. The Head of School will notify the student and parent(s). After the student is notified, the student will receive two weeks of probation to get the grade above a failing grade. During these two weeks of probation the student will be able to participate in practices and in games, yet students must prove that they are working to improve their grade during their time of probation. If reasonable progress is not being made, students may be penalized in their current extracurricular program. No probation period will occur during the last two weeks of the fourth quarter. If probation ends without the student achieving a passing grade, the student is ineligible until the grade is passing. If a student fails a subject at the end of a quarter, the student is ineligible for the first two weeks of the next quarter.
2. Excessive behavior detentions (3 behavior detentions) will make the student ineligible for all sporting events for the rest of the quarter.
3. Excessive tardies (3 tardy detentions) will make the student ineligible for the next sporting event. Each subsequent tardy detention after the third for the quarter will make the student ineligible for the next sporting event.

Non-athletic co-curricular activities include: band trips, regional fine arts, knowledge bowls, plays, 8<sup>th</sup> grade trip at the end of the year, etc. This does not include concerts or parades during Tulip Time. A student becomes ineligible to participate in non-athletic co-curricular activities when any or all of the following conditions apply:

1. Failing a subject
  - a. At any time during the quarter, the teacher will notify the Head of School if the student is failing a subject. The Head of School will notify the student and parent(s). After the student is notified, the student will receive two weeks of probation to get the grade above a failing grade. During these two weeks of probation the student will be able to participate in practices and in games, yet students must prove that they are working to improve their grade during their time of probation. If reasonable progress is not being made, students may be penalized in their current extracurricular program. No probation period will occur during the last two weeks of the fourth quarter. If probation ends without the student achieving a passing grade, the student is ineligible until the grade is passing. If a student fails a subject at the end of a quarter, the student is ineligible for the first two weeks of the next quarter.
2. Excessive behavior detentions (3 behavior detentions) will make the student ineligible for the rest of the quarter.
3. Excessive tardies (3 tardy detentions) will make the student ineligible for the next non-athletic event. Each subsequent tardy detention after the third for the quarter will make the student ineligible for the next non-athletic event.

### **Cell Phone/Mobile Device (Grades 7/8)**

1. Mobile device use must demonstrate respect and responsibility at all times.
2. Students are not permitted to use cell phones in the hallway between classes.
3. Students must have their mobile devices silenced. The use of communication features during class is prohibited. Mobile electronics may not disrupt worship, education or school activities. Teachers may request mobile devices to be turned off and in view.
4. Each teacher has the right to allow the use of mobile devices for specific instructional activities. (Alternative means will be provided for students without mobile device access.)

5. Students may not make recordings (audio or video) without specific permission. No phones/electronic devices may be used in bathrooms or locker rooms.

#### Violation Consequences

1. Taken into office for 24-hour period (if Friday for weekend).
2. A behavioral detention and kept for week.
3. A behavioral detention and must be picked by parent and student in the office. Student will not be allowed to have device at school for remainder of school year.

### **MP3/iPod Policy (Grades 7/8)**

1. During the hours of 8:10 a.m. - 3:25 p.m. the children may only be using their electronic devices for educational purposes. Electronic devices should not be out during break time and/or recess.

#### Policy Guidance:

1. No cell phones may be used (even if they play music).
2. No music videos (music only).
3. No games (music only).
4. No movies (music only).
5. Devices may not be shared with another person.
6. Music must not be audible to others.
7. Students must be able to hear teacher and announcements.
8. Player must be turned off until after general announcements made by the teacher at beginning of class and at the end of the period.
9. Students are encouraged to listen to appropriate music for Christian teens.
10. Students who are on academic probation will not be allowed to use these devices during study hall until passing class.

#### Violation Consequences:

1. Device taken into office for 24-hour period (if Friday for weekend).
2. A behavioral detention and device kept for week.
3. A behavioral detention and the device must be picked by parent and student in the office. Student will not be allowed to have device at school for remainder of school year.

### **Honor Choir (OPUS)**

The OPUS Honor Choir is held in November of each year. The participants from grades five through eight are chosen from recorded auditions. This prestigious honor choir takes place at Iowa State University in Ames, Iowa. Students selected for the honor choir will be asked to pay a \$30 fee. Each student is given the opportunity to audition, but no student is required to audition.

### **Interscholastic Sports Program**

The philosophy of the sports program at Pella Christian Grade School is to recognize each student as God's image bearer and to help develop the physical, social, emotional, intellectual and spiritual potential of each participant.

Our goal is to allow further development of skills with interscholastic competition. Therefore, a "no-cut policy" is implemented except in extreme cases where there are undoubtedly too many students to allow adequate playing time. Administration will make this decision. This program provides the opportunity for the students to interact socially and competitively with athletes from other schools. It is also our prayer that the students will gain an understanding of a team concept and learn to recognize the difference in abilities of peers by accepting those who are starters and those who gain more playing time.

Because of limited room on the bus, a coach will establish a traveling team when necessary.

**1. Sports available for seventh and eighth graders:**

Football (Boys) organized/managed by PCHS ---August to September

Cross Country (Co-ed) organized/managed by PCHS ---end of August to mid-October

Volleyball (Girls) --- end of August to mid-October

Basketball (Boys & Girls) --- end of November to early February

Track (Boys & Girls) --- end of March to beginning of May

Softball (Girls) --- mid-May to early-July

Baseball (Boys) --- mid-May to early-July

**2. Policies for Interscholastic Sports are:**

- a. Each student must have an updated physical annually prior to participating in the first practice or game. Each student must have all fees and forms in prior to participating in the first game.
- b. A sports fee is assessed for each sport. These fees help pay for officials, tournament fees and track meet registration fees. The sports fee must be paid before the student plays the first game. Parents get in free for home games. Fees are only refunded if an athlete quits before the first game. The 2017-18 fees for volleyball, basketball or track are \$25. Baseball and softball fees are \$35. The fee for student-athletes from our sister Christian schools is the same as students from Pella Christian Grade School. The fee for a non-student is \$90.
- c. Team uniforms are provided by the school and must be worn for games only. A shirt may need to be purchased for softball. Shorts and softball pants are available from the school for sports.
- d. Practices for students participating in athletics and other school-sponsored activities may be scheduled between 6:30 a.m. and 7:00 p.m., Monday through Friday, with Wednesday afternoon practices scheduled subject to administrative approval and concluding by 5:00 p.m. A coach may schedule up to two Saturday practices a month with no mandatory attendance.
- e. Students may participate on a non-PCGS team at any time. However, when a PCGS team is in season, the PCGS team will always take priority over the non-PCGS team. If a student misses a PCGS athletic event for a non-PCGS athletic event, the student will not be able to participate in the next PCGS event. The second absence from a PCGS event due to a non-PCGS athletic event, the student will be dismissed from the PCGS team.
- f. If a student misses more than half of the school day of the scheduled event, they will not be allowed to participate without the approval of the Head of School.
- g. When an athlete is absent from school more than half a day due to illness or injury, he/she may not participate in any extra-curricular activity that day. This is done primarily as a safety factor for the athlete as well as the school. Pre-approval by the Head of School is an exception. The general procedure to be followed is:
  1. If an athlete is absent or misses more than half of the school day, he/she must get written permission from the Head of School to participate in the activity. A note from home is not sufficient to permit participation.
  2. It remains the responsibility for the individual athlete to present written evidence of mitigating circumstances, which justify such a request. Failure to do so means that the athlete cannot participate in the specific athletic activity on that day.
  3. The athletic director will notify the coach of students unable to play due to an absence.
  4. Coaches will notify all athletes of this policy at the start of the season.
- h. Bus rules apply to all bus rides to and from sports activities. Students who violate the bus rules will not be permitted to play in the next event.

## **Intramurals**

Students in grades six, seven and eight are divided into teams to compete against each other in a variety of game situations. This program is an extension of the physical education curriculum to further develop skills learned in physical education class. The games are scheduled during the noon hour. Since it is designed to promote unity among the students via co-ed teams, only academic commitments take precedence.

## **LEGO League/ Knowledge Bowl**

Students in 7th and 8th grade have the opportunity to participate in different academic competitions throughout the year. In the fall, 7th and 8th grade students can participate in LEGO League. The amount of students that can participate in this program is limited. Students meet before and after school to work on LEGO robotic programming in order to prepare for a competition in the winter.

In late winter and spring, 7th and 8th graders can compete in different knowledge competitions. Competitions include area Knowledge Bowls and Mathcounts. Students answer questions as a team and individually on different topics including math, literature, science and history. Preparations for these events are made once a week in the morning during the third and fourth quarters of the school year. Student dedication is important to represent our school at these events.

## **Fall Music Festival**

Students in grades six, seven and eight participating in band and choir from the area Christian schools gather for a mass practice with a performance to be given that same evening. This festival usually takes place in November of each year. The students should take dress clothes along to school that day. The students will eat and will change clothes at the event.

## **Eighth Grade Theatre Troupe**

Students may audition for the eighth grade Theatre Troupe in August. Membership in the troupe involves being cast in the eighth grade play that is performed annually in November and competing in our District V Regional Theatre event in March. Every eighth grade student receives a cast t-shirt and is invited to the cast party. Students may also assist with the set painting and make-up.

## **Eighth Grade Graduation**

Students who are dual-enrolled and fully enrolled participate in 8<sup>th</sup> grade graduation at the end of the year.

Students enrolled in the 8<sup>th</sup> grade will pay an additional \$75 activity fee that covers the cost of graduation gown (borrowed from the school), collective autobiography, Adventureland admission, 8<sup>th</sup> grade breakfast and play t-shirt.

## **Recreation Day**

This is an afternoon of fun and of fellowship when students in grades six, seventh and eighth play various team games chosen by student leaders. This event is planned in September to promote unity among middle school students.

## **South Central Iowa Band Association (SCIBA)**

Selected students in seventh and eighth grade may participate in this honor band festival, which takes place in November each year. Seventh grade band students are nominated and are selected by a committee of band directors. Eighth grade band students must audition in September to earn a spot in one of the three honor bands.

## **Fine Arts**

All band students in grades six are required to prepare a solo or an ensemble piece of music to perform at our PCGS fine arts festival. Selected students also have an opportunity to participate in the regional Christian school fine arts festival. The regional festival is not required but should be considered as an honor to be selected for this event.

# STUDENT ACTIVITIES

## *Music*

General music instruction is provided in grades kindergarten through eighth grade. Band (optional) begins in grade five. General music is scheduled for two class periods a week in grades one through six; music for kindergarten is on a progressive schedule. Students in grades seven and eight will receive nine weeks of music exploratory class. Choir is a required part of the schedule in middle school. The grading scale for choir and for music exploratory is the same as for the core classes.

The choir will normally have two concerts a year that will be graded. Parents and students will be given advance notice of any other required performances. The first concert is the Fall Music Festival (usually scheduled in early November). The second is a Spring Band and Spring Choir Concert. If a student is absent from either of these concerts for any reason (family obligation, illness, etc.), she/he will be required to make up the missed points by doing an assignment that will be determined by the teacher at that time. The assignment/test make-up policy is the same as that of any core class. The students are required to wear nice dress clothes for the above listed concerts. Nice dress clothes include dress pants or khakis, a nice shirt with no writing on it and nice shoes for girls and boys. The girls may wear skirts, but they must be knee length or longer. Blue jeans are not acceptable at these concerts. Choir students are expected to care for their choir music as they care for their textbooks in other classes. Should a student lose or damage their choir music they will be responsible for reimbursing the school for the cost of the music.

## *Physical Education*

Physical Education is required for grades kindergarten through eighth. First through eighth grade students have two PE periods per week. Students in grades five through eight change into PE clothes. Students in grades two and three have a three-week swimming unit. Parents will be charged a small fee for pool rent while the school will pay for the instructors.

## *Library/Media Center*

Students in K-5 have one scheduled library period each week. Students in grades 6-8 are free to visit the library before and after school as well as during their breaks. They will also come to the library with their teachers at various other times. Books from the "Everybody Section" (labeled with an E) have a one-week check out; the remaining books have a two-week check out. Books are to be returned between 8:10 and 8:30 a.m. or with teacher's permission when a class is not being held in the library. Kindergarten and first grade books should be returned to the teacher. There are no fines for overdue books, but students will be asked to pay a replacement fee for any books not returned by the end of the semester or excessively overdue. Students are expected to take good care of books and/or materials borrowed from the library. Damage to books in excess of normal wear and tear will be charged to the student. Computers are available for all students and staff to use from 8:10 a.m. until 3:55 p.m. Students should use the computers for schoolwork purposes only. Any misuse of the computers will result in limited computer access.

## *Tulip Time*

All K-5 students are expected to participate in three afternoon Tulip Time parades. When a child misses any of the three Tulip Time parades in which they are required to march, they will be counted absent for half a day, unless their absence is caused by a different Tulip Time event (i.e. riding a float). All kindergarten through fifth grade students will need a Dutch costume for Tulip Time. Students assemble at the corner of East 1st Street and Independence Street at 2:30 p.m. Students should be picked up on East 2<sup>nd</sup> Street immediately after the students are finished marching, not after the parade.

The marching band (grades six, seven and eight) is scheduled to march in three parades. The marching band meets at the school, gets dressed in school provided uniforms and as a group walks to the marking point. Following the parade, students walk back to the school to change and are then dismissed. Uniforms are kept at the school between parades. Uniforms are to be laundered at home and returned to school.

## ***Parties***

One of our objectives in meeting the mission of PCGS is the social development of all students. This is a big task and involves many different scenarios. One social situation of concern is birthday parties. Birthdays are a great opportunity for us to celebrate with individual students and give them special attention. Treats for the whole class are welcome, but please be sensitive to student allergies.

In compliance with PCGS's Wellness Policy, the following are recommended for class treats. When selecting treats, please remember to select small portion sizes and avoid sizes that contain more than a "single" serving.

### RECOMMENDED CLASSROOM SNACK/ TREAT LIST - *(Need to be compliant with Tree Nut/Peanut Safe)*

Granola/Cereal/Fruit/Yogurt Bars/Rice Krispies Treats  
Bagels, Muffins, Sweet Breads (4 oz. portions )  
Animal Crackers/Graham Crackers or Teddy Grahams  
Oatmeal, Cereal or Raisin Cookies (4 oz. portions)  
Baked Chips/Sun Chips/Pretzels or Wheat Crackers  
Raisins/Dried Fruit/Fruit Leather/Fresh fruit or fresh vegetables  
Popcorn (light varieties)/Sunflower Seeds (without shells)  
Beef Jerky (95% fat free)  
Cheese Sticks or Yogurt/Yogurt Tubes (low fat)/Puddings (low fat)  
Beverages over 50% juice (12 oz. or smaller), water, 1% or skim milk

An area of concern is when invitations for out-of-school birthday parties are distributed at school. The school is requesting that this not be done at school because of the feelings of excluded students.

A Christmas party is scheduled at the end of the day prior to Christmas vacation. Students are requested to give to the designated Christmas project rather than do a gift exchange. Gifts to teachers are coordinated through Partners in Education (PIE).

## ***Textbooks***

Textbooks are provided for grades kindergarten through eight. Students are expected to take good care of textbooks. Students who damage textbooks will pay for the damage. At the end of the school year books are examined and students may be assessed a book damage fee if excess wear is noted. Parents are requested to sign at registration allowing the school to receive textbook reimbursement from the State of Iowa.

## ***Pictures***

School pictures are taken in the fall. Fall pictures are taken for lunch cards, student exchanges, class composites and student records.

## **STUDENT RECORDS**

The school board recognizes the importance of maintaining student records and of preserving their confidentiality. Parents have the right to inspect their child's records as long as the child is a dependent by the Internal Revenue Code. Board Policy 506 details the guidelines to access student records.

## **TRANSPORTATION**

### ***Bus Fees***

Bus fees are as follows:

One Child	\$400.00
Two Children	\$600.00
Three or more Children	\$700.00

## ***Student Conduct on the Bus***

1. Students are under the authority of the bus driver.
2. Please be on time for the bus. Students should be ready when the bus arrives. Bus drivers are only required to wait no more than thirty seconds for all students to be loaded on the bus per stop.
3. Please avoid playing or loitering on the roadway when waiting for the bus.
4. Please wait for the driver's signal before crossing the road.
5. Please cross the road at least ten feet in front of the bus.
6. Please enter and leave the bus in an orderly manner at bus stops and at school loading stations.
7. Please go directly to a seat when entering the bus.
8. Please remain seated while the bus is in motion.
9. Please be courteous to the driver, fellow pupils and people passing by.
10. Please refrain from talking to the bus driver while the bus is in motion.
11. Please keep hands, arms and head inside the bus.
12. Please talk in normal tones. Loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must cease until the bus has crossed the tracks.
13. Please keep books and other property stored out of the way. Keep the aisles clear at all times.
14. Please keep the bus clean. Respect the bus property and refrain from damaging it.
15. Please keep feet off seats at all times.
16. Please refrain from throwing objects inside the bus or out the windows.
17. Please keep sharp objects off the upholstery.
19. Please do not chew gum or eat on the bus.
20. Please do not bring radios, knives, lighters, matches or anything on the bus that might be considered a weapon or dangerous. Headphones are permissible if used properly.
21. The Internet Access policy in this Parent Handbook applies to student conduct on the bus.

## ***Bus Citations***

If a bus citation is given for improper behavior, the following guidelines apply:

1. The first citation must be signed by a parent or guardian and returned to the driver the next day the student rides the bus. The signed citation will be given to the Head of School and he/she will have a conference with the student.
2. After the second citation the Head of School will contact the parents to discuss the problem.
3. After the third citation the student will be suspended from the bus for one week. The student is responsible for bringing the signed citation to the bus driver upon completion of the suspension.
4. After the fourth citation the student will be suspended, and the matter will be turned over to the Executive Committee of the School Board to determine necessary disciplinary action. The student is responsible for bringing the signed citation to the bus driver upon completion of the suspension.
5. The accumulation of citations will renew each year.

## ***Bicycles***

Bicycles provide a quick, inexpensive form of transportation. We are concerned for the safety of students and ask that they please follow traffic rules. Bicycles must be parked in the bike rack area. No one is to play in or around the bike racks during school hours.

## **VISITORS**

When a friend or relative of a student desires to attend school, the student's homeroom teacher should be notified so that adequate planning can occur.

If a parent desires to visit school it is courteous to notify the teacher in advance.

**PELLA CHRISTIAN GRADE SCHOOL DAILY BELL SCHEDULE**  
**8:10 a.m. -- K-8 STUDENTS MAY ENTER BUILDING**  
**8:25 a.m. – BELL RINGS FOR STUDENTS TO REPORT FOR CLASS**

<u><b>K-5 schedule:</b></u>	<u><b>6-8 schedule:</b></u>
8:30 - Classes begin	8:30-8:40 Homeroom/Devotions
10:05 - A.M. recess for K-5	8:42-9:22 Period 1
10:20 - Classes resume for K-5	9:25-10:05 Period 2
12:20 - Noon recess begins for K-2	10:05-10:15 Break
12:35 - Noon recess ends for K-2	10:17-10:57 Period 3
12:37 - Noon recess begins for 3-5	11:00-11:40 Period 4
12:35 - Classes resume for K-2	11:40-12:23 Lunch
12:52 - Noon recess ends for 3-5	12:25-12:42 Eagle Time *
12:50 - Classes resume for 3-5	12:44-1:24 Period 5
2:00 - P.M. recess begins for K-5	1:26-2:06 Period 6
2:15 - P.M. recess ends for K-5	2:08-2:48 Period 7
3:25 - Dismissal	2:50-3:30 Period 8

*\* Eagle Time is a designated time in the day for students to get individual or small group assistance from staff.*

## DAILY LUNCH SCHEDULE

11:40 – Middle School

6A	6B
7A	7B
8A	8B

11:50 – KA	11:52 – KB
11:54 – KC	11:56 – 1A
11:58 – 1B	12:00 – 1C
12:02 – 2A	12:04 – 2B
12:06 – 2C	12:07 – 3C
12:09 – 3B	12:10 – 3A
12:12 – 5A	12:13 – 5B
12:14 – 5C	12:15 – 4C
12:16 – 4A	12:17 – 4B

## TUITION RATES

**Number of Students:** "K" means kindergarten and the numbers indicate the number of full time students (not grade levels).

**Total Tuition:** The total amount of tuition for the number of students enrolling.

**Monthly Tuition:** The amount of tuition due over the ten-month period of July – November and January through May (no tuition due in December or June).

10 Month Plan: Tuition paid in 10 months (July – November and January - May).

Number of Students	Total Tuition	Monthly Payment (10)
<b>Kindergarten</b>	\$4,312.00	\$431.20
<b>1 Full Time student</b>	\$5,390.00	\$539.00
<b>1 FT student + K</b>	\$9,271.00	\$927.10
<b>2 FT students</b>	\$10,241.00	\$1,024.10
<b>2 FT students + K</b>	\$13,476.00	\$1,347.60
<b>3 FT students</b>	\$14,284.00	\$1,428.40
<b>3 FT students + K</b>	\$16,872.00	\$1,687.20
<b>4 FT students</b>	\$17,518.00	\$1,751.80
<b>4 FT students + K</b>	\$19,459.00	\$1,945.90



# STUDENT SUPPLY LIST

## KINDERGARTEN (Place name on all articles - including outer clothing & boots)

(Pencils and scissors are supplied by school)

Small Pillow for rest time (Travel Size)

Backpack - large size

Plastic Pocket Folder (take back and forth to school)

Crayons (box of 16)

4 Glue Sticks

Box of Kleenex

Zippered Pencil Pouch (see through front)

Packet of handwipes

Clean tennis shoes for P.E. classes (may be their regular school shoes if clean and non-marking)

## GRADE 1 **The following items will be shared, so please do not label:**

1 Pack of #2 Yellow Pencils, already sharpened (1a & 1b only)

2 Large Glue Sticks

2 Large Erasers

Box of Kleenex

4 black or blue Dry Erase Markers

**Items not shared, please label:**

1" White Binder with 3 Rings and a Clear Pocket Front

1 Plastic **folder** used for homework folder

Pencil Box (approx. 5"x 8.5" and 2.5" deep or larger)

5 Pocket Folders (red, blue, yellow, orange and purple)

Box of 24 Crayons

Washable Markers (8-10)

Clean Non-Marking Tennis Shoes for PE class

## GRADE 2 Box of 24 crayons

Set of 8 washable markers

Set of 8 colored pencils

Watercolor paint set

4 dry erase markers

1 Elmer's glue stick

1 large package of #2 Dixon Ticonderoga pencils with erasers, already sharpened

1 large eraser

Pencil box or container to keep pencils/markers/scissors, etc.

Folders: pocket folders (6) with NO prongs (red, orange, yellow, green, purple and blue)

1 Spiral Notebook (wide-ruled)

Box of Kleenex (large)

Clean non-marking tennis shoes for P.E.

GRADE 3 Crayons (24)  
#2 Pencils (as needed) No ink pens  
Colored Pencils  
1 Spiral Notebook (wide-ruled)  
5 Pocket **Folders with prongs - (purple, blue, red and green)**  
Box of Kleenex (large)  
1 Plastic **folder** used for homework folder  
SMALL box or container to keep pencils/markers/scissors, etc.  
4 Black Dry Eraser Marker (as needed)  
Large Eraser (white “Pentel” erasers work well)  
10 Zipper Sandwich Baggies  
School Planner-required (purchase at school - \$3.00)  
Clean non-marking tennis shoes for P.E. classes

GRADE 4 NIV Bible  
Colored Pencils and #2 Pencils (as needed)  
2 Highlighters  
2 Large Erasers  
Zipper Pouch or small container for misc. items  
1 Single Subject Wide Ruled Notebook  
6 Pocket Folders – different colors and plastic are preferred (1 of the 6 should have prongs for 4a)  
Solar Powered Calculator (may be purchased at school - \$6.00)  
Box of Kleenex (large)  
Package of 4 Dry Erase Markers (thick-tip)  
School Planner – required (purchase at school - \$3.00)  
Clean tennis shoes for P.E. classes

GRADE 5 NIV Bible  
Crayons or Pencil Colors  
10 #2 Pencils and 2 Large Erasers  
Zipper Pouch or small container for misc. items  
2 Non-gel pens (blue & red)  
2 Highlighters (different colors)  
4 Individual 8 1/2 x 11 Spiral Notebooks (wide-ruled)  
1 Graphing composition notebook for math  
1 Composition Notebook - wide ruled  
7 Pocket Folders NO TRAPPER KEEPERS (one is used for music)  
School Planner-required (purchase at school - \$3.00)  
Calculator with % key (may purchase at school - \$6.00)  
2 Boxes of Kleenex  
Package of 4 whiteboard markers (thick tip)  
Whiteboard eraser  
Deodorant for P.E. class  
Clean non-marking tennis shoes for P.E. classes

GRADE 6 NIV Bible

Mechanical Pencils – value pack

Pens (blue or black, no gel)

Eraser

Highlighter

Box of 12 colored pencils

Small package of Post It/sticky notes

Six clear view 1-inch three-ring binder (pockets inside cover)

**All 6 of the clear view binders may be purchased at school for \$10.00.**

2 packages of college ruled loose leaf notebook paper

One folder to use for choir

One folder to use for Spanish

Simple calculator with % and square root (can use blue elementary TI-108 - iPad not allowed during tests)

Pencil pouch

Inexpensive headphones or earbuds to be left at school

Box of Kleenex – for classroom use

Clean non-marking tennis shoes for P.E. classes.

**\*\*NO TRAPPERS ARE NEEDED\*\***

GRADE 7 NIV Bible

#2 Pencils

Large eraser

Box of Kleenex

3" X 5" index cards

Pens (black or blue, no flair)

Box of 12 colored pencils

1 Highlighter

One three-ring binder with loose-leaf paper in it for 7th Science

One wide-ruled notebook for 7<sup>th</sup> History

One three-ring binder with loose-leaf paper for 7<sup>th</sup> Literature

One three-ring binder with loose-leaf paper and dividers for 7<sup>th</sup> English

One three-ring binder with loose-leaf paper for 7<sup>th</sup> Bible

One three-ring binder with loose-leaf paper for (6th, 7th, or 8th) Math -- no tear out notebook paper

Simple calculator with % and square root (can use blue elementary TI-108 - iPad not allowed during test)

Inexpensive headphones or earbuds to be left at school

College ruled spiral notebook for English

College ruled or Wide ruled Mead composition notebook

Graphing composition notebook for S.T.E.M.

Clean non-marking tennis shoes for P.E. classes

GRADE 8 NIV Bible

#2 Pencils

Large eraser

Glue stick

Box of Kleenex

3" X 5" index cards

Sticky notes

Pens (black or blue, no flair)

Box of 12 color pencils

1 Highlighter

One three-ring binder with loose-leaf paper for 8<sup>th</sup> Science

One three-ring binder with dividers for 8<sup>th</sup> English

One three-ring binder with dividers for 8<sup>th</sup> Literature

One three-ring binder with loose-leaf paper for 8<sup>th</sup> Bible

Pocket folder to be used in Music

One three-ring binder with loose-leaf paper for (6th, 7th, or 8th) Math -- no tear out notebook paper

Simple calculator with % and square root (can use blue elementary TI-108 - iPad not allowed during tests)

Inexpensive headphones or earbuds to be left at school

College or Wide ruled Mead composition notebook

Graphing composition notebook for S.T.E.M.

Clean non-marking tennis shoes for P.E. classes