

# **HOLLANDALE CHRISTIAN SCHOOL**

## **STUDENT PARENT HANDBOOK**



# **2019-2020**

Hollandale Christian School, a member of Christian Schools International

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## **STUDENT POLICIES AND PROCEDURES**

### **Administrative Prerogative**

The intent of this handbook is to inform students and parents of the general rules and policies of HCS. Sometimes new situations or circumstances, not specifically covered by this handbook, will occur. The administration reserves the right to exercise its prerogative in responding to such situations.

## **MEMBER ORGANIZATIONS**

### **Christian Schools International**

The Hollandale Christian School is a member of Christian Schools International (CSI). It has a membership of over 450 Christian schools in North America. Its purpose is:

- To promote the establishment of Christian schools.
- To provide a medium for a united witness regarding the role of Christian schools in a contemporary society.
- To assist its members to function more effectively in areas of promotion, organization, administration, and curriculum.
- To administer appropriate programs for the economic well-being of member Christian school personnel.
- To prepare, publish, and distribute instructional, promotional and other materials, including periodicals for membership use.

### **Heartland Christian Schools Association**

## **ACADEMICS**

### **Books and Supplies**

The school furnishes the basic books and paper. The parents must purchase extra supplies and accessories. Students are responsible for the care of their books. A list of school supplies for each grade is provided on the school's website or in the office.

### **Calendar**

The School Board approves the upcoming school calendar at the April School Board Meeting. The school policy requires 174 days with a minimum of a 171 days if classes are dismissed inclement weather for direct student instruction. Days below the minimum time will be made up in three different ways:

- On-Track days (online virtual days)
- Vacation days
- Professional Development days

In addition, teachers are required to attend seven professional development days (teacher conventions, safety training, curriculum writing, skills training and specific workshops).

### **Chapel**

Chapels are held each Wednesday at 7:45 AM. Parents are welcome to attend any time.

### **Evaluation**

The third through eighth grade will operate according to the grading scale below. Grades K - 2 will operate with a "satisfactory," "outstanding," "improving" and "needs improvement" system.

Report cards are distributed four times during the school year. Mid Term Progress reports go out during the first quarter of the school year to parents of students in grades 1 through 8.

### **Grading**

<b>A+</b>	<b>100%</b>
<b>A</b>	<b>99-97%</b>
<b>A-</b>	<b>96-93%</b>
<b>B+</b>	<b>92-90%</b>
<b>B</b>	<b>89-87%</b>
<b>B-</b>	<b>86-83%</b>
<b>C+</b>	<b>82-80%</b>
<b>C</b>	<b>79-76%</b>
<b>C-</b>	<b>75-72%</b>
<b>D+</b>	<b>71-68%</b>
<b>D</b>	<b>67-65%</b>
<b>D-</b>	<b>64-62%</b>
<b>F</b>	<b>61-60%</b>

### **Homework**

Homework increases with the grade levels and will be necessary at times, especially for tests or projects. Teachers in the middle school (5-8) try to avoid "piling it on" by coordinating days to avoid giving more than two tests on a given day. Obviously some students want to do better than others, while some need more time to do an assignment, each of which can contribute to "more homework". Parents should notify teachers when homework is becoming a problem. Without your input, sometimes it is difficult to know how much a child is studying at home. In the upper grades, an average of one hour of homework an evening is typical. Again, we need your help when you feel your child has "too much" homework.

### **Physical Education**

Every student is expected to participate unless they have a note from a parent. Appropriate clothing is expected to be worn for each particular activity. Students must wear T-shirts and gym shorts during P. E. class. Proper athletic tennis shoes are also required.

### **Recess**

The students at HCS will be expected to be outside for recess unless the weather drops to below zero or the wind chill factor is ten below. A student wishing to stay in for recess must have a signed note from a parent that indicates that illness is the reason the child needs to stay in.

## **Testing**

Achievement tests are given to all students in grades 3-8. The students take the Iowa Test of Basic Skills (ITBS) in the fall of each year. The purpose of these tests is to evaluate the student's progress in his or her studies, and to help evaluate the school's strengths and weaknesses.

The Kindergarten thru 2<sup>nd</sup> grade students are given the DIBELS (Daily Inventory of Basic Early Learning System) tests three times a year to monitor progress and achievement.

8th Grade students should be aware that area high schools may desire testing in the spring for advanced placement.

## **Textbook Policy**

Every textbook purchased will have a number on the inside cover. Teachers will be responsible for documenting the number of each textbook assigned to a student. At the end of each school year the teacher will rate the condition of each textbook. If a student loses or damages a textbook, that student is required to pay the replacement cost of the textbook.

## **ADMISSIONS**

### **ATTENDANCE**

Regular school attendance is required. If your child is ill, you must contact the school that morning, informing them of the reason for the absence. If a student becomes ill during the day, parents or another designated person will be contacted. Students will not be sent home unless parents have been notified. Excused absences are granted for sickness, family emergencies, medical appointments that cannot be scheduled for school hours, and travel by pre-arrangement. Please contact your child's teacher.

Hollandale Christian School respects the parents' right and privilege to make decisions regarding their children's education. In order to make a wise decision, parents need to weigh the value of the vacation against the loss of instruction that occurs in the classroom during that time. Much of the instruction in our classrooms cannot be duplicated in another setting and cannot be made up either before or after a vacation. If students are absent from school due to reasons other than illness or funeral, they may be provided with some of their assignments before the vacation starts. The remainder of their assignments will be given to them on the day of their return and must be completed at the teachers' discretion. Teachers will not be held accountable for work to be completed due to changes in curriculum while the student is absent.

### **Arrival and Departure**

Students MUST NOT arrive at school before 7:30 AM unless they ride the bus. Students should bring books and supplies to their classroom and then go outside until the bell rings. Students must be picked up from school as soon after the school day ends as possible, but no later than 2:30 PM. If schedules make it necessary for children to be picked up after this time, other arrangements for childcare must be made. In the event of an emergency, contact the school and

the students will be allowed to stay past the 2:30 PM deadline. School buses have the right of way in the west parking lot. To avoid traffic and to provide a safer environment for your children, please use the east lot for before and after school. If you pick up your child in the west lot, he/she will be kept in the building until the buses have left the lot.

## **ATHLETICS**

HCS does not provide any athletic or sports teams. 7<sup>th</sup> and 8<sup>th</sup> graders may participate in their local public school athletic programs. Buses will bring the students to the local public schools at the end of the day. Parents are responsible for contacting and enrolling their child(ren) at the public school sport program.

### **Christian School Tournaments**

The 7<sup>th</sup> and 8<sup>th</sup> grade class participates in four athletic tournaments with small sister Christian Schools.

- Soccer hosted by HCS in September
- Volleyball in November
- Basketball in February
- Softball in May

### **The Calvin Classic Track Meet**

The 6<sup>th</sup> – 8<sup>th</sup> graders participate in a track and field day at Calvin Christian School in Edina, MN at the end of April.

## **BAND LESSON POLICY**

Band lessons shall be offered to band students in grades 5-8 during the school day. These lessons, either individual or group lessons, shall not exceed 20 minutes of class time.

Students in grades K-8 who choose to take lessons from the music or band instructor of any type other than band instruments, shall be allowed to take lessons that do not occur within class instruction time. These lessons may happen before or after school.

The purpose of this policy is to assure that Hollandale Christian School has the opportunity to lay the proper academic foundation in early grades of education, and that the classroom teachers have adequate one-on-one time with students who may need additional help.

## **COMMUNICABLE DISEASE CONTROL POLICY**

Hollandale Christian School recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable diseases. It also recognizes the need to ensure that any student or staff member with a communicable disease remain eligible for the benefits of its educational services, as well as his or her rights and privileges provided by law. In order to balance these rights with the school's

obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student who has a communicable disease.

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

Class I: Measles, meningitis, meningococemia, chicken pox, etc.

Class II: HIV infection, encephalitis, viral hepatitis, salmonellosis, shigellosis, tuberculosis, etc.

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

### **Immunizations:**

The school adheres strictly to state public health law that mandates appropriate vaccinations for all school age children. The principal will exclude any child from school who is out of compliance with the required immunization schedule. One written warning will be given. The principal also has the authority to exclude from school a student who has a communicable disease or infection normally associated with childhood that is known to be spread by any form of casual contact and is considered a health threat to the school population. The affected student shall be excluded only after consultation with the parent/guardian and a review of opinion by a mutually accepted physician.

The school recognizes the importance of confidentiality. Any student or staff member's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The number of personnel aware of the individual's identity or condition will be kept at the minimum necessary to assure proper care of the individual and to detect situations in which the potential for transmission of the disease may be increased.

## **COMMUNICATION**

Communication from school to home and from home to school is very important. Through a strong partnership, we can work together for the benefit of our students and our school. All parents and school personnel should make it a priority to develop this partnership. It's through early, effective, and continued communication that we can prevent misunderstandings, gain insight, form a team, and develop positive relationships.

### **Contacting Students in the Classroom**

Unexpected classroom visits are distracting and disruptive to the learning environment. For that reason, we ask parents not to go the classroom to pick up a child or drop-off forgotten lunches, etc. Parents are not to call teachers cell phones during the school hours to give messages to their child.

#### Availability of Teachers:

If it is necessary to communicate by phone or email with a teacher:

- Please be respectful of the teacher's personal time at their home
- Teachers check their emails at least once a day and they may not be able to respond immediately.
- Teachers are not available during the school hours of 7:30 – 2:20
- For urgent/emergency type calls, parents will need to call the office at 889-3321 and leave a message on the answering machine if the secretary is gone for the day. Phone messages are checked at every break time.

#### Parent- Teacher Meetings

- Please make prior arrangements for the time of the meeting
- Please state the specific nature of your visit
- Meetings should be held at school, preferably right after school
- Meetings before or during school are prohibited since they are distracting and disruptive to the learning environment
- Unannounced-confrontational meetings are usually unproductive and places the teachers and students in a difficult situation

#### **HCS Publications Alumni Newsletter-“Cornerstone”**

The HCS publishes a quarterly newsletter. Every school family and alumnus will receive this newsletter.

**The Wednesday Home Note** is distributed weekly and is an in-house communication to parents dealing with weekly issues, schedules and information regarding the day-to-day school operations of Hollandale Christian School. Parents will choose to receive the Home Note via student, e-mail or both at the beginning of the year. If you would like a copy of the Home Note mailed or emailed to friends or relatives, please call the school office.

#### **The Hollandale Christian School Website**

The school's website provides information, schedules, calendars, ongoing school events, and student activities.

#### **Facebook**

HCS has created has two Facebook pages. The “public” Facebook page serves as a promotional, informational tool for the general public. The “private” Facebook page is by invitation only and is for parents and friends to enjoy seeing student activities and share comments and pictures.

#### **Teacher Pages**

Each teacher has their own respective teacher page. These pages can be viewed on the school website and/or emailed to the parents. Hard copies are also available upon request.

#### **Announcement Policy**

Hollandale Christian School will not, in any official manner, disperse or promote the literature of any outside organization, in particular political organizations and lobbyists. Announcements from



churches and Christian organizations with ties to the school may be included in the Home Note at the administrator's discretion.

## **DISCIPLINE**

Central to carrying out our task of instructing Kingdom learners is the daily treatment of our students. The Christ-like hospitality which we provide in our classrooms is a model of obedience which teaches Christian character. Along with the careful, firm, decisive correction of unchristian behavior, pranks, and youthful excesses, we at Hollandale Christian School desire to express love, concern and acceptance. The goal of our discipline is reconciliation and forgiveness. The following guidelines reflect our desire to deal with infractions fairly, insure communication and promote early resolution of differences.

The policies and expectations that we have drawn up are based on the fact that ours is a Christian school that honors God and His Word and requires respect:

1. Respect of authority
2. Respect for fellow classmates
3. Respect for school property
4. Respect for the educational task

We believe that our students must reflect Christ in their behavior.

In a positive manner, we expect of students what God expects of us all: a demonstration of the fruits of the Spirit. Because we are His children, students will show respect to staff members and fellow students. Because students have a responsibility to learn, we expect assignments to be completed on time. In summary, classroom conduct is based on the following assumptions:

1. All students have the right and responsibility to learn and must accord others that privilege.
2. All students have the right to be safe at school and the responsibility to make our school safe for others.
3. All students have the right to be respected as children of God and the responsibility to respect others as children of God.

### **Classroom Discipline**

Teachers are responsible to carry out discipline in their own classrooms. The method of discipline is at the teacher's discretion, whatever is considered reasonable for the situation, but will not include corporal punishment.

### **Parent Notification**

Ongoing problems which cannot be resolved by the classroom teacher and serious behavior infractions become the responsibility of the principal. As part of the principal's counseling toward correction, he/she will notify parents of the problem.

### **In/Out School Suspension**

Further inability to lead a child to obedience may require his/her removal from the classroom or school setting at the Administrators discretion. As much as possible the student will be isolated in the school for at least one day and given tasks which cause him/her to reflect on behavior.

### **Student Review by Faculty**

If these drastic steps fail to lead to reconciliation, the principal will form a committee of the faculty and draw up a list of goals to be met for the student's continued attendance at Hollandale Christian School.

### **Expulsion**

A recommendation for expulsion will be considered by the School Board only. During these stages of correction parents or the principal may request the Board to appoint a special committee to review the case, consider options, and make recommendations to the School Board.

### **Weapons**

Weapons of any kind are not allowed on school property, inside or outside the school building. "Weapons" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or which, through its use, is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons, but not limited to are: guns (including pellet guns, look alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing star, explosives, stun guns, ammunition, air soft or paintball guns.

Possession of a weapon is defined as having a weapon on one's person or in an area subject to one's control on school property or at a school activity. A student that finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Consequences of students in possession are as follows:

- Confiscation of the weapon
- An initial suspension for five days
- Contact the Police Department
- May result in a recommendation to the Board that the student be expelled from school.

### **Fighting**

Fighting shall be characterized by a violent, aggressive behavior by one or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving or scuffling.

Students who engage in fighting with another person will be suspended from the classroom or from the building for a period not to exceed three days.

Students that harass or bully another student will be subject to disciplinary measures as deemed necessary by the principal. Bullying of any kind will not be tolerated at HCS. Students will follow Christian principles in treating fellow students and will be respectful of others as Jesus would have us do.

Behaviors subject to disciplinary action as deemed by the School Board include:

- Verbal assaults
- Verbally abusive behavior
- Physical or verbal threats to do bodily harm, with intent to cause fear in another of immediate harm or death with present ability to carry out the threat.

Upon receipt of a complaint of such action, the School Board shall undertake or authorize an investigation by school officials or a third party. Upon completion of the investigation, the School Board will take appropriate action. Such action may include, but is not limited to, warning, suspension, transfer or expulsion.

## **DRESS CODE AND APPEARANCE**

As our students grow in Christian character, we seek to develop patterns of dress and grooming that reflect belonging to Christ. The intent of the following dress code is to guide students to make good choices that show respect for themselves and those around them.

- Students are expected to come to school clean and well groomed.
- Shorts are allowed on hotter school days. Shorts should reach fingertips when student is standing.
- There should be no visible spaghetti straps or tank tops.
- Shirts, caps, or shorts with monograms, patches or slogans advertising alcohol, tobacco, or anything inappropriate in a Christian school environment are not allowed. (Ex. Skulls, Crossbones...)
- Students must have separate tennis shoes for use in the gym and classroom. These shoes are not to be worn outside either at home or at school.
- Students must wear boots when there is snow on the ground.
- No hats/caps are to be worn inside the school.
- Articles of clothing in the lost and found that are not claimed at the end of the school year will be donated to a charitable organization.
- Inappropriate necklines will not be permitted.

## **EMERGENCY PLAN**

### **Fire Drill**

The fire alarm (solid ring) will sound.

1. All persons shall evacuate the building and go to the church parking lot or the front parking lot.
2. Teachers will take roll to ensure every student is accounted for.

3. All persons will remain in this area until the all clear is given or they are instructed to go elsewhere.
4. Under no circumstances will staff or students reenter the building unless given official notice to do so.
5. In the event of a fire, students will be taken to the Hollandale Christian Reformed Church to be picked up by buses/parents.

### **Tornado Drill**

1. The warning will be an intermittent ring from the bell system.
2. All persons shall enter the janitor's room and assume a crouched position.
3. Teachers will take roll to ensure that every student is accounted for.
4. Staff and students are to remain in this area until the all clear has been given.

### **Storm Watch/Warning Watch**

When a storm watch (tornado, thunderstorm, snow) is issued, students may be allowed outdoor recess and P.E. activities. Teachers and DCS staff will monitor the weather conditions closely.

**Field Trips/Sporting Events:** It will be left to the discretion of the principal or teacher whether the scheduled event will occur.

### **Warning**

When a storm warning (tornado, thunderstorm, snow) is issued all field trips and sporting events will be cancelled or postponed. No outside activities are allowed. When a tornado warning is issued, all students will proceed to the designated safe area. If the emergency sirens go off, students and staff will take emergency crouched position in the designated safe area. They will be released with an 'all clear' signal.

### **Lock Down (To be used in situations when student safety is best served inside locked classrooms)**

1. When "Lock Down Now" is announce, this will signal students and teachers to go to their classrooms, lock the doors, close the windows and pull the shades/blinds.
2. Persons in the gym will proceed to the janitor's room and lock doors.
3. Persons in the library will lock down in the library.
4. Teachers will take roll.
5. If children are outside, the recess bell will ring three times. Students will proceed quickly to the Hollandale Christian Reformed Church where roll will be taken.
6. When the "Lock Down Now" signal is given, any staff member should call 911.
7. Students and staff should remain locked in classrooms until the all clear is given.

### **Cancellations**

If inclement weather should occur, HCS will always follow the decision of Albert Lea School District 241. If Albert Lea Area Schools cancel, we cancel. Watch KAAL Ch. 6 for Hollandale Christian School's cancellation. If school is dismissed during the day, students will be sent home on the buses. If students are concerned about where to go, we will call a parent or other

designated person. If you anticipate the possibility of an early dismissal, please instruct your children on where they are to go so as to eliminate unnecessary phone calls.

## **FIELD TRIPS**

Field trips Field trips are recommended by faculty, and approved by the administrator. They are developed in light of the curricular objectives of HCS and the school's curricular goals. Teachers inform parents of upcoming field trips in their weekly teacher memos (paper or teacher web page). All students will be seat-belted in vehicles used for field trips and sporting events. All volunteer drivers must submit a copy of a valid driver's license and proof of insurance.

### **Volunteer Chaperone Responsibilities:**

- Consult with the teacher regarding any special needs he/she may have on the outing. Special equipment or clothing may also be necessary.
- Be primarily concerned with student behavior and safety.
- Make sure students stay with the group.
- If problems occur on the bus or at the outing site, contact the teacher.
- Refer first aid concerns to the teacher.

## **GYM USE**

These are the rules and rental fees for use of the Hollandale Christian School Gym.

### **Rental Fees:**

1. \$25.00 for use of the gym only
2. \$35.00 for use of gym and tables and chairs
3. \$55.00 for use of the gym, tables and chairs when food is being served. An additional \$50.00 security deposit is also required. This deposit will be returned if the building is maintained according to the rules listed below.

### **General Rules:**

1. Rental fees must be paid when the key is picked up.
2. Gym can be reserved up to one year in advance.
3. Key must be picked up from the school during regular school hours (7:30 AM to 4:00 PM, Monday through Friday) by arrangement with the principal.
4. Arrangements for the return of the key will be made at the time you pick up the key.
5. The individual that picks up the key will be responsible for cleaning or any damages done.
6. Adult/parent supervision of groups is required.
7. All other areas and rooms of the school are strictly **OFF LIMITS**.
8. Tennis shoes must be worn for athletic events.
9. Rental of the gym **does not** include the use of athletic equipment, which is owned by the school (basketballs, volleyballs, etc.). The volleyball net will be provided upon request.
10. There will be no non-school use of the gym while school is in session. The kitchen will be available for non-school groups beginning at 1:00 PM and the gym will be available beginning at 2:30 PM on days when school is in session.

11. No food or beverages are allowed in the gym unless you are renting under Rule #3 of Rental Fees.
12. The building must be left in the same order and condition in which it is found. This means that furniture will be moved into its proper place, equipment stored, and waste material picked up from the floors. All areas used must be cleaned, swept and if necessary, mopped.
13. Doors must be closed and locked when you leave and lights must be turned off.
14. All garbage must be disposed of in dumpster east of building.
15. Toilets must be flushed before leaving.
16. **SMOKING AND ALCOHOLIC BEVERAGES ARE PROHIBITED.**

## **HARMONY HELPERS**

All parents are members of the Harmony Helpers. Harmony Helpers exists to promote Christian education and fellowship. One of the main functions of Harmony Helpers is to generate funds for the school through various fundraisers.

### **Requirements**

1. Committee Participation: One parent per family will be placed in a committee and will be expected to work with the others on the committee to complete the function of that committee.
2. Serving Hot Lunch: One parent per family will be placed on a committee with three other parents and will be expected to help cook and serve on the designated day.
3. Fall Supper: All parents are given a small job to help with this major fundraiser. The Fall Supper is held in November.

## **HOT LUNCH/MILK**

### **Milk**

Students may purchase either 1% white milk or skim chocolate milk for lunch. Milk must be purchased quarterly. Order forms are sent home with the students at the beginning of each quarter. Milk is served with the noon meal.

### **Pizza / Hot Lunch**

Hot Lunch is served on the first and third Wednesday of each month. Pizza is served on the second, fourth, and 5<sup>th</sup> Wednesday of each month. Parents, grandparents, loyal alumni and faithful volunteers help serve hot lunch. This lunch is optional. Your child may bring his/her own lunch on those days if desired. Sheets of 20 pizza coupons for \$20.00 are available to purchase. Each coupon is worth one slice of pizza. It is advisable to send a snack for recess on these days.

## **INDIVIDUAL STUDENT HEALTH ACTION PLAN**

The health and safety of the students at HCS is of utmost importance for both ethical and legal reasons. Parents are required to submit the proper Individual Student Health Action Plan if their child receives medications, requires special accommodations for allergies or physical health conditions. Legally, HCS staff members cannot administer medications or provide special

constraints in the classroom for the student unless parents submit an Individual Student Health Action Plan signed by their Physician.

### **Forms**

There are four different types of forms concerning the student health action plan:

1. Prescription Medication Form
2. Non-Prescription Medication Form
3. Asthma Inhaler Form

### **Forms on File:**

HCS staff members are required to adhere to the instructions stated in the Individual Student Health Action Plans. It is the parents' responsibility to notify the school of any changes or modifications in their child's Student Health Action Plan – most Student Record Forms need to be submitted annually.

## **MEDICATIONS**

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis. The school may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian. Substances which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be delegated by the school administrator to any school employee with proper training, supervision, and evaluation as defined in Minnesota Administrative Code. The school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. The Hollandale Christian School principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence. No school employee, except a healthcare professional, may be required to administer medication to a student by any means other than oral ingestion.

### **Medication administration to students**

#### **Consent to Administer**

##### **A. Prescription Medications**

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. The statement must include:

Student name, date of birth

- Medication name, dose, route, frequency, time/conditions, duration

- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee. Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

### **Non-prescription Medications**

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer.

Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature.

All medication must be supplied by the parent.

### **Food Supplements, Natural Products**

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- An original container is provided
- Use for student is indicated
- Appropriate dosing for student is clearly stated on the label/packaging insert
- Possible untoward effects are listed
- Signed parent/guardian statement
- Signed practitioner consent if non-FDA approved.

Parents/guardians may come to school to administer natural products.

### **Self-Administered Medication**

A. Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be in the student's file and maintained in the medical records. The medical record is to be updated annually.



B. Responsible students, as determined by the parent, school meds coordinator, and administer, may possess and self-administer medications other than the above without practitioner approval.

It is recommended that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian. This statement should be carried by the student or maintained in the school's medication file. Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

### **Medication Storage**

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e. emergency medications). Medication will be stored to maintain quality (i.e. refrigeration). The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written/verbal notification, medications will be destroyed.

### **Documentation**

An accurate individual student record of administered medication will include:

- Demographic data such as name, birth date, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents and health care provider of student involved.

The Student Medication Record(s) will be maintained in the student medical record after discontinuation of the medication.

### **NON-CUSTODIAL PARENTS**

The board presumes that the person who enrolls a student in school is the custodial parent of a student unless informed otherwise by certified court order. The custodial parent is responsible for decisions regarding the day-to-day care and control of the student. Both biological parents and legal guardians have the right to receive information contained in the school record concerning their child and to forbid or permit the disclosure of such information. The board, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the custodial parent will be requested to submit a certified copy of the court order that curtails these rights. All students will be identified by their legal name

on permanent school records including cumulative files. To change a student's name on a permanent record will require legal proof of a name change.

## **PARENT/TEACHER RELATIONSHIPS**

Questions and complaints arise inevitably in any school. They should be handled courteously, politely and promptly. The following steps for handling a parental complaint or question about a teacher are an application of the Biblical injunction recorded in Matthew 18:

- The parent meets privately with the teacher to seek resolution, with a spirit of reconciliation
- The parent meets with the teacher and the principal to seek resolution with a spirit of reconciliation.
- The problem is presented to the Education Committee. The Education Committee calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
- The problem is presented to the entire School Board. The Board calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
- The principle underlying this procedure is clear: answer the question or complaint at the lowest level possible.

The steps for handling teacher complaint about a parent are exactly the same as those given above. It is our hope and prayer that together we can be sensitive to and understanding of each other and work harmoniously for the Lord and His school.

## **SCHOOL PROPERTY**

### **Acceptable Technology/Computer Use Policy**

As a Christian school, we recognize the need for technology education, but as with all areas of our curriculum it is taught in light of God's Word. We use technological tools with which we accomplish God's work, seeking His will. Students are taught to use such technology tools in such a way to please God. Students who choose to use computers and other technology in destructive or inappropriate ways will be dealt with severely.

Any student found tampering with, making changes, or inappropriately using computers or other technology will be immediately suspended from computer class and banned from using school computers. At the discretion of the teacher and the administrator, that student's academic grade for the class may be altered and/or failed if warranted. If costs are incurred to correct the problems, the student may be held responsible for payment. The administrator and teacher will then draw up a second offense policy, which will be implemented before the student will be allowed to return to computer class and given any other use of computers.

## **SEARCH AND INSPECTION**

### **1. Search 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 alcohol, controlled substances(s), 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 principal with at least one adult witness present.

## **2. 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 valid interest in insuring that its property is properly maintained. For this reason periodic inspections are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time. This inspection will be conducted in the presence of at least one other adult. Any contraband (weapons, pornography, controlled substances, alcohol, tobacco, or anything else which is a violation of the law or a school rule) shall be confiscated by the administration, who will advise the student's parents. Also if vandalism is discovered during such inspections, disciplinary action could also be a consequence.

## **3. 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, pornography, controlled substance, 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 substances, 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. If appropriate, law enforcement will be notified.

## **TELEPHONE USE**

Students are discouraged from using the telephone during school hours. Students must receive permission from a teacher for phone use. Routine type phone calls such as play dates, car rides, etc. should be arranged before or after school. If school events are postponed or cancelled, students will call their parents. The school secretary or teachers will receive all incoming calls. Parents are asked to refrain from calling to speak with their children, except in case of an emergency.

**Cell-Phone Use:** Cell phones brought to school must remain in backpacks on silent mode and may be checked only during breaks. Students are allowed to use cell phones before and after school hours on school grounds. Any violation during school hours will result in confiscation of cell phone. Parents will need to personally pick up the phone from the school office.

## **TRANSPORTATION**

### **School Bus Discipline**

The purpose of these rules is to standardize the school bus discipline procedures. In order to have a successful school bus operation, an organized procedure for handling school bus discipline is important. The following guidelines will be used for handling discipline problems on a school bus.

Students riding school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the bus as a teacher has over students in a classroom.

Bus drivers have the option to give verbal warnings for minor infractions or may choose to file a school bus incident report with the school office. The administration then decided what step or action should be taken due to the severity of the incident.

Step 1: A Completed School Bus Incident Report is filed in the school office. This report is sent to parents.

Step 2: A completed SBIR is filed in the school office. Parents will be contacted by the principal. A 2 day suspension could occur.

Step 3: A completed SBIR is filed in the school office. A letter to the parents including the report will be sent informing them that the student is in danger of losing bus privileges. A signed reply will be requested. A one week suspension could occur.

Step 4: A completed SBIR is filed in the school office. Students will be suspended from the bus for 2 weeks or 10 school days.

Step 5: If there are further incidents after this, the student and parents must meet with the Education Committee to determine whether the student will be allowed to continue to ride the bus or be denied transportation for a specific period of time.

Appropriate behavior will be rewarded. If a bus incident report is filed after 30 days of "incident free" behavior, the student will remain at the current step. If 60 days of "incident free" behavior occur, the student will fall back to step one.

## **MANDATORY REPORTING LAW**

- Any teacher suspecting child abuse or neglect shall notify the Principal in writing.
- The teacher must report suspected abuse or neglect to Social Services

The following information will be reported to Social Services: Alleged victim's name, date of birth, address, directions to home if possible, telephone number, parent's name, others in home, school hours, grade, parents' work site, work number, emergency contact name and number.

- A description of the alleged incident is to be filed by the teacher in the administrator's office with the following information: 1) name, address, age, and relation to alleged victim. 2) Describe in detail as much as known. 3) Just one time, or ongoing 4) Jurisdiction. 5) Others involved. Reporting of alleged child abuse or neglect must be kept in strict confidence

## **Vacations**

Extended vacations during the school year are highly discouraged. Lessons explained and taught by the teacher as well as classroom experiences cannot be replicated by homework assignments. However, we understand that circumstances and opportunities may cause parents to choose to take a vacation during the school year. Parents are to communicate early with the teacher so that a plan of school work can be arranged. Some school work or assignments can be

completed before the students leave on their vacation. Most work will need to be completed afterwards at the teacher's discretion.

### **Visits**

Parents are encouraged to come and visit their child/ren's classroom one day a year or more. Please contact the teacher a few days ahead of time.