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Letter to Parents

Dear Parents,

Deuteronomy 6:5-8 says, “You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.” One of the realities clearly evident in this beautiful passage is the responsibility of parents to teach the principles of the faith to their children. Parents have been given the primary responsibility to educate their children and it is the blessing of the school to come alongside parents in this important task.

Oskaloosa Christian School publishes a parent handbook in an effort to effectively come alongside parents and maintain a positive relationship between the home and school. All the material in the handbook has been approved by the Oskaloosa Christian School Board of Education and is intended to be read and used by parents. Please take some time to read through the information and guidelines in this handbook and refer to it if questions arise over the course of the year.

The entire faculty and staff looks forward to serving both you and your child(ren). The Lord has been incredibly faithful to the school in the past and we are confident in his continued provision in the future as well. As a family, please pray for the school, the school community, staff, Board, and students. Pray that the school would be distinctively Christian in all of its endeavors and that the name of Christ would be clearly proclaimed to the surrounding community.

I’d like to close with the words of Proverbs 3:5-6, “Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths.” Let us strive to depend on the Lord and trust in his strength in this upcoming year. If I can ever be of any assistance to you, please do not hesitate to contact me.

In Christ,

Joe Venema, Principal

Oskaloosa Christian School

OSKALOOSA CHRISTIAN SCHOOL

Mission Statement

The mission of Oskaloosa Christian School is to assist families in equipping children to be effective disciples of Jesus Christ.

“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” (2 Timothy 3:16-17)

Statement of Faith

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

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

when parents use three God-given agencies: the Christian home, the Christian school, and the Christian church.

Parents:

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

Teachers:

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

Curriculum:

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

Governance:

- o Oskaloosa Christian School is a parent-run, non-profit corporation consisting of a Society of supporters.
- o A Board of Directors is elected from the school's society and has supervision of all of the school's operation.
- o The Board will play an active role in overseeing the admission of families who are the right "fit" for Oskaloosa Christian.

OSKALOOSA CHRISTIAN SCHOOL

Principles of Instruction

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

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

SCHOOL BOARD OPERATION

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

Introduction

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

Board Membership and Composition

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

No family members or relatives of staff are considered as candidates for Board membership.

Each Board member is elected to a three-year term.

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

The Board shall present two nominees for all vacancies.

At the first meeting of the Board after the annual Society meeting, the Board shall elect from its members a President, Vice-President, Secretary, Treasurer, and Vicar. Each officer is selected for a one-year term and may be eligible for re-election. Officers, in turn, shall appoint Board members to the standing committees of the Board. The standing committees may, by authority of the Board, include staff members and members of the Society.

The Board meets monthly, typically the third Tuesday. Those meetings are open to the Society, except when secretive personal topics are being discussed.

All committees must have an appointed Chairperson and a Secretary who will record the minutes of each meeting for presentation to the Board. Most Board committees meet monthly, and those meetings are open to the Society, except when confidential matters are discussed.

Minutes of Board meetings and committee meetings are available to Society members upon request.

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

Standing Committees and Their Duties

At the first regular meeting held after the annual Society meeting, the following committees shall be appointed by the Executive Committee of the Board. The Executive Committee of the Board is composed of the President, Vice-President, Secretary, Treasurer and Vicar.

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

Standing Committee Authority

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

Ad Hoc Committees

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

PARENT-TEACHER RELATIONSHIPS

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

The Board firmly believes in the principles found in Matthew 18, seeking to have constituent concerns resolved first by the employee, secondly with the Principal, and thirdly with the Education Committee/Board.

POLICIES

Cooperation Policy

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

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

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

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

Gym Rental Policy

1. The gym rental fee is \$75 minimum. This includes a three hour rental with an additional fee of \$15 per hour (or any part of an hour) over three hours. The maximum fee charged for a full day or overnight rental is \$150.
2. Rental payments must be made in the school office prior to the reserved date.
3. You may come in early to set up and decorate as long as it does not interfere with school activities. A \$15 per hour fee will be assessed.
4. ***A rental agreement form must be signed by a Society member and that person must be present at the time of the rental.***
5. Reservations must be made at least five days in advance, and the gym may not be reserved for more than one year in advance. Renters have the option to reserve the same comparable date and time for the following year. ***Please call the school office the day after your rental to reserve for the following year, or your time may be given to someone else.***
6. The gym will be made available for rent during selected times only. Due to floor cleaning, the gym will not be available for a portion of the summer months. Sunday rentals must coincide with other Sunday activities such as baptism, profession of faith, graduation, etc. There will be no rentals on Christmas day.
7. Rentals may not begin prior to 5:00 p.m. on any school day.
8. The school has the right to cancel any gym rental that conflicts with a school-sponsored activity, even if the school activity is scheduled after a gym rental has been made.
9. A \$15 penalty will be assessed if additional clean-up is necessary.
10. The Board offers one free rental per year for each staff member.

Parent's/Guardian's Financial Responsibility Policy

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

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

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

1. The registration fee is a non-refundable fee deducted from the tuition obligation, pro-rated based on the date of attendance.
2. At a minimum, tuition payments are due the 10th of each month, with the first tuition payment due September 10th, and the final monthly tuition payment due no later than May 10th.
3. TRIP (Tuition Reduction Incentive Program) funds will be applied to your registration payment, and any additional balance may be applied toward tuition.
4. A Tuition Assistance Plan is available to all families with children attending OSCI. Applications must be submitted by June 30 of the current school year for the upcoming school year. Submission is the responsibility of each family. Each qualifying family must meet their portion of the tuition obligation before the Assistance Plan provides the remaining balance.
5. A \$100 reduction is applied to the tuition of families for each student recruited into the school, as long as the new family completes a Recruitment Form verifying the sponsor.
6. In the event of a financial difficulty when tuition payments may become difficult, it is the *parents'* responsibility and obligation to contact a member of the Finance Committee *within 30 days* in order to develop a repayment program acceptable to the Finance Committee.
7. Accounts with outstanding tuition of 30 days will receive a written reminder from the Finance Committee.
8. Accounts with outstanding tuition of 60 days will receive a written request from the Finance Committee to meet with them to establish a repayment plan.
9. Accounts with outstanding tuition of 90 days and without a repayment plan may receive a letter from the Finance Committee, and the Board that they may be requested by that month's end to seek alternative enrollment for their student(s).
10. The "90-day" notification(s) of outstanding obligations will be sent to all members of the family with a financial and/or educational interest in the child(ren).
- 11.

Accounts with an outstanding obligation to the school after June 10th must make contact with the Finance Committee, if the balance cannot be paid in full prior to registration for the new school year. Special provisions may be made for these families with Board approval. If a plan cannot be agreed upon, enrollment may be denied. Contact must be made no later than July 31st.

12. A 10% surcharge will be applied to all account balances outstanding for which FULL payment or arrangements to make payment(s) have not been completed by May 31 or the current school year.

WILLING WORKERS

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

The Willing Workers society was organized to stimulate interest in Christian education, and to give financial assistance to the school in the form of supplies. The Executive Committee consists of a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Vice-Treasurer. At the end of each school year, election of these officers is held, as well as allocation of funds.

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

INTERSCHOLASTIC ACADEMIC ACTIVITIES

Oskaloosa Christian School promotes the fine arts by sponsoring a local Fine Arts evening where students in grades 6-8 can showcase their talents in speech, vocals and instrumentals.

The area Christian schools also sponsor a variety of activities, including art in Grades 5-8; creative writing in Grades 5-8; speech in Grades 6-8 with several divisions; music in Grades 6-8, with several divisions; piano solo, vocal, and instrumental solos, vocal and instrumental ensembles, choir, and band. The District V Fine Arts Festival is held in March or April at an area Christian school.

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

GENERAL INFORMATION

1. Health services available to OSCI students

a. Hearing Screening

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

b. Speech Therapy

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

c. Occupational Therapy (OT)

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

d. Testing

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

e. Vision Screening

Vision Screening is a valuable service that is provided annually by a local optometrist free of charge.

f. Other Services

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

2. Calendar

a. Daily Hours

Office hours when classes are in session are 8:00 a.m. to 3:30 p.m. Teachers are in the building from 7:45 a.m. to 3:45 p.m. Classroom hours are 8:05 a.m. - 3:15 p.m.

b. Marking Periods

The school term is divided into three 12-week trimesters (see calendar).

c. Yearly Calendar

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

3. Curriculum

a. Core Curriculum

Oskaloosa Christian School offers a quality, God-centered educational program for grades kinder kids through eight. Said educational program has been adopted by the OSCI Board of Education and exceeds the requirements for accreditation by the Iowa Department of Education. OSCI is accredited by Christian Schools International, a third-party arrangement which meets State of Iowa requirements. Bible, language arts, science, social studies, math, music, physical education, computer, and art instruction are central to the curriculum. Faculty members are assigned to committees which continue to review and revise individual curriculum areas on a regular basis. Curriculum is reviewed on a rotating basis.

b. Library/Media Center

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

c. Technology Program

Oskaloosa Christian School has a networked computer system with restricted access to the internet. Through the internet, students and teachers are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions, associations, and a variety of other sources. Our goal in providing this service is to expand educational opportunities in our school by giving students access to the tools they will be using as adults.

The school is guided by the following Technology mission, vision and goals: At Oskaloosa Christian School, we see technology as a key component of the learning process and curriculum experience to aid the community in fulfilling the mission of the school. We believe it is critical that we continue to teach students about discernment and ethical use of technology, as they grow in their knowledge of God. We are committed to expanding the variety of technology tools to support diverse styles of teaching and learning. We will strive to give students opportunities to use technology to be effective disciples of Jesus Christ.

SCHOOL TECHNOLOGY GOALS

- Communicate with parents how technology is utilized in the classroom.
- Provide technology support and equipment to teachers and students for consistent use of hardware, software, and the Internet.
- Use technology when technology is the best tool for learning.
- Provide ongoing professional development activities to support teachers' efforts with technology.
- Establish a baseline and continue to measure the efficacy of learning activities integrating technology use.
- Develop instructional methods that meet individual students' needs, interests, and learning styles.
- Challenge students to utilize and discern technology resources.
- Keep the Technology Committee and Board aware of current educational and structural needs.

Elementary and junior high school students agree to the following computer usage policy:

Computer Usage Policy

Oskaloosa Christian 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. 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. When the intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material 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, accessing, uploading, downloading, or distributing or displaying offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
2. Changing the computers' settings
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems or computer networks
6. Violating copyright laws
7. Using another's password
8. Trespassing in another's folders, work or files
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes
11. Use of chat rooms or websites selling term papers, book reports, and other forms of student work
12. Downloading apps without teacher permission
13. Use of anonymous and/or false communications
14. Taking photos or video of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the iPad are for educational purposes only
15. Giving out personal information, for any reason, over the Internet
16. Violations may result in a loss of access as well as other disciplinary or legal action.

Parent/Guardian Print Name & Signature

Student Print Name & Signature

d. Resource Room Program

The Resource Room program offers supplemental or alternative instructional programs for students who have learning difficulties in the regular classroom. In addition, the program serves classroom teachers by sharing effective teaching methods and materials. Students are either taken out of the regular classroom for periods of small group or individual instruction, or a Resource Teacher helps with individual needs within the classroom setting. The primary areas of instructional focus are reading, math, language, and study skills. The primary goal of the program is to help students develop their academic gifts and talents for service in God's kingdom. Enrollment in the program begins with teacher or parent referral. Evaluation is based upon regular monitoring of student progress toward individual goals and objectives. Title I and Title II funding is also available for such services.

A Student Assistance Team (SAT) is available at Oskaloosa Christian. The purpose of this team is to support students who have unique needs in the classroom. These students are referred to the team by parents or school staff. Parents may do this by filling out a SAT form that is available from the school office. Please be aware that the expectation is that you have communicated with the child's teacher about your concerns before you refer them to the SAT. The team, along with the child's teacher, will meet to put a plan in place for the best way to help the student.

4. Enrollment

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

b. Registration

Parents are required to register their children for the new school year prior to the first day of classes. The Board of Education determines a registration schedule and makes notice of said schedule through school, church, and community-based media. Registration includes the updating of basic student information, purchase of hot lunch meals (optional) and the payment of a registration fee. Home visits of all new students involve the Principal and Board representative. The 5 steps to enrollment follow:

1. An **application form** is filled out giving us an indication that the core values that all of our families share is true of the applying family as well.
2. A **pastor letter of recommendation** completed indicating a desire to grow in the grace and knowledge of our Lord and Savior Jesus Christ. A continuance is available to families who are willing to actively seek a church home.
3. An **interview** is held with the family by representatives of the school to clarify the school's expectations, explain basic procedures, and answer any questions.
4. The representatives from the school then make a **recommendation** to the Board to accept the new family.
5. **Registration** is held where the parent provides the necessary family information, gives acknowledgement of and agreement with the financial obligations as well as the basic beliefs and purpose of the school.

5. Health and Safety

a. Accidents

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

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

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

c. Mahaska County Emergency Management and Drills

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

d. Entry into Building

For the safety of our students, we ask that all school visitors, including parents, use the west office door to enter the school. Our school is equipped with an entry access system. Visitors will be admitted into the building upon identifying themselves. All visitors are asked to sign in and out in the school office. Only visitors who have difficulty walking, are carrying in heavy items, or are using a wheelchair, baby stroller, etc., will be granted access through the south door.

e. Hot Lunch

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

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

f. Illness

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

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

g. Student Medications

Medications shall not be dispensed by school personnel unless they are provided by the student's parents. All medications should include the original packaging and must be kept in the office where they are locked up. Written authorization

and instructions are to be included with all medication. The Board assumes no responsibility for the medical treatment of students.

6. Office

a. Lost and Found

Articles of clothing, footwear, jewelry, etc. found on school property are kept in a box in the office. Parents are welcome to search this collection at any time. The school assumes no responsibility for lost items.

b. Telephone/Cell Phones

The telephones are intended for school business and emergency use only. Students who need to use the phone must have permission to do so from a teacher. Students should use the office phone with permission.

We understand that in today's communication age, cell phones are a large part of adults' and students' lives, as well as a source of security. However, cell phones can be a distraction and even a cause for discipline issues during the school day. Understanding this, we will require that all students who are going to bring cell phones to school have them kept in their locker or in their backpacks and not on their person. This will help to reduce any problems with cell phones while keeping the convenience. If students are found to have cell phones on themselves during the day without staff permission, the phone will be confiscated until the end of the day. If this persists, we will ask the student not to take a phone to school with them any longer. Thank you for your cooperation.

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

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

7. Procedures and Miscellaneous Items

a. Arrival and Dismissal Procedures

School normally begins at 8:05 a.m. **Unless their bus brings them earlier, students should not arrive before 8:00 a.m.** The first bell rings at 8:00 a.m. and students are expected to be in their seats and ready to begin at 8:05 a.m.

The Christian School Transportation Bus picks up Pella Christian students at the south door of our school at approximately 7:45 a.m. each day, and departing for Pella sometime before 7:50. **Upon arrival, the bus's stop arm will be engaged, and lights will flash indicating that cars dropping off students may not, under ANY circumstances, pass the bus on the right or left side until the bus departs.** Students being dropped off by parents at this early hour can drive around the south side of the parking lot avoiding the lane of traffic that the school bus is in. Any vehicle in violation of this request will be reported to the proper authorities and, upon investigation, may be written a moving citation by the Oskaloosa Police Department.

Dismissal for all students is 3:15. A bell rings at 3:10 for a time of clean-up and closing prayer. All students are expected to be on their way home by 3:25 p.m. with the exception of those who have siblings riding the Pella Christian High School Bus or any who have received permission to stay. Any students remaining at school after 3:25 will be sent to after school care and will be charged the current after school care fee.

After School Care Rules:

1. After school care will run from 3:15 until 4:00.
2. Because this service was started for the express purpose of those families with bus students from Pella Christian Schools, these families will be permitted to utilize this service at no charge. Children of employees of the school will also not be charged.
3. Other families wishing to use this service will be charged \$2/per student/per day. Families with 3 or more children will be charged \$5/per family/per day.
4. There will be a sign-in and sign-out sheet. We will use this as a record of attendance. The bookkeeper will be provided this information to include on monthly tuition statements.
5. Parents wanting to use this program must call or e-mail the office the day of or sooner so the after school care supervisor knows how many children and who to expect.
6. There will be no after school care scheduled on days we have early dismissals.
7. On days when Pella Christian has an early dismissal and we are a full day, after school care will be available if parents request it by calling or e-mailing the office before dismissal.
8. After 3:25 any unsupervised students remaining at school will be brought to after school care and parents will be charged.
9. After 4:05 parents will be charged \$1 a minute until their child is picked up.

During the school day and after school, students are not allowed to leave the school grounds unless they are on their way home. Students waiting for their bus or other ride must remain in school or on the playground for after school care. Please note that students who remain after school for an extended period of time, or on days of early dismissals may be subject to additional fees.

b. Attendance/Absences

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

Parents are always requested, for the sake of their child's well-being, to call the school office (672-2174) the morning of their child's absence, explaining the reason for the absence. This call should be made prior to 7:45 a.m. If office personnel is unable to answer your call, please leave a phone message. Doctor or dentist appointments should be avoided during school hours. All students must sign out in the office before leaving school for any reason, and must also sign in, if arriving late during regular school hours. We ask that all K-4 students be picked up from their classroom.

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

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

The following rules also apply in regards to attendance:

1. OSCI does not give perfect attendance awards.
2. Attendance is based upon half days.
3. Anything between 8:05 and 8:45 is considered tardy.
4. Arriving after 8:45 is a half-day absence.
5. Leaving before 2:15 is a half-day absence.
6. If a student leaves for longer than an hour and a half during the school day for an appointment s/he is considered a half-day absent.
7. Students must sign in/out at the office window when returning and/or leaving school for any reason.

c. Birthday Treats

As a school, we very much encourage the tradition of donating an approved book to the school library on someone's birthday. This, as well as any treat, is optional. If a student does bring treats, we encourage you to keep them low cost and nutritious.

d. Doctor Appointments, Lessons, etc.

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

e. Dress Regulations

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

1. School clothing will...
 - Be neat, clean, modest, and in good repair.
 - Includes skirts and/or shorts that are modest (between fingertip and mid-thigh length or longer).
 - Be properly buttoned and able to tuck in.
 - Be worn with a belt, if necessary.
 - Also, includes shoes and/or sandals to be worn at all times.

2. Inappropriate clothing is identified as the following:
 - Indecent, provocative, too low, too short, too tight, revealed undergarments.
 - Skin showing while standing or sitting (either bare back or bare midriff).
 - Spaghetti straps or tank tops (not including sleeveless shirts).
 - Calling attention to oneself (ie, piercing, hair color, style, anything in excess, etc.).
 - Cut-off shorts or sweats, spandex, and/or bandanas, hats and caps.
 - Clothing with logos or labels that promote alcohol, drugs, tobacco, secular rock groups, or suggestive of a non-Christian attitude or behavior.

3. Since opinions of appropriate attire differ, the Principal reserves the right to serve as the final authority on student appearance during the school operations.

f. Emergency and Weather-Related Dismissals

Because many OSCI students are transported to and from school by the public school buses, the cancellation of classes is coordinated with the public school as often as possible. However, occasionally there may be circumstances that would call for a delay or early dismissal that will not affect the public school, and therefore, the public school buses will not be available. ***It is the responsibility of parents to learn of early dismissals and delays.*** An announcement will be made on the home page of our school's website. Also, the following media will

be contacted as soon as possible: KBOE (104.9 FM, 740 AM), KCWN (99.9 FM), WHO-TV (Channel 13), www.who.com, WHO radio (1040 AM), and KCCI-TV (Channel 8), www.kcci.com, and WOI-TV (Channel 5). Please keep your radio/tv tuned to these stations or their websites during extreme weather conditions. To all families who have requested it, an e-mail and/or text message will be sent to parents with information on weather delays and/or cancellations.

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

g. Gum chewing is not allowed on school property.

h. Photos - Individual and class pictures are taken in the fall of each school year.

i. Property Damage

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

8. Parent/Teacher/Student Relations

a. Discipline

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

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

Oskaloosa Christian School has an extensive Love and Logic resource library available for check-out to our parents. Parents are encouraged to learn more about the Love and Logic program. A list of resources is available on our school's website, and instructions for self check-out can be found in the school's library.

➤ **The Purpose:**

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

We believe that seeing each other as image bearers of God unites us. We have been created to reflect Christ in our lives – called to work and be what Christ is.

Code of Conduct

1. Rules, expectations, and guiding principles will be clearly communicated and modeled by the members of the Christian school community.
2. Consequences will be applied clearly, fairly, consistently, and without malice.
3. Guiding principles for student behavior choices:
 - Students will be treated with respect, and students will treat others with respect.
 - Feel free to do anything that doesn't dishonor God or cause a problem for anyone else.
 - If you cause a problem, you will be asked to solve it.
 - If you cannot solve the problem, or choose not to, an authority figure will do something.
 - What the authority figure will do will depend on the individual person, and the unique situation.
 - If, at any time, you feel something is unfair, whisper to the authority figure, “I'm not sure that's fair,” and this situation will be discussed further.

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

- **Verbal and Physical Abuse** – Our goal is to teach students that they will respect their fellow students and teachers placed in their lives by God. Verbal and Physical abuse is defined as taunting, belittling, threatening, fighting, bullying, etc. We will not tolerate harassment and other similar unacceptable behavior. Depending on the severity of the infraction, students may be asked to do one or more of the following:

- Apologize
- Complete a Plan of Action Form
- Experience consequences such as loss of recess privileges, removal from the classroom, referral to the administrator, etc.
- Serve a Detention
- Serve a Suspension (in-school or out of school)
- Attend a meeting with parents and the involved teachers
- Meet with the Education Committee to determine future enrollment at OSCI

Whenever possible and appropriate, students will be given opportunities to engage in “restorative” acts, which will contribute to the school community for the sake of “making a bad situation right.”

➤ **Anti-Harassment/Anti-Bullying Policy**

- School employees, volunteers, and students in school-on school property-or at any school function or school-sponsored activity-shall not engage in harassing and bullying behavior, nor will they engage in reprisal, retaliation, or false accusations against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying. School employees will act in a timely manner to prevent, report, and facilitate investigation of suspected harassment and bullying. A more detailed summary of this policy is available to Society members upon request in the school office.

➤ **Procedure for Behavior Detention**

1. A student is informed by the teacher/Principal that he/she received a detention. The teacher giving the detention brings the completed detention form to the Principal as soon as possible.
2. A detention slip is sent home with the child and returned signed by the parents the following day.
3. Detention is served at a time set by the Principal and takes precedent over all school-related activities.
4. The student is responsible for reporting to the Principal on the day the detention is served. If the student is late, a second detention may be issued. The detention period is over when the Principal dismisses the student.
5. Parents/guardians are responsible for making the necessary arrangements for transportation of students to detention.
6. Repeated Detentions: Students who continue to struggle with making positive choices over a period of time could face additional discipline, at the discretion of the Principal.
7. Students will begin each trimester with zero detentions.

Procedure for In-School Suspension

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

9. Complete the “Plan of Action.”

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

b. Homework

As part of the Oskaloosa Christian School’s Strategic Plan, the School Board supports the inclusion of homework in school programs, and recognizes the need to communicate clearly and effectively the learning expectations related to homework. Homework is described as those learning activities that are associated with the in-school program and which are completed outside the classroom.

Homework...

1. Improves Communication: When parents, students, and teachers share what is happening in class, student learning improves.
2. Provides Practice Time: Skill development requires practice. Homework provides practice time for necessary skills.
3. Connects Learning: Students remember information better when it is connected to something personal. Asking your child questions about what they are learning in school will improve their understanding of concepts and information.

A Homework Policy brochure is available with more information.

c. Crusader Chronicles

School-home newsletters are published on the last school day of each week (usually Fridays) to keep you informed about the school schedule and activities. They are e-mailed to all families and are also available on the school’s website, www.oskaloosachristian.net.

d. Newsletters

Many teachers issue their own classroom newsletters, e-mails, or classroom websites to help keep parents informed of more specific classroom details.

e. Parent Classroom Visits

You are welcome and encouraged to visit your child’s classroom. Please make prior arrangements with the teacher to avoid conflicts. You’re welcome also to have lunch with your child. Please inform the kitchen workers by 10:00 of the day you visit so that enough food can be prepared for everyone. We would appreciate your patronizing the school’s lunch program on these occasions.

f. Physical Education Classes

All classes are scheduled for physical education. Tennis shoes are required for gym use. Please note the days for P.E. classes, and have your child dressed appropriately. Students in the middle school will be required to change their clothes for P.E. If a student is not allowed to participate in P.E. class, they must provide a written notice prior to class time from a doctor or parent. An e-mail sent to the P.E. teacher prior to 7:45 of the same day is also acceptable.

Students will be graded twice a week according to their dress, effort, attitude, and skill. PE grades will be available online at the end of each trimester when report cards are available for viewing. In Kinder Kids – 2nd grade, a number score will be given that follows the current grading scale. (4, 4-, 3+, 3, 3-, 2+, 2, 2-, 1+, 1, 0) Letter grades are given in 3rd – 8th grades and follow the same grading scale as the other academic subjects. A separate PE paper report card will not be given.

A letter including P.E. rules and discipline policies will be made available to parents at the beginning of the school year.

g. Parent/Student/Teacher Conferences

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

h. Room Parents

A sign-up sheet for volunteers is posted at registration time. A guideline sheet is available for all parents interested in volunteering for this position.

i. Volunteers

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

9. Student Activities

a. Field Trips

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

b. Intramurals

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

10. Student Records

a. Cumulative Files

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

b. Grading Scale

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

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

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%

c. Permanent Records

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

d. Promotion/Retention

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

e. Report Cards

Report cards are issued following each trimester grading period. Reports for students in grades 1-8 are e-mailed to parents. Kindergarten report cards are sent home with students and are to be signed by parents and returned to school shortly thereafter. Please avoid grade comparisons between brothers and sisters, and friends. The importance lies in that each student use the abilities God has given him/her, not how well he/she compares to someone else.

f. Standardized Tests

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

11. Transportation

OSCI uses the local public school's bus transportation for students who reside in the Oskaloosa School district and who reside at least two miles from Oskaloosa Christian School. Students who do not usually ride the bus, and desire to do so, should contact the bus barn (673-7294). The Oskaloosa Community Transportation Department arranges all bus routes and sets the rules of conduct

on the bus. Emergency evacuation drills may be conducted by the Oskaloosa Community Transportation Department for all students during the school year.

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

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

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

For students moving on to Pella Christian High School, a school bus owned and operated by the Pella Christian Schools picks up students at our south entrance at 7:50 a.m. each day, and returns at 4:00 p.m. After-school care is provided to siblings at no charge until the bus arrives.

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

Student Bus Conduct

Students:

1. Are under the authority of the bus driver.
2. Are to enter and leave the bus in an orderly manner when loading and unloading.
3. Are to go directly to their seat when entering the bus.

4. Should remain seated while the bus is in motion.
5. Should be courteous to the driver, to fellow pupils, and to passersby.
6. Should refrain from talking to the bus driver while the bus is in motion.
7. Should keep their hands, arms, and heads inside the bus at all times.
8. Should converse in normal tones. Loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must cease until the bus has crossed the tracks.
9. Should not play cards on the bus.
10. Should keep the bus clean. Respect the bus property and refrain from damaging property.
11. Should keep feet off the seats at all times.
12. Should refrain from throwing objects inside the bus or out the windows.
13. Should keep sharp objects off the upholstery.
14. Should keep books and other property stored out of the way, and keep the aisle clear at all times.
15. May drink water on the bus but no soda, sports drink, or sugar-based drinks may be consumed on the bus.
16. Should not chew gum or eat on the bus.
17. Are not allowed on the bus with radios, knives, lighters, matches, or anything that might be considered a weapon or dangerous. MP3 Players and portable video devices muted or used with headphones are permissible if used properly.

Bus Discipline Reports - If a concern should arise for improper behavior of the Oskaloosa Christian students, the following guidelines apply.

1. The first time a report is received of a student's improper behavior on the bus, the parents will be notified, and the Principal will have a conference with the student.
2. After the second time a report is received, the parents will be contacted by the Principal to discuss the problem.
3. After the third time, the student will not be allowed to use the bus for the next class activity/outing/event, and must be transported to the activity/outing/event by their parent.
4. After a fourth report, the matter will be turned over to the Education Committee to determine necessary disciplinary action.
5. The accumulation of discipline reports will renew each year.

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