

# Hosanna Christian School HANDBOOK

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## WELCOME TO HOSANNA CHRISTIAN SCHOOL

This handbook has been prepared so you may be familiar with the policies and better understand the program as we work together to help your child have a successful year in Hosanna Christian School.

Hosanna Christian School is a ministry of First Evangelical Church. HCS is prepared to give your child(ren) the loving care and guidance that children need in their formative years.

Parents are invited to visit, ask questions and make suggestions anytime. The best assurance for the success of your child(ren)'s experience is the close cooperation and understanding of parents and staff.

HCS is a state approved school and member of Association of Christian Schools International (ACSI). ACSI is an organization of Christian schools that provides assistance in the operation of the school. They provide opportunities for schools to participate in academic and fine arts activities. They also provide a teacher placement service and in-service opportunities.

## MISSION STATEMENT

The mission of HOSANNA Christian School is to serve as a Christian out-reach to the surrounding community as a ministry of First Evangelical Church. We share in the church mission - To Grow Passionate Followers of Jesus Christ by loving God, loving people and serving the world.

## CORE VALUES

**The Bible:** We recognize the Word of God as the ultimate authority in all situations and the foundation of the Christian life. II Timothy 3:14-16, I Thessalonians 2:13, II Peter 1:19-21

**Community:** We believe parents, students, and faculty are partners in the educational process, and we will excel to the extent that we function as a learning community. Ephesians 4:1-6

**Godliness:** As a school we will honor God, staff, families, and students, endeavoring to treat each other with Christ-like attitudes and actions. I Timothy 4:7-8, I Timothy 6:11-12, I Peter 2:17

**Excellence:** As a school we will pursue excellence and do all for the glory of God. Colossians 3:23-24, I Corinthians 10:31

**Faith:** As a school we commit to establishing and maintaining an environment that promotes a personal response to God. Gal. 2:16-21, John 3:16-21, John 10:27

## PHILOSOPHY

The educational philosophy of Hosanna Christian School is based on a God-centered view of truth and man as presented in the Bible: Since God created and sustains all things through His Son, Jesus Christ, the universe and all life and dynamically related to God and has the purpose of glorifying Him. This is pointedly true of man, who was made in God's image, different in kind from all creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose of his life.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request the Christian school, along with the church, becomes a partner in giving this education.

### *Spiritual & Moral Growth Objectives:*

- To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
- To lead the students to a decision of confessing Christ as Savior and Lord.
- To develop a desire to know and obey the will of God as revealed in the Scriptures.
- To impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism and discipline and to stimulate the student's involvement in this task.

- To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
- To help the student develop for himself a Christian view by integrating life and studies with the Bible.

***Personal & Social Development Objectives:***

- To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
- To teach the students to treat everyone with love and respect since they, too are made in God's image.
- To make the student a contributing member of his society, realizing his dependence on others and their dependence on him and the need to serve them.
- To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
- To promote physical fitness, good health habits, and wise use of the body as the temple of God.

***Academic Objectives:***

- To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- To teach and encourage the use of good study habits, and how they can learn most effectively within the parameters of their individual learning styles and to encourage extension of the parameters.
- To develop creative and critical thinking and proper use of Biblical criteria for evaluation.
- To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
- To produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
- ***Objectives In Working With The Home:***
- Hosanna's objective is to cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
- To help the parents understand the school's purpose and program.
- To aid families in Christian growth and to help them develop Christ-centered homes.
- To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.

**ACADEMIC**

***Academic Probation***

Students must maintain a 70% or better grade. Those students whose grades go below 70% at the end of a trimester are put on academic probation for the following trimester. Extracurricular activities may be curtailed at this time (drama, athletics, etc.). If the grade is not brought up to 70% or better by the end of the probationary trimester, he/she may be asked to withdraw from school.

***Progress Reports***

All students at mid-trimester will have a progress report sent home. The report will indicate strength & trouble areas. For the trouble areas it will explain how a student may improve his/her grade.

***Report Cards***

Report cards will be issued to each enrolled student at the end of each trimester. A copy of the report card will be signed by the parent at the Parent-Teacher conference with a final hard copy, retained for the student's cumulative folder.

## ***Grading Scale***

### ***Kindergarten – Second Grade:***

Achievement in the lower primary grades will be quantified on daily work as the following:

Excellent	+
Satisfactory	√+
Needs Improvement	√
Unsatisfactory	√-

### ***Third Grade – Eighth Grade:***

Grades on daily and test work shall be determined, where possible, by using the following scale:

100% =	A+	78-79% =	C+
93-99% =	A	73-77% =	C
90-92% =	A-	70-72% =	C-
88-89% =	B+	68-69% =	D+
83-87% =	B	63-67% =	D
80-82% =	B-	60-62% =	D-
		59% or less =	F

Parents should receive a notice of class status and classroom progress on a regular basis (each week). PE, music, computers and art are considered participation classes. Students should begin the class with an “A” and need to establish a lack of effort or chronic disobedience to lower that significantly.

## ***School Activities Participation***

### ***Christmas and Easter Program***

The Christmas and Easter programs are a major part of the music grade. Participation in practice and the programs are essential. We start practicing one or two months before the program. If a student is unable to participate in the program for any reason *except* for illness their grade will reflect their non-participation in the program. The programs are on the academic calendar.

### ***Participation in Class***

Students must participate in singing, field trips and educational movies. These activities are a part of their grade. If they do not participate their grade will reflect this.

## ***Homework Policy***

Hosanna Christian School believes in academic excellence. We want our students to excel by meeting high academic standards. While it is our desire for students to advance, we don't want them to burn out.

It is sometimes the case that students will be required to do work at home. In every case, homework should follow these guidelines:

Homework is to be used as reinforcement and practice and is never to be used to teach new concepts.

Homework may be assigned each day, with a minimum on weekends. In some cases, long term projects will require students to work at other times, but teachers will keep parents well informed of such projects and due dates so that parents can monitor student progress.

Homework should take no more than about 1 hour. Parents are responsible to monitor the time needed to finish the work and if it is significantly and continually over 1 hour parents are to contact the teacher.

Students are required to turn in homework, as it will normally be used as part of the student grade.

All work turned in by a student will be corrected and returned to the student within a week from the date assigned. If a teacher allows a student to make corrections on assignments, the corrected work will be returned to the child within a week after the assignment has been resubmitted.

### *Make-Up Work*

Parents are required to contact the teacher for make-up work if their child is ill. Each student will be given the same number of days to complete missed work as the number of days of the excused absence. For example, if a student misses two days of school, he/she will be given two days to make up any missed work. If either make-up work or regular assigned work is not turned in at the appointed time, the student may not receive full credit for the work. Every effort should be made to give the teacher advance notice of the need for such make-up works so that they can adequately prepare materials.

### *Honor Roll*

Honor roll will be awarded at the end of each trimester for those in grades 1<sup>st</sup> to 8<sup>th</sup>. GPA will be 3.75 with all subjects (Bible, Language, Spelling, Math, Reading, History, Science/Heath) having equal weight in determining overall grade point. Honor roll percentage is 93.75. Honor roll students will be recognized at special award assemblies.

### *Student Evaluations/Conferences*

We will schedule one parent-teacher conference for the school year. Although participation is optional, we urge you to take advantage of the opportunity. For children younger than kindergarten, a skills and comprehensive evaluation will be made at the beginning of the year. Throughout the year if a parent or teacher wants to discuss an issue related to the student, a special meeting may be scheduled.

Parent-Teacher conferences are scheduled at the end of the first trimester. We encourage BOTH parents to attend these conferences. Each teacher will have a schedule for his/her room. We encourage informal conferences as needed and very open communication between the home and school.

### *Promotions And Retentions*

Hosanna teachers and administrators will decide promotion and retention of students. Promotion is to be viewed and determined on two levels: academic performance and emotional and social readiness.

Students who show decided and documented lacks in both academic and social areas should be considered as prime candidates for retention. Retention decisions will be based upon:

Teacher documented academic information

Parent anecdotal information

If a teacher is considering retention, the parents and school administrator should be informed as soon as possible – but in any case not later than the end of the second trimester. Notification should be made in writing as well as verbally during conferences. **The school reserves the right to determine final placement of any student.**

## **ADMISSION AND REGISTRATION**

Hosanna Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to students at this school.

Completed enrollment, state-required immunization forms, and a non-refundable registration fee must be submitted to the school office, before a child will be admitted to Hosanna Christian School. All students will be accepted on a first-come basis and need to be eligible by August 31.

### *Entrance Policy*

The school is open to children of all parents desiring a Christian education for their children. Applications for enrollment are available in the school office. New students will be tested. The principal should interview new families in Kindergarten and above.

Kindergarten - Students must be five before September 1<sup>st</sup> of year entering.

First Grade - Students must be six before September 1<sup>st</sup> of year entering.

Parents, please keep immunization records up to date.

Children who have a history of disruptive behavior will be screened. If such students are accepted, they will be probationary for the first trimester. It is expected that students who attend Hosanna will maintain a positive attitude toward the school, their teachers, and fellow students.

Students with severe academic handicaps will be accepted only if we can provide a specific program for them that meet their needs. In some cases, students with moderate academic disabilities may be accepted after counseling with parents, outlining the limited program and reduced expectations for academic progress. In some cases, parents may desire the atmosphere of Christian nurturance more than the academic help provided by public school programs. All students are expected to participate in normal classroom activities.

### ***New Students***

Students seeking admission to Hosanna during the school year will be admitted one full school day after registration. This time period is necessary to prepare materials and programs for the new student. All students new to Hosanna are required to take an entrance test to assure proper grade placement and parents interviewed.

### ***Learning Problems***

In cases where students have diagnosed learning disabilities, which exceed the ability of Hosanna to develop an adequate academic program, the students will not be enrolled. However, it is our policy to do all we can to accommodate all students.

## **ATHLETICS**

Girls 5<sup>th</sup> – 8<sup>th</sup> Grade Volleyball during the fall (if there is sufficient interest among the students)

Boys & Girls 5<sup>th</sup> – 8<sup>th</sup> Grade Basketball during winter.

### ***Academic Requirements***

Compliance with the following standards, which meet HCS standards, is required for students to be involved in HCS athletic programs.

Athletes must pass all classes and receive a 70% or above during the previous trimester.

Athletes must be holding a cumulative 70% or above, and be passing all classes during the current trimester.

Students not satisfying these standards will be placed on academic probation, and monitored on a weekly basis. The school principal in certain exceptional circumstances may waive these standards.

### ***ATTENDANCE OF STUDENTS IN SCHOOL***

An athlete shall attend school for at least half a day (3 full periods) on the day of an athletic event. If an athlete receives an unexcused absence for any portion of the day, the athlete will be ineligible to participate in the contest on that day. If excused, the athlete may participate if he/she was in attendance for one-half day or longer. This applies to participation in other school activities as well (spelling bee, track meet, etc.).

## **ATTENDANCE**

It is expected that you have or provide for your student to be in class ready for instruction before 8:45am. School starts at 8:45am and ends at 3:15pm.

Students will be admitted 15 minutes before class begins to ensure maximum student and teacher preparation. If your student arrives earlier, Hosanna expects you to remain with your child until the classrooms open or make arrangements with Extended Care.

It is the position of Hosanna that no student can be absent from his or her studies without running the risk of damaging academic progress. Absences for reasons of illness or family emergency are unavoidable; however, even these “excused absences” put the child behind and force the teacher to construct an individualized program to help the child catch up. This creates a problem for the child, especially if he/she is of average ability or in need of special attention, and it creates a problem for the teacher, who must take time away from class to meet the needs of that child who had been absent. We strongly urge you not to remove your child from school for reasons of family convenience (vacation, trips, etc.).

Children returning to school after an absence must bring a written note from the parents. This excuse is to be given to the teacher. Please call the school office any time your child is absent from school.

Students are responsible for work missed due to absences.

No billing adjustments will be made for illness, weather-related absences, or personal plans. If your child will be absent, we ask that you call the office to notify the teacher.

### ***Excused Absences***

Excused absences must meet one of the following criteria:

Illness of student

Illness of immediate family member

Emergencies such as death, accident, or medical reason

Religious observance

Pre-arranged absence

You as the parent must call the school or Engrade the teacher/school to let us know why your child is not at school. You may also send a note with your child to give to their teacher stating why your child was absent.

### ***Pre-Arranged Absences***

Absences for reasons other than listed above must be arranged by a parent or staff member at least 24 hours before the absence for it to be considered excused. Pre-arranged absences may include family trips, hunting/fishing, school-approved field trips, athletic contests, and doctor or dental appointments. To make arrangements for a pre-arranged absence, students must bring a note from their parent or guardian to the school office or a parent must call the office, 24 hours before the absence to receive the appropriate form to be signed by their teachers.

### ***Unexcused Absences***

Unexcused absences are absences for any reason other than those listed above under Excused Absences. Some examples of unexcused absences are: oversleeping, working a job, staying home to complete homework or assignments, birthday parties, and shopping. Consequences for unexcused absences:

Denial of opportunity to make up work

Chronic problem may result in suspension

In certain situations, schoolwork may be counted as late work, with consequences applying to the grading of the work. The principal on an individual basis will make this decision.

If a student is absent more than 10 days in one trimester, his/her continuation at HCS will be evaluated.

### ***Leaving School During School Hours***

If a student must leave school during school hours (sickness, doctor's appointment, etc.) he/she must check out through the office. The student will not be released from school unless he/she has a note from a parent or is accompanied by a parent. Parents should try not to schedule appointments during class time. If class time has to be used, please try to avoid classes in which your child may be struggling, or classes that would be hard to make up (example: testing days).

If a student leaves campus to have lunch with a parent, it should not exceed the time allotted for school lunch. The student must check out and back in through the office (see Closed Campus section).

### ***Tardiness To School***

Punctuality shows respect for others as well as being one of the tenets to education. Should a student be tardy (after 8:45), he/she must report to the office before he/she will be admitted to the classroom. A tardy student disrupts the class and misses valuable time in class at the beginning of the day.

Each trimester, a student is allowed two tardies without consequences. Starting with the third tardy, each tardy will result in a detention, no matter what the reason, unless it is a pre-arranged tardy for a dental or doctor appointment, etc.

## **BEHAVIOR**

Our expectation of student's behavior is that while things will be said and done on occasion that are not in accordance with God's Word this type of behavior would be an exception rather than the rule. Remember, God wants us to be doers of His Word, not just hearers (James 1:22).

## **BIBLE**

Parents are to provide their child with the New International Version (NIV) Bible. All memory verses and lessons will be done in this version. A Bible lesson is given Monday through Friday. Scripture memory is a very important

part of our school. We feel it is vital that our students memorize Scripture. The Word of God helps us in all situations. As Scripture says in Psalms 119:11, *"I have hidden your word in my heart..."*.

## **CAMPUS POLICY – LEAVING EARLY & VISITORS**

Hosanna is a "closed campus" school. Students are not permitted to leave the school grounds after they arrive on campus during the day without being accompanied by a parent or guardian. Students must be signed out in the office by a parent or guardian, before leaving. Students returning before school is dismissed, must report to the office before returning to their class.

Visitors may accompany students to classrooms if they have followed proper procedures:

A completely signed permission slip (available in the school office) must be filled out three (3) days prior to the date of visitation.

The teacher must agree to have the student in class on the date of visitation.

Signed permission slips **MUST** be turned in to the teacher of the enrolled student.

It is the responsibility of the parent to assure that the preceding procedures are completed.

### ***Occasional Exceptions To Campus Policy:***

Going to lunch with a parent or other adult approved by the parent a request from the parent by note or phone call is required prior to the lunch period. When students leave campus to have lunch with someone, it should not exceed the time allotted for school lunch. Lateness will result in an unexcused tardy. Students must check out and back in through the office.

Privileges or other earned off-campus opportunities as a result of school activities initiated or approved by the staff. A staff member will always be present.

Unauthorized absence from school during school hours may warrant a suspension. Parent contact will be made in the event of such a situation.

## **CHANGE OF ADDRESS**

Please notify the school office as soon as possible if you have a change of address or phone number. *In case of emergency, we must have current information on your student.*

## **CHAPEL**

Our purpose for having chapel is to lead students into a group worship experience based on God's Word and to enrich their spiritual lives. This service along with the daily Bible lessons scripture memorization and integration for the Bible into academics rounds out our major mission of growing students up in the Lord.

Chapel is usually held on Wednesday morning and parents are welcome to attend.

## **CHEATING POLICY**

Any student caught cheating on an assignment or test will receive a non-passing grade for that assignment or test and his/her parents will be contacted. If a second offense occurs, the above two consequences are enacted, plus a conference with the principal will take place. Any further cheating will be dealt with at such time as it may occur.

## **CLASSROOM MANAGEMENT**

Our intention is to maintain a classroom maximum of about 22 students in each classroom. At various times there may be extenuating circumstances that would prompt us to extend that to 23 or 25. If we go beyond 25 students there will be an aide provided to the teacher for the classroom if the teacher requests.

**Courtesy And Respect:** Children are expected to behave respectfully to both adults and peers in words and in actions.

**Noise:** Generally, a quiet, orderly room should be maintained with exception of planned activities, which require livelier student interaction.

**Raise Hands:** In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats. Students are not to call out to teachers and administrators visiting their rooms.

**Standing:** Students are to stand when speaking to their teacher and when reading or reciting in class.

**Enter And Exit:** Children should enter and leave the classroom in a quiet, orderly manner, taking care not to disturb others.

## COMPLAINT PROCEDURES

Any person having a disagreement with another person should attempt to settle that problem without involving others. Should it not be settled there, the two should go to the next in line of authority to arbitrate the difficulty. Christians are to use Christian methods in solving their problems. (Matthew 18:15; Galatians 6:1-2; I Peter 1:22-23; James 5:16.)

## CURRICULUM

Hosanna Christian School uses ABeka curriculum; ABeka is a comprehensive curriculum that starts in preschool and builds each year upon the previous year's experiences. Students at Hosanna receive instruction in areas of Bible, all academic subjects, physical fitness and music. Parents are always welcome to ask questions or review any materials being used by the school. The curriculum is provided by the school and is the property of the school.

## DAMAGE OF PROPERTY

Hosanna will charge for lost or damaged school/church property. Damages will be assessed according to replacement cost.

**Students are frequently issued school property for their use (balls, books, desks, chairs, etc). Willful damage or unreasonable wear and tear may cause the student to incur fines equal to the replacement value of the property.**

## DISCIPLINE PHILOSOPHY

Hosanna Christian School was established to assist the training of our young people in the academic, spiritual, and personal disciplines of their lives. Discipline is an absolute for every Christian.

(Hebrews 12) As a basic spiritual need, the development of discipline must continually be a priority for our personal lives and for the proper training of our children.

Discipline is learning discipleship. It is that ability which enables us to respond and act according to God's specific plan for our lives. As parents and teachers, we hold the keys to how effectively our children's lives will reflect God's plan for them – successful living through obedience to His will.

The school's purpose is to supplement and reinforce, in a positive manner, the Christian training for children by their parents and the church. We expect to see evidence that each student is giving personal attention to the development of high standards of conduct, which will require a minimum of external disciplinary action. We do not expect perfection. We do expect acceptable and cooperative attitudes in the various responsibilities, opportunities, and relationships both in and out of school.

Inappropriate behavior ranges from innocent forgetfulness to blatant challenging of authority. The first line of correction and follow-through occurs in the classroom. Personal, individual counsels constitute the initial correction for routine procedural and conduct violations. Various forms of consequences are used in the different classrooms. A priority is to fit a consequence to the offense in both degree and context. Individual teachers should be sought out to answer questions regarding correction and follow-through. Repeated offenses where lack of intent to change is shown by the student loss of certain activities or privileges and/or detention may be used during or after school. The teacher or detention monitor must monitor these detentions. Parental communication is very important in a discipline situation. Any child sent to the office must have a □Discipline Referral Form filled out by the teacher, a copy of which will be handed to the parents. Parents will be called for cooperative planning and support to help solve problem areas if they are not being resolved at school.

The positive attitude and actions listed below are the basis of our daily character and relationship goals. Violation of these attitudes and actions may result in writing assignments, detentions, or suspension.

Using conversational level voices in the buildings and classrooms during breaks, being considerate of others, avoiding screeching, yelling, and similar sounds

Controlling negative and derogatory □put down language when speaking to or about other people; encouraging others to do well and feel well about themselves

Avoiding actions or conversation that is immorally suggestive or questionable

Moving in the building at normal walking paces; not engaging in running, horseplay, chasing, etc. indoor

Following study procedures in the classrooms; approved talking, sitting properly while studying, using study time productively, using correct study, scoring, and testing procedures

Being on time for classes and activities

Regularly completing class work and homework assignments

Observing boundaries in and out of buildings

Not bringing unapproved materials to school that interferes with and occupies study time. This includes inappropriate magazines or other reading material, unapproved music, pagers, cell phones or gadgets of various sorts

Being respectful of other people's property

Not throwing water, water balloons, or using water guns

Maintaining appropriate contact/interaction between males and females

Not eating or drinking in class or hallway

Binders, notebooks, and folders should promote Christian attitudes

More serious discipline is required for behavior exemplifying willful disobedience and rebellion. Detention, probation, suspension, or expulsion will be used when flagrant and/or unchanging patterns of behavior appear, as in the list below.

These infractions and penalties apply to all students enrolled in HCS. All types of infractions may not be included and modifications will be made, if necessary, at the discretion of the principal or his designee with the approval of the School Board.

Disobedience toward staff, teachers, or parents including challenging or refusing to follow the instructions of a staff member or other school representative.

Resistance to or refusal to follow school rules

Physical violence/fighting

Swearing/inappropriate speech

Inappropriate comments or jokes among students, either written or spoken

Vandalism or theft

Throwing of objects inside the building, thereby presenting a disturbance or hazard to others or the building

Use or possession of alcohol, drugs, or tobacco

Listening to secular music with explicit, negative, anti-Biblical lyrics

Involvement in immoral activities, inappropriate physical contact involving a HCS student and any other student or peer, whether on or off campus

Bringing knives, firearms, lighters, matches, or any other items which could cause harm to anyone

Contributing to and/or encouraging others to engage in the above-mentioned kinds of activities

Students who are suspended or sent home will need to submit all missed work on the day they return.

A conference will take place between parents and administration, before any expulsion or extended suspension is enacted (5 days or more).

In all discipline situations, our goal is to be just and consistent.

## **DISCIPLINE POLICY**

We believe that discipline at Hosanna Christian School should lead to a greater desire to please the Lord. Our major goal is to assist parents in bringing up their children in the nurture and admonition of the Lord and to follow the direction given in Proverbs 22:6. *"Train up a child in the way he should go..."*

Hosanna Christian School and classroom discipline will be characterized by:

A loving, caring, positive atmosphere for the children

Clearly stated goals and expectations

Holding students accountable to meet the expectations

Communication with parents over discipline concerns

Teaching Biblical solutions to conflict

There are five basic guidelines for all of our students to follow:

Honor the Lord with your communication

Respect others and obey supervisors

Be a good steward of all things

Always be prepared

Keep your hands and feet to yourselves

We desire for the discipline at Hosanna to be characterized by three things:

Genuine love for our students

Firm but fair enforcement of rules

Good communication between home and school. Our proper handling of discipline is one of the chief ways God uses teachers and parents to minister effectively to students.

Although it is necessary to have school and classroom rules, our emphasis will not be upon the absolute obedience to the do's and don'ts of school rules, but upon developing young Christians in the image of their Creator, Jesus Christ. Through a proper response to the authorities God has placed in their lives (parents, teachers, and other adults), students will learn to gladly respond to Jesus Christ, the Author and Finisher of our Faith.

The individual classroom teacher carries the most responsibility for working closely with the students in matters of discipline. It is important that parents and teachers work closely together in correcting any misbehavior. Acts of disrespect, disobedience and rebellion are directly opposed to God's will and are reasons for immediate discipline. Continued acts of this sort could lead to dismissal from the school. Parents are expected to support the teacher and the school in discipline. Proverbs 24:6

If there are any incidents of bullying either verbally or physically, the student will be counseled the first time and you will receive a discipline report explaining the situation. The second time will be a three to five day suspension or expulsion.

Students who display overt disrespect toward teachers, supervisors, aides, or other adults; will be counseled and you will receive a discipline report explaining the situation. Appropriate discipline will be administered, which may include suspension. If further incidents occur the student will be counseled and suspended. If the behavior continues and there is no mediation of the behavior the student may be asked to leave the school.

A display of physical force in anger by one student upon another will result in an immediate suspension from school. The suspension could be in house if we are unable to communicate with the parents. If we are able to reach the parents we will ask you to come to school and take your child home for the duration of the suspension. The second time will be three to five days suspension or expulsion.

In addition, any form of derogatory racial remarks that are perpetrated toward another student will also result in a suspension.

In some cases it will be evident that the school cannot properly handle the disciplinary challenges of a student. If the student does not respond positively to the discipline of Hosanna Christian, the school reserves the right to ask the parents to withdraw the child. It will always be our first objective to work out with the parents and the student a change in the student's misbehavior so that the family can continue to benefit from enrollment at Hosanna Christian School. Our highest goal is for students to know Jesus Christ personally and to grow and mature in their knowledge and experience of Him.

Parents will always be informed about their child's misbehavior and consulted for their cooperation. Physical and verbal abuse or restriction from snacks is never used as a means of discipline at Hosanna School.

If student misbehavior cannot be altered through discussion, taking away privileges, etc., they may be asked to stay after school in the detention room from 3:15PM to 4:00PM. The time there is for studying and being quiet.

### ***Lunch Room***

If there are acts of misbehavior in the lunchroom setting a student may be suspended from eating with their classmates and may be assigned detention during lunch and/or recess.

### ***Inappropriate Items***

Snowballs, water devices of any kind, skateboards, radios, tape players, knives, playing/trading cards, CD players, game boys, toys, shoe skates, alcohol, drugs, tobacco and guns will not be allowed at school or school activities. Gum chewing by students is NOT allowed **at any time** on campus. This includes all school-sponsored activities. Any such item that is brought to class will be confiscated. The school will not take responsibility for any loss or damage.

### ***Guns And Other Weapons***

Hosanna Christian School does not allow firearms of any kind on the school premises or on school-provided transportation. If a student does bring a firearm to school, that weapon will be confiscated and there will be three consequences.

Parents will be contacted to pick up their child from school.

The student will be expelled from school for one year.

The incident will be reported to the police.

Other weapons brought to school, such as knives with blades that spring open or open by gravity, daggers, throwing stars, nun-chu-ka sticks, or any other object used with intent to harm, will be confiscated by the school, and student(s) who brought and/or used the object will be sent to the office. Parents will be contacted and suspension will take place with a potential investigation that could lead to expulsion.

Students are not allowed to bring pocketknives, paint ball guns, squirt guns, or any other look-alike weapons to school. The school will confiscate these items, the parent of the student may be notified, and the student may be suspended.

### ***Discipline Procedures For The Classroom Environment***

#### **First Offense - Teacher Intervention**

Teacher/student conference: Discuss inappropriate behavior and future consequences if behavior persists.

#### **Second Offense - Parent Contact**

Teacher/student conference: Parent is contacted by phone or in person

This level might also include:

For the student: Could be placed on teacher contract

For the Teacher: Check seating arrangement, learning styles, teaching strategies, student maturity, and contact principal

#### **Third Offense - Principal Referral**

Student sent to office; parent contacted by principal; student will receive an in-school suspension or possibly be sent home

#### **Fourth Offense - Principal Referral**

Student sent to office; parent contacted by principal; possible conference with teacher, student, parent and principal; student will receive an extended in-school suspension or dismissal from school for a period of time

#### **Fifth Offense - Principal Referral/Alternative Placement**

Student sent to office; conference with parents; student may be dismissed from class, possibly will receive no credit for class, and be suspended or expelled

A student may be suspended or expelled from school the following school year when an infraction occurs at the close of a school year and the suspension/expulsion was not completed. Direct and belligerent defiance will result in immediate suspension from school.

### ***Discipline Procedures For The Dress Code***

#### **First Time**

Your child will be instructed to call you to bring an outfit that meets dress code. This is considered a warning. If you are unable to bring clothes we will try to find an appropriate outfit for the day.

### **Second Time**

Your child will be instructed to call you to bring an outfit that meets dress code. If you are unable to bring clothes they will have to stay in the office and do their school work.

### **Third Time**

Your child will be instructed to call you to bring an outfit that meets dress code. If you are unable to bring clothes your child will stay in the office & get a zero for the day, but they will still be expected to do the work.

### **Four or More Times**

Hosanna will decide then what the consequence will be.

## **DRESS CODE**

We ask that students are witnesses for Christ that attire does not distract others from the academic goals of the school, and that clothing is not worn to draw attention to one-self. In addition, we would ask that appearance be neat, clean and tidy.

Please do not send your nice outfits. Students should dress in a manner consistent with Christian principles. Clothes should not be too tight, too loose, too short, too long or revealing (modest and in good taste).

### ***Clothing Guidelines***

#### ***Preschool, Pre-Kindergarten and Kindergarten***

Please prepare a change of underwear, socks, shirt and pants in a plastic bag with your child's name on it. The clothing will be kept in reserve and returned to you at the end of the school year (or when appropriate).

#### ***Boys and Girls***

Students (Preschool to 8<sup>th</sup>) **MAY NOT** wear a hat or hood in the building & **MAY NOT** wear flip flops due to bark dust in the playground. If hoods or hats become a distraction or a sign of disobedience or rebellion, students may be asked not to wear them at all.

Messages on shirts should be consistent with Christian principles. Avoid extreme fad clothes. Most TV characters are not appropriate for display on shirts.

#### ***Pants:***

Pants should be worn with a belt or tie string - no holes, please. No sagging pants.

Blue, black or tan twill pants and jeans are appropriate with no holes or frayed on the bottom.

Shorts (twill or jeans), close to the knee in length. Meaning no more than 1" above the knee. (No short shorts)

***On Friday only*** - Nice athletic shorts and nylon sweat outfits with a tie string in the waist would be appropriate.

#### ***Shirts:***

Polo shirts (Collars and long enough to be tucked in.)

Button shirts that are buttoned and tucked in.

Sweatshirts (Christian messages, school logo, sports logos, but no other messages) are appropriate as long as the hood is not worn indoors. These are for cold weather and a collared shirt should be worn under the sweatshirt.

***On Friday only*** - T-Shirts May be acceptable, but must be long enough to be tucked in.

We prefer that shirts be tucked in. However, we will not insist they are, unless it becomes a distraction or problem. The intention is to look neat.

#### ***Girls***

Girls may wear dresses or skirts with blouses. The blouses need no collars. ***The dresses and skirts must be knee length.***

All splits in skirts and dresses must not go above the knee.

Girls may wear capris.

Spandex is not appropriate & will not be allowed.

Wide straps on blouses may be appropriate if they come to the point of the shoulder.

Spaghetti straps are not appropriate & cannot be worn.

Low cut blouses are not appropriate & cannot be worn.

Tight leggings are only allowed with dresses or skirts that are at the knee length.

All blouses need to be long enough to be tucked in, and long enough so that **no midriff skin shows** when they raise their arms.

*See Discipline procedures for Dress Code Violation*

## EMERGENCY PROCEDURES

Periodically throughout the school year we have unannounced fire and earthquake drills. Exit maps are posted in each classroom. Standard procedures

Standard procedures for fire drills are:

Windows are closed.

Students file out quietly in one or two lines.

Lights are turned off; doors are closed.

Students line up according to class at the north and east ends of the parking lot, off the pavement.

Teachers take attendance once students are in line.

Students remain in line outside until dismissed by the principal to return to the building.

Standard procedures for earthquake drills are:

Students move away from windows, shelves, and heavy objects or furniture that may fall, and take cover under a table or desk and hold on to it.

Students wait for a staff member to dismiss their class before moving out from under desks and tables.

Students file out quietly in one or two lines.

Lights are turned off; doors are closed.

Students line up according to class at the north and east ends of the parking lot, off the pavement.

Teachers take attendance once students are in line.

Students remain in line outside until dismissed by the principal to return to the building.

Standard procedures for Lock-Downs are:

If there is a situation that calls for a lock-down at Hosanna Christian School, (Robbery, felon pursuit, dangerous animal, criminal in the area, etc.), we will lock all doors, close all windows and if there is time we will move all of the students to the gymnasium. If there is no time we will close windows, blinds and gather students in an area away from view of the windows. To accomplish this we need to put window coverings over the windows in the portable.

The emergency service center of the city has our name on file and will notify us if we are in a situation that needs a lock-down. If we hear of a lock-down situation we will call the emergency service center as soon as possible (Call 911) but in the meantime we will put our lock-down procedures in effect until we hear that it is all clear.

We will sound a horn twice in the building & outside the building to signal that we are in a lock down. When the lock-down is over we will sound the horn once both in the building & outside the building.

## EXTENDED CARE

The Extended Care program will be held on the main campus until further notice. All children participating in this program must be taken to and picked up from this room, where parents are asked to sign in and out. Signing in and out is a MUST. If you are unfamiliar to the supervisor you will be asked for ID.

Any student who arrives on campus before 8:30 am or remains on campus after 3:25 pm (including siblings of students involved in other activities) will automatically be placed in the program and parents will be charged for this time at \$3.50/hr. This policy is necessary for the safety of our students regardless of their age. Students may not "hang out" around the school waiting for parents after 3:25 pm. They will be sent to Extended Care. Extended Care hours are from 6:30am to 5:30pm. If you are later than 5:30pm you will be charged \$5.00 for every 15 minutes or portion thereof that you are late (\$5.00 for minutes up to 15 minutes and \$10 for 15 to 30 minutes).

You will receive a bill each month stating the amount owed for Extended Care. If there appears to be a misunderstanding concerning your account, please contact the school office immediately.

Payments for tuition are due on the fifth of each month. Any payments not received by the 15<sup>th</sup> of the month will be considered past due. If it is not possible that payment be made at that time, parents please notify the school and work out an agreeable arrangement. If your account becomes past due two (2) payments, we will allow you 10 days to clear your account.

Children in the Extended Care program are expected to adhere to the same policies and procedures for behavior and discipline we have during the day. If there are problems, the Principal will deal with them the following day.

Finally, students of Hosanna Christian School are automatically signed up for Extended Care. If you have other children who are old enough to be in Extended Care but do not attend Hosanna you need to make sure Extended Care knows if they have allergies that we need to be aware of.

Our summer program will consist of activities both on campus and off campus. There is a calendar of events in the Extended Care room and in the office.

## **FIELD TRIPS**

We encourage teachers to supplement and enliven their subject matter through the “hands on” experience field trips can give.

## **HEALTH POLICY**

The State of Washington requires that all children, preschool through age 14, entering Washington public, private or parochial schools for the first time show proof of immunization for polio, measles, German measles, mumps, diphtheria, whooping cough and tetanus. Proof of immunization must be received by the first day of school.

The Washington State Health Department requires that all school children must have received their immunizations before or within 30 days of enrollment. If there is a particular reason, religious or medical, that your child hasn't been immunized, we must have a signed exemption form on file in the office. Immunizations may be obtained at a very reasonable rate at the Clark Count Health Department, 200 Ft. Vancouver Way.

Be attentive to your child's health and considerate of others in the classroom. If your child is not feeling well, he/she certainly will not benefit from the school day or activities. And as we all know, little people are altogether too generous when sharing viruses! Check these symptoms before leaving home:

Red eyes, Coughing Continually, Sneezing, Headache, Stomachache, Yellow or Green Nasal Discharge, Lethargic Behavior, Earaches, Flushed Skin, Chills, Skin Eruptions, Sore Throat, and Fever

Due to changes in state and federal law, school officials/staff are NOT allowed to administer ANY medications (prescription drugs, or over-the-counter medicines, including aspirin and cough drops) without “written, current, and unexpired requests and instructions for the administration of medications at school” from parent/guardian AND the child's physician or dentist. The authorization form is in the school office and must be completed for EACH medication that is to be administered at school. Should you have any questions regarding this policy, or need additional forms, please contact the school office.

### ***Communicable Diseases***

You must report all diseases to the office. If we have reason to believe the class has been exposed, we will notify each family. If a child becomes ill or injured at school, we will notify the parent immediately. If no one responds, the emergency number or doctor will be called. Hosanna Christian School staff will apply first aid whenever necessary. Ill students may be picked up at the school office.

In the event of an outbreak of lice, scabies, conjunctivitis (pink eye) or other infectious disease in a classroom, each child shall be observed and/or examined to determine if the infestation has spread. A notice will be sent home with the children in affected classes explaining correct measures to combat the outbreak and NO child will be allowed to return to class without office approval. For children afflicted by lice, all nits must be gone before permission will be granted to re-enter class.

## **LIBRARY POLICY**

Each student is allowed to check out one book for a period of one week from the school library. Students may use the reference books or check out books and periodicals.

The library is staffed and operated by volunteers. The initial collection of books and materials were donated by many friends of First Evangelical Church or purchased by the church. Through a number of financial gifts, the library has added quality Christian books and many award winning titles are available for our students.

Students are responsible for each book they check out. If library resources are lost or damaged, students will be held financially responsible for the replacement price of each book or item.

***Overdue Books:***

A book is overdue if not returned by the date stamped on the pocket card. A student will not be allowed to check out another book until the overdue book is returned.

Overdue books will be considered LOST books if not returned after a period of six (6) weeks, and will be dealt with according to the "Lost Book Policy".

***Lost Book Policy:***

The parent with a new book of the same title or, if out of print, with a comparable book, must replace lost books belonging to the school library.

The Librarian will determine if the lost book may be replaced with a good condition used book, or if it must be replaced with a new book.

If the parent is unable or unwilling to locate a replacement book, a replacement fee of the value of the book must be paid. If the value cannot be determined from library records, a flat fee replacement fine of \$20.00 per hardback book and \$6.00 per paperback will be charged. Every effort will be made to determine a fair market value for lost books.

***Reminder:***

Student records and report cards will not be released until overdue library books are returned, replaced, or paid for.

**LOST AND FOUND**

Lost and found articles will be kept for a short amount of time. Please put labels in all your children's clothing!!! Unclaimed items are removed about every 2 weeks and taken to charitable organizations. Please check the lost and found regularly for items you may be missing!

**LUNCH/SNACKS**

Students will eat lunch in the gym. Students are expected to clean up after themselves and keep the lunch area clean.

If a student leaves campus to have lunch with a parent, the time gone should not exceed the time allotted for lunch. The student must check out and back in through the office (see Closed Campus section).

We *do not* provide access to a microwave to heat food. Please do not send food that needs heating or hot water. There is a time factor and a safety factor with heated items.

The parents of preschoolers and kindergartners will provide daily snacks.

All shared snacks must be pre-packaged for health and safety reasons. Parents of children with special dietary needs are asked to provide the appropriate daily refreshment for their child and will be exempt from the rotating snack schedule (unless requested).

**PARTIES**

Classroom parties are encouraged at these times:

Thanksgiving - Christmas - Valentine's Day - End of Year

We do not observe Halloween/No parties even close to Halloween. No parties on Good Friday.

If you are asked to provide snacks for a party, please be responsible for using good judgment, especially if there are students with known or suspected food intolerances.

**Birthdays** - Parents may bring treats for the whole class on their child's birthday. Please make proper plans with the teacher well ahead of time. Invitations to birthday parties away from school should not be distributed at school unless all of the class is invited.

## PLEDGES

Students are expected to recite the pledges. They are not meant as a form of worship, but are merely a statement of our support for our country, our Lord and His word.

The Christian Flag Pledge, U.S. Flag pledge and pledge to the Bible are to be said in each classroom each day. The following are the texts:

### *US Flag Pledge*

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### *Christian Flag Pledge:*

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior crucified, risen, and coming again, with life and liberty for all who believe.

### *The Bible Pledge*

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## RECESS GUIDELINES

### *Use of the equipment:*

#### *Swing*

Swing straight, front to back

One person per swing

Count to 50 and rotate (once up, once back, is "one")

#### *Bars and rings*

One way only - from slide side

Hanging only - no standing or walking on ladder

Stay off the tops of equipment

#### *Slide and crow's nest*

No walking up slide

No pushing

One person at a time on the fire pole

### *General rules of conduct:*

Generally recess will be outside if it is 35°F or above and not raining.

Walk on sidewalks.

NEVER leave the playground without teacher permission.

Do not play in the water or play with water bottles at school; "hang out" or play in the bathrooms. (Those found defacing bathrooms will clean them.)

No water squirting devices are to be brought to school.

Throwing snowballs is NOT allowed.

There are no "closed" games. Students are to allow ALL interested participants to play.

Do not grab people or throw balls at them.

No footballs in gym.

## RECORDS

The weekday program will keep records of attendance, health, and identification of each child. Your child's health status and doctor information as well as where we can reach you at work or at home must also be provided. All records will remain secured and confidential but may be accessed by the child's parent. Contact the director if you want copies of your child's records. If there are two sets of parents involved we will need a copy of your parenting plan and some written communication as to custody, drop-off and pick-up rights. We will make every effort to get all critical school communication to each parent.

### *Permanent Records:*

Parents of currently enrolled or former pupils have the right to see any and all pupil records related to their children, which are maintained by private schools. Therefore, any parent or legal guardian should notify their child's teacher four days in advance and the teacher will pull the permanent record folder and have the parent sit down in the classroom or office to go through the materials. This way, if there are any questions, the teacher will be able to answer them.

### *Health Records:*

Student health records are kept in each student's cumulative file. Immunization shots need to be reported to the school office when they take place.

### *Attendance:*

The student's teacher keeps the official attendance of the school. The teachers record the attendance on their report card at the end of the trimester.

Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class.

## SCHOOL CLOSURE

School closures due to inclement weather conditions are the same as the Vancouver School District. If we are closing school for inclement weather it will be Engrade to you and put on our website. If a decision is made to close school for any other important reason, you will be contacted by phone. Delayed school openings will have no affect on Hosanna Christian School. School days will be made up by at the end of the school year.

## TECHNOLOGY USE

### *Cell Phones*

Cellular phones are not to be used during the school day. Students should not even have their cell phones out for any reason during the school day unless given explicit permission from a staff member. If your child's phone rings during the school day, it will be taken away. If a student uses a cell phone during the school day for any reason (calling, text messaging, scheduling, viewing photos), their cell phone will be taken away and kept in the school office until the end of the school day. If a student violates the cell phone policy a second time, the phone will be taken away, the student's parent will be notified, and only the parent will be allowed to retrieve the cell phone from the office.

Hosanna has the right to search the phone or text messaging if a question on their usage during school hours. If we have to do this and find something in appropriate we will call the parent immediately.

### *Telephone Usage*

Students may use the office telephone when it is absolutely necessary. Students need a permission slip from their teacher when making a call during school hours. There will be no calls after school finding out who's picking them up and when. This needs to be arranged before school. Please no cell phones. If you think it is necessary for your child to bring a cell phone, it must be turned off during the school day and we are not responsible for lost, stolen or broken phones.

### *Computer-Network-Internet*

Students may use the computers only with staff permission and supervision.

Internet access is to be used only with staff supervision and only for school-related projects and activities.

The computer room is neither a lunchroom nor a place to hang out. No food or drink is allowed in the computer room at any time. Violation of this will result in a detention.

Students found trying to bypass the school's Internet filters will immediately have their computer privileges suspended.

Students are to log on to the school's computers using only their own username and password. Students are not allowed to log on to or work on the computers using another student's or staff member's username and password.

All student work is saved to a server. To ensure that students have access to their work at all times, they should make back-up copies of their important files on USB (students are responsible for providing their own USB). The school is not responsible for any work lost because of student error, computer error, or server malfunction.

### *Electronic Devices And Games*

No type of radio, Nooks, Tablets, MP3, etc. is allowed during school hours. This is due to the distraction they could potentially cause and the possible damage they could receive. It is possible that, at the request of a teacher, one of these items may be brought to school. Electronic-type games should be left at home. If students have an electronic device it must remain in his/her backpack until the end of school.

## **TRANSPORTATION**

Hosanna Christian School does not provide student transportation. Transportation of your student must be arranged by the parent/guardian. Anyone picking up a child from Hosanna Christian School must be registered as an authorized pick up person on the transportation form. A signed note is also acceptable on a temporary basis. This must be done in advance and is for your child's protection. People unfamiliar to the staff will be asked for ID.

## **TOYS**

Toys that a child brings from home are often broken, lost, or can cause hurt feelings among other children. We ask that they be left at home. Your child's teacher will announce a special "sharing day." That will be the appropriate time to bring personal "treasures." **Hosanna does not consider guns, knives, magic, fighting action figurines or war toys to be acceptable. If you have a question, please call the School office.**

## **TUITION ASSISTANT**

To be considered for tuition assistance, a family must complete a tuition assistance packet and supply all requested materials. Requests for tuition assistance are reviewed by committee. Tuition assistance is only given to returning families.

## VANDALISM

We consider vandalism of church/school property a serious offense. Damage to tables, desks, chairs, lockers, or other school equipment is unacceptable. The following steps will be taken in the event of any vandalism.

First offense: minimum \$25 fine and dismissal from school until the fine is paid. If repairs exceed \$25, parents are responsible for the additional amount.

Second offense: same as above, with additional suspension.

Third offense: extended suspension, possible dismissal.

The attitude and intent of the student will always be evaluated.

We need to take care of the facility and respect the rights of others

## VOLUNTEER WORK

Hosanna has decided to in order to enhance our educational offerings and provide additional services for our students we are introducing a volunteer program for the 2008/2009 school year.

We are asking that each family volunteer 10 hours or pay \$50 per trimester. Parents, grandparents, close relatives may volunteer time as well. There will be a family folder in the office for you to record volunteer hours.

You may ask a grandparent, friend, or some other relative to fill-in for you when you are unable to be here. We realize that many parents are able to contribute much more than others on a regular basis. We deeply appreciate this dedication, and still need each commitment of time and talents.

We also realize that many parents work full-time and are unable to come in during the day. Nonetheless, your help is needed as well. Please be assured that it is not the school's intent to place a burden on any family. The volunteer program offers you the blessing of getting involved in a meaningful way in the education of your children. We encourage you to use your gifts and talents to bless the children, the school, and to receive a blessing in return.

## WITHDRAWAL

*There is an early withdrawal fee of \$50.00 per child to cover materials and clerical work.*

Withdrawal papers are available in the school office and must be signed and turned in to make withdrawal final.

Enrollment in Hosanna Christian School is considered a commitment for the entire school year. Please notify the school office at least two weeks in advance if your intention is to withdraw your child from the school for any reason. If you want to have your child rejoin the class, you will need to pay the registration fee to sign him up again.

Parents who must withdraw their children from Hosanna during the year are asked to notify the office at the earliest possible, but ***must be at least two weeks notice. You will be charged for tuition for two weeks after giving notice.*** Tuition is pro-rated and adjusted for the actual number of days in attendance. However, if you do not give us the two weeks notice and withdraw your child before then those numbers of days will also be included as days attended. All textbooks, resource books, etc, must be returned to the office in good condition. If this is not done, parents will be billed for lost or damaged items, which are the property of the school. Records are not transferable until the tuition and other fees are paid in full.

All cumulative records must be mailed to the new school and cannot be transferred via the parent.