

Ireton Christian School's Mission Statement

**The Mission of Ireton Christian School
is to develop knowledge and
understanding in each of God's
children so they can effectively relate
to God, to others, and to creation.**

STUDENT AND PARENT HANDBOOK 2018-2019

Preface

It is my hope that this handbook will help both students and parents remember and understand the guidelines that we will use in school this year. I ask that you pray for the staff, students, and parents as they work and play in a way that will truly show Christ-like character & be pleasing to God.

Mr. Schoonhoven

Anti-Bullying and Harassment

- Ireton Christian School's climate will be one of respect where everyone is treated with dignity.
- Harassment, bullying, and violence are not only against the law, they are also in violation of how we are to act as God's children and are not to be tolerated in school, on school property (including busses), or at school events (including but not limited to sporting events).
- If you feel uncomfortable or fearful because of someone's words or actions, you are to tell a teacher, principal, or school board member. You also need to turn in a written report to a teacher, principal, or school board member.
- Your right to privacy will be respected as much as possible
- All reports of harassment, bullying, and violence will have appropriate actions taken based upon your report.
- A definition of harassment and bullying consistent with the following: Harassment and bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on the student's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familiar status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student's person or property.
 - (2) Has a substantially detrimental effect on the student's physical or mental health.
 - (3) Has the effect of substantially interfering with a student's academic performance.
 - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Band

- Band Lessons will be \$100 (student enrolled at ICS) for the year which will be billed at registration.
- Lessons are scheduled on Tuesday and Thursday mornings.
- Full band is on Tuesday or Thursday morning.

Beacon Deadline

- The deadline for items to be published in the Beacon will be on the second Friday of each month, by 8:30 a.m. Please feel free to submit information for the Beacon to the school secretary.

Bibles

- Students in grades 3-8 are expected to have a Bible at school.
- The New International Version is recommended.

Boots

- Students in **ALL** grades are expected to wear boots with wet or snowy weather. We encourage parents to label the boots so students can find their own.
- Try to have boots that are clean and not have “farm smell”

Bus Rules

- Walk and line-up behind the yellow line in a single file line at school.
- Wear your backpacks on your back, do not drag them or carry them so that your hands are free to grab the handrail.
- Wait for the bus driver to wave you on or off the road before or after school.
- Wait until the bus is completely stopped before entering or exiting.
- Stay seated at ALL times, no exceptions.
- Talk in a quieter voice so the bus driver can concentrate on driving safely.
- Listen to the bus driver, no talking back.
- NO throwing of any objects on the bus or out of the windows.
- Respect everyone on the bus, be kind to everyone.
- Please throw your trash in the garbage can, help keep the bus clean.
- Their language must be consistent with God’s guidelines. **Remind your children of the bus rules. Teach them to look both ways if they have to cross the road to get on or off the bus.**

Clothing

All clothing should be modest and appropriate for a Christian witness.

- Suggestive words or the advertisement of alcoholic beverages, smoking, drugs, or anti-Christian groups on clothing are not appropriate.
- Shorts may be worn during the months of Aug, Sept, Oct, Apr, and May. Shorts must be mid-thigh length or longer.

- For grades 5-8 shirts must have sleeves. The student's midriff should not be exposed and shirt should not be too tight.
- Skirts should be knee length or longer.
- Footwear is required (athletic shoes only, no sandals or flip-flops – *unless special occasions*)
- Caps, hats, or headbands are not permitted in class.
- Wear appropriate clothing for winter weather such as coats, hats, gloves and boots.
- Parents will be contacted if the child's clothing is inappropriate.
- On P.E. days students need to wear a change of clothing, especially a shirt in Jr. High

Computer usage

- Students are not to use the computers except for educational purposes with a teacher's permission. No Ipods, phones, tablets, or other communication device may be used during school w/o permission of the teacher.

Copier

- Students are not allowed to operate the copier.
- Teachers may make personal copies for the student if the **student pays 15 cents per copy.**
- Any copies which are not for school use will cost **15 cents per copy.**

Discipline Policy

We have a Discipline Policy based on 3 levels of violations.

- **Level 1 – Incidental Violations – Teacher Handled.**
If any of these happen three or more times in a week, parents will be notified.
 - Offenses include: running, loud voices/yelling, off-task behavior, name calling, noise making, out of seat, disruptive, breaking cafeteria rules, breaking playground rules, inappropriate behavior in bathrooms, chewing gum or eating candy except by teacher permission.
- **Level 2- Minor Violations – Teacher Handled.**
 - 1st Minor offense – parent phone call
 - 2nd Minor offense – Discuss with a kid talk team
 - 3rd Minor offense – office referral
 - Offenses include: lying/cheating, indirect/inappropriate language/gestures to other students or teachers, inappropriate dress, theft.
- **Level 3 – Major Violations – Referral to Principal**
 - 1st Major Offense – office referral
 - Offenses include: direct/inappropriate language/gestures to adults, fighting/physical aggression, property destruction, skipping class/leaving campus, harassment/bullying, internet misuse/cyberbullying, third level 2 offense

Discipline for being tardy

- Tardy bell is 8:15am
- Three per 9 weeks- letter home to parents
- Five per 9 weeks- ½ hour detention, students/parents serve detention together

Engrade Pro (grading system for students)

- Online grading system for students that give students & parent access to student yearly progress 24/7. Teachers have each student's login and password information.

Free & Reduced Lunch Forms

- Free & Reduced Forms will be handed out to EVERYONE at registration. You will be notified through a letter whether your eligible for Free, Reduced, or Denied. But you may apply for Free & Reduced Lunches anytime throughout the year, especially if your income status changes. Free & Reduced Applications may be picked up at the office.

General Guidelines

- There should be no running or loud talking in the halls.
- Students must show respect to all staff members and other fellow students.
- Students are not allowed in the supply room, conference room or kitchen without permission from a teacher or staff member.
- On the playground the students should stay out of the shrubbery and flowerbeds. They should play only in designated or fenced in areas. Students should not go on the road to get a ball without the permission of the supervisor.
- Students should not use radios, ipods, tablets, or hand held electronic games/devices at school, except by permission from the teacher.

Gum and Candy

- Gum is not allowed in school.
- Candy is allowed as a treat or recess snack. It should not be kept in the student's desk. We encourage students to bring healthy foods for treats and snacks based off the school's guidelines of the Wellness Policy.

Homeschool Students/Families

- ICS has been blessed & privileged to partner with Homeschool families in serving the needs of Homeschool students in academic and extracurricular activities. Homeschool activities sheet is available at office.

Hot Lunch

- The cost of Hot Lunch is \$2.70 child /\$3.65 adult per meal. Free and reduced (.40) priced meals are available for families that qualify. Extra milk will be billed at \$0.30 each.
- Hot lunch accounts must be paid in advance.

- Delinquent accounts will receive a written notice with a 3 day grace period. Second notification will result in student(s) not receiving hot lunch until account is paid in full.
- Following state regulations, we are charging families if your child goes back for seconds. A second meat will be billed at \$0.60 and a second side will be billed at \$0.40/side.
- Checks for Hot Lunch should be made separately to the **ICS Hot Lunch Fund**.
- Students are expected to eat some of each of the foods unless there is a medical reason, documented by a doctor, on file at school. Students are encouraged to eat all the food on their tray before returning for a second helping.
- Students are not required to take milk, but are encourage to do so except for health reasons. We must have a doctor's statement stating that the child is allergic to certain foods or drinks on file (in kitchen & office).

Illness

- **A child should not attend school if he has experienced a fever, vomiting, diarrhea, skin rash or other serious symptoms within the last 24 hours.**
- Please inform school if your child will not be attending for a day. This is to make sure that no child is unaccounted for. It can be done by note or phone call and can be left on the answering machine if we are not available.
- Parents are encouraged to make arrangements to get the make up work from school.
- Students are encouraged to complete make up work as soon as possible. If they are absent 1 day, they have 1 day to make it up; if they are absent 2 days, they have 2 days to make it up, etc.

Injuries

- Our staff will treat all injuries. Minor injuries will be cleaned and covered if necessary. Parents will be notified immediately if a child has a serious injury.

Insurance

- The school does not have insurance that covers students. Parents have the option of purchasing specific student insurance through ISB Insurance on a yearly basis.

Junior High Incomplete Weekly Assignments (week constitutes Monday thru Friday)

- Student will be required to stay in for recess until assignment is completed or a maximum of 10 minutes per recess.
- More than two (2) assignments behind or incomplete per week, parents will be notified by teacher and will set up a morning the student will be required to arrive at 7:30am to complete assignments.
- **NOTE**-Points are deducted from student's grade for late work or incomplete assignments. Students can earn "Extra Credit" by doing "Extra Assignments" to make up the deducted points.

Leaving School

- If someone other than a parent or bus is to pick up the student from school, send a note so the teacher/principal is aware of it.

Library

- Library is on Tuesday and Thursday. Students in K-2 may have five books out at one time while students in grades 3-8 have no book limits. All books can be checked out for two weeks with one more week of grace. Students with overdue books will not be allowed to check out other books until the overdue ones are returned or replaced.

Medications

- School personnel will not administer medication unless it is under a Doctor's prescription and the teacher receives a note from the parent giving the teacher authorization and instructions.

Newspaper Information

- All information for the newspaper needs to be in by Monday at noon.
- Email address for local paper is: independent@premieronline.net (jpeg format)

NICSTO

- Northwest Iowa Christian Schools Tuition Organization is an organization set up to help defer tuition costs to families that may need assistance. There is an application available at the office.
- If you want to donate to NICSTO there is a link on our web page that you may download, fill out, and send in. (Also a hard copy at the office if needed)

PTA Meetings

- PTA Meetings are for all parents and teachers to build a better understanding between each other. Meet in Fall (Family Fun Night) & Spring.

Parent/Teacher Conferences

- Parent/Teacher Conferences are scheduled at the end of the first and second quarters 1st Wednesday & Thursday in November & 3rd Monday in January).
 - First quarter is required for parents to attend.
 - Third quarter is optional-agreement by both teacher & parent(s).

Parking

- Students should be picked up and dropped off on the north side of the street for safety reasons. If you park at school for an extended period of time, please park on the South side of the street or in the small parking lot on the west end of school. When buses are here park to the west of them. PLEASE DO NOT park in the YELLOW Bus Zones between 8:00-8:30am or 3:00-3:30pm!

Personal Electronic Devices

- No personal electronic devices used during instructional class time, except for educational purposes with permission of teacher.

Phones

- Cell phones are only permitted to be used for emergency use or necessary for parents to be in contact with the child. This may be done at breaks or recess periods, all other times they need to be turned off.

Property Care

- Purpose - As Christians we have the responsibility to be good stewards of what God has given us. This means that we respect our own property and that of others and use it with proper care.
- Students should not write, mark, or purposely damage textbooks, desks, chairs, or any part of the building.
- In the gym, there will be no kicking, throwing or hitting of balls against the walls, ceiling, doors, or things attached to the walls. There will be no hanging on the baskets or mats.
- Students are not allowed to climb on school or on the basketball poles.
- Students who damage school property will be billed for the repairs or for the cost of the replacement.
- Students who break gym rules risk losing their privilege of using the gym for one day or one week for repeated violations. Parents will be notified after the second offense.

Radio/Television Stations/SnowCap (snowcaponline.net)

- For Weather related announcements listen to KDCR (88.5 FM), KSOU (93.9 FM), KTIV Channel 4, KCAU Channel 9. Announcements will also be on Snowcap. You may sign up to receive alerts thru SNOWCAP on your phone or through your internet-go to Snowcap(found on ICS website) & sign up for Ireton Christian School Alerts (there is a small fee for text messages)

Schedule

- Students who live in Ireton who do not ride the bus should not arrive to school before 8:00. They should also leave school by 3:30, unless they have the teachers and parent's permission to stay.
- On Tuesday mornings, the teachers have devotions from 7:30-8:00.

Daily Schedule:

8:15	School begins
9:30-9:45	5 th -8 th Recess
9:45-10:00	K-4 th Recess
11:15-12:15	K-4 th Lunch/Recess
11:15-11:55	5 th -8 th Recess/Lunch
1:45-2:00	K-4 th Recess
3:15	Dismissal

Secretary

- The secretary is in the office on Monday 7:45-3:15pm, Wednesday 7:45-3:15pm and Friday 7:45-3:15pm. If you have an announcement for the weekly note, it must be in the office by 8:00 am on Wednesday. You may e-mail it to ics@mtcnet.net or office@iretonchristianschool.com marked as “attention Secretary” in the memo line.

School Improvement Advisory Committee (SIAC)

- The School Improvement Advisory Committee will meet annually in the spring to give guidance for carrying out the mission and goals of the school with yearly goals & long range goals. It is made up of faculty, students, parents, and society members.

Society Meetings

- Society meetings are for those who contribute and/or pay tuition to the school. Its purpose is to elect Board Members, approve budgets, and make major decisions.

Sports

- Any Student in grades 5 - 8 may participate in the interscholastic sports. This privilege may be taken away for unacceptable class work or disciplinary reasons. All sports will practice after school with some exceptions to during PE when facility or weather does not permit.
- **Volleyball** - Sept – Oct (*GIRLS*)
Equipment: Knee pads
6-10 games
- **Soccer** – March – April (*COED*)
Equipment: Cleats and shin guards
5-8 games
- **Basketball** - Nov – Feb (*GIRLS/BOYS*)
12-14 games
- **Track** - April – May (*GIRLS/BOYS*)
Usually 3 meets
- **Softball** - May (*GRADES 7-8 OR AS NEEDED*)
Equipment: Glove
1-2 games

Telephone

- Students are not to use the telephone except for emergencies.
- Plans for after school activities should be made before coming to school.
- Parents are asked to keep the schedule in mind when making telephone calls to school. We do not have a full-time secretary in school therefore; any calls during school time will interrupt the class. Mr. Schoonhoven is in the office on Tuesdays 12:45-5:00 and Thursdays from 12:15-5:00 and may be called at that time. The secretary is in the office on Mondays 7:45-3:15, Wednesdays 7:45-3:15 and Friday 7:45-3:15.

Tuition Policy

- The first payment must be made on the day of registration to enroll your child(ren).
- Tuition will be no more than two months delinquent or the School Board will take action. (Supporting church will be notified before any dismissal will take place.)
- 40% of the yearly tuition must be paid by the end of the first semester in order to begin the second semester.
- All past year tuition must be paid by August 1 or a late fee of \$25 will be assessed.
- All past year tuition and late payment fees must be paid before the start of the following school year or you will not be able to enroll your child(ren).
- It is acceptable to spread your payments over 12 months with equal payments each month. Arrangements such as this and any others must be made by the parents with the Finance Committee.
- All arrangements subject to Finance Committee approval.
- Unless prior arrangements are made with the Finance Committee, diplomas will be issued but not signed if tuition is not paid in full prior to Graduation Ceremony.

Website

- The school's website has a wealth of information posted which includes: ICS Mission Statement, ICS Brochure and School Information, Beacon, School Calendar, TRIP information, Teacher Notes, Staff/Faculty information, Links to CSI or NICSTO that may be downloaded, Photo Gallery, etc
- Ireton Christian School website is: www.iretonchristianschool.com
- Email is: ics@mtcnet.net or marlin.schoonhoven@iretonchristianschool.com

Wellness Policy

- The Wellness policy reflects the atmosphere that we want our youth to feel, thus trying to make them aware of good eating habits along with physical activity to maintain a healthy lifestyle. So students can live a lifestyle that is pleasing to God in His Creation, and be able to be a positive influence in society by the choices they make.
- Treats are to reflect healthy snacks as much as possible.
- Being consistent with making good choices about our health.

Band Handbook

Goals:

As a band we will strive to meet the following goals:

- To demonstrate appropriate posture for good sound and breathe control.
- To respond sensitively to gestures of the director
- To interpret correctly what is on the printed page
- To learn how to function as a group, where variety, balance and harmony, both in music and among band members, are essential for success.
- To improve in our musicianship through diligent practice and meaningful rehearsals
- To represent our Lord faithfully in all we do

Procedures:

1. Be in the room promptly at the start of class. Be in your assigned seat with your materials ready to begin rehearsal.
2. Check the board for rehearsal order/notes/reminders/encouragement.
3. Use your pencil to call attention to markings in the music and to write down instructions from the director.
4. Follow instructions the first time they are given, and give your best effort at all times.
5. Gum and candy are NOT allowed in the band room (except when handed out by the director).

Grading Policies:

Band grades are based on work ethic and participation during rehearsals and concerts, attendance at lessons, practice times met and signed, and growth in playing ability. Students are required to practice a minimum of 100 minutes a week. Each student will receive a practice record at their first lesson which will be checked at their weekly lesson. Practice records need to be signed each week in order for credit to be given. Minutes practiced above and beyond will be kept in a “bank” and may be used in future weeks at Mrs. Kingma’s discretion. Students may count any time they perform in a nursing home, church, etc...as practice time. Please practice carefully and spent your after-school hours wisely.

Grades will be determined using the following guidelines:

60% Practice Time

20% Participation

20% Positive Attitude

For example, if a student practices 100 minutes but repeatedly fails to bring his/her materials, OR if there is any negativity or disruption during lesson or rehearsal time, this student is not necessarily given an A.

Concert Dress:

Concert dress consists of black pants/skirt, white shirt/blouse, and black shoes. The idea of concert dress is to look as uniform as possible, so avoid clothing that draws attention. This uniform need not cost much money – check second hand stores, clearance sales, or other places available.

Band Music:

Each student will be assigned a folder with music. You will be responsible for the music in that folder as well as the condition of that folder. Any damage to music will result in the student being charged for the replacement value.

Supplies:

Please check to make sure you have the necessary supplies for your instrument. Most of the supplies are kept at school and can be picked up during your lesson or before/after school. Please do not ask me for supplies during band unless it is an emergency.

Performance Dates:

Concerts will be held in conjunction with the fall musical held in November and the Science/Art Fair/ Spring Concert held in the spring. A solo/ensemble night will also be scheduled in early spring.

Ireton Christian School Auxiliary

All mothers with children in our school are automatically a member of the Auxiliary. We also extend an invitation to all ladies who have a vested interest in our children to participate as an Associate member. This organization helps and works many of our school's fund raisers and activities.

Auxiliary Meetings: Auxiliary will hold a kick-off meeting usually in September of each school year. We will do a "fun" activity and invite all auxiliary members and also associate members to this. We will also hold a brief business meeting after the "fun" activity is done. We will also hold business meetings in February and May of each school year. This is where we talk about the fundraising events and also discuss ideas for new events and ways to help raise money for our school.

Here is a list of the events that the Auxiliary does:

Rally Day Lunch (Sept): Although the Rally Day Sale is not considered a project, the School Board seeks the help of mothers for the lunch served. As each new school year begins, a Rally Day Sale is held to raise money. It is held in the school gym, a variety of items and services donated by area businesses and individuals. Lunch is served and the School Board asks women to organize and serve the lunch. A freewill offering is taken for the lunch. Not every mother has to bring food for this or work. A work list and food list of what is required will come home prior to the event.

Jog-A-Thon (Fall): This event the students get "pledges" from people they know (grandparent's, parents, aunts, uncles, friends, etc.) and in turn they will run/walk around the school for 30/45 minutes on the selected Jog-A-Thon Day. Parents are asked to help work at the event (corner waters, water server, lap counter, juice server, etc.) or bring juice or cookies. A work list/food list is sent home with the Jog-A-Thon Pledge sheets prior to the event. Parents are urged to walk with their children or you may cheer them on from the sides.

Ladies Expo/Fair (Nov.): This event is held on a Saturday at the school gym and features vendors (Tastefully Simple, 31 Bags, Scentsy, Tupperware, etc.) that sell their product and then give a portion of their sales that day back to the Auxiliary. The Ladies Expo committee organizes this event and also are the ones who are at the event that day working it. No other mothers are expected to work at this. There is also a Bake Sale held that day that mothers are asked to bring 2-4 baked items to be sold.

Soup Supper (Dec.): This is usually held after the first of the year. All mothers are asked to bring something (soup, tavern, etc.) to the soup supper and also work a shift (serving soup, cleaning tables, serving desserts, etc.). A work list and food list will come out prior to the event so you know what you are required to bring and do that night. There is also a bake sale held at this event that mothers are asked to bring 2-4 baked items to be sold.

Bakeless Bake Sale (March): The Bakeless Bake Sale is intended to be a fundraiser without the work of a fundraiser. Letters are sent out to auxiliary members (school families) and also associate members asking for donations for the school's auxiliary program.

Concert (March): The Bluegrass concert is usually held in March/April. Families are sent a packet of information that lists local businesses that they are to solicit for a donation and in turn the business receives free tickets to the concert and their business name to be put into a Concert program that is handed out at the concert. Tickets are also sold to raise money for this.

School Cleaning (June): This is not considered a fund raiser project, but the School Board seeks the help of each family in cleaning the school. A school cleaning night is set-up (usually the beginning of June) and a work list is sent home with what room you and another couple are required to come and clean that night. Both husband and wife are to come and help clean.

Bake Sale/Candy Walk (Soup Supper and Ladies Expo): Auxiliary holds a Bake Sale/Candy Walk throughout the year at the Soup Supper and also the Ladies Expo. Mothers are asked to bring 2-4 baked items to each to be sold.

School Apparel: School Apparel is sold every other year usually toward the beginning of the school year. This is done so families can show their support and wear apparel that promotes Ireton Christian School.

Pop Cans: Anyone can bring their empty pop cans and plastic bottles to school. They can be put into the boxes located in the 2nd closet, by the main entrance. They should be rinsed out before you bring them. We DO NOT ACCEPT GLASS BOTTLES.

Ink Jets/Cell phones: Auxiliary collects these also, and can send them in to get money for them. They can be put in the box located in the 2nd closet, by the main entrance.

Pizza Ranch Wagon Wheels: Auxiliary collects these also, and can send them in to get money for them. They can be put in the box located in the 2nd closet, by the main entrance.