



*Academic Excellence & Strong Christian Values*



# SCHOOL HANDBOOK

## 2016-2017

### *Our Mission Statement*

**Hosanna Christian School, rooted in biblical foundation and academic excellence, nurtures each student spiritually, intellectually, creatively, and physically, in a loving Christian environment, so they will live to glorify God.**

## IMPORTANT CONTACT INFORMATION



### **HOSANNA CHRISTIAN SCHOOL**

3114 45<sup>TH</sup> Street Ct NW· Gig Harbor, WA 98335

Ph: 253.851.8952 Fax: 253.851.9971

Website: [www.hosannachristianschool.org](http://www.hosannachristianschool.org)

Office: [office@hosannachristianschool.org](mailto:office@hosannachristianschool.org)

Board: [hcsboard@hosannachristianschool.org](mailto:hcsboard@hosannachristianschool.org)

## PERSPECTIVE

All education stems from a particular point of view either assumed or clearly defined. Hosanna Christian School holds the position that true Christian education must have Christ as its focal point, for "...in Him are hidden all the treasures of wisdom and knowledge" (Colossians 2:3). Christ is the revealed Word of God; the Word made flesh. We learn of Him through the written Word of God—The Bible. The Scriptures are our standard in the pursuit of knowledge, the heart of our curriculum and methods, penetrating every course of academic instruction. The Author of the Scriptures leads us into all truth, and the wisdom of God cannot be known without His active work. The ministry of the Holy Spirit then, is essential to the education process.

The goal is the shaping of a thoroughly Christian person; the development of a Christ-like character. The aim of the curriculum is to minister to the whole person: body, soul, and spirit; to lay a foundation upon which the morality and values of the Scriptures; to prepare the student to evaluate knowledge in light of Biblical truth. J. Richard Fugate writes: "For Christian education to be truly 'Christian' in substance and not in name only, it must find its source in the principals of God's Word. Parents must accept ultimate responsibility for training up their children in the ways of God and not expect the school staff to take this responsibility for them (Deuteronomy 6:6-7, 11: 18-21; Ephesians 6:1-4). All truth must be taught as God's truth in science and math classes as well as in Bible class. The teachings of the Bible should permeate all academic instruction (John 17:17). Standards must be high, but for God's glory, not mans (Colossians 3:22-23; 1Corinthians 10:31). If this is so..."lives will be changed, families knit together, whole congregations uplifted, and a new generation of children raised up to shine as lights for Christ in our dark world."

## PHILOSOPHY

We believe that the ultimate responsibility of spiritually training a child rests on the shoulders of the parents. Our school is a ministry to assist parents in fulfilling that responsibility. As a result, we believe it is imperative that the parents are Christians and are consistent with this conviction in their lives.

The following is intended to assist you in bringing this same philosophy into your home:

- Attend a church that teaches God's Word
- Involve your children daily in family times around God's Word.
- Look for opportunities to teach your children the truth of God's Word.
- Select your child's social activities very carefully; involve them in those which further your Christian conviction.
- Pray together
- Do creative things with your children.
- Read to your children.
- Develop a children's library made of good Christian books in your home.
- Carefully monitor your child's video game and TV viewing habits.
- Enjoy family outings together.
- Take time to talk.
- Take time to play.

## LOST AND FOUND

Lost items of clothing, etc. may be claimed from the lost and found box in the school office. To help reduce the amount of lost articles, attach your child's name to everything they bring to school. (Unclaimed articles will be donated to a local charity if they are not picked up in a timely manner.)

## PAYMENTS

Make all checks payable to: HCS (Hosanna Christian School) unless otherwise noted. Statements go out on the 5<sup>th</sup> and payments are due by the 20<sup>th</sup> of each month. For billing questions please call the school office. A \$30 fee will be charged for each returned check or payment.

## PARENT COOPERATION

Attendance at a Christian school is a privilege. This privilege carries with it the responsibility to adhere to and cooperate with the school's standards highest good of all students and in order for the school to function properly, your cooperation as parents is vital. Parent involvement is not an option but a condition of continued enrollment.

## VISITORS

All parents/visitors MUST sign into the school office and wear a "visitor" badge whenever visiting the school. Visitation of classrooms during teaching times can be very disruptive if not handled properly. If visiting or volunteering, we ask that prior arrangements be made with the teacher.

Classroom visits by non-parents are usually not permitted. Questions regarding this policy should be addressed to the office administrator.

A volunteer application and background check must be completed prior to volunteering.

## Parent Classroom Volunteering

In order to establish classroom routines, continuity, and trust we are requiring the following:

- In classes Preschool-2<sup>nd</sup> grade, parent involvement is encouraged after January 1<sup>st</sup> of the current academic year.
- In grades 3-8, parents are encouraged to volunteer in classroom after the second week of school.
- Volunteer application and background check required.

## STUDENT ARRIVAL AND DISMISSAL

School begins promptly at 8:45a.m., and dismisses promptly at 3:00p.m. Students should not arrive earlier than 8:30a.m., and they should be picked up no later than 3:15p.m. Please call the school office if you will not be able to arrive on time. Students who arrive earlier than 8:30a.m., or who are picked up after 3:15p.m., will be sent to morning care or after school care. Charges will be billed to your account.

- Note: If you wish to have someone else pick up your child, you must have a permission slip on file in the office. When a student is to ride with someone not on file, permission from a parent or guardian is required.

## TARDINESS

Classrooms open each morning at 8:30a.m. Students are expected to be in their seats, quiet, and ready to begin class by 8:45a.m. or they will be considered tardy.

All students arriving late must be signed into the school office and will not be permitted into class without an admittance slip

If a student arrives late, a parent's note is required for entry into class. Please send a written explanation or doctor's note for all tardies. A phone call or in-person explanation to the office is also acceptable.

After the 4<sup>th</sup> tardy in a quarter, a written warning will be sent to the parents by mail. There will be a \$5 charge for each additional tardy in that quarter.

## ATTENDANCE POLICY

Absences from Hosanna Christian School shall be of two types, excused and unexcused. Excused absences can be made up and full credit given for make-up work. Missed work for an unexcused absence can be made-up but with the maximum grade given being a 70%. Excused absences are allotted for the following:

- Personal illness
- Serious illness or a death in the student's immediate family
- Medical or dental appointment
- Weather or road conditions making travel dangerous

**Students are required to bring a note from their parents requesting an excused absence for one of these reasons. In the case of a medical appointment/emergency, a note from the health care provider must be brought to school.** These notes will be kept in the student's personal file.

A student who has an excused absence shall arrange with the teacher to make up missed work. For tests and projects that have been scheduled in advance, students must take the test and/or turn in the project on the day the student returns to school. The teacher will give a reasonable deadline for schoolwork to be completed and turned in.

If a student will be out of school for an extended length of time, they are encouraged to keep up with class assignments and homework. Parents may pick up homework from the teacher before or after school.

**One full hour of attendance is required in both morning and afternoon to avoid being counted absent.**

- If a student needs to leave early, send a note in advance to the teacher. Students must be signed out in the school office.
- Students will receive a perfect attendance certificate at the end of each quarter if they have been on time every day of that quarter and do not have any absences.
- Unexcused absences include but are not limited to truancy, over-sleeping, or any excused absence without a note.

- Participation in school sponsored off campus activities will not be counted as an absence.

Emergency Closures & Delays - Please listen to announcements on local radio or TV stations in the mornings for the most current updates from the Peninsula School District. Should a change in the schedule be required we will post the change in an e-mail to all the parents.

## CURRICULUM

Hosanna Christian School primarily uses ABeka Curriculum materials and supplements, along with ACSI, and other sources as needed. Homework will be a regular part of the student’s education, and he/she will be expected to complete the homework as assigned.

The IOWA ASSESSMENT test will be given to students in grades K-8, in the spring of each year.

## GRADES AND GRADING POLICY

Following each nine-week grading period (quarter), report cards will be mailed to parents. Hosanna Christian School uses the following grading system:

<b>A</b> Superior consistent work	<b>A</b> 94-100%	4.0
<b>B</b> Work exceeds minimum standard	<b>A-</b> 90-93%	3.7
<b>C</b> Work meets minimum standard	<b>B+</b> 88-89%	3.3
<b>D</b> Work below minimum standard	<b>B</b> 83-87%	3.0
<b>F</b> Fail	<b>B-</b> 82-80%	2.7
<b>I</b> Incomplete	<b>C+</b> 78-79%	2.3
	<b>C</b> 73-77%	2.0
	<b>C-</b> 70-72%	1.7
	<b>D+</b> 68-69%	1.3
	<b>D</b> 63-67%	1.0
	<b>D-</b> 60-62%	0.7
	<b>F</b> 0-59%	0.0

Honor Roll is awarded at the end of each nine-week grading period to students (grades 4-8) who qualify.

“A” Honor Roll = 3.50-4.0 GPA

“B” Honor Roll = 3.0-3.49 GPA

## HOMEWORK POLICY

- Homework will be assigned by each classroom teacher when it is deemed necessary to provide extra practice, review of skills, or the maintenance of skills.
- Homework assignments should not exceed twenty minutes in any given subject (projects and tests/exams are considered exceptions).
- The teacher will collect, correct and grade homework assignments.

## FIELD TRIPS

- Field trips must be of an educational nature.
- Requests must originate with the teacher and be approved by the office administrator.
- All costs associated with a field trip will be included on the permission slip form and be billed to your FACTS account.
- Every child needs written parental permission 48 hours before going on a field trip.
- Children not enrolled in the class/grade/school may not go on field trips without the teacher's permission.
- Any parent or adult who volunteers regularly, **must** have on file in school office, a criminal background check, a copy of their current driver's license, and proof of auto insurance.
- Parents who volunteer as chaperones on field trips must sign the Field Trip Guidelines form before going on a field trip.
- **All monies and field trip forms are to be given to the office administrator for accountability, billing, and management.**

## DRESS CODE

The appearance of any student is the primary responsibility of that individual and his or her parents. We expect students to maintain the standard and style of clothing set in place by the HCS board. Minor dress code violations will result in the loss of the casual dress privilege on Friday. Any student who has a major dress code infraction will also be required to call home to have his/her parent bring proper clothing before being readmitted to class.

**Dress code standards must be observed for all school functions, whether on or off campus, unless otherwise noted. \*Please see additional handout for specific dress code guidelines. Clothing should be:**

- Neat, clean, and in good repair. Clothing is to be freshly laundered, free of offensive odor, rips or tears, with no stretched-out necklines or unhemmed pants and worn with good health and safety in mind. For example, clean socks must be worn; shoelaces must be tied.
- Hats are to be worn outside only.
- Shoes are to be worn at all times; flip flops/ backless sandals are not permitted.
- Tennis shoes should be worn for P.E.
- P.E. uniforms must be worn for grades 1-8. Please refer to the dress code guidelines for acceptable P.E. attire.
- Dress code or dress clothes are required for picture day(s) and for after-school events, such as parent night or graduation.
- Unless otherwise specified, dress code will be required for all off-site school events such as Math Olympics, Spelling Bee, etc...
- Parents are expected to monitor their student's dress. Dress code violations will result in the loss of casual dress Friday

## **GENDER SPECIFIC GUIDELINES**

### **BOYS:**

- Hair is to be clean, neatly cut above the collar, combed, and natural color. Natural color highlights only.
- No earrings
- No extreme haircuts. If faculty or administration determines a hairstyle to be inappropriate or distasteful, a modification will be required immediately for the student to remain in school.
- Attire for Chapel is the regular school dress code.

### **GIRLS:**

- Hair is to be clean and neatly combed. Natural color highlights only.
- Attire for Chapel is the regular school dress code.
- Natural looking makeup.
- Ear piercings that are not extreme or distasteful will be permitted. No additional visible body piercings will be acceptable. No earlobe gauges.

## **DISCIPLINE**

In order to function in an orderly manner at school, it is important that students know and follow the guidelines. If discipline becomes necessary the following steps will be taken:

1. Verbal warning from teacher (or other school employee).
2. Write-up for student infraction – talk with principal. Notice sent home for parent signature or phone call/email to notify the parent.
3. Second write-up for infraction – conference with student, parent, and principal.
4. Third write-up, one day suspension.

**All written discipline reports will become part of the student's file while at Hosanna Christian School. Suspensions will come part of the student's permanent file.**

Fighting, lying, swearing, inappropriate talk/coarse joking, harassment of fellow students, or cheating will not be tolerated on campus at any time. Such behavior can be subject to suspension. Fighting or violence against any student or staff member will result in an immediate suspension for up to a week depending on the nature of the infraction.

## **AFFILIATION**

Hosanna Christian School is an independent, Christian school founded in 1982. The school exists as a non-profit educational corporation, incorporated in the State of Washington, and controlled by the Hosanna Christian School Board of Directors. The school is a member of the Association of Christian Schools International (ACSI) and the Puget Sound based Principals' Association of Christian Schools (PACS). Hosanna Christian School is not affiliated with any church. The school was originally founded by Agape Force Ministries of Tacoma which became Hosanna Christian Fellowship Tacoma. When the church ceased to exist, the school continued on as a separate entity. The school currently meets in the building of Peninsula Christian Fellowship and enjoys a very warm relationship with PCF; however, the school continues to be a separate and unique entity. Due to the fact that PCF has been so gracious in their support and providing facilities, we offer a reduced tuition rate to PCF members as a thank you to the church.

## **STATEMENT OF FAITH**

1. We believe in one eternal and triune God, perfect in all His attributes, who exists as Father, Son, and Holy Spirit (Deut. 6:4, Matt. 28:19).
2. We believe in Jesus Christ: in His perfect humanity and full deity, in His virgin birth and sinless life, in His death on the cross and shed blood to provide salvation for mankind, His rising from the dead, and His literal and soon return to earth (John 1:1, 14, 14:3, 20).
3. We believe in the Holy Spirit: in His personality and full deity, in His work in the earth today, in His super natural fullness, gifting, and workings as being available today (John 14:16-17, II Peter 1:20-21).
4. We believe in the Bible: that it is the inerrant, inspired, infallible, fully and finally authoritative Word of God (II Peter 3:15-17, II Peter 1:20-21).
5. We believe in both the necessity and provision of salvation. All persons are sinful, but may receive pardon and salvation through the person of Jesus Christ (Romans 3:23, 10:13).
6. We believe in the church: that there is one true universal body of Christ (Matt. 16:18) made up of Jesus' disciples worldwide and the gathering together of these disciples in local assembly (Hebrews 10:24-25).
7. We Believe in heaven and hell: that both are real places; the one of bliss for the righteous forever, the other of torment for the unrighteous forever (Rev 20:14-15, 21:2).

## **HOW TO GIVE INPUT INTO SCHOOL MATTERS**

- Attend PTSH and/or School Board meetings.
- Contact a staff person who will direct you to the proper person to help you.
- Contact the office administrator at 253.851.8952 or [office@hosannachristianschool.org](mailto:office@hosannachristianschool.org).
- Put your concerns in writing and give to a Board member so it can be considered at the next Board meeting. (Board meetings are normally the 3<sup>rd</sup> Thursday of each month.)
- Tell a Board member that you would like to attend the next Board meeting and why. You will be placed first on the agenda so you may leave when your topic is finished.

## **TEACHING STAFF**

To contact teachers you may send them an email or leave them a message in the school office.

Principal	<b>Mrs. Hobbs</b>	<a href="mailto:hobbbsp@hosannachristianschool.org">hobbbsp@hosannachristianschool.org</a>
Preschool	<b>Mrs. Kilcup</b>	<a href="mailto:kilcupb@hosannachristianschool.org">kilcupb@hosannachristianschool.org</a>
Kindergarten	<b>Mrs. Atkinson</b>	<a href="mailto:atkinsone@hosannachristianschool.org">atkinsone@hosannachristianschool.org</a>
1 <sup>st</sup> and 2 <sup>nd</sup> Grades	<b>Mrs. Wallitner</b>	<a href="mailto:wallitners@hosannachristianschool.org">wallitners@hosannachristianschool.org</a>
3 <sup>rd</sup> and 4 <sup>th</sup> Grades		
5 <sup>th</sup> and 6 <sup>th</sup> Grades	<b>Mrs. DeGraaf</b>	<a href="mailto:degraafe@hosannachristianschool.org">degraafe@hosannachristianschool.org</a>
7 <sup>th</sup> and 8 <sup>th</sup> Grades	<b>Mrs. Gordon</b>	<a href="mailto:gordonr@hosannachristianschool.org">gordonr@hosannachristianschool.org</a>
Office Manager	<b>Mrs. Grubbs</b>	<a href="mailto:alig@hosannachristianschool.org">alig@hosannachristianschool.org</a>





# HOSANNA CHRISTIAN SCHOOL

## 2016 – 2017 SCHOOL YEAR

Dear Parents,

The enclosed HCS handbook sets the rules and regulations for Hosanna Christian School. Your signature below verifies that you have read and reviewed the handbook and agree with the guidelines set in place by the Hosanna Christian School Board.

**I acknowledge that I have read and am aware of the handbook. I agree to familiarize myself and my student(s) with the requirements and we will do our best to abide by all HCS rules and regulations as stated.**

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**Parent/Guardian Name Printed**

**Student's Name Printed**

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**Parent/Guardian's Signature & Date**

**Student's Signature & Date**

**Please return signed form to your student's teacher or to the school office as soon as possible.**

Additional copies of the handbook are available in the school office or may be viewed or printed online at [www.hosannachristianschool.org](http://www.hosannachristianschool.org)