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## **INTRODUCTION**

Holland Christian Schools was founded in 1902 with the goal of providing a Christ-centered education that is academically sound. We provide this education for those Christian families who see its importance in the training of their children. We believe that Christ is the center of every academic concept, and we teach all subjects in conformity to the Word of God. Each faculty member at Holland Christian has made a commitment to Jesus Christ and desires that relationship to be evident in his or her teaching. The faculty takes seriously its responsibility to the parents and children associated with Holland Christian.

Holland Christian does not expect to produce a finished product, but to inspire young people to “press toward the mark for the prize of the high calling of God in Christ Jesus” (Philippians 3:14). We want to encourage our students, your children, to do their best and do all to the glory of God.

The school readily admits it plays only a partial role in the training of your children. It is Holland Christian's desire to form a partnership with you, a relationship in which help, support, and respect are mutually shared between parents and family and the faculty and School Board. We invite you to be involved not only in the specific education of your children, but in the broader school community as well. Opportunities to serve present themselves regularly, and we encourage you to find an area of interest to you and your family.

As a parent of Holland Christian School children, we want you to be knowledgeable about the day-to-day procedures of our schools. This handbook is provided to keep you up-to-date on some of the basics. You will find information on attendance policies, listings of volunteer and fund raising opportunities, and a general description of the curriculum. Please familiarize yourself with this information and keep your handbook available for future reference. If at anytime a question arises, please do not hesitate to call the school office. Always remember we are all working together and when one benefits, everyone benefits. It is the prayer of Holland Christian that together we have a positive impact on the training of your young children.

## **ATTENDANCE**

Parents are asked to call the school each day that their student is absent. A message may be left on the answering machine or emailed to the school office any time by 8:30 A.M. All students should sign in and out at the office if they are coming or going any time within the normal school hours. This includes students who arrive after the tardy bell.

Tardy: Students are expected to be in their seats and ready to learn before the tardy bell rings. Arriving late to school causes a student to miss academics, gain unwanted attention and develop poor work habits.

The school calendar allows for the usual holiday vacation time. Parents are urged to adhere to these dates as closely as possible. If you are going to take your children out of school for any extended period of time, please send a note to the office and the teacher at least one week ahead of time. Parents should also understand that the work or experiences the students miss often cannot be duplicated.

Parents are responsible to help their child make up the necessary work. This work may include:

1. Ongoing assignments
2. Work given after the fact
3. Alternative assignments
4. Homework in advance

## **COMMUNICATING WITH PARENTS/SCHOOL**

Communicating to parents is an important task we work at regularly. These communication tools are:

- A Parent Information Night soon after school begins.
- Twice a year parents are scheduled to meet with the child's teacher to discuss all facets of that child's school experience. These conferences are held in the fall and in the spring.
- A weekly newsletter from the K-4<sup>th</sup> grade classroom teachers.
- A weekly school newsletter.
- Information on our web site [www.hollandchristian.org](http://www.hollandchristian.org)

Please encourage your children to bring any hard copy communications home to be read. Much of our communication home is done electronically. Please be sure to read all school related emails, classroom and building blogs carefully for important information, event details, etc.

## **CURRICULUM**

The curriculum is an integral part of any school system. Holland Christian is no exception. Specific subjects are taught not only to give the students a well-rounded educational background for life, but also to help students see God as Creator of all knowledge. Faith and technology are woven into every curricular are. Below are listed the subjects taught at each grade level:

- Bible
- Communication Arts including Reading, Writing, Penmanship, Speaking and Listening
- Math
- Science
- Social Studies
- Spanish
- Physical Education/Health
- Art
- Music (K-4<sup>th</sup>, optional for 5<sup>th</sup>/6<sup>th</sup>)
- Orchestra (optional for 5<sup>th</sup>/6<sup>th</sup>)
- Band (optional for 5<sup>th</sup>/6<sup>th</sup>)
- Sex Education (taught by teachers in 5th grade)

## **DISCIPLINE**

In the training of children it is necessary that guidelines be set to establish the limits of acceptable behavior. Students learn best in an orderly and disciplined environment. We expect each student to follow the rules of the school and the classroom. With any serious discipline problem, parents are involved immediately.

### **Discipline for Students Identified With an Educational Disability**

All students are expected to contribute to a positive atmosphere in our schools. At times, however, a student's behavior might disrupt the environment, leading to disciplinary action from which learning and growth can occur. Decisions to exercise discipline provisions of the discipline policy will consider as appropriate individual circumstances and disabilities. Students with disabilities will be disciplined in accordance with applicable federal and state laws and Holland Christian School Board policy.

## **DRESS CODE**

In keeping with the mission of Holland Christian Schools, we recognize the important impact of student dress on the learning environment. We understand that all of our lives, including our dress, bring honor or dishonor to God. We also embrace our identity as a Christian school, and how we dress impacts our witness for Christ to the world.

### **Dress Guidelines**

1. All dress should be clean, neat and modest.
2. Shorts are permitted.
3. Bare midriffs and spaghetti straps are not permitted.
4. Shoes or sandals must be worn at all times.
5. An extra pair of tennis shoes is to be kept at school to be worn in school. This helps to reduce the amount of dirt/gravel tracked in and to limit the wear and tear on the floors and carpet (K-4th grade).
6. Names or initials should be put inside all backpacks and outer clothing (coat, hats boots, mittens, etc.).
7. Students should wear appropriate seasonal outer clothing, taking into account our changeable weather.

Staff will make judgments regarding dress, and parents will be contacted if students are inappropriately dressed.

## **EMERGENCY PROCEDURES**

### **Tornado Watch**

1. All students will remain in their building under the direct supervision of their teachers.
2. The regular school schedule will be followed.
3. Classes will be dismissed at the regular time.

### **Tornado Warning**

1. No student will be dismissed. Children may be released to a parent who personally comes to get the child.
2. All students will be assigned to the safest possible area within the school building until the warning has been lifted. Civil Defense Officials have assisted us in determining these areas.

### **Lockdown**

In the event of a lockdown alert we will follow the Michigan School Lockdown/Shelter-in-place Drills Suggestions and Guidelines.

1. All entrances to the building and classrooms will be locked.
2. No one will be allowed to enter or exit the building.
3. Students will remain in assigned safe areas until rescued by Law Enforcement.

Fire, tornado and lockdown drills are held periodically throughout the school year according to Michigan School Guidelines.

### **Snow/Fog Days**

When it is necessary to close the schools due to inclement weather, such as heavy snowstorms, fog, etc., the decision is made by the Superintendent, usually in cooperation with the two local school districts: Holland Public Schools and West Ottawa Public Schools.

In the event of a two-hour delay, there will be no morning preschool classes. Bus pick up and school activity will begin two hours later than the regularly scheduled times.

If an announcement is to be made, it will usually be given to the following radio/television stations by 6:30 a.m. on the day in question:

[www.hollandchristian.org](http://www.hollandchristian.org)

[www.woodtv.com](http://www.woodtv.com)

[www.wzzm13.com](http://www.wzzm13.com)

We encourage you to sign up for the automated text and email alerts available directly from Holland Christian's electronic communication system accessed through [Powerschool](#).

### **School Entrances**

For the safety of the students and staff, the main entrance doors are the only ones unlocked during the school day. All visitors must "sign in and out" in the school office.

### **FIELD TRIPS**

During the school year children in grades K-6 will participate in one or more school-approved field trips. These field trips are integrated with the curriculum at various grade levels. The locations for these trips vary according to school and grade level. Transportation will be by bus. Parents are alerted to the details of the trip via teacher newsletters. Parents indicate their approval of field trips by signing a one-time permission form in the fall.

### **FUNDRAISING**

Each elementary building conducts one or two fund raising projects throughout the year. Our Parent Board/Project Committee organizes them. These projects are used to raise money for the special needs of each building and are independent of tuition and other school-related fund raising organizations.

Examples of some of these projects are as follows: Walk-A-Thon, flower sales, the collection of soup labels, and Box Tops for Education.

School fundraisers are used for such things as audio-visual equipment, playground equipment, library materials, and other school needs.

### **HOLIDAYS**

During the course of a year, we are privileged to observe many Christian holidays and other important days. We celebrate these days with all-school chapels, programs, projects, and classroom activities. On Valentine's Day the K-4 children pass out valentines to their classmates. Officially, the school does not observe Halloween.

### **HOMEWORK**

The following daily guidelines for homework are suggested:

- 1<sup>st</sup> - 10 minutes
- 2<sup>nd</sup> - 20 minutes
- 3<sup>rd</sup> - 30 minutes
- 4<sup>th</sup> - 40 minutes
- 5<sup>th</sup> - 50 minutes
- 6<sup>th</sup> - 60 minutes

### **HOT LUNCH**

The hot lunch program is available for all students in our schools. The cost for this meal is set at the beginning of each year. Applications are available on-line for reduced-price lunches and free lunches. Menus are given in advance to all students so that parents and students can decide together what meals they would like to order. Information about the hot lunch program and sign up for a student account are on the school website [www.hollandchristian.org/hotlunch](http://www.hollandchristian.org/hotlunch).

1. We encourage parents to discuss the matter of food waste with their children. As Christians, we have a responsibility to be good stewards of the goods and food we are given. Wastefulness is discouraged.
2. Milk comes with the hot lunch or can be purchased separately if a student takes a sack lunch to school.

### **MEDICAL—SCHOOL NURSE**

Holland Christian Schools is pleased to participate in Holland Hospital's School Nurse program. Our nurse is Mrs. Hendrina Cupery, MSN, RN, NCSN. Hendrina is present at scheduled times in each of our buildings throughout the week, as well as on call as needed and available. She can be reached at [hcupery@hollandchristian.org](mailto:hcupery@hollandchristian.org), or by phone at 616-494-2636.

### **MEDICAL and DENTAL APPOINTMENTS**

When planning your doctor and dental appointments, please try to schedule your appointment during non-school hours. When children leave and return, the class is disrupted and valuable instructional time is lost. If you do need to pick up your child for an appointment, please stop in the office and sign your child out. Your child will be called to meet you. Please sign in on your return.

### **MEDICATION ADMINISTRATION**

#### **Prescription medication policy:**

1. Parents are to notify school personnel of all prescription medications to be administered at

- school. No prescription medication will be given by school personnel without written authorization from a parent. A form is provided for that purpose.
2. Any changes in dosage or addition of new medications must be accompanied by a note from the parent and the prescription bottle.
  3. Discontinuation of prescription medication requires a written parent's statement.
  4. New prescription authorization forms are needed each school year.
  5. No prescription drugs may be kept in unlocked lockers.
  6. All prescription medications must be in the original container and have a pharmacy label which includes the child's full name, doctor's name, name of the medication, strength of medication, specific direction of time and dosage to be given.
  7. Empty bottles and discontinued medication will be sent home immediately with notification to parents. All medication must be picked up by an adult at the end of each school year.
  8. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting him/herself on time and taking the prescription medication.
  9. Prescription drugs shall be kept in a secured box with a method to indicate when drugs were dispensed.
  10. The parents and the school principal may agree to a self-medication waiver. This option is for parents who prefer not to have medication stored at school. Parents may request such a waiver from the school principal.

Severe Allergies: If your child has a severe allergy and emergency medication must be kept on campus, please complete "Emergency Health Care Plan" form available [here](#).

### PARENTAL INVOLVEMENT

Holland Christian Schools is a parent-owned school; therefore, parents are encouraged to be involved in many ways. Not only will this be a great aid to teachers and administration, but it will also enable the parents to be better acquainted with our whole school operation. The following are some examples of parental involvement:

1. **Tutors** - Qualified parents give extra help on a one-to-one basis to designated pupils at scheduled times.
2. **Volunteers** - Parent volunteers aid the classroom teacher in many ways by using their special talents to carry out specific tasks which the classroom teacher requests.
3. **Room Parents** - Parents help with special classroom activities such as party refreshments, holiday events, field trip transportation, etc.
4. **Media Center Assistants** - Parents help with the operation of the school media centers and all that it includes from organizing to checking out books.
5. **Story Readers** - Volunteers read a book to a class and usually plan a related activity.
6. **Playground Volunteers** - Parents assist in playground supervision before school and during recess periods.
7. **School Society Meeting** - Because Holland Christian School is parent-owned, the parents are encouraged to attend the annual Society Meeting held each spring. At this meeting the budget is submitted for approval and board members are elected.
8. **Parent Team/Board** - These teams of parents assist in facilitating social events and fundraising activities.
9. **Parent Task Forces** - From time to time groups are formed to work on a specific task or topic.

## **RECESS**

A note from home is required when a child must remain indoors during recess. This should be done only when absolutely necessary. Ordinarily if a child is well enough to be at school he/she is well enough to go outside for a few minutes of fresh air. These notes should be written and sent to the teacher daily, since poor health usually cannot be predicted for a series of days.

## **REPORT CARDS**

Report cards are sent home to keep you informed of the progress of your child. In grades 1-6, report cards are communicated home four times during the year. The kindergarten report card is communicated home at the end of each semester. Progress reports for K-4 from the Art, Music and PE teachers are included once each semester. If you have any questions about your children's report cards or their progress throughout the year, feel free to contact the teacher or principal.

## **SCHOOL PICTURES**

Individual and yearbook pictures are taken each fall by a professional photographer hired by our school. The photographer offers several picture packages that parents may purchase if they choose. Parents will be notified several weeks in advance of the date, so they may be properly prepared.

## **SCHOOL SCHEDULES**

### **South Side**

**Office Hours: 7:45 a.m.-3:45 p.m.**

8:10 a.m. - first bell

8:15 a.m. - tardy bell

10:00-10:15 a.m. - recess

11:30 a.m. - noon bell for kindergarten/first grade

11:40 a.m. - noon bell for second grade

12:15 p.m. - lunch recess ends for first grade & kindergarten

12:25 p.m. - second grade lunch recess ends

1:45-2:00 p.m. - recess

3:15 p.m. - dismissal

### **Pine Ridge**

**Office Hours: 7:45 a.m.-3:45 p.m.**

8:10 a.m. - first bell

8:15 a.m. - tardy bell

10:15-10:30 a.m. - break

11:55 p.m. - lunch begins

12:40 p.m. - lunch recess ends

12:45 p.m. - tardy bell

2:00-2:15 p.m. - recess

3:15 p.m. - dismissal

### **Rose Park**

**Office Hours: 7:45 a.m.-3:45 p.m.**

<b>K - 4th Grade</b>				
<b>Hour</b>	<b>Regular</b>		<b>Hour</b>	<b>Wednesday</b>
Class	8:15 - 10:15		Class	8:15 - 8:30
Recess	10:15 - 10:30		Chapel	8:30 - 9:00
Class	10:30 - 12:00		Class	9:00 - 10:15
Lunch	12:00 - 12:15		Recess	10:15 - 10:35
Recess	12:15 - 12:40		Class	10:35 - 12:00
Class	12:40 - 1:45		Lunch	12:00 - 12:15
Recess	1:45 - 2:00		Recess	12:15 - 12:40
Class	2:00 - 3:15		Class	12:40 - 1:45
			Recess	1:45 - 2:00
			Class	2:00 - 3:15
<b>5th &amp; 6th Grade</b>				
<b>Hour</b>	<b>Regular</b>		<b>Hour</b>	<b>Wednesday</b>
1st	8:15 - 9:15		1st	8:15 - 9:15
2nd	9:15 - 10:15		2nd	9:15 - 10:15
Break	10:15 - 10:30		Break	10:15 - 10:35
3rd	10:30 - 11:10		Chapel	10:35 - 10:55
4th	11:10 - 11:50		3rd	10:55 - 11:35
MTSS	11:50 - 12:10		4th	11:35 - 12:10
Lunch	12:10 - 12:50		Lunch	12:10 - 12:50
5th	12:50 - 1:40		5th	12:50 - 1:40
6th	1:40 - 2:30		6th	1:40 - 2:30
7th	2:30 - 3:15		7th	2:30 - 3:15

### **STUDENT EMERGENCY CONTACT INFORMATION**

If during the course of the school year the emergency information you provided in August changes, please let the school office know immediately.

### **STUDENT SERVICES**

We, at Holland Christian, believe each child is a unique individual and should have the opportunity to be educated fully and appropriately. We are able to offer the following assistance as we attempt to meet your child's needs:

1. Educational Support Services (ESS)
2. Counselor
3. Gifted and Talented Educational Services (GATES)
4. Speech and Language Therapist
5. Consultant for the Visually Impaired
6. Physical Therapy and Occupational Therapy Testing
7. Psychological and Academic Testing

Both parents and teachers can refer a child for specialized instruction, but all testing will be done only with written, parental permission. If there are ever any questions about the referral process or a specific referral, please contact the building principal or the support services supervisor.

### **SUPPLIES**

Although many of the supplies the children need are provided by the school, a list of supplies the students need to bring with them is available on each school's page at [www.hollandchristian.org](http://www.hollandchristian.org)

## SWIMMING

Swimming lessons for K (5-day only)-4 are offered as part of our Physical Education Program. Students participate in the swimming program for two weeks each year at the Holland Aquatic Center. A parental permission slip is required by the Aquatic Center. We expect every child to participate every day. If your child cannot take part for health reasons, a note from your doctor is required.

## TRANSPORTATION

- **Busing** - Bus transportation for our students occurs through a number of different venues: West Ottawa Public Schools, Holland Public Schools, South Side Student Transportation, and Zeeland Public Schools. Each of these school systems has their own registration forms and fees. Beginning with the 2009/2010 school year, we changed the way our HC families register for busing from their home address. Each family requesting bus transportation for their children should access the forms for the appropriate transportation department from [www.hollandchristian.org/busing](http://www.hollandchristian.org/busing) and follow the instructions.
- **Carpool** – An explanation of the school carpool plan will be given to you in the fall. At the start of the year, this carpool will appear to be sluggish, but as time goes on and parents and children become familiar with the process, carpool pick-up flows quite smoothly. Please adhere to all details of this plan (which addresses where to park if you wish to come in the building to pick up your child). We aim for safe dismissals!
- **Change in transportation** - At the August Open House, teachers will be asking you to provide information as to how your child gets to school and then home again each day. If your child rides a bus, but does not plan to ride the bus on a particular day, please remember to send a note to your child's teacher. We need to know how your child plans to go home each day.

## TULIP TIME

Tulip Time is held each year in May. The main activity for 1st-4th grade students is participation in the Kinderparade. To instill pride in our community and as a service to our community, all children in 1st-4th grades are expected to participate in this parade. To do so, they must have a Dutch costume (no wooden shoes), which is provided by the parents. The students march in a unit by schools, carrying out a Dutch theme. Watch the newsletters for details. Kindergarten children do not participate in the Children's Parade. Adaptations are made for children who cannot participate because of health or physical reasons.

**South Side Christian School**

913 Pine Avenue  
Holland, Michigan 49423  
Phone: 616-820-3535  
Fax: 616-820-3540  
Email: [ss@hollandchristian.org](mailto:ss@hollandchristian.org)

**Pine Ridge Christian School**

623 West 40th Street  
Holland, MI 49423  
Phone: 616-820-3505  
Fax: 616-820-3510  
Email: [pr@hollandchristian.org](mailto:pr@hollandchristian.org)

**Rose Park Christian Schools**

556 Butternut Drive  
Holland, Michigan 49424  
Phone: 616-820-4055  
Fax: 616-820-4060  
Email: [rp@hollandchristian.org](mailto:rp@hollandchristian.org)

