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# WELCOME TO HOSANNA CHRISTIAN

## A WORD FROM THE HEAD ADMINISTRATOR

*I appreciate your commitment to Christian education and the choice of Hosanna Christian. Hosanna's purpose is to provide students with the opportunity to receive a quality education that is founded on and integrated with the Word of God. It is our goal that each of the students be known by a positive attitude and maintains a healthy, God honoring testimony in the community.*

*We are dedicated to training young people who are willing to give their best effort in any situation, activity or occupation. We join with the parents and the local church to aid in your child's development from preschool to high school graduation.*

*I look forward to working alongside and developing lasting relationships with your family.*

*God Bless,*

*Don Wonsley*

*Head Administrator*

**This handbook is designed as a guide to improve understanding of various procedures and policies within Hosanna Christian. As a Christian school, we have endeavored to achieve a properly balanced, biblical approach when establishing procedures. We also believe that rules are necessary for a smooth and efficient operation. Such guidelines furnish the necessary structure for Christian conduct, character training, the forming of healthy habits, and thinking that reflects the glory of God.**

**If any questions arise that are not answered in this handbook, please direct them to the school administration.**

## **ACCREDITATION**

The quality of Hosanna Christian (PreK-12th grade) has been affirmed with full memberships in good standing by two important accrediting associations. The Northwest Accreditation Commission (NWAC) is the region's primary accreditation agency for both public and private, K-12 educational institutions. While on a broader level the largest association of Christian schools in the world is the Association of Christian Schools International (ACSI). Hosanna holds accreditation with both the regional and international accrediting associations for 1<sup>st</sup> through 12<sup>th</sup> grades. Accreditation allows students to apply for numerous scholarships and be accepted into colleges and universities without prior testing. Hosanna is also registered with the State of Oregon's Education Department.

## **CORE VALUES**

- 1. A personal discovery of God's truth.** We believe that God is absolute truth and is the final authority in all matters. We believe the Word of God is the standard for all decisions. We strive to integrate Biblical truth and the character of God into all education at Hosanna. We believe that each individual, being

created in the image of God, is of supreme worth and is created for the purpose of glorifying God. We value integrity in all relationships as we demonstrate open communication, obedience, and accountability, as well as mercy and forgiveness.

2. **A personal, active faith in God.** We desire that each individual have a personal relationship with Jesus Christ. We are committed to providing a safe, nurturing environment that will encourage the spiritual growth of students and staff in their walk with Christ.
3. **A life-long love for intellectual development.** We value high quality in education and strive to develop the whole person. We desire that students will love and pursue truth, recognize beauty in all forms, live virtuously, think critically and problem solve logically, read insightfully, write incisively, speak persuasively, and be physically fit.
4. **An awareness and cultivation of individual giftedness.** We aspire to encourage personal growth and to provide opportunities for every student to discover and develop their individual giftedness in an atmosphere of wise freedom.
5. **The building of community.** We believe that God holds parents responsible for the education of their children. Therefore Hosanna exists to partner with parents, student and churches in educating the whole student through Christ-centered training, application, and example; teaching the student from a Christian, Biblical perspective.
6. **An awareness and appreciation of society that impels action.** We desire to prepare our students to be servant leaders in the world around them. This leadership emphasizes humility over intimidation, listening over pontification, modeling behavior over commanding it, responsible citizenship, and knowledge of all cultures. As the practicing servant leaders, we desire that students be equipped with the moral strength, the spiritual discernment, and the academic integrity to impact society through responsible, effective Christian living.

## DOCTRINAL UNITY

INTRODUCTION: We have experienced great unity at Hosanna Christian even though we have many denominations represented in our student body, faculty, and staff. We believe this unity is a blessing from God because we strive to place Jesus Christ at the focal point of everything we do. We believe in the central gospel message of the Word of God. While we believe that there can be no compromise on the ***Bible's central doctrines***, we do acknowledge that there are differences of Biblical interpretation among the body of believers that are unique to their particular denominations.

We have very little doctrinal controversy among our parents or faculty because we focus on that which holds the family of believers together.

- We ask our teachers and students, while in our school setting, to not dwell upon any doctrine that has historically caused division between Christians. We ask the same of our parents when performing in a school function.
- Sometimes children may say things at home that may indicate a controversial doctrine has been discussed in class. If you are concerned, please call the teacher and find out what the context was for the discussion.

- When controversial issues are raised at school, we primarily refer elementary students to the home and family church for clarification and guidance. When discussed in the upper grades, we endeavor to provide a balanced view of doctrinal differences.
- We teach those Biblical fundamentals of the Christian faith that are held in common by Christians of all denominations.

## MISSION STATEMENT

Envision a school where your child enriches their knowledge and wisdom, connects with others who care, enters God's presence daily, discovers who they are, and strives for what they can become.

## NON-DISCRIMINATORY POLICY

Hosanna Christian admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its' educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Any form of harassment, including sexual harassment, is absolutely prohibited.

## STATEMENT OF FAITH:

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God (2 Timothy 3:16-17; 2 Peter 1:21), without error in the original writings (Psalm 19:7; Luke 16:17), and that they are the Divine and final authority for all Christian faith and life (2 Timothy 3:16-17; Matthew 5:18).
2. We believe in one God (Deuteronomy 6:4), Creator of all things (Genesis 1:1, 26), in three persons: Father, Son, and Holy Spirit (Matthew 28:18-20).
3. We believe that Jesus is true God and true man (Philippians 2:5-11; 1 Timothy 3:16) having been conceived of the Holy Spirit and born of the Virgin Mary (Luke 1:31-35). He lived a sinless life and shed His blood for the remission of sins in His death on the cross (1 Corinthians 15:1-4). He was raised bodily from the dead and ascended to the right hand of the Father, where He now is our High Priest and Advocate (Ephesians 1:19-20; Colossians 3:1; Hebrews 4:14-16; 9:11-12; 1 John 2:1-2), and will return (Acts 1:11; 1 Thessalonians 4:16; Hebrews 9:28).
4. We believe that man needs a spiritual rebirth and must accept Jesus Christ as Lord and Savior "***That if you confess with your mouth, Jesus is Lord, and believe in your heart that God raised him from the dead, you will be saved.***" (Romans 10:9-10).

# **ADMISSIONS / ENROLLMENT PROCEDURES**

## **ACCEPTANCE STANDARDS**

Acceptance to Hosanna Christian is a privilege, not a right. Students are accepted and re-admitted on a best-qualified, mission appropriate basis. All applicants are considered on the basis of Biblical life style, previous school records, completion of the required registration procedures, results of entrance testing, if required, and a personal interview. A student's previous academic progress, behavior and attitude are also considered in the acceptance process.

To be eligible for admission, parents or legal guardians must complete the application process and be in agreement with and sign our Parental Covenant. We highly encourage that the family make a commitment to attend church regularly. The parents also agree to attend school meetings and support school activities, uphold it in prayer, support it with volunteer help, and give financially to the school, as able.

As a condition of acceptance and continued attendance, a student and parents must agree to abide by the standards and policies set by the school. As long as a student is enrolled at Hosanna, they represent the school both on and off campus. If the administration considers the lifestyle or testimony of a student, either on or off campus, to be detrimental to the reputation of Hosanna Christian and its Christian testimony, the student may forfeit the privilege of enrollment or remaining as a student.

The administration will make the final admissions and re-enrollment decisions. Re-enrollment decisions may be appealed to the school board.

## **ADMISSIONS PROCEDURES AND CRITERIA**

1. Junior High and High School students and at least one parent or legal guardian *MUST* be interviewed. A copy of their most recent report card, standardized test results if available, and a current transcript for high school students should be provided at the time of the interview.
2. The applicant must express a willingness to attend Hosanna Christian and agree to abide by the standards and policies of the school.
3. Each applicant may be required to take entrance tests and demonstrate an ability to function successfully in the grade assigned.
4. All pertinent academic and discipline issues regarding the applicant must be revealed prior to acceptance or admission may be revoked.

## **ENTRANCE REQUIREMENTS FOR PRE-SCHOOL/KINDERGARTEN/FIRST GRADE**

1. **Three year old development program:** Must be 3 years of age by September 30<sup>th</sup>, must be toilet trained and must present a copy of their birth certificate and a current immunization report when registering.
2. **Four year old pre-school:** Must be 4 years of age by September 30<sup>th</sup>, must be toilet trained and present a copy of their birth certificate and a current immunization report when registering.
3. **Kindergarten:** Must be 5 years of age by September 30<sup>th</sup>, and present a copy of their birth certificate and current immunization report when registering.

## **REGISTRATION PROCEDURE FOR NEWLY ACCEPTED STUDENTS**

Student registration is complete by doing the following:

1. Submit a completed registration packet including an immunization record signed by a medical doctor or parent, emergency release form, a signed Student/Parent Statement of Support form, a signed Acceptance of Terms and Conditions form and other documents prior to attending.
2. In the case of divorce, custody issues will not be enforced by the school without a certified copy of the court order.
3. Payment of the registration fee and any applicable testing fees.

## **REGISTRATION PROCEDURE FOR RE-ENROLLMENT**

1. Re-enrollment begins the first week of February. Qualified students presently enrolled are given *exclusive* opportunity through February to re-enroll for the next school year.
2. A re-enrollment application must be completed and all application fees must be paid. The Statement of Support form must also be signed and returned before the enrollment process is complete.
3. A student will not be readmitted if there are financial charges outstanding from the previous school year unless arrangements for late payment have been made with the business office and if appropriate approved by the Head Administrator.
4. Core courses failed in high school should be made up during the summer. Re-enrollment may be contingent upon successful course completion.

## **WITHDRAWAL PROCEDURE**

1. Parents or legal guardians who wish to withdraw students are requested to first meet with the Head Administrator.
2. Student textbooks will be checked in, any outstanding bill paid, and withdrawal grades will be issued. Records will be forwarded to the new school upon receipt of a request.

3. On the last day of attendance for M.S./H.S. students, all school items must be returned to each class for the teacher to check off on the student withdrawal form. The student will then report to the office for withdrawal procedures.
4. Once a student is withdrawn, they fall under the “Visitor Policy” when entering the campus.
5. Any tuition still owed must be paid at the time of withdrawal. If withdrawal happens after week 3 tuition will be prorated.
6. Hosanna cannot issue high school credits for a semester that is not completed. Students leaving prior to the end of the semester will receive withdrawal grades that will be forwarded to their new school.

## **SCHOOL ORGANIZATION**

### **BOARD OF DIRECTORS**

The School Board of Directors consists of men and women who have a personal relationship with Jesus Christ as evidenced by the fruit manifested in their lives, who are committed to the mission and goals of Hosanna, and who have an active, committed relationship with a local church. They must have the recommendation of their pastor. No more than three individuals may serve from any one church at a time. They shall be appointed by the current board and serve according to the procedures outlined in the Articles of Incorporation and By Laws.

The school follows the Carver Model of Policy Governance. In this model, the school board hires the Head Administrator and entrusts him to run all of the day-to-day operations of the school. All questions that relate to regular school operations should be addressed with the Head Administrator.

### **EXECUTIVE STUDENT COUNCIL POSITIONS**

President  
 Vice President  
 Student Chaplain  
 Secretary  
 Treasurer  
 Commissioners of Activities  
 Sergeant of Arms  
 Faculty Advisor

### **SCHOOL SPIRIT**

Colors	Black and Teal
League	Mountain Valley
Mascot	Lions

## **STUDENT ACTIVITIES**

### ***BAND***

5<sup>th</sup> grade Band  
Middle School  
High School  
Private Lessons by Appointment

### ***CHOIR***

Elementary Choir – 1<sup>st</sup> to 5<sup>th</sup> grade  
Middle School Choir – Boys & Girls  
High School Choir – Boys & Girls

### ***ATHLETICS***

#### ELEMENTARY/YMCA SPORTS

Volleyball - Girls  
Basketball – Boys and Girls  
YMCA Sports as they occur

#### MIDDLE SCHOOL

Girls Volleyball  
Boys & Girls Basketball  
Football  
Track

#### HIGH SCHOOL

Volleyball  
Boys & Girls Cross Country  
Boys & Girls Basketball  
Baseball  
Boys & Girls Track  
Boys & Girls Golf  
Football  
Wrestling  
Softball

### ***OTHERS***

#### ALL GRADES

Pep Club

#### MIDDLE SCHOOL

Chess Club  
Student Council

#### HIGH SCHOOL

Honor Society  
Key Club  
Student Council  
Chess Club

The above listings are representative samples only. The posting does not require the school to automatically offer it.

## **ALPHABETICAL TOPICS**

### **ACADEMIC POLICIES**

Hosanna is an institution dedicated to preparing our students for the rigors of college and university studies, military service, and being responsible citizens in the workplace.

### **BIBLE**

Bible study is of fundamental importance and therefore is a mandatory part of class work. Every student must have an NIV Bible as one of his/her textbooks. This book can be purchased from the school and is not included in the registration book fee for continuing students. New students, second grade and up, receive a Bible when they register at Hosanna.

### **CHAPEL**

Each week students attend a chapel service. Guest speakers, children's workers, missionaries, singing groups, Christian movies, pastors, students and school personnel may contribute to our chapels.

# COMPUTER USE AGREEMENT

## Policy and Guidelines

### Introduction

Hosanna Christian provides computer equipment to students for academic purposes, such as research, independent learning, computer courses, and other instances where computer technology is useful to the curriculum. Students are responsible for good behavior while using the computers. This document sets forth acceptable use standards for school computers.

Each student will be provided with an individual computer account and password that can be used on any computer within the building. The student is responsible for all activity that occurs on his/her account. Students may not use the account of another student or faculty member. The student must not share his/her password with other students. It is the student's responsibility to remember his/her password.

Conduct within the computer lab or near computer equipment must meet the standards of common sense. Such as:

- Do not abuse the equipment – pounding the keyboard, dropping the mouse, tearing mouse pads, etc.
- Do not move the equipment.
- Do not tamper with the cables; do not kick the cables with your feet.
- No food or drinks near computer equipment.
- No rough housing or throwing items near computer equipment.

Students should be aware that all activity on Hosanna computers will be logged. Students should not assume electronic communications are private and/or confidential.

Students will be granted a limited amount of disk storage space for saving personal work and data. Any member of the faculty can view these files and data at any time without the student's permission or awareness. The amount of storage space granted to students will vary based on academic needs. Large files and files without academic purpose may be deleted without warning for system maintenance.

Students have full rights to use the computers for academic purposes and to use the software installed on the machines. Students also have free access to the internet except for websites that have been blocked by the network administrator. Though computer software is in place to block access to inappropriate sites, it is by no means fool proof and it is the responsibility of the student to utilize safe techniques, common sense, and good judgment when accessing the Internet. **No food or drinks are allowed in the computer labs** without teacher permission.

### Restrictions

The following activities are not permitted on Hosanna electronic resources:

- Unsupervised Use: Using computer equipment when a faculty member is not present to supervise.
- Non-Academic Use: Using computer resources, including printers, which are not academic in nature without the express permission of the faculty member in control of the classroom or lab.
- Gaming: Downloading of games, gaming material, or gaming data; accessing gaming websites without explicit teacher consent; playing games without explicit teacher consent.
- Personal Email: Accessing any type of off-site messaging system during school hours without express permission of the faculty member in control of the classroom or lab. This includes Web-based email

such as hotmail.com and yahoo.com and instant messaging systems such as MSN Messenger and AOL Instant Messenger.

- **Pornography**: Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- **Revealing One's Identity**: Supplying one's name, address, telephone number, email address, social security number, credit card number, PIN number, or other personal information to any person or website via Hosanna computers.
- **Plagiarism**: Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- **Program Installation**: Installing, loading, downloading, upgrading, or modifying software on Hosanna computers, including games, utilities, and system patches.
- **Hacking**: Accessing or attempting to access data that you are not authorized to access. This includes other peoples' personal data, teacher grade books, Hosanna administrative and financial files, computer network administration data, as well as data outside the domain of Hosanna. Also: disabling, altering, defeating, or circumventing security systems intended to prevent access to such data.
- **Maliciousness**: Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- **Illegal Activity**: Violating local, state or federal statute.

### **Disclaimers**

Hosanna makes no warranties of any kind, either expressed or implied, for the provided computer access. The staff, the administration, and Hosanna are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Hosanna resources, or for personal property used to access Hosanna resources; for the accuracy, nature, or quality of information stored on Hosanna resources or gathered through Hosanna-provided access; for unauthorized financial obligations incurred through Hosanna provided access. Further, even though Hosanna may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

### **Sanctions**

Violations of school and Hosanna networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined by the teacher or administration. When appropriate, law enforcement agencies may become involved.

## **EDUCATIONAL RECORDS**

As per the ORS 326.575, parents and eligible students have the right to review and request amendments to the student's educational records.

Parents of students enrolled in college courses (courses for collegiate credit) should be aware that F.E.R.P.A. requires grades to be an individual, private matter.

## **ELECTRONIC MEDIA USAGE POLICY**

The facilities to provide Internet access at Hosanna Christian come at considerable resource cost and commitment. The Internet's vast informational and educational capabilities can help us all do a better job, but not at the expense of the productivity of our staff or the security of our students.

Students receive a written copy of this policy in the handbook. By signing the statement declaring your understanding and support of the school faculty and/or student handbook you agree to the following:

*I have received the written copy of the Hosanna Christian policy on Internet security and usage. I fully understand the terms of this policy and agree to abide by it. I realize that security software may record for administrative use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive will be recorded and stored in an archive file for administrative use. I know that any violation of this policy could lead to dismissal or even criminal prosecution.*

Students may not use Hosanna Christian computers, servers, network, e-mail account or other IT sources to knowingly download or distribute pirated software or data.

Intentional use of any school resources, including IT, for any illegal activity is grounds for immediate expulsion, and Hosanna Christian will cooperate with any legitimate law enforcement activity in that regard.

Any file or software downloaded from the Internet to Hosanna Christian equipment must be scanned for viruses before being accessed.

Any student attempting to disable, defeat, or circumvent any school security systems (firewalls, proxies, screening programs, etc.) may be subject to immediate expulsion.

### **Media Policy**

Students have access to one or more forms of electronic media and services (computers, e-mail, telephones, voice mail, fax machines, online services, the Internet and the World Wide Web). Hosanna Christian encourages the use of media in order to be effective and efficient in our communication and because they are valuable sources of information. However, electronic media and services provided by the school are Hosanna Christian property, and their purpose is to facilitate school business. The following apply to all electronic media and services that are accessed on or from school premises, accessed using school computer equipment or via school-paid access methods, and/or used in a manner that identifies the individual with the school.

### **Usage**

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications that are of a discriminatory or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for "chain letters," or are for any other purpose that is illegal or against school policy. Student use is restricted to media usage that applies to a school class or assignment research.

### **Monitoring**

The school reserves the right, to review any student electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other school policies. Students should therefore not assume electronic communications are private and/or confidential.

## **Social-Network-Participation Rules**

Students Using Social Network Sites (Facebook, Twitter, etc.) Social networks allow people to broadcast their thoughts on the Web and collaborate on documents and issues that are interesting and important. It is these elements that create the attraction to this media. As wonderful as these tools are for bringing together, building relationships, and accumulating knowledge, they can quickly develop into contentious bickering, dialogue, and controversy. Understand that opinions are not necessarily truth or sources of authority. Please exercise “common sense” when using this mode of communication. All school policies must be adhered to in the use of social networks.

For the benefits of all (students, staff and faculty), the following participation rules apply when posting content to any social network.

You agree not to post content characterized by any of the following descriptions:

- Deceitful or deceptive
- Sensitive or confidential
- Profane (i.e., contains or infers profanity)
- Harmful
- Abusive
- Harassing
- Defamatory
- Libelous
- Slanderous
- Invasive of another’s privacy
- Fabricated
- Misleading
- Insulting or embarrassing to groups or individuals
- Threatening in any way
- Containing photographs of other students without permission
- Unlawful
- Pornographic
- Harmful to minors in any way
- Discriminatory
- Misrepresentative of your affiliation with Hosanna Christian, either a person or an entity
- A chain letter or pyramid scheme
- Malicious or destructive (i.e., contains software viruses or any other computer code, files, or programs designed to interrupt, destroy or limit the functionality of any computer software, hardware, or telecommunications equipment.)
- Derogatory of students, faculty, or Hosanna

This list is not intended to be comprehensive. Hosanna Christian reserves the right to add to or modify these guidelines at any time.

## **ELEMENTARY AND MIDDLE SCHOOL RETENTION POLICY**

Retaining a student in the same grade for a second year is not something that will be recommended lightly. Before a student receives a recommendation for retention the following process will have taken place:

1. The teacher will have reviewed the student’s progress and development in relationship to the work expected in the present grade. The student’s work must be below grade level in order to be considered for retention.
2. The teacher will have reviewed the student’s progress and development in relationship to the work expected in the next higher grade. The student must be ready to perform at the higher level in order to be promoted to the next grade level.

3. The teacher will discuss his/her review of the student's progress and development with the student's parents/guardians, and administration.
4. After the review meeting the teacher and administrator will give recommendation to parents, with the final decision made by the parent/guardian.

#### Grades K-5 Retention Criteria

1. The student earned a grade of "F" in two or more subjects on the quarter report card for two or more quarters of the school year. **(OR)**
2. The student earned a grade of "D" or lower in four or more subjects on the quarter report card for two or more quarters of the school year. **(OR)**
3. The student earned a total grade average for the school year of "D". **(OR)**
4. The student earned a grade of "F" in Language Arts, Reading or Math for one or more quarters of the school year.

#### Grades 6-8 Retention Criteria

1. The student is placed on academic probation or the ineligible list in the first semester of the school year and remains on academic probation or ineligible for the majority of the school year. **(OR)**
2. The student earned a grade of "F" in two or more subjects on the semester report card for one or more semesters of the school year. **(OR)**
3. The student earned a grade of "D" or lower in four or more subjects on the semester report card for one or more semesters of the school year. **(OR)**
4. The student earned a total grade average for the school year of "D" or a GPA of less than 2.00. **(OR)**
5. The student earned a grade of "F" in Language Arts, or Math for one or more semesters of the school year.

### **ELEMENTARY RECESS**

We encourage all elementary students to be involved in appropriate physical activity during recess times. If the temperature is above 32° the policy is that the elementary class will go outside (exception would be a rainstorm). Below 32° and the class will have recess in the gym. Parents are to be mindful of this recess policy and provide your child with the appropriate outdoor weather gear.

## FAILED COURSES

A student who fails a core course might have to make-up that course outside of the regular schedule. This may be done through summer school in the public system, through a college, if eligible, or through an approved Hosanna independent study program. **Make-up courses completed through Hosanna will incur an additional fee of \$200 for the first course and \$100 for any additional courses to cover the costs associated with this program.**

## GRADING SCALE

In general, grading K-2<sup>nd</sup> grade is often collective. Individual grading begins to be phased in thereafter.

### *Kindergarten - Twelfth Grade*

A = 90-100 Work Of Superior Quality

D = 60-69 Below Average Work

B = 80-89 Above Average Work

F = 0-59 Failing

C = 70-79 Average

## HOMEWORK

Time spent in study at home will differ depending on individual study habits, concentration and use of school time. Generally, homework is assigned for two basic reasons: 1) To complete the daily assignment that began in class; and 2) to enrich learning through short and long-range projects. Homework should reinforce the concepts being taught in class.

Hosanna teachers will be thoughtful and sensitive to family time and will limit homework when appropriate. Because Hosanna encourages church participation, there will generally be less homework on Wednesday nights.

If your child is consistently spending excessive time on homework, please visit with the teacher. Information regarding elementary homework is often sent home with the student on individual homework sheets.

***Homework Credit for Middle School and High School Students:*** It is the discretion of the individual teacher whether they accept late work. MS/HS school faculty may deduct up to 50% for any assignment that is late.

### ***Extra Credit***

Extra credit will only be allowed if a student does not have any missing assignments, and is at the discretion of the instructor. No extra credit will be given during the last week of a grading period. Extra credit may not raise a final grade by more than 10%.

## LEARNING DISABLED STUDENTS

While Hosanna and its staff make every effort to accommodate learning differences in its students, we are not equipped nor do we attempt to provide special education services. Students with an I.E.P. may be accepted but only with the understanding that no services specified by the I.E.P. will be provided.

## PHYSICAL EDUCATION

All elementary students will participate in the regular physical education classes and/or recess unless they are excused for medical reasons. These reasons should be in writing and in the possession of the teacher. At the

MS/HS level, dressing down and appropriate shoes are required for all P.E. courses and a medical excuse will be required when an injury or illness prevents participation. All P.E. attire must meet modesty guidelines.

## **PROGRESS REPORTS**

All progress reports, homework assignments, lesson plans and attendance records are also available via RenWeb.com *ParentsWeb*.

## **REPORT CARDS AND CONFERENCES**

Report cards are issued each grading period. Parent-teacher conferences will be scheduled with all *Elementary* families following the first grading period. *MS/HS* conferences are after the first and third grading periods, at the parent's request. We encourage both parents to attend these conferences if possible. Additional conferences may be scheduled anytime during the year at the teacher's discretion or by parental request.

## **SUSPENSIONS**

Students serving a suspension may not be granted the extended due dates that a student with a normal absence is awarded. All work assigned while on suspension will have due dates and subject to late policy.

Any student suspended or expelled is not allowed to participate in any school-sponsored activity, including graduation ceremonies.

## **TESTS**

As the students move closer to graduation, tests may be weighted more heavily than homework. This prepares them for the rigors of college should they choose to continue their education after graduation.

## **TRANSFERING CREDITS FOR HIGH SCHOOL STUDENTS**

1. Credits from state or regionally accredited public or private schools or institutions shall be accepted at face value based on a signed official transcript.
2. Credits from non-accredited public or private schools or foreign institutions may be validated by examination, standardized tests or other objective measure as deemed appropriate by the administration.
3. Students from non-accredited schools and/or homeschooling must complete a minimum of 16 credits at Hosanna to be included in class rankings for graduation or other honors. Foreign exchange students will not be included in class rankings for graduation or other honors.

## **ATHLETICS**

### **ATHLETIC PARTICIPATION POLICY**

Each sport/activity at the high school level will follow these rules. Coaches may establish additional rules, which will be distributed to the appropriate athletes at the beginning of the season.

### **GENERAL RULES AND COMMENTS**

1. An athlete must have a completed physical examination on file prior to the first practice. Athletes are required to have physicals at least every two years.

2. Sports fees are due prior to the first competition unless other arrangements have been made with the business office.
3. An athlete must comply with the current Hosanna policy & OSAA policy regarding scholastic achievement and eligibility in order to participate in a sport.
4. No athlete may begin preparing for another sport while the current season is still in progress without the consent of the current coach.
5. **Players and parents** will not openly criticize teammates, coaches or officials. If there is a problem, the party or parties involved should discuss the situation in a “closed” atmosphere. [Eph. 4:32] Anyone who is openly criticizing coaches or officials at a sporting event will be asked to leave.
6. Athletes will be on time for meetings, practices and competitions. If you are going to be late for an activity, it is your responsibility to get in touch with your coach prior to the scheduled event.
7. Profanity of any kind will not be tolerated. [James 3:6-8]
8. The use of tobacco, alcohol or drugs in any form will result in the immediate recorded suspension or expulsion of that player from the team. Athletes need to realize that the school has a zero-tolerance policy concerning the consumption of any of the above and additional school consequences may apply.
9. The athlete is a student first. The following policy is enforced for our student athletes:
  - a. Athletes must meet all OSAA standards. (OSAA information may be obtained from their web site at: [www.OSAA.org](http://www.OSAA.org)).
  - b. Must meet Hosanna extra-curricular eligibility requirements.
10. A student may not participate in school sponsored events if absent from school due to illness for three (3) or more classes or the equivalent of ½ their classes, whichever is greater. (Exception at Administrator discretion).
11. OSAA now imposes significant fines for any student expelled from an OSAA sporting event. Any student being expelled from a game will pay a fine.

## **OFF SEASON ATHLETIC/EXTRA-CURRICULAR STANDARDS**

As a representative of Hosanna, all students are expected to maintain the Hosanna student expectations (Standards of Conduct and Student Responsibilities) regardless of when or where they participate in an athletic or extra-curricular event.

## **ATTENDANCE**

### **ABSENCE Procedure**

1. Parents please call the main office (541-882-7732) by 9:00 A.M. when your child will be absent.
2. For each day of excused absence, the student will have 2 days to make up missed work.

### **GENERAL ATTENDANCE POLICY**

**Elementary students are allowed seven absences per quarter. If a student exceeds the allowed amount of absences their overall grade may be reduced by 10%.**

- Elementary students missing more than 45 minutes of the morning or 30 minutes of the afternoon session will be considered absent for one-half day.

**Middle school and high school students are allowed ten absences per class per semester. If a student exceeds the allowed amount of absences their overall grade may be reduced by 10%.**

- Juniors and seniors will be allowed 2 days to visit colleges per semester without penalty but the absence must be prearranged and in writing with a parents signature. A letter from the college visited must be provided to Hosanna upon return to class for a “college day” to be entered into the attendance.

- Grade 6-12 students who are more than 15 minutes late after a class begins are considered absent for that class period.

**NOTE: Hosanna does not use an “excused” or “unexcused” system for tardies and absences. As a result, parents are encouraged to “spend” absences wisely.**

Parentally requested prearranged absences due to an extended illness will be considered by the administrative team on a case-by-case basis. An approved request will not count towards a student’s total allowed absence numbers.

### **LEAVING CAMPUS PROCEDURES**

1. Hosanna is a **CLOSED CAMPUS**.
2. General Guidelines:
  - a. Younger students are not allowed to leave campus early unless accompanied by a parent or legal guardian, or a person previously listed on the student’s release form. Please keep your records up-to-date.
  - b. To leave campus for medical or other appointments during normal school hours, a signed note is required. The note must contain the date of the appointment, type of appointment, time of release, and parent or legal guardian’s signature.
  - c. Students who leave campus during the normal school day must “Sign out” in the Main Office. “Sign in” is required upon return.
  - d. Students are not to leave campus for lunch, with the following exception;
 

Friday lunch for juniors and seniors - A parental permission slip must be on file in the school office giving permission to leave campus and/or to ride with other students prior to leaving campus. Friday lunches off campus are a privilege that can be lost due to any of the following.

    - \*Excessive tardies in returning to campus
    - \*Poor behavior in community
  - e. M.S. and H.S. - parents taking children to lunch off campus are reminded that the regular class schedule continues. Lateness in returning is a tardy or absence.

### **SNOW DAYS**

Hosanna’s Facebook page and the website are the primary means for timely communication. You may also find school closure announcements at KAGO 1150, KFLA 1450 AM Radio, or watch KOTI Channel 2 or KDKF Channel 31. Hosanna Christian will have its own announcement. As a general rule we follow the county schools since we have people who drive in from a distance.

### **TARDINESS**

#### *Elementary*

- After the 4<sup>th</sup> and all subsequent tardies in a grading period, the parent is required to check the student in at the office.
- Excessive tardies may require a parent conference with administration.

#### *Middle School/High School:*

- Tardies of 15 minutes or greater will be recorded as an absence.

- The 5<sup>th</sup> total tardy (all classes combined, not five per class) per quarter will result in an after school detention. Students exceeding 10 tardies may receive additional school consequences and a parent meeting with school administration will be requested. Consequences for tardies have priority over all other school activities including athletics, music, and drama and may include a work detail.

## TRUANCY

- A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including correction slips, suspension, expulsion and/or ineligibility to participate in athletics or other activities, at the discretion of the administrator.
- Truant students may receive a grade reduction for all work for the day.
- For the safety of the student, the police may be called when a student leaves school without proper notification.
- ***Excessive truancy will be reported to the Klamath County Youth Attendance Team and can be referred to the Klamath Circuit Court.***

## COMMUNICATION

### COMMUNICATION PROCEDURE

If you have a concern about something at school, including a staff member not meeting his/her responsibilities, we do want to hear from you in order to reach a mutually agreeable solution. It is generally required that you first talk directly to the person involved to share your concerns and seek resolution (Matthew 18). If this proves unsatisfactory, share your concerns with the appropriate director: (Preschool Director, Athletic Director, or Head Administrator). You may be asked to submit your concerns in writing. As an institution we may not always be able to address the issue to your complete satisfaction, but we do promise to listen and to give it proper consideration. Only by working together to meet our shared responsibilities will we make our school an even better place to learn and grow.

### PHONE USE

Students will only be permitted to use the phone with office staff approval.

1. Incoming messages of an emergency nature will be delivered immediately.
2. Other messages will be delivered when staffing allows.

## DISCIPLINE/CONDUCT

### 24/7/365 EXPECTATION

Hosanna is concerned about the moral character and Christian lifestyle of all of its students. The Christian lifestyle, character and morality expectations are “24/7/365” expectations of all students. This applies to evenings, weekends, school vacations, and time between school years. Maintaining a positive moral environment and peer influence for students, as well as a positive testimony to God and our community are important. If, in the judgment of the school’s administration a student’s action or attitude is contrary to the guidelines, standards, and expectations found in Scripture and this handbook the student will be counseled and receive consequences as needed. Consequences may range from a written warning up to expulsion from school.

## **DETENTIONS**

Detentions will be held after school for 30 minutes. Detentions supersede all school activities and may include a work detail. Students failing to report for a scheduled detention or arriving late will be assigned additional consequences.

## **ELEMENTARY DISCIPLINE**

Grades 1-5: Each teacher has his or her own classroom expectations and discipline process. Discipline is handled in class as much as possible.

### ELEMENTARY OFFICE REFERRAL PROCEDURE:

Office referral will occur for significant unacceptable behavior, such as:

1. Blatant disrespect for authority.
2. Fighting: Striking someone in anger with the intent to harm.

Punishment for unacceptable behavior could result in one of the following:

1. Lunch detention.
2. In school suspension.
3. Suspension.

## **FORGERY/PLAGIARISM/CHEATING**

1. An elementary student will be dealt with using the Refocus Procedure, but the parents will be advised of the severity of the conduct. Repeat offenses may receive an office referral.
2. Any M.S./H.S. student caught cheating or intentionally plagiarizing on an assignment or test may receive a grade of 'zero' on the assignment and a parent conference may be requested.
3. Any repeat violation during the student's enrollment at Hosanna by a high school student will result in an immediate *suspension* and a grade of 'zero' on the assignment. In addition, a behavior contract may be required indicating that a subsequent infraction may result in a recommendation for expulsion.

## **GOAL OF DISCIPLINE**

In partnership with the home and church, Hosanna has a duty to teach accountability for personal behavior. As a Christian school, we must expect parental support in the student's education and discipline. The basic responsibility for discipline resides with the home. The goal of discipline at Hosanna is to foster the development of character and spiritual maturity in all students in a positive, safe learning environment, striving for Christ-like character.

- **Specific emphasis will be placed in the following three areas: respect, responsibility and moral behavior.**
- **Students should evaluate their behavior choices in light of these three areas.**

## MIDDLE SCHOOL/HIGH SCHOOL DISCIPLINE

The following categories are used to determine appropriate consequences for misbehavior. Consequences will increase due to multiple-low level infractions or single infractions of a more serious nature.

### CORRECTION SLIPS:

#### **Degree 1**

Being in an off-limits area  
Gum  
Uniform violation  
Parking violation  
Unauthorized use of electronics  
Other, as defined by administration

#### **Degree 2**

Cheating (class assignments, homework)  
Coarse jokes  
Dangerous horseplay  
Graffiti  
Inappropriate display of affection  
Lying  
Misuse of property (your own, others', school's)  
Physical/verbal threats (not life threatening)  
Profanity/swearing (using the Lord's name in vain)  
Skipping class (unexcused absence from class but still on campus)  
Uncooperative attitude or spirit (direct disobedience)  
Excessive tardies  
Other, as defined by administration

#### **Degree 3 (24/7 principle applies)**

Acts of indecency  
Cheating (intentional plagiarism, cheating on major projects, quizzes, tests)  
Defiance (Blatant disrespect to teacher or other person in authority)  
Fighting (striking someone in anger with the intent to harm)  
Fireworks, matches, lighters, etc. (on campus or at school events)  
Hazing  
Leaving campus or school event without permission  
Physical/verbal threats (life threatening)  
Stealing  
Truancy  
Vandalism  
Vulgar language or writing  
Other, as defined by administration

#### **Degree 4 (24/7 principle applies)**

*Student may be subject to expulsion on the first offense*  
Alcohol (consume, distribute, involved, make, possess)  
Arson  
Drugs and drug paraphernalia (consume, distribute, involved, make, possess)  
Tobacco (consume, distribute, involved, make, possess)  
Physical violence against a person (on or off campus, any age)  
Pornography and/or obscene literature or materials (distribute, involved, make, possess)  
Sexual activity outside of marriage  
Sexual harassment or misconduct  
Weapon on campus (conceal, distribute, involved, make, possess)  
Other, as defined by administration

## **SEARCH AND SEIZURE**

When deemed appropriate by Administration, Hosanna officials may search the student, his/her property (including cell phones, cameras, hand-held computers and other types of similar electronics) and property assigned for the student's use at any time on school property or when the student is under the jurisdiction of the school. Hosanna officials will also search when they have reasonable information that an emergency/dangerous circumstance exists.

Items found which are evidence of a violation of policy, regulation, school rules or the Student Code of Conduct will be seized. At times a student may be asked to empty their pockets or bags if the school feels that a search of this type is immediately necessary.

## **STUDENT HARASSMENT**

Hosanna Christian is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment.

- Harassment is defined as unwelcome conduct (implied, verbal, written, or physical) that is directed toward a person.
- This conduct can be on the part of a teacher, administrator, school staff person, other person or other student. Hosanna is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy may be subject to discipline, up to and including termination or expulsion.
- Prohibited sexual harassment occurs when:
  - Submission to or rejection of sexual demands is the basis of an academic or other school-related decision affecting the student or employee.
  - Unwelcome sexual or other gender-based conduct interferes with a student's or employee's performance or creates an intimidating hostile or offensive school environment.

## **STUDENT STANDARDS OF CONDUCT**

All students at Hosanna will be held accountable to the following standards:

1. No student's behavior should disrupt another student's learning.
2. Students will support the salvation message of Jesus and its emphasis in all areas of teaching and worship at HC.
3. Students will demonstrate respect for God, self and others.
4. Students will maintain Christian standards in courtesy, kindness, morality and honesty.
5. Students will refrain from cheating, swearing, using tobacco products, drinking alcoholic beverages, immoral behavior, inappropriate language, and using or talking favorably about narcotics or making sexually degrading or explicit comments. Students who participate in any of these while under the authority of Hosanna will be subject to discipline up to and including suspension or expulsion.
6. Students will be supportive of the uniform dress code and willingly abide by its guidelines.
7. Students will not give the impression to students, parents or faculty that they are not in harmony with the goals, aims and standards of Hosanna. They will show respect for school property and the property of others. A student whose speech degrades or lowers the integrity of Hosanna will be disciplined.
8. Students will not take part in any illegal activities. Participation in any illegal activity may result in immediate recommendation for permanent removal from school.
9. Gum will not be allowed for elementary and middle school students during school hours.
10. The possession of laser pointers on school grounds or during school activities will not be allowed. They will be confiscated and must be picked up in the office by a parent. Repeat offenses will have formal

discipline consequences. Personal listening devices, CD players, gaming systems and other personal electronic devices are not allowed to be used or operated during school hours or in extended care without teacher permission.

11. Lockers are provided for M.S./H.S. students so that they have a convenient place for their personal property. *Lockers should not be considered a "safe" place for valuables.* The school reserves the right to check lockers to ensure that they are properly maintained and do not contain inappropriate items. Students must thoroughly clean their lockers when checking out of school during or at the end of the school year. Student's belongings are to remain in their assigned lockers for the school year. Damages that occur due to misuse will be charged to the student who is assigned the locker. Hosanna Administration reserves the right to search lockers or backpacks. Hosanna may seize anything that is deemed inappropriate when compared to Christian standards. Students may use a lock on their lockers. *If a lock is used, the combination or a copy of key must be given to the main office.* Students are not to store items other than back packs, gym bags, instruments and lunch boxes on the top of the lockers.
12. Public displays of affection between couples will not be allowed while at school or while the students are under the authority of Hosanna staff. This includes attendance at home and away sporting events, and school sponsored social activities. During these times, students are to maintain observable space between their bodies.
13. Students with driving privileges must follow all appropriate regulations while in route to and from the campus and school events. Reckless driving or speeding on school property or in the surrounding neighborhood will result in discipline. Students are not allowed to be in their cars during normal school hours unless permission has been received from a faculty/staff member. ***Violators may lose all or a portion of their privilege to drive or park on school property.***
14. Students shall not bring, threaten to bring, possess, conceal or use a weapon or other possessions reasonably determined by the school authority to be a threat to the safety or security of themselves or others on school property or at any school activity. Any student who violates these regulations will be suspended and may be recommended for expulsions pending a board hearing. A "Risk Assessment" will be required at the parents' expense prior to a student being considered for return. A student, who discovers they have inadvertently brought an item that falls within this category to school, should surrender the item to the office immediately.
15. Any student who presents a threat to himself or herself or another person will be immediately removed from the classroom setting and may be subject to disciplinary proceedings. A "Risk Assessment" may be required at the parents' expense.
16. Any form of intimidation, exploitation or harassment, including sexual harassment will be dealt with following the guidelines of the "Student Harassment Policy."
17. The stairwell to, and the second floor other than the MS classrooms is off limits to students unless accompanied by a faculty/staff member.
18. Mandatory reporting guidelines established by the State of Oregon will be followed. In these situations, consequences given by law enforcement are in addition to those administered by Hosanna.
19. Food and drinks, other than water, are not allowed in the classrooms or hallways except when the teacher gives specific permission.

## HEALTH/IMMUNIZATIONS

### ADMINISTERING MEDICINE TO STUDENTS

If a student is required to take oral medication (whether prescription or over the counter) during school hours, and the parent cannot be present to administer the medication, the secretary will administer the medication in compliance with the following regulations:

1. Written orders from the students' physician for prescriptions or from parents for over the counter medications must be on file in the school office stating:
  - a. Student's name.
  - b. Name of drug.
  - c. Dosage and administration instructions.
  - d. Purpose of the drug.
  - e. Time of day the medication is to be given.
  - f. Anticipated number of days it needs to be given in school.
  - g. Possible side effects.
2. Prescription medication must be brought to the school in a container appropriately labeled by the pharmacy or physician.
3. Over the counter medication must be in its original container.
4. An individual record will be kept of all medication administered by school personnel.
5. Medication will be stored in a clean, locked cabinet or container.

***Unless the above requirements can be met, medications will not be administered at school.***

***Elementary student parents*** will be called every time their child takes medication.

#### **THE SCHOOL OFFICE CAN NOT:**

1. Treat skin diseases, e.g., itching, impetigo, poison oak, etc.
2. Treat pink eye.
3. Diagnose illness.

### COMMUNICABLE DISEASES

A student will not be allowed to remain at, or return to, school while running a fever. It is strongly suggested that your student not be running a fever for a full 24 hours before returning to school. A student must have written consent from a physician to return to school after having whooping cough, scabies or impetigo. Students may return to school following successful treatment for ringworm, viral pneumonia or head lice.

The school complies with laws and regulations pertaining to communicable disease reporting.

### FIRST AID ROOM USE

**Use of the First Aid Room by ill students is limited to 30 minutes. Students not able to return to class after this time must be picked up by the parents.**

### IMMUNIZATIONS

All states require that all children be immunized for certain diseases. Oregon State Law requires that Hosanna have proof of immunization on file *before* the student is allowed in class. Immunization requirements change from time to time and additional shots are now required when entering middle school. Please see the office for information.

## SUICIDE THREAT

1. Any threat of suicide, whether made to a staff member or a student, will be treated as if the threat is serious in nature and be dealt with as a life-threatening emergency.
2. If parents, guardians or others listed on the student's "Emergency Release" form are unavailable, 911 will be contacted for assistance.
3. Before the student can return to class, he/she must be evaluated by a Hosanna approved health professional to determine the student's eligibility to return to school.

## MIDDLE SCHOOL/HIGH SCHOOL

### ACADEMIC HONORS

The Elementary recognizes a variety of academic achievements and character developments every grading period during an awards chapel.

Middle school & High school academic achievement is recognized each grading period. An honor roll is published in the local newspaper recognizing those who have achieved the following GPA:

Grand Honor Roll	4.0
Honor Roll	3.5-3.9

### ACADEMIC PROBATION

Any middle school or high school student receiving a grade point average below 2.0 or receiving two failing grades in any reporting period will be placed on academic probation and have until the end of the next reporting period to raise their GPA to a 2.0 and/or bring up failing grades or face possible dismissal from school. The administrator and school board of Hosanna will make the decision regarding the necessity of dismissal.

### ACADEMIC REQUIREMENTS FOR ATHLETIC/EXTRA-CURRICULAR PARTICIPATION

**Middle School and High School:** Any student wishing to participate in extra-curricular activities:

1. Must meet OSAA requirements when appropriate.
2. Must have approval of coaches and administration.
3. May not have a grade of "F" in any course, and may not have more than one grade of "D" in any course. Eligibility status will be checked on the first school day of each week. If a student is not meeting the above requirements then the following plan will take place:
  1. **Week One: Warning Week**—student may continue to practice and play.
  2. **Week Two: Probationary Status**—student may continue to practice but may not travel to, or participate in any competitions or extracurricular activities.
  3. **Week Three: Ineligible**— student may not practice or travel to, or participate in any competitions, until the grades have been brought up.

Participation in an OSAA sport will earn  $\frac{1}{4}$  P.E. credit at the student's request. Forms are available in the school office. No GPA will be assigned.

### CELL PHONE USAGE POLICY

Middle & High school students may use cell phones before school, during morning break time, over the lunch period, and after school. They are not to be "on" in the classroom.

Cell phones, I-pads, and other electronic media may be used in the classroom for academic purposes only, provided the instructor gives permission for that specific lesson. Texting, Twitter, Facebook and other similar forms of social media are not to be used in the academic setting without the specific permission of the instructor for that specific lesson.

The instructor is expected to collect any electronic media device that disrupts the class by ringing, vibrating, or making a detectable sound. Confiscated phones will need to be collected from the school office at the end of the school day.

**NOTE: Hosanna reserves the right to search the contents of a confiscated cell phone. This includes, but is not limited to, photographs, videos, text messages or call logs.**

## **CLASS LOAD**

Students will be enrolled using the following guidelines: 9<sup>th</sup>-11<sup>th</sup> grade must be enrolled in a full-day schedule. Seniors may enroll in fewer classes, based on requirements for graduation. Student athletes must be enrolled in five classes. Tuition is not prorated based on number of classes.

## **COLLEGE COURSES**

Junior & Senior students wanting to take classes at the college level must have prior Hosanna Administration approval. College classes may: 1) improve a previous failing grade, 2) receive dual credit, and 3) will not be added to or considered part of the high school transcript if they are not needed to meet high school graduation requirements. Students wishing to have dual credit from the college and from Hosanna will be charged for Hosanna tuition in addition to college tuition and fees. College courses *may* be utilized to meet OSAA participation requirements. One college term is equivalent to .5 high school credit.

## **COURSE CHANGES**

Administration reserves the right to approve or deny a course change request.

## **DROPPING A CLASS**

Dropping a class may affect a student's ability to graduate on schedule. Students may drop a class without penalty during the first 2 weeks of the semester with administrative and parental approval. After the 2-week deadline the class will be posted to the students transcripts with an F grade.

## **GRADE POINT AVERAGE**

In high school, GPA's are used to determine eligibility for extra-curricular activities, student status and honors. GPA's are calculated by giving 4 points for each A; 3 points for each B; 2 points for each C; 1 point for each D; and no points for an F. **Hosanna does not award a weighted GPA.**

## **GRADE REDUCTION**

Attendance is essential to the academic success of students.

- **Excessive absences** will be considered in determining a grade reduction. The final grading period grade may be reduced by 10% if a student exceeds 10 absences in a class.

## **GRADING: PASS/FAIL**

It is the policy of Hosanna that a student may be placed on a Pass/Fail grading system by the administration under specific circumstances. In addition, a student or parent may request Pass/Fail. This request must be

submitted in writing to the administration no later than 4 weeks before the end of the grading period. The student's parent or legal guardian must sign the request. The Head Administrator will make the final determination once the Pass/Fail request has been completed. The decision is irreversible. A Pass/Fail grade will be asterisked (\*) on the report card if course criteria has been modified. GPA's will not be assigned for Pass/Fail classes.

For students to receive or be eligible for Pass/Fail, they must:

1. Demonstrate appropriate attendance;
2. Demonstrate appropriate conduct; and
3. Demonstrate appropriate effort in achieving the course objectives.

## GRADUATION REQUIREMENTS

A student must successfully earn a minimum 26 high school level credits in order to graduate. Two years of Second Language are encouraged. Also, colleges are strongly encouraging students to complete 4 years of math.

### *BASIC GRADUATION REQUIREMENTS*

Bible (adjusted based on years at HC) .....	4
English .....	4
Math (At the Alg. 1 level and higher).....	3
Science (Two with lab experience).....	3
Social Sciences (Adjusted based on years at HC)....	3-4
Government .....	½
Economics .....	½
Health.....	1
Physical Education .....	1
(Participation in an OSAA sport will earn ¼ credit students must make a written request)	
Technology/Applied Arts/Second Language .....	3
Elective .....	3

## IGNITIA

Ignitia classwork is available as an on-line course option only to full-time enrolled students. Ignitia can be used, with administrative approval, in any of the following manners:

1. As credit recovery for a failed class. (It will not replace F on transcript, but will fill credit requirement)
2. To take advanced or accelerated coursework not offered by Hosanna.
3. Scheduling conflict.
4. Course not offered at Hosanna.
5. Special Cases-disciplinary, remediating teach-outs, or obviously exceptional situations with approval of the administration.

An additional financial fee over regular tuition will be due when using Ignitia. (See page 31)

## INCOMPLETES

A student who has been given an incomplete for a class at the end of a grading period must complete the course within 2 weeks. After the 2 week period, missing work will be averaged into the grade as zero (0%).

## LETTERING ACTIVITIES

Hosanna recognizes the following as Letter activities:

- Sports
- Academics
- Music
- Student Council
- Key Club

## LETTERING ELIGIBILITY

1. Students can earn their letter by exhibiting outstanding performance and effort in their field or fields of interest at the varsity level.
2. As jackets and letters have been a High School tradition, Hosanna maintains that only High School students are eligible to be involved in this program.
3. To receive a letter, students must maintain the acceptable level of academics outlined in the Academic Policy, and consistently maintain a Christ-like attitude.

## LETTERING REQUIREMENTS

### GENERAL REQUIREMENTS

1. Award is at the discretion of the coach, faculty member if involved, and the administration.
2. The student must display a Christ-like attitude in all areas of his/her life.

### ADDITIONAL REQUIREMENTS

#### Sports

##### *Volleyball, Soccer, Basketball, Football*

- Regular attendance of scheduled practices.
- Play in 60% of all games per the stat book.

##### *Cross Country, Track & Field Wrestling*

- Regular attendance of scheduled practices.
- Participation in 75% of meets **or** qualify for state.

##### *Golf*

- Regular attendance at scheduled practices.
- Participation in 75% of scheduled tournaments/matches.
- Participation in the district meet.

##### *Dance/Cheer*

- Regular attendance at scheduled practices.
- Participation in all competitions and 75% of performances.

#### Academics

- General: Students must maintain a 4.0 GPA for the entire year.
- Specific areas: Must have a 4.0 in the specific class and participate in a local or state competition and score in the upper 25%. Other specifics:
  - Art must compete in 2 shows (local or state) and place as one of the top three.
  - Drama must participate in all school productions and one community production.

#### Music (Band, Honor Choir, Worship Team)

- Involved in 80% of extra-curricular rehearsals.

- Participate in 60% of all competitions and performances.
- Enrolled in class for entire year and receive an A grade both semesters.

#### Student Council

- Must serve on the Student Council for the full year.
- Active leadership role.
- Must attend 80% of meetings.
- Must attend 75% of student council sponsored events.

#### Key Club

- Student must attend 80% of the meetings.
- Student must participate in 75% of the service projects and fund-raisers.
- Student must serve on a minimum of one planning committee.
- Student must maintain a 3.0 GPA.
- Dues must be paid on time.

Hosanna will be responsible for purchasing the pins. Representative organizations may be asked to assist in the purchasing of letters and pins. Purchase of jacket is student's responsibility. Awards and letters will be given either at the end of each semester, the end of the year, or at a special school function. Other activities approved by Hosanna may be honored for letters.

## MATH REQUIREMENTS

It is recommended that a M.S/H.S. student make a minimum of 70% to proceed to the next math level. A student's class may change at the semester if he/she is not successful. Seniors are highly encouraged to take advanced math courses.

## SAT and/or ACT

Juniors and seniors are highly encouraged to take one or both of these tests for college entrance. Information on studying and test dates can be obtained from the Senior Class Advisor.

## SOCIAL EVENTS

The following guidelines are in effect for school sponsored social events:

1. Students must be registered Hosanna students.
2. Students who wish to bring guests who are not Hosanna students must register guests in the office 3 days prior to the day of the event, or on Thursday in the case of a Saturday event. **Guests must submit a Guest Approval Form and be approved by the administration.**
3. Any guest not behaving or dressing in accordance with Hosanna guidelines will be asked to leave and will not be allowed to attend future Hosanna events.

## TEACHING AIDES

To qualify as a teaching aide, the high school student must have achieved upper class status (junior or senior), and have a grade point average of 3.00 or higher.

## TRANSCRIPTS

Hosanna provides free official transcripts when requests are received a week in advance. A \$5.00 charge may be assessed for transcripts requested on shorter notice and will be handled as quickly as possible by the administration.

## VALEDICTORIAN AND SALUTATORIAN CRITERIA

By definition, the Valedictorian and Salutatorian candidates should be the outstanding students in the graduating class. The following criteria are in place to ensure that the Hosanna Christian Valedictorian and Salutatorian have achieved high academic standards and demonstrated exemplary citizenship. **One Valedictorian and One Salutatorian will be selected from the eligible candidates.**

Valedictorian and Salutatorian candidates will be determined by the administration using the following criteria:

- Student must have completed a minimum of 16 credits while attending Hosanna.
- Cumulative GPA-***Valedictorian candidates*** must comprise the highest clearly discernible grouping based on accumulative grade point average (AGPA), a minimum of at least 3.95.
- ***Salutatorian candidates*** must comprise the second highest clearly discernible grouping based on accumulative grade point average (AGPA), a minimum of at least 3.90.
- If students have identical GPAs, determination will be based on number of advanced courses taken.
- If students have taken an equal number of advanced courses their average grade percentage will be considered.
- Be a graduating senior in good standing.
- Meet the minimum subject area credit requirements to earn a standard diploma and:
- Take no class with a Pass/No Pass option, unless the class is only graded in this manner.
- Have no “N” or “G” grades or repeated courses on their transcript.
- Have acted with respect, honesty, integrity, courage, personal responsibility, self-discipline, kindness, justice, and social responsibility throughout their high school career. The student will show appropriate behavior with no major violations of the student rules of behavior. If the student has signed an athletic code of conduct, there shall be no code violations during the student’s enrollment at Hosanna Christian.

If no graduating students meet the above criteria, no Valedictorian or Salutatorian Scholars will be recognized. Students will be designated as “***candidates***” for the Valedictorian/Salutatorian award until final grades have been determined and eligibility verified.

## MISCELLANEOUS

### BOOSTER CLUB

Booster Club focuses on providing support to the various extra-curricular activities. They are involved in fund-raising and planning. They meet once a month and encourage all parents to become involved.

### DISASTER POLICY

We are prepared to care for your child in critical situations. If you are unable to reach the school, we will care for your child here. Faculty members have valid First Aid and CPR certificates. Moreover, we will be in communication with various local emergency services. We do ask for help in the following areas:

- Please do not call the school - we must have the lines open for emergency calls.
- Following an earthquake, do not immediately drive to the school, as access to our school may be cluttered with debris. The school’s access route and street entrance areas must remain clear for emergency vehicles.
- Turn your battery-operated radio to 1150 on the AM dial or KAGO 99.5 on the FM dial. Information and directions will be given over the radio.

## LOST AND FOUND

Lost and found books will be returned to inventory or the appropriate classroom. See the office for the location of other lost and found items. Unclaimed articles will be disposed of at the end of each grading period.

## LUNCH/SNACKS

Students need to bring their lunch daily. Microwaves are available; we do ask that you keep the cooking time needed to 2 minutes or less for your child's meals. Milk tickets are available for purchase in the main office. In the event that your student forgets his/her lunch, the staff can prepare a peanut butter and jelly sandwich with a carton of milk. There is a \$3.50 charge to cover the replacement cost of the food. It is requested that carbonated beverages not be part of elementary lunches. Please provide your student with a healthy snack and lunch that will provide them with the energy they need to sustain them throughout the day.

***The school does not provide eating utensils – please plan accordingly.***

## PARKING

***Emergency vehicles must be able to access the building; Please do not park in the fire lane.***

Middle school and high school parents arriving early for after school pick up are not to sit in the circle drive. Please keep the circle drive free so that elementary children may be picked up as quickly as possible.

## STUDENT PARTIES

*Elementary:* The four designated school parties are: Harvest/Thanksgiving, Christmas, Valentine's Day and Easter. Room mothers will organize the activities and refreshments for the designated parties. All families will be asked to provide the refreshments for their child's birthday celebration and possibly with other parties.

Because children's emotions can be fragile, we try to take every precaution to protect and preserve them. Many students have private parties with friends from school. We strongly encourage this, but have developed a couple of recommendations for the students' benefit:

1. If private party invitations are distributed at school, they should include the entire group, i.e. all the girls in the class, all the boys in the class, all of the class, all of the team, etc.
2. No party gifts are to be exchanged at school.

## VISITORS

For safety purposes, all parents and visitors are REQUIRED TO REGISTER at the school office and receive a visitor pass. Student visitors are NOT allowed without prior approval from administration. This approval will require a clearly stated purpose for the visit. Requests for student visitors must be approved by the administration a minimum of 48 hours prior to the visit (includes former students and alumni).

## TUITION AND FEES

### ADDITIONAL EXPENSES (Approximated)

#### *Middle School*

- Choir ACSI Festival \$125 (offset by fundraisers during the year).
- Band ACSI Festival \$175 (offset by fundraisers during the year)
- Band Northwestern Festival \$50

- Fall Leadership Conference \$50
- Christmas Dinner \$20
- Choir Uniform \$50

### **High School**

- Choir ACSI Festival \$250 (offset by fundraisers during the year)
- Band ACSI Festival \$175 (offset by fundraisers during the year)
- Band Northwestern Festival \$50
- Leadership Conference \$125 (plus money for three meals)  
(Attendance is by application only.)
- Winter Formal \$30 per ticket
- Jr/Sr Prom (11<sup>th</sup> – 12<sup>th</sup> Grades) \$30 per ticket
- Senior Dinner \$15 per ticket
- Choir Uniform \$50

### **All Students**

- School Pictures Prices Vary
- Yearbooks Middle School - \$20 & High school - \$30

### **Sports Fees**

- Elementary Volleyball, Basketball \$40 approximately
- Middle School Track \$60
- Middle School Volleyball \$60
- Middle School Basketball \$125 (KBBC Fee)
- Middle School Football \$225
- High School Cross Country \$100
- High School Volleyball \$130
- High School Football \$300
- High School Basketball \$130
- High School Track \$130
- High School Baseball \$130
- High School Softball \$130
- High School Wrestling \$100
- Golf \$100

### **Ignitia - online curriculum**

If Ignitia is requested or required for a student, there will be an additional one time setup fee of \$100 and a charge of \$100 per class per **semester** to cover the additional expenses to the school. Students with special needs may be granted a fee waiver.

### **BEFORE/AFTER CARE**

1. Before-care and After-care programs are available. Before-care begins at 7:30 and students must be picked up by 5:30 p.m. A late fee of \$15 will be added for any student left after 5:30 p.m. The fee will increase to the rate of \$1 per minute for children left in the facility later than 5:45 p.m.
2. The hourly rate for this service is \$3.50 per hour. See bulletin for all rate information.  
(Lunch and snacks are not provided.)

**FOR ALL FAMILIES** – For safety reasons please be aware that if your elementary child has not been picked up from school within 10 minutes of the official dismissal time they will be checked into Aftercare and you will receive the minimum charge of one hour.

## Registration Fee

(Non-refundable)

- Pre-3 \$100
- Pre-4 \$145
- Kindergarten \$170
- 1<sup>st</sup> – 5<sup>th</sup> \$195
- 6<sup>th</sup> – 8<sup>th</sup> \$210
- 9<sup>th</sup> – 12<sup>th</sup> \$220

## FUNDING

Only 75% of our total operating costs are received through tuition and fees. This leaves a gap of 25%. We depend upon fund-raisers and donations from our friends and supporters to make up this difference. The success of the school depends on everyone's participation. Several Hosanna families have been awarded need-based tuition discounts. It is expected that those receiving such aid will repay the kindness of others through a significant amount of volunteer service to the school.

## TUITION DETAILS

1. Tuition is due on the first of the month. A \$35.00 late fee is added to any payments received after the 5th of the month. If your tuition is not paid by the 30th of the month and you have not made any attempt to pay or make arrangements with the Business Administrator, your student will not be allowed to attend school until the balance is paid as per Parent-School Agreement. If an effort is not made to pay the balance, we may use a collection agency to assist us in receiving the money owed.
2. Registration and the facility fees are non-refundable.
3. Hosanna accepts Visa and MasterCard with a \$25.00 minimum charge. A \$10 service charge will apply. (tuition payments only).
4. The oldest student in the family is the 1st student.
5. Fourth and following students will not be charged tuition.
6. Discounts apply only to full-time students.
7. Students enrolled in Ignitia will be charged additional fees per class.
8. For students withdrawing early or enrolling mid-term, ***the full month's tuition is charged regardless of the portion of the month he/she has attended.***
9. A \$35.00 charge will be given for NSF checks.
10. Students who return damaged books will be charged the replacement cost.
11. Official transcripts and diplomas will not be issued if money is owed the school unless specific arrangements are made.

# UNIFORM POLICY

## DRESS CODE

### PANTS

- Any brand pant is acceptable, including cargo styles, as long as they meet the following criteria:
  - Black or khaki-colored, cotton/cotton blend twill pants (khaki includes shades of tan only, not white, grayish, or greenish).
  - No drawstring waist, contrast stitching or zip-off legs. Double stitching the same color as the fabric is acceptable.
- Pants must be appropriately sized and worn appropriately at the waist. Pants should be a “Dockers” style pant (not excessively tight, or excessively baggy).
- Pants must be hemmed, free of holes, rips or tears, and in good condition.

### SHORTS / SKORTS/ CAPRIS

- Capris, skorts and shorts may be any brand as long as they meet the following criteria.
- Skirt and skort length must be no more than 2” above the kneecap when standing. Shorts must be no more than 4” above the knee. Please see color guidelines listed above under the pants section.
- The length rule applies regardless of whether or not hose/tights are worn.

### SHIRTS

- All shirts must have a Hosanna logo. (Spirit Wear & Team Gear are acceptable. Plain T-Shirts and Polo’s are not.)
- Shirts will be buttoned appropriately.
- Shirts visibly worn under uniform shirts will be white, teal, black or gray only.
- If shirts are worn un-tucked, they may not be oversized or extend longer than the hips.

### SWEATSHIRTS

- All sweatshirts must have Hosanna logo, Hosanna team logo or representative of Hosanna team event, i.e. OSAA state playoff apparel.

### SKIRTS / JUMPERS

- Solid black or khaki skirt/jumpers are acceptable. Skirt styles must be twill straight, A-line or pleated. Please follow the color guidelines listed above in the pants section.
- Skirts must be no more than 2 inches above the kneecap when standing.
- The length rule applies regardless of whether or not hose/tights are worn.

### MISCELLANEOUS

- Special spirit dress up days – modesty guidelines should be followed
- No hats allowed in the classroom. Hats will be confiscated from repeat offenders.
- Sandals are permissible at the M.S/H.S. level.
- For safety reasons, shoes must be worn at all times while on campus. Slippers are not acceptable footwear.
- Wheeled shoes are not allowed.
- Hosanna activity groups that have special uniforms or team related clothing may wear those items with prior permission from school administration.
- **Yoga pants are not allowed without exception (Including special dress up days)**

## ELEMENTARY STUDENTS ONLY

- In addition to all of the above, elementary boys and girls up through grade 5 are allowed to wear solid black jeans. Jeans should be relaxed or regular fit. Cargo pants are acceptable, but zip offs are not allowed. Tan jeans are not allowed.
- No open-toed shoes, flips flops or sandals.

## ALL STUDENTS

***The following will not be allowed at school or while students are under the authority of Hosanna staff. This includes HC activity groups or teams representing Hosanna (class trips, athletic events, performances, etc.)***

1. Tops with undergarments showing, half-shirts, spaghetti straps or halter type tops.
2. Garments that promote tobacco, alcohol, drugs, or lifestyles that are in conflict with the ideas and goals of Hosanna.
3. Any gang-like identity such as heavy jewelry, hiked down or baggy trousers, symbols or colors. Bandannas or similar items worn for athletic competition purposes are acceptable.
4. Tattoos must be covered at all times.
5. Facial hair that is not neatly trimmed and well groomed.
6. Visible body piercings, except for ears.
7. Hair of unnatural color.
8. Shaved heads for girls.
9. Hair that is not neatly trimmed, well-groomed and kept out of the eyes and off the back of the collar.
10. Additional clothing items that alter, accessorize or personalize the standard Hosanna uniform.
11. Girl's swimming suits may be one piece or two piece but modesty will be the determining factor in whether it is allowed or not. Bikini type swimming suits on females and speedos on males are not allowed at ANY event that is related to Hosanna.

## DRESS CODE FOR SPECIAL EVENTS

### Formal Attire

*The following standards will be adhered to at all school events where formal wear is worn.*

#### Girls:

- The back of a dress, gown, top, or evening pants suit must cover at least half of the distance from the base of the neck to the waist.
- Cleavage, midriff, or inappropriate exposure of other parts of the body is unacceptable.
- The length of a dress, gown or slit in a dress or gown may be no more than 3 inches above the top of the knee.
- Exception to the guidelines must be approved by the administration a minimum of 48 hours prior to the event.
- Failure to dress appropriately will result in the student being given the choice of correcting the unacceptable clothing (cover it up, pin it together, etc.) or leaving the event.
- Footwear is required.

#### Boys:

- Slacks, shirt, cravat, ascot, no tie, necktie, bow tie, dressy sweater, sport coat, suit or tuxedo are appropriate.

- Shorts, overalls, or jeans are not acceptable.
- Footwear is required.

### **“Casual Fridays”**

Each Friday will be a casual dress day for all students. Plain, regular blue denim jeans (no skinny jeans, no rips, tears, or holes), skirts and shorts must conform to the quality and length standards listed in the regular school uniform policy. **Yoga pants are not allowed without exception.**

### **UNIFORM VIOLATION INFORMATION**

Students should be in appropriate uniform whenever they enter the building on a school day (during school hours). Uniform violations will be an automatic detention. Any changes or exceptions made in regards to the uniform policy will be communicated to the students and parents. Cooperation with the policy helps the school run efficiently. Administration has the authority to make decisions on questionable appearance not specifically addressed within the uniform policy, or pertaining to matters where questions of “appropriateness” arise.

### **UNIFORM VIOLATION PROCEDURE**

Uniform violations will be an automatic detention. The student will be asked to correct the violation before returning to class.