

**Pella
Christian**
GRADE SCHOOL

PARENT HANDBOOK

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WELCOME

Dear Families,

It is my privilege to welcome you to Pella Christian Schools! As we begin our 114th school year at the grade school we eagerly anticipate the opportunity to partner with you, and we fulfill our mission of empowering God's children to join His restorative work. Pella Christian Grade School's educational program is based on the infallible Word of God as interpreted in the Reformed tradition. We welcome children from all Christian families who desire a Christian education.

God has purposed us to be a place of high quality education and faith formation. We desire for your child to know Jesus, to understand who they are and whose they are, and for them to discover and develop their God-given gifts while putting them into practice here and now. By joining in the mission of Pella Christian, you are invited to participate in a Kingdom vision where our students ultimately leave here not only being career-ready or college-ready but Kingdom-ready, so that they will be a healing presence in this world no matter where they are called. Pella Christian's school storyline is "Empowered to join God's story" or "Empoderados para unirnos a la historia de Dios". Our theme verse that accompanies our storyline comes from Ephesians 3:16-19, "I pray that out of his glorious riches he may strengthen you with power through his Spirit in your inner being, so that Christ may dwell in your hearts through faith. And I pray that you, being rooted and established in love, may have the power, together with all the saints, to grasp how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge - that you may be filled to the measure of all the fullness of God." or "Le pido que, por medio del Espíritu y con el poder que procede de sus gloriosas riquezas, los fortalezca a ustedes en lo íntimo de su ser, para que por fe Cristo habite en sus corazones. Y pido que, arraigados y cimentados en amor, puedan comprender, junto con todos los creyentes, cuán ancho y largo, alto y profundo es el amor de Cristo. En fin, que conozcan ese amor que sobrepasa nuestro conocimiento, para que sean llenos de la plenitud de Dios." Throughout this school year we pray that our students will be empowered by the Holy Spirit and have opportunities to share His story through their words, actions and experiences. We invite you to join us in adopting a posture of humility so that we may be empowered to join God's Story!

It is our desire to foster an environment where each member of our learning community can grow and thrive, to help ensure this, we have established the policies and procedures in this handbook to assure smooth operation of the school. This handbook contains the latest revision of policies and of regulations that govern our school and describe various aspects of the school. Please direct any questions to my office. I will try to answer them or to guide you to the committee where your concerns may be addressed. I am here to serve you.

We welcome the following new staff members for 2025-26:

- Ms. Taylor Davies will serve as our K-8 Art teacher.
- Mr. Brady Frost will serve as our MS Science teacher.
- Mrs. Elizabeth Frost will serve as our Advancement Assistant.
- Mrs. Laura Ann Madott will serve as our K-4 Music teacher.
- Mrs. Kimberly Roby will serve as our SPARK/STEM teacher.
- Mrs. Stacy Schutte will serve as our Lead Media Specialist.
- Mr. Jeff Siewert will serve as our MS Science teacher
- Mtra. Nardhy Suarez will serve as our SI kindergarten teacher.
- Mr. Nate Van Dyke - K-4 P.E. teachers
- Mrs. Jana Van Zante will serve as our English Specific Skills (ESS) teacher.
- Mrs. Amy Minnie will serve as our Early Education Assistant
- Ms. Theresa Kirchner - will serve as one of our food service staff members

May God bless PCGS as we actively participate in His Kingdom each day,

Benjamin Dirksen, Early Education - Eighth Grade Principal

MISSION STATEMENT

Empowering God's children to join in His restorative work.

Core Values

Intentional Engagement:

Pella Christian Schools supports intentional engagement through **meaningful participation**, **serving others**, and **Kingdom proclaiming**. We believe in student-centered learning that allows students to be fully engaged in the learning process, relationships, and daily activities within our building and community. We seek to be living sacrifices—loving sincerely, honoring one another, and reflecting Christ in all we do (Romans 12) so that every part of school life is done in the name of the Lord Jesus Christ and points to His glory (Colossians 3).

Whole Child:

Pella Christian Schools is committed to nurturing the whole child through **integrating faith**, **building skills**, and **knowing students** deeply. We believe that God's Story is part of all areas of our school and that each child is created in God's image with unique gifts, strengths, and needs. We teach students to love God with all their heart, soul, mind, and strength, and to love others as themselves (Mark 12). We hold fast to God's command to train up a child in the way he should go; even when he is old he will not depart from it (Proverbs 22).

Generational Community:

Pella Christian Schools values a generational community that demonstrates its support through **providing belonging**, **missional partnering**, and **actively investing** in one another. We believe faith and learning are strengthened and supported through relationships rooted in Christ between our students, families, staff, and greater community. We are reminded that God's story is passed on through shared lives and faithful witness as one generation commends His works to another and tells of His mighty acts (Psalm 145). We pray that all in our community are strengthened through His Spirit and grounded in the love that surpasses knowledge, so together we may bring glory to God for generations to come (Ephesians 3).

ORGANIZATION

Accreditation and Membership

Pella Christian Schools has been an accredited school since 1914. PC is accredited through Christian Schools International (CSI), located in Grand Rapids, Michigan. Along with area Christian schools, we form the South-central Iowa region of CSI affiliated schools. PCS is also a member of the Iowa Association of Christian Schools (IACS) with membership primarily consisting of CSI schools. This group seeks educational equity in the legislative process. IACS works closely with the Iowa Advocates for Choice in Education (Iowa ACE) represented by Catholic, Lutheran and Christian schools to promote nonpublic school legislation in Iowa.

The Society

Pella Christian Schools is a nonprofit, society-operated organization. As such, all Society members have a constitutional role in the ongoing ministry of the school. Anyone, who sends their children to Pella Christian Schools and signifies agreement with the purposes of the organization through an appropriate financial contribution is a member for the fiscal year of their contribution. The Annual Meeting is held to affirm board members, approve other major decisions, and provide the Society with an update on the schools condition and strategic objectives.

Board of Directors

The Board of Directors is the policy-making body of the school consisting of nine to eleven members. At the annual meeting of the Society, board members are affirmed for a three-year term of office by qualified voters of the Society. Board members may serve two consecutive terms. In order to effectively govern PCS, the Board is organized into standing committees. Board members and parents outside of the board serve on these committees to provide leadership and direction for the school.

Faculty and Staff

The faculty at Pella Christian Grade School consists of teachers and paraeducators. All teachers are certified by the Iowa Department of Education. All members of the teaching staff must declare their agreement with the basis and purposes of the Society and the Statement of Faith as articulated in the school's bylaws. Teachers must teach from the Reformed perspective, must be evangelically sound in their faith and teaching and must lead a Christian life.

Connections Committee

Pella Christian's Connections Committee (fka Partners in Education, PIE) comprises every guardian whose child is enrolled at Pella Christian Schools. As part of our *generational community* that supports our mission, the Connections Committee welcomes the involvement of grandparents, aunts, uncles and others who wish to actively invest in Pella Christian Schools. The Connections Committee focuses on living out the PC mission by actively investing in two areas - supporting the Pella Christian teachers/staff and building relationships among Pella Christian families, especially new families to PC. Activities and events include blessing PC staff with luncheons, during teacher appreciation week, and birthday recognition. Events to deepen relationships with other families include our annual Fall Fest, summer community builders and PC New Family Night. Meetings for the Connections Committee are held throughout the year with childcare available. Guardians are encouraged to become involved and use their talents to serve on the PC Connections Committee. For more information, please reach out to: [PC Connections](#)

HISTORY OF PCGS

Pella Christian Grade School was established in February 1912, with an enrollment of 26 students. The enrollment by year's end in 1913 had increased to 49 students.

In 1992, a building addition was completed which added a gymnasium, locker rooms, elevator, stage and kitchenette and enlarged the library and music facilities.

In 1997, Creation Station Christian Preschool, for children who have reached the age of four by September 15, was opened with an enrollment of 69 students. This program is a Christian Early Childhood Program, which precedes the kindergarten experience. A fifth section of preschool was added in 1999 at Pella Christian Grade School. In 2002, we added a sixth section. God continues to tremendously bless this program. For the 2023-24 school year Creation Station Christian Preschool was renamed Pella Christian Early Education.

In 2012, a Spanish Immersion program began in the preschool, kindergarten and first grade levels. As of the 2023-24 school year, the immersion program became fully scaled to encompass Pre-K through 12th grade.

Fundraising for a four phase building project and renovation was started in 2016. The first three phases were completed for the start of the 2018-19 school year, which includes a front office addition, seventeen additional classrooms, a cafeteria, a second gymnasium, a new kitchen and some renovations to the legacy space. Fundraising for the 4th phase was completed in January of 2020 and at the end of the summer of 2020 the building project was completed.

February 27, 2024 Pella Christian Grade School Society members and Pella Christian High School Society members voted on merging into one system with two separate buildings. The vote passed with over 95% of the votes in favor of the merger into Pella Christian Schools.

The 2024-25 enrollment was at 485 students in grades K-8. We anticipate an enrollment of 492 students for the 2025-26 school year. PCGS had 65 eighth grade students continue on to high school and anticipate 64 incoming kindergarten students.

GENERAL POLICIES AND PROCEDURES

ADMISSION AND REGISTRATION

Admission

Pella Christian Schools are meant to be of service to Christian families who are active in a Bible-believing evangelical church, agree to the Pella Christian Statement of Faith and show a genuine interest in Christian education. Admissions criteria include spiritual commitment, academic & behavior standards and parent partnership. The school does not discriminate on the basis of race, gender, color or national origin. Please contact the PC Admissions at admissions@pceagles.org for more information.

Re-enrollment

Re-enrollment takes place online in January. A late re-enrollment fee of \$150/student is assessed for those who do not re-enroll within the required timeframe. Students who withdraw after completing re-enrollment will be assessed a \$150/student withdrawal fee. The first month of tuition is due in August as well as any additional fees. A tuition schedule is included at the end of this handbook.

ATTENDANCE

Daily School Hours

School begins at 8:20 a.m. for grades 6-8 and 8:25 a.m. for grades K-5. Dismissal is at 3:25 p.m. for grades K-5 and 3:30 p.m. for grades 6-8. Students are discouraged from being at school before 8:10 a.m. or after 3:40 p.m. unless involved in a supervised extracurricular activity. Wednesdays are professional development days for staff. Classes are dismissed each Wednesday at 2:30 p.m.

Health standards may change based on guidance from the Centers for Disease Control and Prevention (CDC) and Marion County Public Health Department (MCPH). At this time if your child has a rash or a temperature of 100.4, then your child should stay home. Students experiencing a fever of 100.4 or above are to stay home until the student has been fever free without the aid of medication for 24 hours. Parents will be notified when a student vomits at school and parents are expected to be picked up in a timely manner. Students are encouraged to stay home until 12 hours pass from the last time the student vomited.

Please call or email the school (gsreceptionist@pceagles.org) and/or your child's teacher by 8:30 a.m. on the morning that your child will be absent or tardy. Tylenol (generic brand) will ordinarily be dispensed from the office between 10:00 a.m. and 2:00 p.m. unless medication is needed for a school related injury. Permission to dispense is requested in the enrollment process in the Parent Portal.

When a child misses any of the three Tulip Time afternoon parades, they will be counted absent for half a day, unless their absence is caused by a different Tulip Time event (i.e. riding a float).

ABSENCES

Child Watch Program

Parents are encouraged to have their child(ren) in school every day school is in session. When a student misses class and only does the assignment, he/she misses all of the teacher's presentation and class discussion. Parents are requested to work closely with their child's teacher during long absences to discuss which assignments should be completed. A student must be present at least half a day in order to participate in an after-school activity, unless given permission by the Principal.

Please call (641-628-2414) or email the school (gsreceptionist@pceagles.org) and/or your child's teacher by 8:30 a.m. on the morning that your child will be absent or tardy. A voice message may be left in the office voice/electronic mailbox at any time prior to office hours regarding an absence. If a student is reported absent and the office has not been notified and the teacher does not indicate a reason for the absence on the attendance report, office personnel will contact the child's home, parent's cell phone or a parent's workplace to determine the reason for the absence.

If there is reason for concern the Principal is informed that no contact has been made with the parent or at a parent's workplace and a decision is made if further action is necessary. Any student who is reported absent and the office has been notified, email notification will be sent to the classroom teacher. This notification indicates the date, name of student, reason for absence and any homework instructions received. The child's home is typically not contacted, if the student was absent the previous school day.

Students Leaving School During the Day

We request that students in grades K-8 bring a written excuse or email sent from a parent or guardian, if they are leaving the campus for any reason during the school day to ensure the safety of our students. This excuse should be shown to the teacher at the beginning of the school day. Before leaving school the student should sign out in the office. When the student returns he/she will sign back in at the office. Without a written note or email from a parent the student must get permission from the office to leave school grounds.

Tardiness

Communication should be received by the office or homeroom teacher if a student will be arriving late to school. Students should sign in at the office upon arrival.

Family Trips

Students going on family trips causing the student to be absent from school must make arrangements with the classroom teacher(s). See the "Student Involvement/Assignments" section of this Handbook for makeup work requirements. The school office should be notified of the duration of the student's absence for records.

Chronic Absenteeism

[Chronic Absenteeism Policy and Procedures](#)

COMMUNICATION BETWEEN PARENTS/TEACHERS/ADMINISTRATION

Remembering that the school and family are partners in the bringing up of a child "in the training and instruction of the Lord" (Ephesians 6:4, NIV), expectations and issues relating to a specific situation should be communicated at the earliest possible time as we seek what is best for the students of our school.

Let us seek the opportunity to understand the issues and talk together by following these guidelines:

1. All classroom questions, problems or complaints should be brought to the teacher first to try to resolve the issue.
2. The parent may contact the Principal, if the situation is not resolved at this level through direct contact.
3. The Principal may arrange for a parent/teacher/Principal meeting to be held with or without the student involved, if this does not resolve the issue.
4. The issue will be referred to the Head of Schools, if the situation continues.
5. If the situation is unresolved at that point it will be referred to the Executive Committee and finally to the School Board.

DISCIPLINE

Since PCGS bears the name of our Lord and Savior, all of us must represent our school with behavior and attitudes that are pleasing to Christ. Our goal in conduct and speech should always seek to reflect Christ's image in us and be in conformity with God's Word.

Anti-Harassment/Anti-Bullying

- Statement of Policy
 - School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior.
 - School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
 - School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.
- Definitions
 - Harassment (can occur as a single serious incident or repetitive behavior) and Bullying (repetitive or pattern of behavior over time) are defined as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, and creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the student in reasonable fear of harm to the student's person or property.
 - Has a substantially detrimental effect on the student's physical or mental health.
 - Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:
 - Instruction and participation in lessons and worship services
 - Discussions and debate concerning issues important to Christian faith
 - Electronic, written, verbal, and physical interpretation of Biblical scripture, and religious texts, music, and opinion
 - Witnessing and faith-sharing
- Reporting
 - Suspected incidents of harassment and bullying should be reported to the Principal or Counselor within 24 hours. The Principal is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.
- Investigation
 - Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Principal or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.
- Consequences for Violators
 - Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action.

3-8 Framework

Discipline

At our Pella Christian Schools, we believe in fostering an environment of grace, compassion, and growth, which is why our discipline policy is grounded in boundaries and restoration. Our approach is rooted in the teachings of Jesus Christ,

emphasizing forgiveness, reconciliation, and personal responsibility. We understand that discipline is not solely about punishment, but about guiding students towards their identities in Christ and making decisions in line with who God created and calls them to be. [Discipline Policy and Procedures](#).

Personal and Wearable Technology (Cell Phones)

Here at Pella Christian Grade School, we desire to be a place of engagement and connection. In light of this, we have implemented a policy that limits the use of personal and wearable technology. [Personal and Wearable Technology Policy and Procedures](#).

DRESS CODE

It is essential that the standards for proper dress and general appearance reflect the Christian nature of our school. Dress must be clean, neat, modest, in good taste and in good repair.

The PCGS guidelines that follow are not meant to be exhaustive:

K-5

1. Clothing that displays profanity, obscene pictures, alcoholic beverages, tobacco, any controlled substance, vulgarity, lewd sayings, rock groups, etc., that violate Christian principles are not allowed.
2. Blouses or shirts that are of midriff or of crop top length are not permitted. Tank tops need to be three finger width at the top and for shoulders to be showing.
3. Students may wear shorts with a four-inch inseam. Cutoffs or biking shorts are not allowed.
4. Appropriate footwear must be worn. Parents are asked to think of the safety and appropriateness of footwear for running and for playing. Flip flops are not recommended since they are noisy and are unsafe when running. Heels are not permitted since they could damage the floor.
5. Jeans must be hemmed and in good condition.
6. Boots are to be worn at school by students in grades K-5 in wet and in snowy weather. Students should have their names marked in their boots as well as in all of their personal supplies. If the ground is wet or snow-covered, K-8 students are not allowed off of the cement without boots. Snow pants are required for students in grades K-5.

PC Middle School Dress Code Policy

Romans 12:1-2 Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—His good, pleasing and perfect will."

A reasonable dress code should not frustrate the students who must abide by it or the faculty and administrators who must enforce it. It is ultimately a matter of the heart and a recognition that no matter where students go, there will be a standard of dress. Our appearance, like all of life, must honor God. As adults dress appropriately for their jobs, students should dress suitably for school. Clothing, hairstyle, and general appearance should contribute to a healthy academic environment. Moderation and modesty are virtues that should be obvious in our school.

Christian students should remember the central truth that we need to conduct ourselves in a way that pleases God and which glorifies the name of the Lord Jesus Christ (2 Thessalonians 1:11-12).

General:

- Clothing that creates a distraction by being too short, tight, skimpy, bizarre, exposes undergarments or midriff is unacceptable. Clothing that displays profanity, obscene pictures, alcoholic beverages, tobacco, any controlled substance, vulgarity, lewd sayings, rock groups, etc., that violate Christian principles are not allowed.
- Shoes/sandals must be worn at all times in the school building(s) and during school hours. No slippers allowed.
- No visible body piercings (except ears).
- Hair should be of a natural color (including highlights) and should be of appropriate length and style (no mohawks or other styles that would call undue attention to oneself.)

- No hats, caps, stocking hats, head coverings, visors during school hours.

Tops:

- Blouses or shirts that are of midriff or of crop top length are not permitted.
- No cutoff shirts
- Tank tops need to be three finger width at the top and for shoulders to be showing.
- Sweatshirts and T-shirts are permitted that promote PCGS school spirit, favorite sports, teams and/or sportswear, favorite colleges or universities, Christian camps and activities.

Bottoms:

- Pants must be dress pants, sweatpants, joggers, and blue jeans.
 - Holes in blue jeans have to be at the knee or below
 - If they are above the knee, leggings need to be worn underneath or a patch
- Leggings, yoga pants, or running tights may be worn with a fingertip length shirt/blouse
- There should be no slits in dresses/skirts that extend more than 3 inches above the top of the knee. All shorts, dresses, and skirts must extend to the end of your fingertips or below with relaxed shoulders. The waistline of pants/jeans/shorts must be worn on or at the hips and rolling the tops of the shorts is not permitted.
- Pajama pants are not permitted.

PE Clothing:

- Students must provide their own clothing for PE and will change into clothing that meets the above dress code requirements.
- Student must wear t-shirts/sweatshirts and shorts or athletic pants
- Leggings/running tights must be worn with shorts over the top
- Non-marking tennis shoes are to be worn while in the gymnasium

FOOD SERVICE

Lunch is served each school day unless classes are dismissed at noon or earlier. Parents are welcome to eat with students. Advance notice is appreciated by contacting the school office before 9:00 a.m. Exact change for visitor lunches is welcomed.

In accordance with state and federal law, the Pella Christian Grade School adopts the following policy to ensure school employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Lunch is served each school day unless classes are dismissed at noon or earlier. Parents are welcome to eat with students. Advance notice is appreciated by contacting the school office by 9:00 a.m. Exact change for visitor lunches is welcomed.

FACTS accounting system is utilized to maintain student accounts. An account is set up for each student and a scannable lunch card will be issued. This is a permanent card and should last the entire school year. Broken, abused or lost cards will be reissued for a \$5.00 fee.

Family accounts will link students in the same family to a common account for depositing money and for deducting money for meal transactions.

Payment of Meals

All students of Pella Christian Schools will have access to a meal account for the purpose of charging the cost of lunches. Students from the same family will share one account. Parents will receive an automatic email from FACTS when the family account drops below \$10.00. A daily email is sent electronically until the balance is above \$10.00. Families may set up automatic withdrawals through the FACTS parent portal or drop off payments in the lunch money drop box outside of the school office. Each family has the ability to check their account balance through the school website pceagles.org under the Parent tab login to access the family portal. Students shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Negative Account Balances

The school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school will coordinate communications with families to resolve the matter of unpaid charges, and work with families to establish a long-term repayment plan, if necessary, to cover any remaining debt.

Prices are as follows:	Student lunch	\$3.25	Visitor lunch	\$5.00
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Peanut and Tree Nut Safe Environment

Pella Christian Grade School is a “Peanut and Tree Nut Safe Environment.” This means that all people using the facility are requested to avoid bringing peanuts, tree nuts or products containing peanuts/tree nuts onto the premises. Special precautions are in place to reduce the possibility of exposure of the at-risk population and constant vigilance on the part of

everyone to maintain the peanut and tree nut safe environment. All teachers and staff members have annual training on how to administer an Epi-pen.

Parents are requested to not send any foods to school that contain nuts or peanut butter for a snack, lunch or class treat.

GRADING/REPORTING/HOMEWORK

Report Cards

Report cards are distributed at the end of each semester.

Grading

Grades K-5 grading system is designed at each grade level based on appropriate learning targets. K-5 Teachers will directly share the classroom grading system as the year begins.

Grades 6-8 utilized standards referenced grading. Sixth through eighth grade teachers explain the grading system at Parent Night or through some other means of communication. Parents of children in grades three through eight are able to access their child(ren)'s grades online at any time.

[Standards Reference Grading Summary](#)

Homework Requirements

At Pella Christian Grade School, we believe we are here to empower God's children to join in His restorative work. Value we hold in this endeavor is to ensure the formation of the whole child. This includes more than just academics as we also seek to honor time with family and extracurricular activities. In order to respect each student's needs and time, Pella Christian Grade School is intentional in the way homework is assigned. We believe that homework must be meaningful and encourage an appropriate balance between home and school. Establishing this in our children is important as we seek to challenge them in their academics, allow them to pursue other interests, and provide time for strong family relationships. Pella Christian Grade School gives students purposeful homework that provides an opportunity to practice already learned skills and prepare them for upcoming learning.

Homework typically includes items as follows:

- K-2 - Bible memory, reading practice, spelling practice, letter/word recognition and math practice.
- 3-5 - Bible memory, test preparation, work completion, reading practice, spelling and math facts practice.
- 6-8 - Bible memory, test preparation, assigned reading, work completion, writing assignments, individual practice, research projects and current events.

Homework strengthens and extends the learning process at school. Successful students make connections between what is taught in school and what is experienced outside the classroom. Homework is also helpful in helping students to grow in skills of responsibility.

Parents are encouraged to communicate with teachers through a written note, email or phone call should they have a question concerning homework. Additionally, parents have an opportunity through homework to be involved in their child's learning. Parents facilitate the completion of homework by:

- providing a suitable atmosphere, specific time and regular location in which to study.
- discouraging radio, television, phone calls, internet and other forms of communication during study time.
- asking questions to show interest and involvement in your child's learning.

Students are expected to complete assignments to the best of his/her ability. Assignments should be returned in a timely manner. If a child is absent from school, he/she is responsible for completing the homework. Student homework is sent home with a sibling or placed in the front hallway for parent pickup.

Middle School Missing Assignments

- [Middle School Missing Assignment Processes and Procedures](#)

Academic Integrity and Artificial Intelligence Policies and Procedures

- [Middle School Academic Integrity Policy](#)
- [Elementary Academic Integrity](#)

Parent Online Access

Parent involvement is an important part of education. The school Family Portal provides access to student information, grades, calendars, enrollment and other useful school information. To access this portal on the Pella Christian Grade School website (www.pceagles.org) select Eagle Nation at the top of the screen. Then select “Parents” to navigate to “PC Family Portal” . If you are unable to access your family portal account, please contact the school office for instructions.

Mid-term Reports

Mid-term reports are usually sent home electronically half way through the grading period to students in grades 6-8.

Standardized Testing

Each year students are given standardized assessments in grades kindergarten through eight. Students new to the school (after kindergarten), as well as students in first and third grade, are given a Cognitive Abilities Test.

FINANCIAL MATTERS

Each year the needs of the school are assessed by the PCGS School Board and a tuition schedule is published. You can find the current tuition rates at the back of this handbook.

Billing Procedures for Tuition Collection

1. All payments are due on the fifteenth of the month that a payment is due. ACH payments are an option and are deducted from your account on the fifteenth of the month.
2. If an account becomes 60 days past due, a letter will be sent to the parents/guardians requesting action in the form of payment or a modified payment plan.
3. If an account becomes 90 days past due, a meeting will be arranged to develop an agreed upon payment plan.
4. If an agreed upon payment plan is not followed; the students(s) may not be enrolled the following semester or school year.
5. The family account of all eighth grade students must be paid in full or devise a payment plan that is approved by the Finance Committee prior to students participating in commencement exercises or receiving a signed diploma.

Assistance Programs

Please do not allow finances to be an obstacle as you discern whether or not to send your child(ren) to PCGS. We realize that the full cost of tuition can be a burden for some of our families. Therefore, we have many different assistance programs.

1. Iowa Education Spending Accounts (ESA)

[Education Spending Accounts](#) are available to all qualifying families, regardless of income. Per pupil funding will be \$7,988 per student for the 2025-26 school year. Families must apply each year prior to the June 30 deadline.

2. Legacy of Grace Student Tuition Organization (STO)

Tuition grants are available to eligible families through the Legacy of Grace Student Tuition Organization. Parents must submit an application with a statement of financial status to the Christian School Tuition Assistance Service. Applications are due April 30 and are applied to accounts each summer. All new families should apply for STO at any date before school begins.

3. Tuition Assistance Program (TAP)

TAP has been set up to subsidize the tuition of families who do not receive assistance from a church, a relative or other source. Assistance will be given based on need and on availability of funds. Please contact a Finance Committee member for more information.

4. Tuition Reduction Incentive Program (TRIP)

This program uses gift cards to purchase items you normally buy at various local and at national chain businesses. The businesses involved give a percentage of your purchase back to the school of your choice to help reduce your

tuition. You may designate TRIP earnings to your account, to another family's account or to a school. TRIP earnings are paid out at the time of registration. If interested you may pick up more information in the school office.

5. Free/Reduced Lunch Program

Our school participates in the Federal Lunch Assistance Program for children from low-income families. Approved applications make a family eligible for free or for reduced lunches. Applications are given to every family at the time of registration.

6. Endowment Fund

The school has an Endowment Fund to help keep tuition affordable. This fund is a great place for grandparents, for friends and for parents to make a contribution of cash or appreciated assets. Only the interest is used, and the principle continues to grow. The Endowment Fund anticipates contributing \$251,810 to the general fund for tuition reduction.

HEALTH AND SAFETY

Crisis Response Plan

Pella Christian Grade School has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying school property should an emergency occur. Our main objective is to attend to the health and the welfare of students in the event of a crisis.

In most cases, students will remain and be cared for within grade school. In the rare event of an emergency affecting the school that prohibits re-entry to the building (such as a broken gas or water main, a fire, or toxic chemical spill), students will be accompanied to Trinity Reformed Church (407 Franklin Street). Parents will be notified of the location of the reunification area once the area has been secured.

We ask that you follow this procedure if you hear of a school emergency.

TUNE RADIO TO KCWN 99.9 FM or KRLS 92.1 FM. Media will be informed of any emergency.

REFRAIN FROM TELEPHONING THE SCHOOL. The school has a limited number of telephone lines. These phone lines must be used to respond to the emergency.

ONLY COME TO SCHOOL IF REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency at the school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates the relocation of staff and students, parents will be informed via the media. Parent(s) will be notified at home or at work, if a student is injured.

Health and Medication

Parent(s) is the one responsible to notify the homeroom teacher concerning a child's chronic illness, such as allergies, asthma, diabetes, seizures, etc. School personnel will not issue internal medications, including Tylenol (generic acetaminophen), unless it has been agreed upon by the child's parent, guardian and/or physician. Tylenol will normally be administered between 10:00 a.m. to 2:00 p.m. A slip will be sent home with your child to notify you that your child has been given Tylenol. Students required to take medication prescribed by a healthcare provider during the school day, should make arrangements with the office. A qualified person who has been instructed in how to administer the medication shall administer medication. No medication will be administered without written authorization from the parent. A written record of the administrative procedure must be kept for each child receiving medication. Medications should be sent in the original package or prescription container with the dosage and administration times listed. Prescription medicines will be held in the office (keep must have written instructions and parental permission).

Health standards may change based on guidance from the Centers for Disease Control and Prevention (CDC) and Marion County Public Health Department (MCPH). At this time if your child has a rash, a temperature of 100.4 then your child should stay home. Students experiencing a fever of 100.4 degrees or above are to stay home until the student has been fever free without the aid of fever reducers such as Tylenol or Motrin for 24 hours or a signed release from a licensed, qualified, medical professional.

Please call 641-628-2414 or email the school (gsreceptionist@pceagles.org) and/or your child's teacher by 8:30 a.m. on the morning of each day that your child will be absent or tardy. Tylenol (generic brand) will ordinarily be dispensed from the office between 10:00 a.m. and 2:00 p.m. unless medication is needed for a school related injury.

If it is necessary for a kindergarten through eighth grade student to remain inside during recess or be excused from an activity, a note is requested from home stating the reason.

Injury

An injured student will be brought to the office if the student can be moved without causing injury.

The office personnel will:

1. Care for minor injuries at school without notifying parents.
2. Contact the parent or guardian:
 1. Regarding a serious injury. If the office is unsuccessful in contacting the parent, the office will contact the listed emergency contacts.
 2. Parents will be called to assist in making a determination, if the need for medical attention is unsure.
3. Office personnel will seek appropriate medical attention if unable to contact parent/guardian or other persons listed as emergency contacts on the registration form.
4. Call the parent/guardian whenever there is a head injury or a fever over 99.4 degrees.

Hearing and Vision Screening

Hearing and Vision Screening tests are given annually. Hearing screening is done in grades kindergarten through fifth grade. Vision screening is required for students entering kindergarten and grade three. Parents will be notified if a student needs additional testing.

Abuse of Students by a School Employee

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers at the school. Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

The school will respond promptly to allegations of student abuse by school employees by investigating or by arranging for the investigation of an allegation. The processing of a complaint or an allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.

The school has appointed a Level I investigator and an alternate Level I investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school.

LEVEL I -- INVESTIGATORS:

(Designated)	BENJAMIN DIRKSEN - EE-8th grade PRINCIPAL	641-628-2414
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(Alternate)	JEANETTA NIEUWSMA - GUIDANCE COUNSELOR	641-628-2414
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A representative of the Pella Police Department will serve as a Level II investigator (628-4921). The Department of Education issues suggested forms, rules and regulations, which will be used by Level I investigators according to the need in each allegation.

INTERNET USE POLICY

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging information with Internet users throughout the world.

Pella Christian Grade School has taken the best precautions to restrict access to controversial materials. The school has an Internet content and keyword filter protecting every computing device connected to our wired or to our wireless network. The list of inaccessible sites is automatically updated every seven days, and sites found to be offensive can be added at any time. During the school day teachers are available to guide students toward the use of appropriate materials. Nonetheless, families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Students are responsible for good behavior when using a computing device just as they are in a classroom or in a school hallway. While some computing devices may not require the use of our network to connect to the Internet, students utilizing any Internet connection on our school property will be held to the same standards as if they were using our network. Communication on a computing device is often public in nature. General school rules for behavior and communication apply. Access is a privilege, not a right. Students are expected to use technology with discernment, with integrity, in service to God and to others.

Network storage areas and Google Apps accounts may be treated like school lockers or desks. Network Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. Within reason, freedom of speech and access to information will be honored.

1. The following are not permitted:
 1. Sending or displaying offensive messages or pictures
 2. Using obscene language
 3. Harassing, insulting or attacking others
 4. Damaging computers, computer systems or computer networks
 5. Violating copyright laws
 6. Using another's password
 7. Trespassing in another's folders, work or files
 8. Intentionally wasting limited resources
 9. Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

LOST AND FOUND

All personal property that is worn or brought to school should be properly labeled. Found valuables such as jewelry or cell phones are kept in the office. Unclaimed items will be disposed of or given to the local thrift store at the end of each grading period. Please watch the newsletters for announcements of when the lost and found items are displayed in the hallway. During the school year items are displayed in the hallway outside of the office for students or parents to claim.

PARENT INVOLVEMENT

Parent-Teacher Conferences

Parent-Teacher Conferences are held in fall and spring to discuss grades, conduct, assessments and progress. Other conferences may be arranged between parents and teachers as desired.

Volunteer Service Hours

PC Family Services Hours are a way to partner with your child's school, build community with other parents and also help our school reduce costs. All K-12 families are asked to serve 10 hours each year. Hours can be worked for the school year beginning July 1 through June 30.

For families with a high school student, hours must be fulfilled by serving in our concession stands or Board/Committee work. This includes serving with PC Eagle Boosters, the annual PCHS Tulip Time stand and the Fall Fest concessions. Committees include: Board of Trustees, Finance, B&G, Education, Connections and Development.

For families without a high school student, a variety of options are available to partner with us and serve our schools including: concession stands work, Building & Grounds work, attending field trips to assist our teachers, executing classroom events, assisting with Tulip Time band needs, helping teachers with classroom needs, TRIP program assistance, PIE and Room Parent work, Board and Committee work and Early Education assistance.

Early Education families are invited to partner with us, but are not required to work hours.

Hours not worked will be assessed a \$40/hour fee. Families with only a senior will be charged the fee in July and then reimbursed after hours are worked.

When service hours have been completed, please have a teacher, committee chair, staff person or board member sign off on the service hour slip. The office will record and track hours. All service slips should be returned to the office by the parent.

Thank you for serving our schools!

PLAYGROUND RULES

- Students must demonstrate respect for all teachers, adult supervisors and fellow students.
- Students should not come in and out during recess. Once they are outside they should stay outside until signaled inside.
- When having uphill recess, students in grades kindergarten and first grade must stay up the hill.
- Students in grades two through eight must remain down the hill. Grade level boundaries must be respected.
- Teasing, bad language, damage to property or littering are not permitted.
- For purposes of safety we do not permit such rough play as tackling or wrestling.
- No running on the sidewalks in front of school.
- Roller-skating, roller blading, skateboards or heelies are not allowed.
- Objects, such as stones, sand, cones, sticks, etc. may not be thrown.
- When students are confined to the cement, balls are to be thrown only, not kicked.
- Balls should not be thrown or kicked on the roof.
- No kicking of balls on the K-1 cement area or against the building.
- No hard balls are allowed on the school playground; i.e., golf balls, baseballs, etc.
- Play equipment must be used according to the manufacturer's intent; i.e., sitting on the slide with legs inside, one person down a slide at a time, etc. No running up slides allowed.
- Boots and snow pants are to be worn when playing in the snow off the cement.
- Throwing snowballs is not allowed.
- No electronics like Nintendo Switch, iPads, or phones are allowed on the playground.
- The Internet Access policy in this Parent Handbook applies to student conduct on the playground.
- Sledding Rules for students are as follows:
 - Sledding is permissible with roll-up sleds, foam sleds and saucers. No runner sleds, inner tubes or hard plastic sleds.
 - Students in grades kindergarten through fifth grade must wear snow pants.
 - Sledding may only be on the sledding hill and no group sledding.
 - Students should not be on the hill until it is their turn to sled.
 - Students may push to speed up a sled. Students may not push all the way down the hill.
 - Students must walk up the hill outside the flow of other students sledding.

SEARCH AND INSPECTION

Searches of Students

A student's person and/or personal effects (e.g., purse, book bag, clothing pockets, etc.) may be searched when school officials have reasonable cause to believe that the student is in possession of their cell phone, stolen property, alcohol, controlled substance(s), look-alike controlled substance(s), prescriptions, over-the-counter drugs, tobacco, pornography, weapon(s) and/or anything else which is a violation of the law or a school rule. The search will be conducted under the authority of the Principal with at least one adult witness present.

Maintenance Inspections with Notice

Although school lockers, desks and computer files are temporarily assigned to individual students they remain the property of the school at all times. The school has a reasonable and a valid interest in ensuring that its property is properly maintained. For this reason periodic inspections are permissible to check for cleanliness and for vandalism. School authorities may conduct general maintenance inspections at any time. The inspection will be conducted in the presence of at least one other adult. Any contraband (weapons, pornography, controlled substance(s), look-alike controlled substance(s), prescriptions, over-the-counter drug, alcohol, tobacco, or anything else which is a violation of the law or a school rule) or vandalism discovered during such inspections shall be confiscated by the administration, which will advise the student's parents. Disciplinary action could also be a consequence (see suspension/expulsion policy).

Inspections Without Notice

Lockers, desks, computer files and other facilities owned by the school are provided as a courtesy to the student. These school facilities may be searched without notice when school officials have reasonable cause to believe that the school facility contains a weapon(s), pornography, controlled substance(s), alcohol, and/or tobacco, or anything else, which is a violation of the law or a school rule or has been subject to vandalism. Such searches will be conducted in the presence of another adult. Any contraband (weapons, pornography, controlled substance(s), look-alike controlled substance(s), prescriptions, over-the-counter drug, alcohol and/or tobacco) or anything else, which is a violation of the law or a school rule, or vandalism discovered during such inspections, shall be confiscated by the administration, which will advise the student's parents.

Disciplinary action could also be a consequence. Law enforcement will be notified if appropriate (see suspension/expulsion policy).

SCHOOL CLOSINGS AND EARLY DISMISSALS

Parents will be notified through a text message of early dismissals and cancellations not listed on the school calendar. Text messages will be sent to the parent cell phone numbers listed in the FACTS parent portal. The radio stations listed carry announcements concerning school closings due to severe weather conditions or for other necessary reasons. Radio stations are:

WHO (1040 AM)	--	Des Moines	KRLS (92.1 FM)	--	Pella
KNIA (1320 AM)	--	Knoxville	KCWN (99.9 FM)	--	Pella/New Sharon

To view school information on television, please turn to Channel 5, 8 or 13 or go to the corresponding television's web pages.

SCHOOL EVENTS

1. The **Open House** is held prior to the first day of school. This is a time for students and parents to meet teachers, visit their classroom and bring school supplies for desks or for lockers.
2. The **School Play** is performed by eighth grade students in late fall. The play is presented during two evenings. A freewill offering is collected to defer costs for props and for costumes. The school play is open for all families and friends to attend.
3. **A Grand Day** is held in April or early May. Grandparents and special friends are invited to participate in classroom activities with their grandchild/student. Students will be dismissed for the day at 1:35 p.m.
4. **Tulip Time** is a community wide celebration held the first full weekend in May. Students in kindergarten through fifth grade are required to march with the students in the afternoon Tulip Time parade on Thursday, on Friday and on Saturday. If your child rides a float or is involved in another part of the parade they are excused from walking with their class. Dutch costumes are required attire, while wooden shoes are optional. Dutch costume patterns are available from the library for a nominal fee. Some patterns are sold around Pella. The Pella Historical Society typically has a costume exchange in April, so please read local newspapers for this information.
5. The **Annual Society Meeting** is held in spring semester for the affirmation of new board members, budget approval and a Head of School report of the previous school year.

SPANISH IMMERSION

In the Spanish Immersion classrooms at Pella Christian, students receive all content instruction in Spanish. Our goal is for students to achieve high levels of proficiency in Spanish by learning the language in much the same way they learned their native language—through meaningful and immersed communication. The curriculum and classroom structure of the immersion classrooms mirrors that of English classrooms except that instruction is delivered in Spanish with added linguistic foci. Our early total one-way immersion program begins in preschool and continues through fifth grade. After fifth grade, the immersion students will integrate with the English track students while still spending three periods a day in an immersion continuation program that will aim to further develop the students' use and understanding of the Spanish language and its cultures.

Enrollment:

Any family with children in preschool, kindergarten, or first grade is welcome to enroll their children in the Spanish immersion program assuming the availability of spaces. After the middle of first grade, however, children will only be allowed to enter the program once their Spanish proficiency has been approved by the program director (and if there is space available). Registration information is published in January followed by an online pre-registration process in early spring. Families then complete the registration at one of the all-school registration dates.

English instruction:

Children in the immersion program will receive art, music, library, and physical education instruction in English. Formal English instruction embedded in one subject area will begin in third grade once Spanish literacy has been well established. This instruction will focus on the skills that do not naturally transfer from Spanish to English and will be offered in increasing time increments each year. The program is specifically designed to guide students to bilingualism and biliteracy in English and Spanish.

STUDENT INVOLVEMENT

Academic Services

In addition to the regular education program, PCGS has the following programs:

1. The Learning Center (TLC)

This classroom is dedicated to the instruction of students requiring additional academic assistance. This program is presently shared with the Christian Opportunity Center (COC) and Pella Christian High School (PCHS).

2. Support Services

Math and reading support programs are offered to qualifying students. PCGS participates in the federal program that provides a Title I teacher to serve students of the nonpublic school in grades one through five. In grades six through eight, academic support is offered in math, literature and English based upon a child's need.

3. Special Projects to Apply Resources within the Kingdom (SPARK)

PCGS has developed a program to meet the needs of academically talented students. PCGS identifies and serves students who demonstrate achievement and/or potential ability in general intellectual ability and in specific academic aptitude. The SPARK program defines these students as children whose God-given academic abilities make them capable of high performance and require extended and expanded educational programming to develop their gifts for a life of service in God's kingdom.

All students in grades 1 and 2 are involved in "thinking skill classes" taught by the SPARK teacher. All students in grades 3-5 will be taught a hands-on STEM unit at one point during the school year. These units are project-based and have students working collaboratively to build critical thinking skills. In addition, 3rd-5th grade students identified for pull-out SPARK classes will meet for 70-80 minutes per week in the SPARK classroom. Sixth grade pull-out SPARK classes meet once a week for 30-40 minutes. Voluntary participation in a variety of academic competition opportunities are offered for seventh and eighth grade students before and/or after school.

General goals of the program are that academically gifted students will be assisted to:

1. Recognize his/her calling as an image bearer and develop an awareness of their potential and responsibility to contribute to God's world.
2. Build positive Christian character traits so gifts and talents are used to benefit and enhance Christ's kingdom in student's personal lives as well as in the Christian community.
3. Provide emotional support and climate to reinforce confidence in the validity of their academic gifts and talents and to understand others perception of those gifts. Students will develop problem solving skills, independent research skills, academic challenge skills, creative and critical thinking skills and creative problem solving skills.

Identification for SPARK follows these guidelines:

At the beginning of each year student data and teacher input is compiled and reviewed. Students in grades 3-6 identified as academically talented in general intellectual ability will be programmed into a pullout enrichment program taught in a separate classroom. Criteria to qualify for general intellectual programming includes:

- Composite (all subjects average) Iowa Assessment scores of 95th percentile or above
- Composite scores of two years or more above grade level
- Cognitive Ability Scores of 125 or above and
- Teacher input.

These results are charted and a selection committee consisting of administrators, a teacher representative, and the SPARK coordinator review the information. This committee makes final recommendations for programming. Parents will receive notification of the programming recommendations and will need to give approval prior to student involvement. Parents may request a review of their child's eligibility for SPARK activities by contacting the SPARK coordinator. Such a request will generate a re-evaluation of the student by the committee and communication back to parents concerning findings.

Students identified as having specific academic talents and 'in class' enrichment needs will receive those experiences in the classroom. These students will qualify by having high scores in specific areas of the above criteria but not in all areas. Teachers may work with the SPARK coordinator to provide appropriate enrichment for classroom students who demonstrate a need for specific academic challenges.

4. Heartland Area Education Agency (AEA)

Provides a speech therapist, school psychologist, reading consultant, school social worker and other support staff members as required by state law. Please contact the administration for further information.

Regional Fine Arts (Formerly District V)

PCGS participates with other CSI schools in a Regional Fine Arts Night. Students in grades 5-8 may submit art and creative writing. Students in grades 6-8 are judged in the areas of speech, vocal music, instrumental music and piano. This event is usually held in early March.

Band

The band program is offered to students in grades five through eight. Each of the 4 bands meets as a group 2-3 times per week and students are scheduled for an individual or group lesson once every two weeks. School-owned instruments may be rented per year as follows: \$75 for woodwind or brass instruments. No additional rent will be charged for the summer. Please talk to the director for availability. All percussionists are required to pay a \$25 fee per year for the use of school percussion instruments.

1. Procedures for Joining Band - Grade 5

- Participation in band is encouraged at the end of 4th grade. The instructor(s) will have each interested student "try out" on a variety of instruments to pick the best possible instrument for that student. The following general criteria are considered for choosing the proper instrument for each child:
 - lip size and structure
 - hand and arm size
 - finger, wrist and arm dexterity
 - musical and rhythmical aptitude
 - piano background
- The instructor(s) have an obligation to recommend appropriate instruments for the success of the student. Not all instruments are appropriate for all students. Percussion is a popular choice and in order for a

student to be eligible to try out for percussion, she or he is required to have had two years of piano lessons and must also pass a rhythm aptitude test. The instructor reserves the right to limit the number of students who may begin on percussion each year.

- c. The instructor(s) also seeks to provide a good balance for the entire band program so that the students have an optimal experience as part of a team.
- d. After try-outs are complete, a recommendation for each child will be sent home. An information/instrument rental night will be held so that parents will have an opportunity to ask questions about band in general and to acquire an instrument for interested students. If a family is planning to use a pre-owned instrument it is recommended that it be brought to the instructor(s) as soon as possible to determine if it is in need of repair.
- e. Practicing at home on a regular basis is a very important factor in achieving success in learning to play any instrument. The 5th grade band has two required concerts per year.

2. Procedures for Joining Band - Grades 6-8

- a. A current PCGS student who wishes to join band will be allowed to do so at the beginning of each semester or at the discretion of the director.
- b. A new student who begins attending PCGS during the school year will be allowed to join band at the time he/she begins attending school.
- c. Any student attending the first day of band is expected to remain in the program for a full school year. Any student who joins band at the second semester or any new student who joins band upon arrival is expected to remain in the program for the remainder of the school year.
- d. Attendance is required at the following events during the school year:
 - i. Fall Music Festival held in the fall with an evening concert
 - ii. Band concert for students in grades six through eight
 - iii. PCGS Fine Arts Festival, usually held in March
 - iv. Three after-school marching rehearsals in late April and early May
 - v. Pella Tulip Time, usually three parades
 - vi. Any out-of-town trip the band makes is not required but highly encouraged.

Addressing Problems in Band During the School Year

- 1. The parent should notify one of the band instructors as soon as possible to try to work through problems expressed by the student at home concerning band or band lessons. Scheduling problems can usually be easily resolved. It is our desire that band be a positive learning experience for each student.
- 2. Problems of a more serious nature need to be addressed at a conference with the parent, the teacher and the student.

Procedures for Dropping Band

- 1. If a student no longer desires to participate in band, the parent and child need to meet in person with the instructor. If, after the conference the parent or guardian decides to allow the student to drop band, the parent or guardian should notify the instructor of the decision. The student dropping band will continue with band through the end of the grading period or until the next concert. The band director will determine the appropriate time for the student's last day in band.
- 2. If the decision is made during the summer, parents are asked to notify the instructor before the first day of school.
- 3. Students may choose to no longer participate in band during the first two weeks of school without finishing the grading period.

Middle School Activities

Eligibility

It is a privilege to participate in co-curricular activities at Pella Christian Grade School. Therefore, out of our concern for the whole child, we both grant and withhold privileges. Procedures and consequences reset during each grading period. If a student is ineligible for any event, the student must attend the event but not in uniform. If the student does not attend the event, the student will be ineligible for the next event. Athletics include: baseball, softball, cross country, volleyball, basketball, track (excluding District V), football, clay target team, etc. A student becomes ineligible to participate in athletics when any or all of the following conditions apply:

Failing a subject

1. At any time during the grading period, the teacher will notify the Principal if the student is failing a subject. The Principal will notify the student and parent(s). After the student is notified, the student will receive two weeks of probation to get the grade above a failing grade. During these two weeks of probation the student will be able to participate in practices and in games, yet students must prove that they are working to improve their grade during their time of probation. If reasonable progress is not being made, students may be penalized in their current extracurricular program. No probation period will occur during the last two weeks of the spring grading period. If probation ends without the student achieving a passing grade, the student is ineligible until the grade is passing. If a student fails a subject at the end of a grading period, the student is ineligible for the first two weeks of the next grading period.

Excessive behavior detentions (3 behavior detentions) will make the student ineligible for all sporting events for the rest of the grading period.

Non-athletic co-curricular activities include: band trips, regional fine arts, knowledge bowls, plays, 8th grade trip at the end of the year, etc. This does not include concerts or parades during Tulip Time. A student becomes ineligible to participate in non-athletic co-curricular activities when any or all of the following conditions apply:

Honor Choir (OPUS)

The OPUS Honor Choir is held in November of each year. The participants from grades five through eight are chosen from recorded auditions. This prestigious honor choir takes place at Iowa State University in Ames, Iowa. Students selected for the honor choir will be asked to pay a \$30 fee. Each student is given the opportunity to audition, but no student is required to audition.

Interscholastic Sports Program

The philosophy of the sports program at Pella Christian Grade School is to recognize each student as God's image bearer and to help develop the physical, social, emotional, intellectual and spiritual potential of each participant.

Our goal is to allow further development of skills with interscholastic competition. Therefore, a "no-cut policy" is implemented except in extreme cases where there are undoubtedly too many students to allow adequate playing time. Administration will make this decision. This program provides the opportunity for the students to interact socially and competitively with athletes from other schools. It is also our prayer that the students will gain an understanding of a team concept and learn to recognize the difference in abilities of peers by accepting those who are starters and those who gain more playing time.

Because of limited room on the bus, a coach will establish a traveling team when necessary.

1. Sports available for seventh and eighth graders:

Football (Boys) --- August to mid-October

Cross Country (Co-ed) ---end of August to mid-October

Volleyball (Girls) --- end of August to mid-October

Basketball (Girls) --- end of November through December

Basketball (Boys) --- January through mid-February

Track (Boys & Girls) --- end of March to beginning of May

Clay Target Team (Boys & Girls) --- March to June

Softball (Girls) --- mid-May through June

Baseball (Boys) --- mid-May through June

2. Policies for Interscholastic Sports are:

1. Each student must have an updated physical annually prior to participating in the first practice or game. Each student must have all fees and forms turned in prior to participating in the first game. The physical exam requirement resets after July 1 each year.
2. Team uniforms are provided by the school.
3. Practices for students participating in athletics and other school-sponsored activities may be scheduled between 6:30 a.m. and 7:00 p.m., Monday through Friday, with Wednesday afternoon practices scheduled subject to administrative approval and concluding by 5:30 p.m. A coach may schedule up to two Saturday practices a month with no mandatory attendance.
4. Students may participate on a non-PCGS team at any time. However, when a PCGS team is in season, the PCGS team will always take priority over the non-PCGS team. If a student misses a PCGS athletic event for a non-PCGS athletic event, coaches and administration will determine consequences for that absence.
5. A student must be present at least half a day in order to participate in an after-school activity, unless given permission by the Principal. Middle School students are required to be in attendance no fewer than four traditional periods or two block periods on the day of a co-curricular activity in order to practice or participate in that activity. Prior permission to be absent, due to special circumstances, may be granted by administration. This permission must be granted prior to the activity, not after the fact.
 - a. The athletic director will notify the coach of students unable to play due to an absence.
 - b. Coaches will notify all athletes of this policy at the start of the season.
6. Bus rules apply to all bus rides to and from sports activities. Students who violate the bus rules will not be permitted to play in the next event.

Intramurals

Students in grades six, seven and eight are divided into teams to compete against each other in a variety of game situations. This program is an extension of the physical education curriculum to further develop skills learned in physical education class. The games are typically scheduled Fridays before lunch. Since it is designed to promote unity among the students via co-ed teams, only academic commitments take precedence.

LEGO League/ Knowledge Bowl

Students in 7th and 8th grade have the opportunity to participate in different academic competitions throughout the year. In the fall, 7th and 8th grade students can participate in LEGO League. The amount of students that can participate in this

program is limited. Students meet after school to work on LEGO robotic programming in order to prepare for a competition in the winter.

In late winter and spring, 7th and 8th graders can compete in different knowledge competitions. Competitions include area Knowledge Bowls and Mathcounts. Students answer questions as a team and individually on different topics including math, literature, science and history. Preparations for these events are made once a week in the morning during the winter and spring grading periods of the school year. Student dedication is important to represent our school at these events.

Fall Music Festival

Students in grades six, seven and eight participating in band and choir from the area Christian schools gather for a mass practice with a performance to be given that same evening. This festival usually takes place in November of each year. The students should take dress clothes along to school that day. The students will eat and will change clothes at the event.

Eighth Grade Theatre Troupe

Students may audition for the eighth grade Theatre Troupe. Membership in the troupe involves being cast in the eighth grade play that is performed annually in November. Every eighth grade student receives a cast t-shirt and is invited to the cast party. Students may also assist with the set painting and make-up.

Eighth Grade Celebration

Students who are dual-enrolled and fully enrolled participate in 8th grade celebration at the end of the year.

Recreation Day

This is an afternoon of fun and of fellowship when students in grades six, seventh and eighth play various team games chosen by student leaders. This event is planned in September to promote unity among middle school students.

South Central Iowa Band Association (SCIBA)

Selected students in seventh and eighth grade may participate in this honor band festival, which takes place in November each year. Seventh grade band students are nominated and are selected by a committee of band directors. Eighth grade band students must audition in October to earn a spot in one of the three honor bands.

Fine Arts

All band students in grades six-eight are encouraged to prepare a solo or an ensemble piece of music to perform at our PCGS fine arts festival. Selected students also have an opportunity to participate in the regional Christian school fine arts festival. The regional festival is not required but should be considered as an honor to be selected for this event.

STUDENT ACTIVITIES

Music

General music instruction is provided in grades kindergarten through eighth grade. Band (optional) begins in grade five. General music is scheduled for two class periods a week in kindergarten through sixth. Students in grades seven and eight have a choice of enrolling in band, choir, or both and are required to take at least one of these.

The choir will normally have two concerts a year that will be graded. Parents and students will be given advance notice of any other required performances. The first concert is the Fall Music Festival (usually scheduled in early November). The second is a Spring Band and Spring Choir Concert. If a student is absent from either of these concerts for any reason (family obligation, illness, etc.), she/he will be required to make up the missed points by doing an assignment that will be determined by the teacher at that time. The assignment/test make-up policy is the same as that of any core class. The students are required to wear nice dress clothes for the above listed concerts. Nice dress clothes include dress pants or khakis, a nice shirt with no writing on it and nice shoes for girls and boys. The girls may wear skirts, but they must be knee length or longer. Blue jeans are not acceptable at these concerts. Choir students are expected to care for their choir music as they care for their textbooks in other classes. Should a student lose or damage their choir music they will be responsible for reimbursing the school for the cost of the music.

Physical Education

Physical Education is required for grades kindergarten through eighth. First through eighth grade students have two PE periods per week. Students in grades five through eight change into PE clothes. Students should wear clean tennis shoes on P.E. days. For safety reasons, students who are not wearing appropriate footwear will not be able to participate in gym activities

Library/Media Center

Students in K-5 have one scheduled library period each week. Students in grades 6-8 are free to visit the library before and after school as well as during their breaks. Books from the "Everybody Section" (labeled with an E) have a one-week check out; the remaining books have a two-week check out. Books are to be returned between 8:10 and 8:30 a.m. or with teacher's permission when a class is not being held in the library. Kindergarten and first grade books are returned to the teacher. No fines for overdue books, but students will be asked to pay a replacement fee for any books not returned by the end of the grading period or excessively overdue. Students are expected to take good care of books and/or materials. Damage to books in excess of normal wear and tear will be charged to the student. Computers are available for students and staff to use from 8:10 a.m. until 3:55 p.m. Students should use the computers for schoolwork purposes; any misuse can result in limited computer access.

Tulip Time

All K-5 students are expected to participate in three afternoon Tulip Time parades. When a child misses any of the three Tulip Time parades in which they are required to march, they will be counted absent for half a day, unless their absence is caused by a different Tulip Time event (i.e. riding a float). All kindergarten through fifth grade students will need a Dutch costume for Tulip Time. Students assemble at the corner of East 1st Street and Independence Street at 2:30 p.m. Students should be picked up on East 2nd Street immediately after the students are finished marching, not after the parade.

The marching band (grades six, seven and eight) is scheduled to march in three parades. The marching band meets at the school, gets dressed in school provided uniforms and as a group walks to the marking point. Following the parade, students walk back to the school to change and are then dismissed. Uniforms are kept at the school between parades. Uniforms are to be laundered at home and returned to school.

Parties

One of our objectives in meeting the mission of PCGS is the social development of all students. This is a big task and involves many different scenarios. One social situation of concern is birthday parties. Birthdays are a great opportunity for us to celebrate with individual students and give them special attention. Treats for the whole class are welcome, but please be sensitive to student allergies.

In compliance with PCGS's Wellness Policy, the following are recommended for class treats. When selecting treats, please remember to select small portion sizes and avoid sizes that contain more than a "single" serving.

RECOMMENDED CLASSROOM SNACK/ TREAT LIST - *(Need to be compliant with Tree Nut/Peanut Safe)*

Granola/Cereal/Fruit/Yogurt Bars/Rice Krispies Treats

Bagels, Muffins, Sweet Breads (4 oz. portions)

Animal Crackers/Graham Crackers or Teddy Grahams

Oatmeal, Cereal or Raisin Cookies (4 oz. portions)

Baked Chips/Sun Chips/Pretzels or Wheat Crackers

Raisins/Dried Fruit/Fruit Leather/Fresh fruit or fresh vegetables

Popcorn (light varieties)/Sunflower Seeds (without shells)

Beef Jerky (95% fat free)

Cheese Sticks or Yogurt/Yogurt Tubes (low fat)/Puddings (low fat)

Beverages over 50% juice (12 oz. or smaller), water, 1% or skim milk

An area of concern is when invitations for out-of-school birthday parties are distributed at school. The school is requesting that this not be done at school because of the feelings of excluded students.

A Christmas party is scheduled at the end of the day prior to Christmas vacation. Students are requested to give to the designated Christmas project rather than do a gift exchange. Gifts to teachers are coordinated through Partners in Education (PIE).

Textbooks

Textbooks are provided for grades kindergarten through eight. Students are expected to take good care of textbooks. Students who damage textbooks will pay for the damage. At the end of the school year books are examined and students may be assessed a book damage fee if excess wear is noted. Parents are requested to sign at registration allowing the school to receive textbook reimbursement from the State of Iowa.

Pictures

School pictures are taken in the fall. Fall pictures are taken for lunch cards, student exchanges, and student records.

STUDENT INFORMATION/RECORDS

Releasing Student Information

Student information is designed to be used internally within Pella Christian Grade/High School. Student information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents are given the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. If the student's parent(s) desires to make such a refusal, please contact the building administration during registration or no later than July 31st of the upcoming school year.

The school board recognizes the importance of maintaining student records and of preserving their confidentiality. Parents have the right to inspect their child's records as long as the child is a dependent by the Internal Revenue Code. Board Policy 506 details the guidelines to access student records.

TRANSPORTATION

Bus Fees

1 Full Time Student	\$700
2 Full Time Students	\$1,050
3+ Full Time Students	\$1,325
1 Part Time Student	\$525
2 Part Time Students	\$785
3 Part Time Students	\$990

Student Conduct on the Bus

1. Students are under the authority of the bus driver.
2. Please be on time for the bus. Students should be ready when the bus arrives. Bus drivers are only required to wait no more than thirty seconds for all students to be loaded on the bus per stop.
3. Please avoid playing or loitering on the roadway when waiting for the bus.
4. Please wait for the driver's signal before crossing the road.
5. Please cross the road at least ten feet in front of the bus.
6. Please enter and leave the bus in an orderly manner at bus stops and at school loading stations.
7. Please go directly to a seat when entering the bus.

8. Please remain seated while the bus is in motion.
9. Please be courteous to the driver, fellow pupils and people passing by.
10. Please refrain from talking to the bus driver while the bus is in motion.
11. Please keep hands, arms and head inside the bus.
12. Please talk in normal tones. Loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must cease until the bus has crossed the tracks.
13. Please keep books and other property stored out of the way. Keep the aisles clear at all times.
14. Please keep the bus clean. Respect the bus property and refrain from damaging it.
15. Please keep feet off seats at all times.
16. Please refrain from throwing objects inside the bus or out the windows.
17. Please keep sharp objects off the upholstery.
18. Please do not chew gum or eat on the bus.
19. Please do not bring radios, knives, lighters, matches or anything on the bus that might be considered a weapon or dangerous. Headphones are permissible if used properly.
20. The Internet Access policy in this Parent Handbook applies to student conduct on the bus.

Bus Citations

If a bus citation is given for improper behavior, the following guidelines apply:

1. The first citation must be signed by a parent or guardian and returned to the driver the next day the student rides the bus. The signed citation will be given to the Principal and he/she will have a conference with the student.
2. After the second citation the Principal will contact the parents to discuss the problem.
3. After the third citation the student will be suspended from the bus for one week.
4. After the fourth citation the student will be suspended, and the matter will be turned over to the Executive Committee of the School Board to determine necessary disciplinary action.
5. The accumulation of citations will renew each year.

Bicycles

Bicycles provide a quick, inexpensive form of transportation. We are concerned for the safety of students and ask that they please follow traffic rules. Bicycles must be parked in the bike rack area. No one is to play in or around the bike racks during school hours.

VISITORS

When a friend or relative of a student desires to attend school, the office should be notified so adequate planning may occur. Typical visits will take place during lunch and recess. If a parent desires to visit school it is courteous to notify the teacher and office in advance.

BELL SCHEDULES

[2025-26 K-4 Bell Schedules](#)

[2025-26 5th Bells Schedule](#)

[2025-26 Middle School Bell Schedules](#)

[2025-26 5th-8th A/B Calendar](#)

TUITION RATES

[Tuition Rates and Tuition Savings](#)

STUDENT SUPPLY LIST