

August 2009

Dear Parents,

For as long as I can remember, the school verse for Hudsonville Christian School has been “In Your light, we see light” Psalm 36:9b. It is an appropriate verse for Christian education since all of life and all of education is meaningless apart from Christ’s light and seeing it from a Christian perspective. We want you to know that this verse is very important to us, as is our Mission Statement of “Challenging Minds and Lives for Christ”. Along with these are our Core Values which are listed on the back of the front cover of this booklet. I encourage you to carefully read those again as this is what Hudsonville Christian School stands for. We work very hard as administration and staff to uphold these Core Values at Hudsonville Christian School.

With this being said, it is interesting that the elementary school theme for this year is “Let Your Light Shine” based on Matthew 5:16, “Let your light shine before men in such a way that they will see your good works and glorify your Father in heaven.” Just as we need to have a perspective of seeing all of life through the light of Christ, so too, knowing that we are His people in His world, we must let His light shine in and through us. So, we will talk with our students this year how important it is to see that this is God’s world, that we are a part of His Kingdom, He has given each of us gifts and opportunities to serve Him and to let our light shine in our school, our communities, and in our world. Please pray for students and teachers as they work together this year to let their light shine for Jesus.

In this handbook you will find information regarding the goals of Hudsonville Christian School and information that is helpful for parents and staff to work together to nurture young lives. We count on your involvement, both in your child’s education and in the life of Hudsonville Christian School. Your volunteer time is critical to the smooth operation of the school for your child(ren). I hope the information in this handbook is helpful to you. Please look it over carefully so that you are aware of the things you need to know as a parent and discuss it with your children.

Finally, we encourage you to be involved in the activities and events of this school year. We ask for your continued prayers for your child’s education, for his or her teacher, the School Board and the Administration. My prayer is that, together, we can fulfill the mission of our school “Challenging Minds and Lives for Christ.” We’re grateful that your child(ren) are here and we trust that the 2009-2010 school year will be a good year for them in growing academically and in learning to serve their Master.

Serving Christ together,



Bob Vander Laan

Administrative Principal

## HUDSONVILLE CHRISTIAN SCHOOL – 2009-2010 SCHOOL YEAR CALENDAR

August 10	HCS Golf Outing	January 23	Preschool enrollment
August 27	EOCS Staff Meeting	January 26	Pre K/Kindergarten Info.
August 31	Open House – Elementary 3:30-5:00 P.M. Middle School 3:30-5:00 P.M.	Night	
		January 28	HCS Fiddle Fest- 7:30 PM
September 1	First Day of School for Students (Full Day)	February 8-9	Kindergarten Screening
September 1-3	Limited busing	February 12	Sub/Cookie Dough Sale
September 4 - September 7	Labor Day Weekend <i>(No School for Students)</i>	February 15	Professional Day <i>(No School for Students)</i>
September 11	7 <sup>th</sup> / 8 <sup>th</sup> grade retreat	March 1, 2, 4	Parent/Teacher Conferences
September 12	Sporting Clay Shoot	March 4	Limited busing
September 14	Preschool begins	March 5	Records Day <i>(No School for Students)</i>
September 17	Middle School Orientation	March 8	5 <sup>th</sup> Boys Sex Ed. Night
September 19	Craft Sale	March 11	6/7/8 Skating Party
October 6	5 <sup>th</sup> Girls Sex Ed. Night	March 13	HCS Auction
October 13 & 15	6 <sup>th</sup> Dunes Trip	March 15	M.S. Orient – New Parents
October 14	Late start for students – 9:45	March 18	Elementary Musical
October 20	M.S. Music Concert	March 19	M.S. Awesome Arts Day
October 21	Fall Fitness Feat	March 19	End of 3 <sup>rd</sup> Nine weeks
October 22-23	CEA Convention <i>(No School for Students)</i>	March 23	HCS Society Meeting
October 26	Ed Foundation Dinner	March 25	Sub/Cookie Dough Distrib.
October 30	End of 1 <sup>st</sup> Nine Weeks	March 26	Report Cards sent home
November 6	Report cards sent home	April 2	Good Friday
November 11	Late start for students – 9:45	April 2	Spring Break Begins <i>(No School for Students)</i>
November 17	6 <sup>th</sup> Skating Party	April 4	Easter
November 23, 24	Parent/Teacher Conferences	April 2 - 9	Spring Break
November 25- 27	Thanksgiving Break <i>(No School for Students)</i>	April 12	School Resumes
December 3	7/8 Skating Party	April 17	Hike ‘n Bike
December 4	Elem. Love Bazaar	April 30	Kindergarten Visiting Day
December 7-11	M.S. Spiritual Emphasis Week	April 30	Family Fun Night
December 18	Magazine Sale Kickoff	May 6,7	8 <sup>th</sup> Grade Play
December 21	M.S. Christmas Concert	May 13	Ascension Day
December 21-22	Limited busing days	May 19	Late start for students
December 22	Elementary Christmas Program	– 9:45	
December 23	Christmas Break Begins	May 24-25	Preschool Graduation
January 4	Classes Resume	May 25	Spring Choir/Orch
January 8	6 <sup>th</sup> Medieval Festival	Concert	
January 14	8 <sup>th</sup> Grade Mixer	May 27	Spring Band Concert
January 14	End of First Semester	May 31	Memorial Day
January 15	Records Day <i>(No School for Students)</i>	June 7	8 <sup>th</sup> Grade Class Trip
January 19	M.S. Magazine Sale Ends	June 9	8 <sup>th</sup> Grade Graduation
January 20-22	7 <sup>th</sup> Grade Winter Camp	June 10	Last Day Of School
January 21	Preschool Information Night	June 11	Records day
January 22	Report Cards sent home		

## SCHOOL HOURS

Preschool:	A.M. Class – 8:35 A.M. – 11:00 A.M. P.M. Class – 12:00 Noon – 2:25 P.M.
Pre-Kindergarten:	A.M. Class – 7:50 A.M. – 11:00 A.M. P.M. Class – 12:00 Noon – 2:40 P.M.
Kindergarten:	All Day Class - 7:50 A.M. – 2:40 P.M. A.M. Class – 7:50 A.M. – 11:00 A.M. Friday P.M. Class – 12:00 Noon – 2:40 P.M.
Grades 1 – 8:	7:50 A.M – 2:40 P.M.

## ELEMENTARY RECESS BREAK AND NOON LUNCH

Elementary students will have the following recess and lunch schedule for the 2009-2010 school year:

Recess break for PK, K, 1, 2	9:30 – 9:50 AM
Recess break for 3-5	9:50 – 10:10 AM
Noon hour for K	Recess 11:30 AM – 12:00 Noon; Eat 12:00 – 12:30
Noon hour for 1-2	Eat 11:30 – 11:45 AM; Recess 11:45 AM – 12:10 PM
Noon hour for 3-5	Eat 12:10 – 12:25 PM; Recess 12:25 – 12:50 PM

## COLOR DAYS SCHEDULE at the ELEMENTARY SCHOOL

The weekly schedule at Hudsonville Christian Elementary School cycles through a sequential rotation of four colors: RYGB (Red, Yellow, Green, Blue).

The purpose of the Color Day Schedule is so students get an even distribution of their specials. This also balances the curriculum for the art, music, library and physical education teachers because each class section can remain on the same lesson.

The Color Day Schedule works like this: if Tuesday is Red Day to start out the year, there is no school on Friday that week, so Monday (instead of Friday) becomes Green Day, and no one misses the art, music, library or physical education class they would have had on Friday.

The schedule of Color Days is printed in the Home Communicator each week. If there is an unanticipated cancellation such as a snow day, the color schedule will be adjusted and resume on the next day of school.

## HEARING AND VISION TESTS

Hearing and vision screenings are required prior to school entrance for all preschool, pre-kindergarten and kindergarten students.

Ottawa County regularly administers the following tests on scheduled dates during school hours:

Hearing tests for kindergarten, grades 1, 2, and 4.

Vision tests for kindergarten, grades 1, 3, 5, and 7.

**Students in other grades will be tested upon request of parents or teacher. Vision screening is also available at the Ottawa County Health Department on Port Sheldon Road the third Wednesday of every month from 1-4 P.M. They suggest that you call (669-0040) before coming in.**

**HUDSONVILLE CHRISTIAN MIDDLE SCHOOL**  
**DAILY TIME SCHEDULE**

**GRADE 7 AND GRADE 8:**

	<u>Mon./Wed./Thurs.</u>	<u>Tuesday</u>	<u>Friday</u>
Devotions	Homeroom 7:50- 8:00	Chapel 7:57- 8:22	Chapel 7:57- 8:22
1st Hour:	8:01 – 8:43	8:25 – 9:03	8:25 – 9:01
2nd Hour:	8:44 - 9:26	9:04 – 9:42	9:02 – 9:38
3rd Hour:	9:27 - 10:09	9:43 – 10:20	9:39 – 10:15
Break:	10:09 - 10:23	10:20 – 10:33	10:15 – 10:35
4th Hour:	10:24 - 11:06	10:33 – 11:10	10:36 – 11:12
5th Hour:	11:07 - 11:49	11:11 – 11:49	11:13 – 11:49
*Lunch:	11:49 - 12:14	SAME	SAME
*Intramurals:	12:14 - 12:30	SAME	SAME
6th Hour:	12:31- 1:11	SAME	SAME
7th Hour:	1:12 - 1:54	SAME	SAME
8th Hour:	1:55 - 2:37	SAME	SAME
CLOSING	2:37		
DISMISSAL:	2:40		

**Note:** Wednesday schedule is as follows:

Hot Lunch is served at 11:49 p.m. Recess follows until 12:30 p.m.

**GRADE 6:**

Block I:	7:50 – 8:43 a.m.
Block II:	8:43 – 10:45 a.m.
Block III:	10:45 – 12:35 a.m.
<b>*NOON HOUR</b>	
7th Hour:	1:12 - 1:54 p.m.
8th Hour:	1:55 - 2:37 p.m.
DISMISSAL:	2:40 p.m.

**Note:** Wednesday schedule is as follows:

Hot Lunch is served at 12:35 p.m. Recess follows until 1:11 p.m.

**Note:** Tuesdays and Fridays (Chapel days) the 6th grade blocks will be amended.

## SCHOOL CANCELLATION / DISMISSAL

If school is cancelled because of heavy snow or other weather conditions, announcements will be made over the following Grand Rapids radio and TV stations. If Hudsonville Public School is cancelled, Hudsonville Christian School will also cancel. **If there is a two-hour delay, A.M. preschool, A.M. pre-K, and A.M. kindergarten classes will not meet.** (Please do not call school at these times unless absolutely necessary.)

<u>RADIO STATIONS</u>				<u>TELEVISION STATIONS</u>	
WBCT	FM	93.7		WOOD	Channel 8
WBFX	FM	101.3		WGVU, WGVK	Channels 35 and
52					
WCSG	FM	91.3		WXMI	Channel 17
WFGR	FM	98.7		WZZM	Channel 13
WGRD	FM	97.9		WOTV	Channel 41
WGVU	FM	88.5	AM 1480	WWMT	Channel 3
WJQK	FM	99.3			
WKLQ	FM	94.5			
WLAV	FM	96.9			
WLHT	FM	95.7			
WTRV	FM	100.5			
WODJ	FM	107.3			
WOODFM	105.7	AM	1300		

It is also possible to access a current list of school closings from Hudsonville Christian's website: [www.hudsonvillechristian.org](http://www.hudsonvillechristian.org).

## COMMUNICATION: HOME AND SCHOOL

### **REPORTING TO PARENTS**

Pre-K and Kindergarten students receive their report cards at the end of each semester. Report cards for grades 1 - 8 are issued every nine weeks. Cards for students in grades Pre-K - 8 must be signed by the parents and returned to school as soon as possible.

Be sure to study carefully the checks placed on the card. These help explain the marks given and also indicate attitude and effort, so in many ways the checks are more significant than the marks given. Avoid comparing marks between brothers and sisters, friends, etc. The important thing is that each child uses the talents God has given him/her, not whether he/she does as well as someone else.

Feel free to contact the teacher or principal regarding any area in which you feel your child is not doing as well as he should, or about which you may have questions.

### **DAILY WORK**

Be sure your child is taking home the marked papers which the teacher has returned. If you have reason to believe he/she is not doing so, please check with the teacher. Then take time to discuss these papers with your child. It is very encouraging for a student to realize that both teacher and parents are interested in his/her work.

### **EMAIL AND TELEPHONE CALLS FOR TEACHERS**

Calls for teachers should be made before or after school. Messages for them will be taken and forwarded at the appropriate time during school hours. We encourage you to contact your child's teacher by e-mail. Your e-mail message will go directly to the teacher's desk. Hudsonville Christian staff e-mail addresses are the teacher's first initial and last name followed by: @hudsonvillechristian.org. (e.g. [bvanderlaan@hudsonvillechristian.org](mailto:bvanderlaan@hudsonvillechristian.org).)

## COMMUNICATION: HOME AND SCHOOL (continued)

### HANDLING COMPLAINTS OR CONFLICTS

Occasionally it does happen that there is a conflict or specific complaint. The proper channels for handling such concerns are based on Matthew 18:14-17.

#### **Please DO NOT...**

- Talk to another teacher or parent about it.
- Go directly to an administrator without first discussing it with the teacher involved.

#### **Please DO...**

- Call the teacher or make an appointment to meet at school for a discussion.
- Be discreet about when and with whom you discuss the concern.

When there are no satisfactory results after the above steps have been followed, then it is time to talk to an administrator. Most likely the first question you will answer is, "Have you discussed this with the teacher?" We are here to serve you by facilitating parent/teacher relationships. You will be treated with respect since your concern - simply because it exists - is authentic. We sincerely try not to polarize viewpoints or create an adversarial tone, but rather to work things out together in Christian love.

In conversations among parents, please encourage others to follow the proper channels so their concerns register accurately.

### HUDSONVILLE CHRISTIAN *HOME COMMUNICATOR*

A weekly home bulletin, *The Home Communicator*, including school news, announcements, and upcoming events is sent home each Tuesday with the youngest or only child of each family. Any items to be included must be received at the elementary school office **in writing by noon on Friday**.

### HUDSONVILLE CHRISTIAN STATISTICAL REPORT AND DIRECTORY

A school statistical report and directory is made available annually to every school family. The handbook is for school related communication and should not be used for private business purposes or shared with the general public.

### HUDSONVILLE CHRISTIAN SCHOOL WEBSITE at [www.hudsonvillechristian.org](http://www.hudsonvillechristian.org)

Hudsonville Christian maintains a website to promote our school on the web, but also to allow our parents access to many types of school information. Click on "Events" to view pictures of our students engaged in various activities throughout the year. Middle School Homework Forms are available on the website. Click on "MS Homework" and then on the appropriate grade level. For website safety procedures and guidelines, see page 11.

## STUDENT REGULATIONS

### **Attendance Guidelines: Elementary School and Middle School**

Students who arrive or depart after attendance is taken should be directed by their teacher to check in at the office so the attendance record will reflect the change in attendance status for that day.

- A. **Tardy (late with no legitimate excuse)** -- Student arrives after class is seated. If student's tardy arrival is after 9:30 a.m., mark half day.
- 1<sup>st</sup> and 2<sup>nd</sup> offense -- Speak to student
  - 3<sup>rd</sup> offense within a marking period -- Inform administrator who will call parent.

### **STUDENT REGULATIONS (continued)**

B. **Late Arrivals (illness or other legitimate situation)**

- Prior to 9:30 Present
- 9:30 – 1:00 Half day
- After 1:00 Absent

C. **Early Departures**

- Prior to 9:30 Absent
- 9:30 – 1:00 Half day
- After 1:00 Present

**ABSENCES** (The following has been approved by the Education Committee of our school board.)

1. If absent because of illness, parents must call the school Child Watch number (669-7485) with that information. The student must present a note from his parent(s) explaining his absence on the day he returns to school. This is to be given to his homeroom teacher. The excuse can also be accomplished via e-mail. Hudsonville Christian staff e-mail addresses are the teacher's first initial and last name followed by: @hudsonvillechristian.org.
2. If absent due to a doctor or dentist appointment (these should be avoided during school hours as much as possible), the student must bring a note from the parents in advance and present it to his homeroom teacher. Middle school students must notify Mr. Pott or Mrs. Keuning and they must report to the office when they return from the appointment. Appointments during school hours should be avoided as much as possible.
3. If absent for a reason other than illness or a medical appointment, an excuse must be obtained from one of the administrators -- Mr. VanderLaan, Mrs. Ophoff, or Mr. Pott -- **in advance**. Our administrators prefer that parents do this in person or by telephone, but email or a written note can also be used.
4. Upon returning to school, the student is to make up the work he has missed. This is the responsibility of the student and the parents, and is to be made up at the discretion of the teacher.

**INFORMATION REGARDING VACATIONS AND MAKE-UP WORK**

Hudsonville Christian School discourages parents from taking their children out of school for vacation trips. This is often detrimental to the child's educational progress. Parents and students should understand the following:

1. Ordinarily, teachers will give work that was missed to the students when they return to school. It is the responsibility of the students to make the work up as soon as possible. When a middle school student is absent (excused), it is the responsibility of the homeroom teacher to get the student's work to the office. It is the responsibility of the parent to make appropriate arrangements to get the work home. All work should be in the office and ready for pick-up by 3:00 P.M. Students who miss part of a day due to appointments or other excused occurrences must make arrangements to receive the work they missed in class.
2. The ease (or difficulty) of providing work in advance varies from grade to grade and from subject to subject. Therefore, if a teacher finds it convenient to do so, he/she may provide some work in advance. However, parents should not expect this. Please notify teachers in advance if you know your child (ren) will have a planned absence.

**VISITORS**

All visitors must receive permission from the administration as well as the classroom teacher in advance.

## **STUDENT REGULATIONS (continued)**

### **LUNCH**

Students must remain at school and take a bag lunch to school, except on hot lunch days.

Hot Lunches are served each Wednesday by the Parents' Club for grades K-8. Typical items offered at the elementary school are pizza, walking tacos, Arby's roast beef sandwiches, turkey subs, bread sticks, chips, a sweet treat and milk. Middle School offers pizza, Arby's, Fazoli's, submarine sandwiches, chips and pop.

Orders for white or chocolate milk for noon lunch will be taken at the beginning of each semester at a cost of **\$10 per semester**. This is to be consumed in school, not taken home. Because all of our elementary classrooms are carpeted, we are asking students in grades Pre-K-5 to refrain from bringing pop or juice to school for lunch or snack. Students who do not drink white or chocolate milk are welcome to bring water bottles. We do this for reasons of maintenance of our school and for the nutrition of our students.

### **CLOTHING AND PERSONAL ITEMS**

Boots, coats, and bags should be clearly marked with the student's name or initials. The school assumes no responsibility for lost items not claimed within a reasonable time. Periodically announcements of display of lost and found items will appear in the home bulletin. Electronic items such as cell phones, Gameboys, I pods, MP3 players, toys and trading cards may not be used in school, on the playground or in the bus line.

### **WEATHER CONDITIONS**

Students are expected to spend their time before school, during recess, and the noon hour out of doors. In case of inclement weather, students are allowed to remain in their classrooms and may participate in indoor games and activities provided by the teacher.

In the event of very cold weather students will be allowed to remain in school; the wind chill index as well as the temperature will be considered.

### **USE OF TELEPHONE**

**URGENT** messages will be given to students. If you e-mail an urgent message to the teacher, ask for a response to make sure they received the message. Teachers often do not have the opportunity to check e-mail until school has dismissed. PreK-5 students are not to use the phone; if necessary, an adult will make the call for them.

### **INSTRUMENTAL MUSIC**

Recorder instruction is given to all third and fourth graders.

Orchestra instruction is available beginning with fourth grade.

Band instruction is available to students beginning in fourth grade.

Supplies - The sixth grade band has uniform shirts. Seventh and eighth grade band members must wear black pants and white shirts for performances. Reeds, trombone and valve oil may be purchased from the band director.

### **SUPPLIES FURNISHED BY THE SCHOOL**

Textbooks and workbooks are supplied by the school. Cost for lost or carelessly damaged textbooks, workbooks, or library books will be charged to the student responsible. Pencils and Sufficient paper to complete assignments are distributed as needed.

## STUDENT REGULATIONS – Continued

### **SUPPLIES FURNISHED BY THE STUDENTS**

A list of supplies necessary for elementary and middle school students is available in the offices. Some items are notebooks, pencils, crayons, markers and scissors. A complete list is sent home with the students the last week of school in June and with the class list mailing in August.

Gym clothes and tennis shoes -- All middle school students are required to purchase a gym shirt for \$6. All students, PreK-5, should have a pair of tennis shoes which they leave in school. These are worn only for gym class or in the classroom, not outdoors.

### **CARE OF SCHOOL PROPERTY AND MATERIALS**

We believe students learn good stewardship in caring for their own belongings and respecting the property of others as well. It is important for students to take responsibility when they cause damage to things that belong to others. When a student is at fault in the loss or damage of school property, the school will work with the student and his or her parents to reach an equitable agreement for restitution.

Approximately 40,000 library books a year are circulated from our elementary school library alone. The following are guidelines and information for use of the library.

- ◆ Help your child to return library books on the due date.
- ◆ The Media Center in the elementary school is open each morning before school begins so students are able to get new books any day of the week.
- ◆ **Provide a separate plastic bag for library books if your child carries a water bottle in his/her backpack. We have had many instances of book damage due to leaking water bottles in backpacks. Students are responsible for this damage.**
- ◆ The average cost of a library book is \$18.00. The librarians will work with the family in determining a fair replacement cost for a lost or damaged book, considering age and original condition of the book and the student's ability to pay. This payment is due, if possible, one month from the due date. The money will be refunded if a lost book is found and returned by the end of the school year.

### **HOMEWORK AND STUDY SKILL GUIDELINES**

Parents who wish to be constructively involved in their children's education must be aware of the following guidelines for homework at HCS. This is one area in which a cooperative effort may be established between home and school.

1. Parents will receive communication from their child's teacher early in the school year regarding the type, frequency, and grading of homework, and the teacher's expectations for parental help and support.
2. Teachers and parents both should train students to ask for the teacher's help immediately if any problem with homework occurs or is anticipated. If the student does not understand an assignment or gets behind in his or her schoolwork, the student should go to the teacher first for help in planning to complete the work.
3. Teachers of grades 4 and 5 require, provide, and enforce the use of a weekly assignment sheet to be kept in each student's notebook. Students in these grades must bring their notebooks home each night so parents may be aware of, and monitor homework assignments. Parents can help teachers in enforcing this. Students in the Middle School will be given a planner/assignment book on the first day of school and are encouraged to use it.
4. Graded homework must be seen by parents. Parents should impress on their children the importance of this, and insist on receiving all papers that the teacher returns.

**STUDENT REGULATIONS – Continued**

5. Students in the Middle School may log on to the school website to monitor daily homework assignments for grades 6-8.

**TRANSPORTATION POLICY**

Hudsonville Public Schools cooperate well in providing transportation for our students. It is important that we cooperate with them and follow their transportation policy carefully.

1. Hudsonville Public School recognizes that the responsibility for safety and supervision of students going to and from school is a shared responsibility of the students, parents, transportation, and school staff.
2. It is the responsibility of the parent or guardian to provide for the child’s safety to and from the bus stop and to ensure that the child arrives at the bus stop on time. Students must show respect for citizens and for private property while waiting at a bus stop. In the event that a child misses a bus, the parent or guardian is responsible for providing alternative transportation. In the event that bus service is delayed, parents and guardians should be prepared to assume responsibility for the child’s welfare until the bus arrives.
3. It is the responsibility of every student who rides a school bus to be ready at the assigned stop five minutes prior to the scheduled pickup time. If a student is not ready at the stop on time the driver will continue the route. The driver will not return for a student who is not at the bus stop on time.
4. Pre-kindergarten, kindergarten, and certain special education students may require a family member or guardian to receive them at the end of their ride home at the scheduled drop off time. If in the judgment of the driver the student’s safety is in question the student will remain on the bus while the driver initiates the following procedure:
  - A. The driver contacts dispatch and dispatch telephones the parent or guardian.
  - B. If no parent or guardian is contacted, dispatch telephones the school and requests emergency information.
  - C. If there is no emergency contact made, the student is taken to a pre-arranged location.
  - D. The principal will contact the parent or guardian for a conference if no family member is present to receive the student.
5. The walking distances to a bus stop shall be as follows provided a stop and route pattern can be established within legal and budgetary requirements:

<u>Than</u>	<u>Student Group</u>	<u>Expected to Walk Up To</u>	<u>Expected to Walk No More</u>
	Secondary Students	1/8 Mile	1/2 Mile
	Elementary Students	1/8 Mile	1/4 Mile

6. Each student is eligible for transportation and will be assigned a bus stop within the established bus route. Parents may request on limited basis a regularly scheduled alternate bus stop (i.e. day care), which may be approved by the Transportation Director. This request must be written and received by the Director no later than one week prior to the change. Bus routes will not be changed to encompass an alternate bus stop.
7. **Notes requesting a change in bus transportation will not be accepted from Pre-Kindergarten and Kindergarten students.**
8. Students in grades 1-8 must present written instructions from a parent in order to receive permission to ride a different bus from school. Permission can also be granted if a voice message or e-mail is received. If no such communication from a parent occurs, the student must ride his/her regular assigned bus home.

## TRANSPORTATION POLICY – Continued

9. For the safety of all who ride buses and to comply with Michigan busing safety policy, the items that may be taken onto a school bus are limited to those that can be placed on a rider's lap. Simply stated, if it cannot fit on a rider's lap, it cannot be taken on the bus. Thank you for your cooperation.

### **BICYCLES AND MOTORIZED VEHICLES**

Students may not take motor driven vehicles to school. Bicycles may not be ridden on the playground. They must be properly parked on school property and must not be tampered with while they are parked there. Bicycle riders must know and obey traffic rules; bikes must be walked across busy intersections. Students are encouraged to wait until bus traffic is gone before leaving school on their bikes. Bikes taken to the middle school must be placed in the fenced in area behind school and left alone until after the school day is finished.

### STUDENT SAFETY: TRAFFIC AND TRANSPORTATION

#### **ELEMENTARY SCHOOL TRAFFIC: \*\*\*IMPORTANT\*\*\***

When dropping off elementary students, **plan the route so that your child does not have to cross the street** after getting out of the car. This means you must travel west on Oak Street. Avoid obstructing bus traffic in the bus loop during the following bus boarding and arrival times: 7:15 a.m. – 8:00 a.m. and 2:15 p.m. – 3:00 p.m.

#### **MIDDLE SCHOOL TRAFFIC**

The sketch below details recommendations regarding safety and flow of bus and vehicular traffic.

- NO VEHICLES -- except buses -- are to use the circle drive from 7:30 A.M. - 3:30 P.M. on school days.
- Other traffic will enter and exit at the east driveway on Van Buren. This drive will be two-way.
- The student loading area for those students being dropped off or picked up by vehicles other than buses is on the east side of the building.

## STUDENT SAFETY

### CHILD WATCH PROGRAM

The Child Watch number is: 669-7485

Child Watch is a program run by parent volunteers to ensure that each child is accounted for each school day. **Parents must call the Child Watch number whenever a child will not be at school due to an illness, appointment, or any other reason.** The record-a-call is in operation when the office is closed, so calls may be made at any time. If this is not done, a Parent's Club volunteer will be calling the home of the absent student to make certain the child is accounted for. (PLEASE NOTE: On the day the student returns to school, an e-mail message must be sent to the teacher or a written excuse must still be presented to the teacher explaining the absence.)

### WEATHER SAFETY: SEVERE WEATHER POLICY

**TORNADO WATCH:** Students will remain in school until normal dismissal time. The school will monitor conditions closely.

**TORNADO WARNING:** Students will not be dismissed during a tornado warning, but will remain in designated take-cover areas until the warning is lifted. If the warning is lifted during school hours, students will be dismissed at their normal time and transported home by bus.

**ATHLETIC EVENTS:** All practices and events will be canceled when a tornado WATCH OR WARNING is called before school dismissal time. If a warning is called during a practice or game, students will remain in designated take-cover areas.

**DO'S AND DON'TS:** You may pick up your children during a tornado **WATCH**, but inform the school office first. Don't pick up other children unless authorized. Be sure the office is informed if you have permission to do so. You should not pick up your children during a tornado **WARNING**. Everyone must take cover properly as soon as a warning is issued. Call school ONLY if an emergency exists.

### BUILDING SECURITY

We want our students to feel safe and secure in today's world. When parents and school partner together effectively on safety issues, students can respond with confidence and security to the precautions that are becoming increasingly necessary in our schools.

1. All visitors are required to report to the office, as per signs posted at entries.
2. All adults entering the building beyond the central offices are required to display a visitor ID that they obtain from the office after signing in.
3. All doors to the buildings are locked during school hours except the front doors, kitchen entry and the doors by Mrs. Ophoff's office at the elementary school and the Middle School front door by the office. These unlocked entries at the elementary school are monitored by video equipment.

### SAFETY DRILLS

At school we are required to have the following drills:

1. 6 Fire Drills
2. 2 Tornado Drills
3. 2 Lock Down Drills

## **STUDENT SAFETY – Continued**

### **INTERNET SAFETY**

#### **IN THE CLASSROOM**

All students whose classrooms have internet access and 3<sup>rd</sup> through 8<sup>th</sup> grade students who receive formal computer instruction will be instructed in basic internet safety procedures and practices. All students who have internet access at school will be required to sign an Acceptable User Policy agreement which outlines safety procedures and ethical practices. Teacher supervision is required in all classrooms where the internet is being accessed.

#### **WEBSITE**

To protect the privacy and safety of our students and their families, students are not identified by name in the picture albums available on our school's website at [www.hudsonvillechristian.org](http://www.hudsonvillechristian.org). In September each year, the *Home Communicator* will present an opportunity for parents to opt out of having their children's pictures appear on our website and in other promotional material.

### **PERSONAL SAFETY**

Our children need to know to protect themselves, so we need to teach them about danger without creating anxiety and panic. When home and school work together on personal safety rules, it helps students feel confident and prepared.

1. Basic Safety Knowledge – It is expected that incoming kindergartners will know;
  - First and last name
  - Street address
  - Parents', guardians' names
  - Phone number
  - Crossing streets; dealing with parked cars
  - Family emergency plan for fire
  - When your child begins school, he should know whom to call or where to go if you are not home.
2. Stranger Danger – If they are approached by someone they don't know, children need to:
  - Say NO
  - GO, and
  - TELL an adult what happened
3. Touching Safety – The rules we teach are the same as for Stranger Danger
  - Say NO
  - GO, and
  - TELL an adult what happened

Children need to know if anyone – even someone they know very well – ever touches them or talks to them in a way that makes them uncomfortable or sad, they must say NO, get away quickly, and tell another adult they know and trust.

Students in third grade receive a presentation on Touching Safety from docents who work with the Ottawa County Health Department. We send home a letter to parents indicating when this will occur and inviting them to attend if they wish.

Children need to be taught touching safety at home long before third grade. In addition to the third grade curriculum, the library curriculum includes reading an age appropriate book on touching safety in the spring of each year for kindergartners, first graders, and second graders. If you wish to know what will be read to your child, you are welcome to contact Miss Koeze to examine the book. We cooperate fully with parents who wish to speak to their children first about this type of topic.

## PERSONAL SAFETY – Continued

### 4. Special Events

- a. Birthdays. At Hudsonville Christian School we love to celebrate birthdays! If you desire to send a treat for the class, please check with the classroom teacher first to find out about possible food allergies. Please do not hand out any invitations to birthday parties at school unless everyone in the classroom, or at least all the boys or all the girls are being invited.
- b. Field Trips. Field trips are part of the educational process at Hudsonville Christian School, and parents will be informed regarding the details for each one. Whenever the event is to involve parents transporting students, the parents involved must fill out a form available in our office which provides accountability for related safety issues.
- c. Grandparent's Day. Grandparent's Day is a wonderful time to honor our students' grandparents, and is celebrated every year in the fall. To ensure a safe and successful day, students must remain at school during lunch and all other times of the day.

## STUDENT DISCIPLESHIP

### **BOOK ORDERS**

The fliers your children take home are from book publishers selected by our teachers for a range of choice and reasonable price. We want to warn you, however, that these orders are intended for the general public and at times may offer items that are unacceptable to some. HCS cannot assume responsibility for the contents of these orders, so please help your children make wise choices.

### **STUDENT LANGUAGE STATEMENT**

At Hudsonville Christian School we take very seriously our students' social and spiritual development. This includes guiding them to express themselves in appropriate ways. We also realize the impact that TV, videos, and society in general have on them in the kind of language to which they are exposed. Our students are taught that bad language does not honor God and will not be tolerated at our Christian school. If a student uses profanity or other inappropriate language, our teachers and administrators consider it a teaching opportunity and deal with it directly in a firm but loving manner. If the problem persists with a particular student, parents will be notified. We need to work together in discerning ways to honor God and be an example to others through our language.

### **STUDENT DRESS CODE**

Because we want our school to conform to the Christian principles of moderation and appropriateness in dress as well as in all other areas of life, we have adopted the following dress code for grades 4 - 8:

Short shorts/skirts may not be worn by students to school. Clothing must cover the midriff area.

Students may not wear clothing that advertises alcohol, musical groups, drugs, or any type of slogan or illustration that suggests unchristian or negative attitudes or sexual suggestiveness. Words and illustrations on clothing must convey a Christian message and/or a positive attitude toward self and others.

Students in grades 6-8 should refer to the Middle School Handbook for additional dress code information.

If any questions exist as to the appropriateness of a particular item, the student shall be referred to the administration for the final decision.

## HUDSONVILLE CHRISTIAN SCHOOL DISCIPLINE POLICY

### **A. Statement of Philosophy**

Discipline at Hudsonville Christian School is designed to encourage students to develop into responsible and self-disciplined Christians, and is carried out in an atmosphere of caring and good order. We live in a sinful world and our school and our students are not excluded. But we also recognize God's forgiveness for wrongdoing and we want to help our students to view themselves as responsible Christians and to act that way, to shine as lights in a dark world, and to treat others as they want to be treated.

### **B. Goals**

1. To have our staff, students, and parents understand that we're disciplining from a Christian perspective.
2. To encourage students to make wise choices based on God's Word.
3. To provide a positive learning atmosphere and a safe school environment where instruction is well disciplined and rules are clear and purposeful.
4. To have each student be responsible to every teacher because he/she takes responsibility for proper order throughout the entire school.
5. To have our students show respect for self, fellow students, and staff.
6. To have students show respect for the property of fellow students and the school.

### **C. Our Shared Commitment Regarding Discipline**

1. In order for our classrooms to have good instruction and be well disciplined and orderly, we have rules that are clear, fair, and understandable. For example:
  - a. Be to class on time.
  - b. Come to class prepared.
  - c. Be courteous and respectful at all times.
  - d. Respect the property of others.
  - e. Obey the general rules of the school.
2. We are committed to modeling Christian behavior in order to carry out discipline effectively.
3. Our teachers share responsibility for what takes place in the school.
4. We will not discipline with sarcastic words or to embarrass anyone.
5. Discipline is necessary to allow skilled teaching to take place, so when consequences or punishment is necessary, it will be given and explained in love.
6. Students must honestly admit to wrong when it occurs. It is important for them to confess the wrong to God, so that they can be assured of forgiveness (from God and us). After the penalty has been served, the students will be able to face the future with hope and encouragement from God and from us.
7. Student behaviors (words and actions) that are not fitting in a Christian School will be dealt with seriously, and in a fair, straightforward manner.
8. To have parents understand the philosophy, goals, and procedure of our discipline policy, and to support and cooperate with staff in enforcing this policy so HCS may be a place that honors Jesus Christ.

### **D. Procedure**

1. Level One Offense: e.g. excessive talking in class, chewing gum or eating candy, name calling, lateness to class, inappropriate language, homework not completed, little or no effort.  
Possible consequences when Level One Offenses have occurred:
  - a. Verbal warning (after normal classroom procedures have been taken and are not effective).
  - b. Teacher notifies parent or guardian.
  - c. Detention and parent notification.
  - d. Teacher request for a parent/teacher/administrator conference.
  - e. Classroom or school suspension.

## HUDSONVILLE CHRISTIAN SCHOOL DISCIPLINE POLICY – Continued

2. Level Two Offenses: Offenses such as chronic cheating, lying, swearing, profanity, disrespect to students or staff, possession or use of tobacco, lighter, matches, fire crackers, alcohol, illegal drugs, weapons, vandalism, violence/fighting and bullying.

The following procedures shall be followed when handling Level Two Offenses:

- a. Referral to the principal. In every situation the problem should be referred to the principal.
- b. Restitution of property. If something is stolen or damaged, appropriate corrective discipline and restitution will be determined by the principal in consultation with the parents.
- c. Suspension. The first step is the student being sent home. This is not technically a suspension, but a cooling off period until such time as the principal may discuss the problem with the student and his/her parent/guardian. They are requested to pick up their child at school and discuss the problem with the principal. If this is not possible, the child remains at school, but out of class.

The next step is either in-school suspension or at-home suspension.

- 1) In-school suspension: This suspension is by the authority of the principal and is a maximum of three days. The child is suspended from classes and remains in the school. Parents are informed.
  - 2) At-home suspension (1-5 days): This suspension is by the authority of the principal. It will take place only after the parents have been informed and a discussion has taken place.
  - d. Expulsion. All expulsions shall be recommended by the principal and approved by the Hudsonville Christian Education Committee after the parents have been informed and a discussion has taken place.
3. Vandalism/harassment offenses: If a student vandalizes or steals school property, or the property of school staff, or harasses school staff or their families, the following will take place:
- a. The matter will be turned over to one of the school administrators immediately and will be handled by him or her. We reserve the right to involve the authorities if necessary.
  - b. The student will be suspended until a decision can be made regarding other action that is appropriate to the situation.
  - c. Acts of vandalism are considered serious offenses. Results of vandalism are suspension, a minimum of a \$10 fine per student, and full restitution of anything vandalized.

4. Weapons in school: In October of 1994 the state legislature passed a law known as the “Weapons in Schools” Act. The law states specifically that, “any student possessing a weapon on school property (or bus) is cause for investigation.” The law lists the following as weapons: dagger, dirk, firearm, iron bar, knife (3” blade), knife opened by mechanical device, brass knuckles, and stiletto.

Even though children may “innocently” carry a knife on a bus (in a lunch box, for example), it becomes a violation of the law, which requires the public school district to terminate transportation privileges to or from school for a period of 180 days or more.

Also, for safety’s sake, it is very dangerous to carry to school and have as property at school any form of the defined “weapons”. Any conversation regarding weapons or bombs in school must and will be taken seriously. Please discuss this with your child.

### GUIDELINES FOR A BULLY-FREE SCHOOL

Bullying is a school community issue. It is unacceptable. Bullying defies our school’s values of caring for each other as image-bearers of God.

We recognize that bullying can happen. School staff must be informed of incidents involving bullying. In order to eliminate bullying and promote consistency of approach, staff, students, and parents must have a common view of what bullying is and what to do about it. This takes an effort of home and school working together.

## **GUIDELINES FOR A BULLY-FREE SCHOOL – Continued**

The elementary and middle schools have established procedures for working with bully situations. Both schools have the goal to create a culture in which God is honored by the way we treat each other.

### **SCHOOL HEALTH SERVICES**

#### **PROCEDURES FOR ADMINISTRATION OF MEDICATION**

**DEFINITION:** Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.

#### **PROCEDURES:**

1. The student's parent/guardian **must** provide the school with written permission and request to administer medication.
2. Written instructions, which include the name of the student, the name of medication, dosage, time to be administered, route of administration and duration of administration **must** accompany the medication.
3. Medication should be brought to school by the parent/guardian.
4. All medication should be kept in a labeled container as prepared by a pharmacy, physician or pharmaceutical company and labeled with dosage and frequency of administration.
5. Medication that is stored at school will be kept in a locked container – (quantities of medication beyond what is required for current week).
6. If an error is made in administering medication, such error will be reported to the building administrator, who will then report the error to the parent/guardian suggesting consultation with your physician.
7. Prescription and medication supply renewal should be the responsibility of the parent/guardian.
8. The student's parent/guardian **must** provide written permission in request to the school to allow the student to self-possess and self-administer any medication.
9. No medication, including aspirin or pain reliever, will be administered to any student unless permission and/or instructions are received in writing. These will be kept on file in school.
10. Prescribed medication will be administered by the classroom teacher in grades PreK-5. In grades 6-8 medication will be administered by the Resource Room teacher.

#### **FIRST AID**

First aid is administered at school for minor injuries. In case of more extensive injuries, instructions given by parents at the time of registration will be followed.

HCS staff members have been provided with information regarding situations involving contact with blood or other potentially infectious materials and the disposal of biohazardous waste. According to school policy, disposable, protective gloves must be worn to prevent potential transmission of blood borne pathogens. Many HCS staff members have received training in First Aid and CPR by a certified instructor.

#### **STUDENT ACCIDENT INSURANCE**

Hudsonville Christian has purchased a secondary insurance plan to cover accidents to students while at school and on direct route to and from school. This policy picks up the cost that isn't covered by your family insurance. Please call the office if you wish to have more information.

#### **STUDENT MEDICATION**

No medication, including aspirin or pain reliever, will be administered to any student unless permission and/or instructions are received IN WRITING at the time of registration, to be kept on file in school.

## SCHOOL HEALTH SERVICES – Continued

### COMMUNICABLE DISEASES (Information furnished by the Ottawa County Health Department)

We are required to report the following immunization preventable diseases to the Health Department: Measles, Mumps, Rubella, Polio, Hepatitis B, and Haemophilus Influenza Type B. Please CONTACT US IMMEDIATELY IF YOUR CHILD CONTRACTS ONE OF THESE DISEASES.

When a child is not well, we suggest he/she be kept home until it is determined that no contagious disease is present. We appreciate a student's good attendance record, but it is better that one child be absent for an extra day rather than exposing an entire classroom to some communicable disease. If your child is too ill to go outside for recess, they are too ill to be at school. Your cooperation will be appreciated. It is helpful when you inform the teacher of an illness. We will monitor any unusual number of illnesses, e.g. flu, and report it to the health department.

<u>DISEASE</u>	<u>INCUBATION</u>	<u>EXCLUDE FROM SCHOOL</u>	<u>MAY RETURN</u>
Acute Cold	12-72 hours	At least 3 days	Upon recovery
Chicken Pox	2-3 weeks	At least 7 days	When skin is clear
Diphtheria	2-5 days	Variable	Permit necessary
Fever		At least 1 day	Fever-free for 24 hours
Fifth Disease	4-20 days	No longer contagious when rash appears	
Impetigo	2-5 days		When crusts are off and sore is dry
Influenza	1-2 days	Variable	Upon recovery
German Measles	14-21 days	At least 7 days	Upon recovery
Red Measles	10-24 days	At least 7 days	Upon recovery
Mumps	12-26 days	At least 7 days	When swelling is gone
Pink Eye	3-5 days	Variable	When eye is clear
Polio	7-14 days	At least 7 days	When doctor permits
Rheumatic Fever	3 wks-6 mos. following strep infection		
Ringworm	8-16 days	Not necessary if under medical treatment	
Scarlet Fever	2-7 days	At least 7 days	
Whooping Cough	7-10 days	At least 21 days	Upon recovery
HINI Flu	7-10 days	Variable	Fever-free for 24 hours

### HUDSONVILLE CHRISTIAN SCHOOL SPECIAL SERVICES

We believe that God has a plan for every child, no matter what his/her ability or disability may be, and it is our responsibility to equip him/her most excellently to pursue God's plan for his/her life. Students who qualify can receive the following special services at Hudsonville Christian School:

- Speech Therapy
- Physical or Occupational Therapy
- Reading
- Resource Room (for learning disabilities)
- Inclusive Education (for moderate to severe impairments)

The Christian Learning Center supports us in meeting the individual special needs and challenges of all our students, allowing us to be an inclusive learning community. The CLC provides consulting, testing, and psychological services in addition to staff development.

**HUDSONVILLE CHRISTIAN SCHOOL SPECIAL SERVICES – Continued**

**Procedure for referral**

**Step 1 -- CST**

Whenever a student is experiencing difficulty in any area of life: physical, mental, social, academic, or spiritual, he or she should be referred for a Child Study Team meeting (CST). This referral can be requested by parents or teachers. The CST is an information session attended by the student’s teacher(s), staff handling any special services the student may already be receiving, the building principal, and CLC staff members: a resource room teacher and the school psychologist. At this meeting a plan is set into action, and further study of the student is assigned if necessary, pending written parent permission.

**Step 2 -- Assessment**

In order to meet the student’s needs to the best of our ability, we must know and describe the student excellently. This may involve any variety of tests prescribed by the school psychologist, written information solicited from parents, examination by medical professionals, or an informal study. Psychological and achievement testing can be done at school by the Research Room teachers, but occasionally parents are asked to take the student to the CLC offices in Grand Rapids for more specific testing. Students are tested on after parents have been informed and sign their written consent.

**Step 3 -- Staffing**

The last step is a follow-up meeting involving those who attended the CST, plus the parent(s). Our goal is to conduct this meeting within six weeks of the referral. At this meeting the parents and teachers are asked to relate from their perspective how the student has been doing. Data from any testing and reports from CLC are discussed by the CLC staff. The school psychologist guides the discussion toward learning as much as possible about the student and reaching a conclusion regarding the best educational care available for him/her at Hudsonville Christian School.

**Step 4 -- Monitoring**

The CLC staff maintains records and documentation of all students referred for special services. Each child so involved is monitored closely to ensure that any intervention results in success for the student in and out of school.

**TUITION INFORMATION**

Tuition is payable by mail, through electronic funds transfer or at the school office during office hours.

	<u>TUITION RATES</u>	<u>DUE AT ENROLLMENT</u>
Preschool: Two day	\$ 870	\$ 87.00
Three day	\$ 1,230	\$123.00
Pre-Kindergarten	\$ 3,140	\$155.00
Kindergarten (2 ½ day)	\$ 3,640	\$182.00
Kindergarten (3 full days)	\$ 4,250	\$212.50
One enrolled in grades 1-8	\$ 5,940	\$297.00
Two enrolled in K-8	\$10,030	\$501.50
Three enrolled in Pre-K-8	\$13,390	\$669.50
Four or more enrolled in Pre-K-8	\$15,930	\$796.50

Deduct \$500 if you are a member of one of these supporting churches: Bauer CRC, Forest Grove CRC, Georgetown CRC, Hillcrest CRC, First Hudsonville CRC, Immanuel CRC, Jamestown CRC, Messiah CRC, or Zutphen CRC.

**TUITION INFORMATION – Continued**

**PAYMENT SCHEDULE**

You may choose one of the following tuition payment plans for the new year’s commitment beginning August 10, 2009:

Weekly: \$ \_\_\_\_\_ by 48 weeks.....\$ \_\_\_\_\_/week

Monthly: \$ \_\_\_\_\_ by 10 months.....\$ \_\_\_\_\_/month

(Monthly payments are due by the 10th of each month)

Quarterly: \$ \_\_\_\_\_ by 4.....\$ \_\_\_\_\_/quarter

(Quarterly payments are due by the 10th of August, November, February, and May)

I wish to use electronic funds transfer \_\_\_\_\_.

We are members of a church that has a CEF Fund \_\_\_\_\_ (church name).

**POLICY REGARDING PAYMENT OF TUITION**

The school board has adopted the following policy. All previous tuition for each individual family is expected to be paid prior to enrolling their children for the new school year. Therefore, to avoid hasty and difficult decisions, the board will meet with families who still have a balance on their tuition account to make one or more of the following commitments:

1. Personally meet with a finance committee member and their board representative one month prior to registration.
2. Seek, in writing, the support of the member church.
3. Assume a personal loan.
4. Work out a payment plan, in writing, with their board representative, to be approved by the finance committee. The finance committee will meet with individuals at school to help make the necessary arrangements (see names and telephone numbers of board members on previous page).
5. If a family has accrued a past due balance greater than 15% of the current year tuition, the family will not be allowed to enroll their children. This amount will be based on the number of children that are being enrolled for the coming school year.

**TUITION ASSISTANCE**

**CHRISTIAN EDUCATION FUND IN AREA CHURCHES**

Several area churches have set up Christian Education Funds to support parents who choose Christian education. Contact Bob Vander Laan for information about this option of tuition assistance.

**DIRECT TUITION ASSISTANCE**

The HCS Board of Trustees is committed to working with families to make Christian education possible. No family that wants Christian education for their children should have to forego it for financial reasons. The Board has contracted with FACTS Tuition Aid Program to determine levels of financial need. Online applications can be completed at [www.factstuitionaid.com](http://www.factstuitionaid.com) or you can contact Bob Vander Laan for details on obtaining tuition assistance.

**TUITION REDUCTION INCENTIVE PROGRAM**

The Tuition Reduction Incentive Program (TRIP) is an easy way for parents to reduce their Christian education costs.

**How does the program work?**

Local and national merchants participate by refunding a portion of their sales to Christian School parents. A volunteer TRIP committee buys certificates at a discounted price and then sells them to parents who order and buy these certificates at face value. The discount or rebate is then credited

## TUITION ASSISTANCE – Continued

to the family's tuition account. Parents may place orders once a week (with payment) and the certificates are ready to pick up the following week. Some certificates are available for purchase immediately through TRIP on Demand. Not all merchant certificates are available in TRIP on Demand. Please check the HCS website for current merchants. TRIP on Demand certificates are sold as supplies last.

### **Who can participate?**

Anyone who would like to help defray the cost of Christian education; Parents of students, grandparents, neighbors, friends, etc. Even if you don't have children in school yet, you can still participate through our future family program. This allows you to purchase certificates and build up tuition credit for when your child starts school.

### **Where do you order and pick up certificates?**

This is all done at Hudsonville Christian School. Our TRIP hours are Monday evenings from 4:30 – 7:30 PM.

### **Which merchants participate?**

There are over 150 merchants that participate in TRIP.....Family Fare, Gemmen's, Burger King, Arby's, Mobil Gas, Kohl's, Applebee's, and Red Lobster, to name a few. The rebates range from 1.5 to 18%. Up to one percent is retained by the TRIP committee for administrative costs with any remaining funds going directly to the school.

### **How can you get started?**

Come to a registration/information meeting at school. Call the school office (669-6689) for the date of the next meeting.

**To date, tuition credit earned by parents participating in TRIP is 1.9 million dollars!  
In addition, TRIP has given HCS over \$220,000 in gifts.**

## SCHOOL PERSONNEL/ORGANIZATION

**SCHOOL BOARD MEMBERS** are elected at the annual society meeting in March. Meetings are held the third Monday of every month. The Board is comprised of at least one member from each of HCS's nine supporting churches and at least two members representing supporting families. Board members are elected for a three-year term, and are eligible for reelection following two years of their expired term.

### **BOARD MEMBERS FOR 2008-2009:**

President, Mr. Tim Montsma	669-0472
Vice President, Mr. Paul Witte	896-9620
Secretary, Mrs. Linda Horstman	662-0328
Treasurer, Mr. Greg Dodge	662-1293
Vicar, Mrs. Kim Blaszak	662-6421
Mr. Rob Arnold	896-1326
Mr. Jim Brower	669-3002
Mrs. Heather DeBoer	896-7123
Dr. John Dykstra	662-5443
Mr. Dave Eberlein	896-8151
Mrs. Cindy Glashower	875-7160
Mr. Tom Minnema	662-4169
Mrs. Susan Montsma	662-0229
Mr. David VanHuis	895-5860

## MOMS IN TOUCH

**Who:** Any mom who desires to pray for the children, teachers and staff of Hudsonville Christian School

**Why:** God desires that we pour out our prayers for our children and the staff that teaches them. We believe that there is power in sharing those prayers with each other and supporting each other by praying for each others' children. We also feel that this is a ministry in which God uses us to intercede for the needs of the students and teachers of HCS.

**When:** Elementary: meets weekly on Tuesday mornings from 9 – 10 AM (childcare provided)  
Middle School: meets weekly on Monday mornings from 8 – 9 AM

**Where:** Elementary: Fellowship Reformed Church (on the corner of 36<sup>th</sup> and Port Sheldon)  
Middle School: HCMS

**How:** You can join us at any time. Please watch the Home Communicator for announcements. For Elementary information, please call Arenda VanKlompberg (896-9739); for Middle School information, please call Marcia Volkers (875-8951).

*“Now to Him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever! Amen.”* Ephesians 3:20 & 21

## PARENTS' CLUB

**PARENTS' CLUB:** All parents are automatically members of the Parents' Club. They, as well as others, who support Christian education, are invited to attend the meetings.

### Parents' Club Executive Board 2009-2010

Name	Position	Phone	E-mail
Carmen VanNoord	President	896-0149	vsmackmax@aol.com
Marge Montsma	Secretary	669-0472	montsma@comcast.net
Deb Bobiak	Treasurer	209-7089	dmbobiak@aol.com
Holly Visser	Co-Pres	896-7097	nicasenorita@yahoo.com
Jana DeVries	Co-Sec	662-9964	j.devries@gmail.com
Nancy Brouwer	Co-Treas	688-7332	nancybro1@yahoo.com
Amy Vis	Vice-Pres	669-4475	d.a.vis@juno. Com
Idanne Bremer	Vice-Sec	662-9529	<a href="mailto:idanne.bremer@sbcglobal.net">idanne.bremer@sbcglobal.net</a>
Ranee Christian	Vice-Treas	896-0348	<a href="mailto:jakchristian@charter.net">jakchristian@charter.net</a>

### HCS Event/Program Contact Persons

Event/Program	Contact Person(s)	Phone #
Auction	Sonja DeJong	896-1214
	Dawn Hulst	662-0432
Box Tops	Shari Luttkhuizen	669-4664
	Brenda VanderPloeg	669-3497
Campbell Labels	Janet Wilks	669-8215
Child Watch	Judy Klynstra	875-7401
Crossing Guard	Luanne Dykstra	669-2996
Donuts- M. School	Jane Dykman	669-7635
	Meribeth Schierbeek	896-6568
Fair	Mary Miedema	669-8856
Family Fun Night	Lori Hinken	662-1806
	Kim Freerksen	662-0737
Fifth Grade Card Sale	Amy Levering	669-0213
HCS Apparel Sale	Amy Vis	669-4475
Hot Lunch -El	Cathy Dykstra	662-5443
	Lori Byker	669-5828
Hot Lunch- Middle	Danette Hoekman (bookkeeper)	669-6383
	Lisa Huisman	669-5637
Kitchen	Amy Geers	662-3726
	Terri Langerak	667-2186
Love Bazaar	Stacy Grasman	669-4711
	Becky Odehnal	669-9404
Math Pentathlon	Kim Honore'	772-3597
Pigs	Mary Miedema	669-8856
Popcorn	Tracee Meyer	896-1139
Room Parents	Jana DeVries	662-9964
September Fest	Sonja DeJong	896-1214
Spartan Labels	Idanne Bremer	662-9529
Sub and Cookie Sale	Suzanne Koop	669-9886
T.R.I.P.	Marge VandeSteege	669-5614
	Dawn VanDyken	875-3121

### **HCS Connect!**

HCS Connect is an HCS Free Web Service. Go to [Hudsonvillechristian.org](http://Hudsonvillechristian.org) and click on Parents. Then click on HCS Connect. You will then be asked for your username and password. Username = connect and Password = klein. You should then see a screen with several underlined links which you can click on to see what has been posted. If you would like to post something, click on Application Form and follow the simple instructions!

## Staff Listing

## Elementary Map

Middle Map