



# HUDSONVILLE CHRISTIAN SCHOOL

Challenging Minds and Lives for Christ

# Parent/Student Handbook 2024-2025

Early Childhood  
3435 Oak St.  
Hudsonville MI 49426  
616-379-0333

Elementary School  
3435 Oak St.  
Hudsonville MI 49426  
616-669-6689

Middle School  
3925 VanBuren  
Hudsonville, MI 49426  
616-379-0338

Childwatch - Attendance Communication  
616-379-0332

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

Dear Parents:

Welcome and thank you for allowing us to partner alongside you in Christian education. We feel privileged that you have chosen us to assist you in your child's academic, social, emotional, and spiritual development as we strive toward fulfilling our mission of challenging minds and lives for Christ.

Hudsonville Christian School is a special place. The impact that this school has had in our community, county, state, nation, and world is very special. Since 1917, we have continued to be committed to immersing His Word in all aspects of our student's education. Although we certainly strive to provide best practices in our academics, integrating the Christian perspective is firmly our top priority. We are excited to see what God has planned for us this year. Each year has its challenges and its joys, but we can be confident that God has His hands in all things. We are confident that He has this year perfectly covered, and we look forward to the unpacking of our 2024-2025 school theme of "Consuming Fire" together. As our children continue to be nurtured and grow, it is very evident that the heart and minds of our children are worth investing in.

This handbook is intended to help you understand how our school operates and to provide information about how we can effectively communicate with each other. Sometimes, however, a phone call or personal visit is the best way to communicate and please know my door is always open to you.

Please pray with us each day as we look forward to partnering with you through the 2024-2025 school year.

Together serving Him,

A handwritten signature in black ink, appearing to read "Devon K. Brinks". The signature is fluid and cursive, with the first name "Devon" being more prominent and the last name "Brinks" following in a similar style.

Devon K. Brinks  
HCS Superintendent

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# HUDSONVILLE CHRISTIAN MISSION STATEMENT

Challenging Minds and Lives for Christ

## CORE VALUES

Hudsonville Christian School...

- pursues academic excellence and achieves state standards.
- establishes and upholds a biblically based curriculum.
- teaches from a Reformed Christian perspective, intentionally integrating faith and learning.
- welcomes God's children of varying abilities and backgrounds, celebrating their uniqueness.
- challenges each student to develop his/her God-given gifts to the best of his/her ability.
- nurtures the whole child as an intellectual, emotional, physical, social, and spiritual being who bears the image of God.
- provides a safe and caring community in which to learn.
- partners with parents and churches to encourage students in their faith and learning.
- equips God's children to serve Christ in our global and diverse society.
- assists students in discovering their place in God's Kingdom so they can be a witness to the world.

## GOALS

In order for our Mission Statement to become a reality, the staff at Hudsonville Christian has developed the following set of goals they would like to have every student accomplish.

Students will be:

1. Critical thinkers who base decisions on Christian values.
2. Cooperative workers.
3. Effective communicators.
4. Committed disciples.
5. Community contributors.
6. Creative and effective problem solvers.
7. Respecting oneself and others.
8. Self-directed learners.
9. Producers of quality work.

As a staff, we have determined many of these goals are already being accomplished through our curriculum and our teaching, and we are committed to a continual study to insure that these goals are achieved.

## CHRISTIAN EDUCATION & CURRICULUM – Distinctively Different

*Note: Course descriptions are available on the [school website](#).*

The HCS staff has a passion for and a love for Christian education. Christian education is distinctively different and this is due to the intentional integration of faith and learning at the core of all that is taught. What is taught, why it is taught, and how it is taught reflects the light of God's teaching. All the curriculum at HCS is taught from a Christian perspective.

As your child moves through HCS, we hope that you will observe that Christian perspective in all their studies. Encourage conversation about the classes taught and give your input on the attitudes and perspective Christ wants us to employ in all of these areas. We covet your interest and support in making our education vital, interesting, and most of all Christ-centered. We look forward to working with you, and we pledge our best efforts to love and nurture both you and your child as we grow together as a community in Christ.

### ATTITUDES AND ACTIONS

*"...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."  
Philippians 4:8 (NIV)*

This verse encourages and challenges us to apply these words in our lives. This process must begin in our hallways and classrooms and can be achieved only if each student makes specific commitments.

Therefore, we ask of each student:

1. To work at developing positive attitudes toward self, among fellow students, and toward teachers.
2. To treat others with respect and compassion, not laughing at or teasing others; rather respecting the feelings of others.
3. To make school a safe place by not hurting, hitting, kicking, threatening, or pushing anyone.
4. To respect each other's property – the things that belong to the school and to fellow students.
5. To help maintain a calm and quiet school by not yelling, screaming, shouting, making loud noises, or disturbing others.
6. To learn about the person God has made me to be. This means I should feel free to express feelings and opinions, and I will listen as others express their feelings and opinions.
7. To learn the discipline of self-control which means I will not speak or act out of anger or abuse others even if they have abused me. To be responsible for keeping God's commandments as given in His Word and to do all I can to encourage others to do the same.

8. To do the very best work I am capable of doing.
9. To accept criticism positively and practice forgiveness - even as God, in Christ, has forgiven me!

In order for students to carry out these responsibilities and have a positive educational experience, they are going to need the prayer support and encouragement of teachers. We ask of teachers:

1. To be consistent and fair in disciplining students.
2. To demonstrate understanding and compassion for every student.
3. To create an atmosphere inspiring self-discipline among students.
4. To communicate and cooperate with the school administration and the parents of our school.
5. To be knowledgeable regarding the subjects they teach and to show a genuine interest in each individual young person they teach.
6. To view every student as a child of God, seeking to develop their full potential in God's service.
7. To pray for the continued work of the Holy Spirit in the lives of their students.

And we ask of parents:

1. To prepare the student for a positive experience in school.
2. To insist that the student is completing homework to the best of their ability.
3. To help maintain open communication with the young person's teacher and principal.
4. To support the rules and regulations of the school.
5. To communicate with the teacher first, and then administration when you have questions concerning rules and other issues related to school.
6. To be informed about the entire school program and support your child's involvement in it.
7. To encourage your son/daughter to be self-disciplined and accountable.

## CALENDAR & SCHEDULES

August 5	HCS Golf Outing	January 27-31	MS Exploratory Week
August 13	Playground Visits (Y5-4)	January 29-31	7 <sup>th</sup> Grade Winter Camp
August 16	Staff PD	January 17	End of Second 9 weeks
August 19	Open House & Expo (Y5 - 8)	January 17	Early Release
August 19 & 20	All Staff meetings	January 24	Report cards posted
August 21	First Day of School for Grades Y5-8 Students (Full Day)	January 27-28	Preschool Parent/Teacher Conf. (no school for 3S/4S/NB4S)
August 21-23	Limited busing PM	January 30	Early Childhood Exploration Night
August 27-28	Preschool Visiting Days (3S/4S/NB4S)	February 10,11	Limited Busing AM & PM
August 28	Preschool Family Kickoff Night	February 11,13	Parent/Teacher Conferences
August 29	5th/6th/7th/8th Grade Mixers	February 14,17	Winter Break (No school for students)
Aug 30 - Sept 2	Labor Day Weekend (No school for students)	February 28	Early Release
September 3	Preschool Begins	March 1	HCS Auction
September 3	MS Extra-curricular night	March 4	5 <sup>th</sup> Boys Sex Ed. Night
September 7	Sporting Clay Shoot @ Blendon Pines	March 6-8	8 <sup>th</sup> Grade Play
September 10	School Pictures - Middle	March 8	3 on 3 Tournament (grades 3-8)
September 11-12	School Pictures - Elem	March 11	MS Orientation-4th Grade Parents
September 20	Early Release	March 14	Early Release
September 21	Septemberfest	March 14	MS Awesome Arts Day
September 24	6th Grade Dunes Day	March 17	HCS Society Meeting
September 26	6th Grade Dunes Day	March 18	5/6/7/8 Orchestra Fiddle Fest @ FH
October 1	5 <sup>th</sup> Girls Sex Ed. Night	March 21	End of Third 9 weeks
October 5	Harvest Family Fun Day (W Gym/rain)	March 28	Report cards posted
October 15	Band/Orchestra/Choir Concert @ FH	April 3-10	Spring Break (No school for students)
October 17	Picture retakes	April 14	School resumes
October 18	Grandparents' Day	April 18	Good Friday
October 21	Limited busing AM & PM	April 20	Easter
October 23	MS Fall Fitness Feat	April	EL Art Show
October 24-25	CEA Convention (No school for students)	April 25	Walkathon
October 23	End of First 9 Weeks	May 1	3rd grade trip to Lansing
November 1	Report cards posted	May 1	4S Spring Celebration (W Gym)
November 12 & 14	Y5-8 <sup>th</sup> Parent/Teacher Conferences	May 9	Early Release
November 15	No School	May 5	3S/4S Open House
November 27-29	Thanksgiving Break (No school for students)	May 5-9	Staff Appreciation Week
December 2	Elementary Christmas Program @ FH (Grades 1-4)	May 16?	5th grade trip to Greenfield Village
December 2-6	MS Spiritual Emphasis Week	May 19-23	8th Grade exams/ Faith Journey Projects
December 6	Love Bazaar	May 13	6/7/8 Choir & 5/6/7/8 Orchestra Concert @ FH
December 9	MS Band/Choir/Orchestra (5-8) Christmas Concert @ FH	May 15	5/6/7/8 Band Concert @ FH
December 13	Early Release	May 23	Limited Busing AM & PM
December 23 - January 5	Christmas Break Begins (No school for students)	May 26	Memorial Day
January 6	School resumes	May 27	8th Grade Class Trip
January 10	6th Grade Medieval Day & Feast	May 28	8th Grade Graduation @ FH
		May 29	6th Grade Service Day
		May 29	Ascension Day
		May 30	Last Day of School (early release), Limited busing PM Report cards posted



## SCHOOL HOURS

3 School:	AM Class – 8:15 – 10:45 AM PM Class – 12:00 Noon – 2:30 PM
4 School/NB 4 School:	AM Class – 8:15 AM – 11:00 AM PM Class – 12:00 – 2:30 PM
Young 5s: Kindergarten – 8 <sup>th</sup> :	3 full days (M/W/F OR T/T/F) – 7:50 AM – 2:40 PM 7:50 AM – 2:40 PM
Kids' Corner Childcare	7:00 AM – 5:45 PM

## ELEMENTARY SCHEDULE

### Monday – Friday Schedule:

Recess break for Y5 and K,	9:10 – 9:25 AM
Recess break for grades 1 & 2	9:25 – 9:40 AM
Recess break for grades 3 & 4	9:40 – 9:55 AM

### Noon Lunch Schedule

Noon hour for Y5 and K	Lunch 11:40 – 12:05; Recess 12:05 – 12:25 PM
Noon hour for grades 1 & 2	Lunch 11:10 – 11:35 AM; Recess 11:35 – 11:55 AM
Noon hour for grades 3 & 4	Lunch 12:10 – 12:30 PM; Recess 12:30 – 12:50 PM

## MIDDLE SCHOOL SCHEDULE

## Monday/Wednesday/Thursday

Tuesday/Friday (*Chapel Days*)

## 5TH GRADE:

CALL BELL	7:45
HR/ADVISORY	7:50 - 8:05
PERIOD 1/2 ( <i>Block 1</i> )	8:10 - 9:30
BREAK	9:30 - 9:45
PERIOD 3/4 ( <i>Block 2</i> )	9:50 - 11:10
PERIOD 5 ( <i>Encore</i> )	11:15 - 11:55
LUNCH	12:00 - 12:15
BREAK	12:15 - 12:35
EXTRA HELP	12:40 - 1:00
PERIOD 7 ( <i>Encore</i> )	1:05 - 1:45
PERIOD 8 ( <i>Core/Bible</i> )	1:50 - 2:28
HR/ADVISORY	2:30 - 2:40

CALL BELL	7:45
HR/ADVISORY	7:50 - 7:55
CHAPEL	8:00 - 8:25
PERIOD 1/2 ( <i>Block 1</i> )	8:30 - 9:55
BREAK	9:55 - 10:05
PERIOD 3/4 ( <i>Block 2</i> )	10:10 - 11:30
PERIOD 5 ( <i>Encore</i> )	11:35 - 12:15
LUNCH	12:20 - 12:40
BREAK	12:40 - 1:00
PERIOD 7 ( <i>Encore</i> )	1:05 - 1:45
PERIOD 8 ( <i>Core/Bible</i> )	1:50 - 2:28
HR/ADVISORY	2:30 - 2:40

## 6TH GRADE:

CALL BELL	7:45
HR/ADVISORY	7:50 - 8:05
PERIOD 1/2 ( <i>Block 1</i> )	8:10 - 9:30
BREAK	9:30 - 9:45
PERIOD 3 ( <i>Encore</i> )	9:50 - 10:30
PERIOD 4 ( <i>Core/Bible</i> )	10:35 - 11:15
EXTRA HELP	11:20 - 11:40
BREAK	11:40 - 12:00
LUNCH	12:00 - 12:15
PERIOD 6 ( <i>Encore</i> )	12:20 - 1:00
PERIOD 7/8 ( <i>Block 2</i> )	1:05 - 2:28
HR/ADVISORY	2:30 - 2:40

CALL BELL	7:45
HR/ADVISORY	7:50 - 7:55
CHAPEL	8:00 - 8:25
PERIOD 1/2 ( <i>Block 1</i> )	8:30 - 9:55
BREAK	9:55 - 10:05
PERIOD 3 ( <i>Encore</i> )	10:10 - 10:50
PERIOD 4 ( <i>Core/Bible</i> )	10:55 - 11:35
BREAK	11:40 - 12:00
LUNCH	12:00 - 12:15
PERIOD 6 ( <i>Encore</i> )	12:20 - 1:00
PERIOD 7/8 ( <i>Block 2</i> )	1:05 - 2:28
HR/ADVISORY	2:30 - 2:40

## 7TH GRADE:

CALL BELL	7:45
HR/ADVISORY	7:50 - 8:00
PERIOD 1 ( <i>Encore</i> )	8:05 - 8:45
PERIOD 2 ( <i>Core/Bible</i> )	8:50 - 9:30
BREAK	9:30 - 9:45
PERIOD 3/4 ( <i>Block 1</i> )	9:50 - 11:10
EXTRA HELP	11:15 - 11:40
LUNCH	11:40 - 12:00
BREAK	12:00 - 12:20
PERIOD 6/7 ( <i>Block 1</i> )	12:25 - 1:45
PERIOD 8 ( <i>Encore</i> )	1:50 - 2:28
HR/ADVISORY	2:30 - 2:40

CALL BELL	7:45
HR/ADVISORY	7:50 - 7:55
CHAPEL	8:00 - 8:25
PERIOD 1 ( <i>Encore</i> )	8:30 - 9:10
PERIOD 2 ( <i>Core/Bible</i> )	9:15 - 9:55
BREAK	9:55 - 10:05
PERIOD 3/4 ( <i>Block 1</i> )	10:10 - 11:35
LUNCH	11:35 - 11:55
BREAK	11:55 - 12:15
PERIOD 6/7 ( <i>Block 1</i> )	12:20 - 1:45
PERIOD 8 ( <i>Encore</i> )	1:50 - 2:28
HR/ADVISORY	2:30 - 2:40

## 8TH GRADE:

CALL BELL	7:45
HR/ADVISORY	7:50 - 8:00
PERIOD 1 ( <i>Core/Bible</i> )	8:05 - 8:45
PERIOD 2 ( <i>Encore</i> )	8:50 - 9:30
BREAK	9:30 - 9:45
PERIOD 3/4 ( <i>Block 1</i> )	9:50 - 11:10
EXTRA HELP	11:15 - 11:40
LUNCH	11:40 - 12:00
BREAK	12:00 - 12:20
PERIOD 6/7 ( <i>Block 1</i> )	12:25 - 1:45
PERIOD 8 ( <i>Encore</i> )	1:50 - 2:28
HR/ADVISORY	2:30 - 2:40

CALL BELL	7:45
HR/ADVISORY	7:50 - 7:55
CHAPEL	8:00 - 8:25
PERIOD 1 ( <i>Core/Bible</i> )	8:30 - 9:10
PERIOD 2 ( <i>Encore</i> )	9:15 - 9:55
BREAK	9:55 - 10:05
PERIOD 3/4 ( <i>Block 1</i> )	10:10 - 11:35
LUNCH	11:35 - 11:55
BREAK	11:55 - 12:15
PERIOD 6/7 ( <i>Block 1</i> )	12:20 - 1:45
PERIOD 8 ( <i>Encore</i> )	1:50 - 2:28
HR/ADVISORY	2:30 - 2:40

## SCHOOL CANCELLATION / DISMISSAL

If school is canceled because of heavy snow or other weather conditions, Parents whose cell phone numbers are in RenWeb will receive a Parent Alert text message about any closings. HCS will also email parents when school is closed. A message will also appear on Hudsonville Christian's website: [www.hudsonvillechristian.org](http://www.hudsonvillechristian.org) under News and on the HCS Facebook page.

Cancellation announcements will also be made over the following Grand Rapids radio and TV stations.

### RADIO STATIONS

WOODAM 1300

JOY99 FM 99.3

### TELEVISION STATIONS

WOOD Channel 8

WZZM Channel 13

If there is a two-hour delay, AM 3 School, AM 4 School, and AM Nature-Based 4 School classes will not meet and Kids' Corner will open at 9:00 AM. (Please do not call school at these times unless absolutely necessary.)

## COMMUNICATION: HOME AND SCHOOL

### REPORTING TO PARENTS

3 School students receive a progress report in January. 4 School students receive progress reports in November and May. Young 5s and Kindergarten students receive their report cards at the end of each semester. Report cards for grades 1 – 8 are posted online every nine weeks.

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

### COMMUNICATION WITH 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 email. Hudsonville Christian staff email addresses are the teacher's first initial and last name followed by: @4hcs.org. (e.g. [dbrinks@4hcs.org](mailto:dbrinks@4hcs.org)). If your communication is time sensitive, please call the school office.

### 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...

- 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.

Please DO NOT...

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

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. Remember also that the Education Committee of your school board should be aware of parents' perceptions. You are encouraged to share, by way of a phone call or note, positive and negative feedback to the Education Committee.

## HUDSONVILLE CHRISTIAN HOME COMMUNICATOR

A weekly home bulletin, *The Home Communicator*, including school news, announcements, and upcoming events is sent out electronically each Tuesday via the email given at enrollment and in a link posted on the HCS website and on the HCS Facebook page. If your email changes or you would like it sent to additional emails, please call the school office. Any items to be included must be received at the elementary school office in writing or by email via [homecommunicator@4hcs.org](mailto:homecommunicator@4hcs.org) by noon on Friday. If you want a hard copy, call the central office at 669-6689 to request one. If you are not receiving *The Home Communicator*, please first check your "junk" or "spam" folder before contacting school.

## SCHOOL WEBSITE - [www.hudsonvillechristian.org](http://www.hudsonvillechristian.org)

Hudsonville Christian maintains a website to promote our school on the web, and to allow our parents access to all school information. Parents should check the website frequently to be well informed about school information. For website procedures and guideline safety, please see Internet Safety.

## FACTS Renweb – Online Grading and Communication

Hudsonville Christian uses RenWeb, an online system, to post student grades. RenWeb also has a HCS Student Directory. Parents are sent information to login when they enroll their child (ren). If you have lost your login information, please email Terry Steenstra: [tsteenstra@4hcs.org](mailto:tsteenstra@4hcs.org).

## STUDENT REGULATIONS

### CHILD WATCH PROGRAM

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 (616-379-0332) whenever a child will not be at school due to an illness, appointment, or any other reason even if you have notified the teacher. 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 volunteer will be calling the home of the absent student to make certain the child is accounted for.

### ATTENDANCE GUIDELINES

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 a student's tardy arrival is after 9:30 AM, it will be considered a half day. Excessive tardiness will be addressed by staff or an administrator
- B. Late Arrivals (illness or other legitimate situation)
  - Prior to 9:30                      Present
  - 9:30 – 12:00                      Half day
  - After 12:00                      Absent
- C. Early Departures
  - Prior to 9:30                      Absent
  - 9:30 – 12:00                      Half day
  - After 12:00                      Present

### ABSENCES

1. If absent because of illness, parents must call the school Child Watch line with that information. The absence can also be communicated via email. Hudsonville Christian staff email addresses are the teacher's first initial and last name followed by: @4hcs.org.
2. Students who arrive/depart after 7:50 AM must check in the office so the attendance record will reflect the change in attendance status for the day. Preschool students arriving after 8:20 AM or 12:05 PM must check in at the Early Childhood Office.
3. If absent due to a doctor or dentist appointment (these should be avoided during school hours as much as possible). If the appointment is at the beginning of the day, you must also call Child Watch. All students must notify office staff and they must report to the office when they return from the appointment.

4. If a student becomes ill or has an appointment and must leave during the school day, that student must talk with a teacher and stop in to the office before calling home or leaving for the appointment.
5. Whenever a student arrives at or leaves school during the school day, that student must stop in the office to check in and/or check out before going to class and/or leaving the building.
6. Non-medical or illness absences - An excuse must be obtained BY A PARENT in advance. This can be accomplished by the parent in person or by telephone, with an email, or written note.

### 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. Ordinarily, teachers will give work that was missed to the students when they return to school. It is the responsibility of the students with parents to make the work up as soon as possible. Parents and students should understand the following:

1. Upon returning to school, the student is to make up the work they have missed. This is the responsibility of the student and the parents, and is to be made up at the discretion of the teacher. The following procedure is to be used: When a student is absent from school, parents can request that missed work be provided and available in the office at an agreed upon time. 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 this situation will be happening.
3. Students who miss school for family vacations or excused parental requests will be given one additional day to turn in class work for each day they missed. If a student misses MORE THAN FIVE (5) consecutive days of school for a vacation or excused absence, parents are required to communicate with the homeroom teacher IN ADVANCE in order to discuss deadlines for schoolwork. Please remember that in ALL CASES parents should discuss absences with the office prior to the student leaving. It is the student's responsibility to check with teachers PRIOR TO leaving on a prearranged vacation. It should be noted that it is difficult for students to fully catch up when they are out of school for an extended period of time. There are many classroom activities such as teacher instruction, classroom discussions, group projects, science labs, art projects, etc., that cannot be replicated with

out-of-class assignments. Teachers will not be expected to provide school work in advance for students missing school for vacations.

#### MIDDLE SCHOOL LATE HOMEWORK POLICY

##### For Projects & Daily Homework

1. All work is due in class on the day it is assigned to be completed. The only exception will be a signed note by the parent the day the work is due.
2. Late work will be handled in a consistent manner among teachers and will be up to the discretion of teachers and administration to establish this policy.
3. Teachers expect all work to be turned in whether it is late or not. It is the responsibility of each student to make sure this happens.

Please remember that all grades are posted on our RenWeb online student management system. Grades are updated every two (2) weeks by teachers. You will receive information explaining to you how RenWeb works if you do not yet have an account. Please contact Terry Steenstra ([tsteenstra@4hcs.org](mailto:tsteenstra@4hcs.org)) if you have difficulty logging in to this system. Please remember RenWeb is a great way to monitor academic progress, but it is not intended to be checked on a day to day basis.

*(Updated 6-12-2023)*

#### VISITORS

Student visitors are allowed if they have received permission from the administration as well as the classroom teacher in advance.



## BIRTHDAY TREATS & CLASS CELEBRATIONS

### Preschool – 4th Grade

#### **Birthdays**

Students in Preschool – 4th grade are allowed to bring in a food treat for their birthday. We are asking that treats are **individually packaged** by the manufacturer and the **ingredient list and nutrition facts are included** for the teacher's use. Some ideas are individual-sized packages of popcorn, Cheez-its, Goldfish Crackers, cheese and crackers, Oreos, applesauce pouches, Little Debbie snacks, fun-size candy bars, etc. **In the past, a box or two of donuts has been a popular birthday treat. However, as delicious as they are, donuts "do-nut" fall within the guidelines stated above.** Thank you for following these guidelines! Doing so helps create consistency across the student body.

Please note that some classes or grade levels may choose to enjoy student birthdays with a non-food celebration. If this is the case, your child's teacher will let you know the procedures for birthday celebrations in their classroom.

#### **Other Celebrations**

Classroom teachers will connect with you regarding class parties and celebrations. If food will be offered to students, teachers will work with their room parents to provide options that are appropriate for the class.

If you have the desire to bring a class treat (like popsicles on a hot day, for instance), please talk with your child's teacher at least a day in advance for approval and to allow time for accommodations to be made for students who are not able to partake.

## LUNCH/NOON HOUR REGULATIONS

No students are to leave the school grounds at noon for lunch except those who have been given specific permission.

Elementary students are welcome to participate in the hot lunch program provided through Jenison Hudsonville Food Service. Menus and information about the program, including setting up an account for your child, can be found at [www.jenhudfood.com](http://www.jenhudfood.com).

At the Middle School, hot lunch will be served by parent volunteers every Wednesday unless you are notified otherwise. The menu for the week will be printed in the Home Communicator. Pop and chips are also served. Only one (1) can of pop may be purchased.

## MIDDLE SCHOOL BREAK/LUNCH REGULATIONS

*When students go outdoors to the playground at noon or recess, they must use only the doors on the east side of school and use these same doors when they enter again. They must not leave or enter through the front doors during morning and noon breaks.*

1. No one is to be in the shower rooms, gyms, or music room except for the purpose of class or intramurals.
2. Students should pick up and return sports equipment at the end of break and lunch.
3. Students are not allowed on the deck of the north gym at any time. (This is an ordinance issued by the State Fire Marshal).
4. The hallways of school are to be orderly places. Walk at all times and be certain that any paper trash, especially at breaks and noonhour, ends up in the wastebasket.
5. During the 1st and 4th marking periods ALL STUDENTS are required to be outside during lunch and long break on Friday. If weather does not allow this, it will be indicated on the TV screens in the hallways.
6. During the 2nd and 3rd marking periods, TV screens will indicate expectations for students going outside.
7. Students cannot enter the woods north of school during break or lunch unless given permission from a staff member.
8. Playground
  - a. The playground area is limited to the property north of school, the soccer field and east property, and the black-top basketball area. Students may not congregate in the low areas to the north of the soccer and softball fields, the gazebo, or in the area where cars are parked.
  - b. Sports equipment is provided for playground/outdoor use.
  - c. No tackle sports of any type are permitted on the playground.
  - d. Students are not allowed to throw snowballs.
  - e. Students are not allowed to climb any of the trees on the school grounds.

(Updated 6-12-2023)

## CLOTHING AND PERSONAL ITEMS-ELEMENTARY

Boots, snow pants, 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 Communicator.

## PERSONAL ELECTRONIC DEVICES

Personal electronic devices, including phones, iPads, iPods, smart watches etc., may be used only before school (7:50 AM) and after school (2:40 PM). If a student chooses to not comply with this guideline, the electronic item will be turned in to the office and may be picked up at the end of the school day. Repeatedly violating these expectations could result in a need for parents to pick up the device, or a ban from having the device at school.

## WEATHER CONDITIONS

Students in grades Y5s-5th are expected to spend their time before school, during recess, and the noon hour outdoors. Students must dress appropriately for the weather. In case of inclement weather, students are allowed to remain in school. 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.

Middle School Students are required to be outside during the noon hour during the 1st and 4th Marking Periods. During the 2nd and 3rd Marking Periods students will be allowed inside as long as their behavior is appropriate. Students who misuse this privilege will be asked to spend noon hours outside.

## USE OF SCHOOL TELEPHONE

URGENT messages will be given to students. Please consider the importance of your call before asking the office to find your child in the middle of a busy day.

All students may use the school office phone with adult permission and assistance.

## INSTRUMENTAL MUSIC

Recorder instruction is given to all fourth graders.

Orchestra instruction is available beginning in fifth grade.

Band instruction is available beginning in fifth grade.

## SCHOOL SUPPLIES

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 are available for elementary students at the beginning of each month. Sufficient paper to complete assignments is distributed as needed.

A list of supplies necessary for early childhood, elementary and middle school students are available on the HCS website under Parents-Forms. 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.

## 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.

## LIBRARY/MEDIA CENTERS

- 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 elementary library.
- Help your child to return library books on the due date.
- The Library in the elementary school is open before school everyday except Wednesday for students to get new books.
- 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.
- The Middle School Media Center books are checked out for two weeks and are due on or before the due date stamped in the book. A one-week grace period is given after the due date during which no fines will be charged, but the book must be returned.
- Middle School Media fines are charged at 10¢ a day for each school day the item is not returned after the grace period. Overdue notices are distributed to each homeroom on Tuesday of each week.

## MIDDLE SCHOOL LOCKERS AND BOOKS

1. Students are responsible for any damage to school owned books or equipment.
2. Students intentionally mutilating/damaging desk tops, tables or workspaces are assessed a fine. Stickers of any kind are not to be put in or on desks, tables or workspaces. Any other school property carelessly broken or damaged by students is to be paid for by the student(s) involved. Students who intentionally write in, or disfigure books belonging to school will be assessed a fine.
3. Students are responsible for clearly identifying their own books, notebooks, and other personal belongings. At the same time, no one should use or borrow the possession of another. P.E. clothing should be identified by having your name on it.
4. Close locker doors carefully and quietly. Stickers of any kind are not to be put on lockers. You are responsible for keeping the locker you are assigned clean and free from damage.
5. Students in grades 7 and 8 must keep their backpacks in their lockers during the school day unless given permission by a teacher to have it in class due to special circumstances. Students in grade 6 must keep their backpacks in their lockers during the morning. They may bring them to 7<sup>th</sup> and 8<sup>th</sup> period classes provided they are neatly placed against the hallway walls and allow people to safely walk through the halls.
6. Students are allowed to "decorate" inside their lockers. However, they must be aware of the following guidelines:
  - a. Whatever I have in my locker should not bring into question my faith or commitment to Jesus Christ. It must be obvious that this locker is used by a Christian young person.
  - b. Teachers will periodically check lockers. Any questions about locker pictures or decor will be turned over to the middle school principal.

*(Updated 6-12-2023)*

## 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. Parents should impress on their children the importance of this, and insist on receiving all papers that the teacher returns.
4. Students in the Middle School may log on to the school website to monitor daily homework assignments for grades 5-8.

## ALCOHOL AND CONTROLLED SUBSTANCES

Smoking/vaping, alcoholic beverages, and illegal substances in the school building and/or on school property are strictly prohibited.

# STUDENT SAFETY

## TRAFFIC AND TRANSPORTATION

### EARLY CHILDHOOD SCHOOL TRAFFIC:



	Dropoff	Parking Pickup		Dropoff	Parking Pickup
4S Cole AM	1	6	4S NB VanDam	4	7
4S Cole PM	4	6	4S NB VanBennekorn	5	7
4S Leatherman	1	6			
4S VanDrunen	1	6	3S Burgess	2	6
			3S Holtrop	3	6
			3S Langerak	3	6

Dropoff takes place outside of the school building. Pickup takes place at your child's classroom door. Enter school at #3 - Early Childhood Entrance.



We will be doing curbside drop-off and classroom pick-up for our preschool children. Parents please park in the indicated spots on the map above.

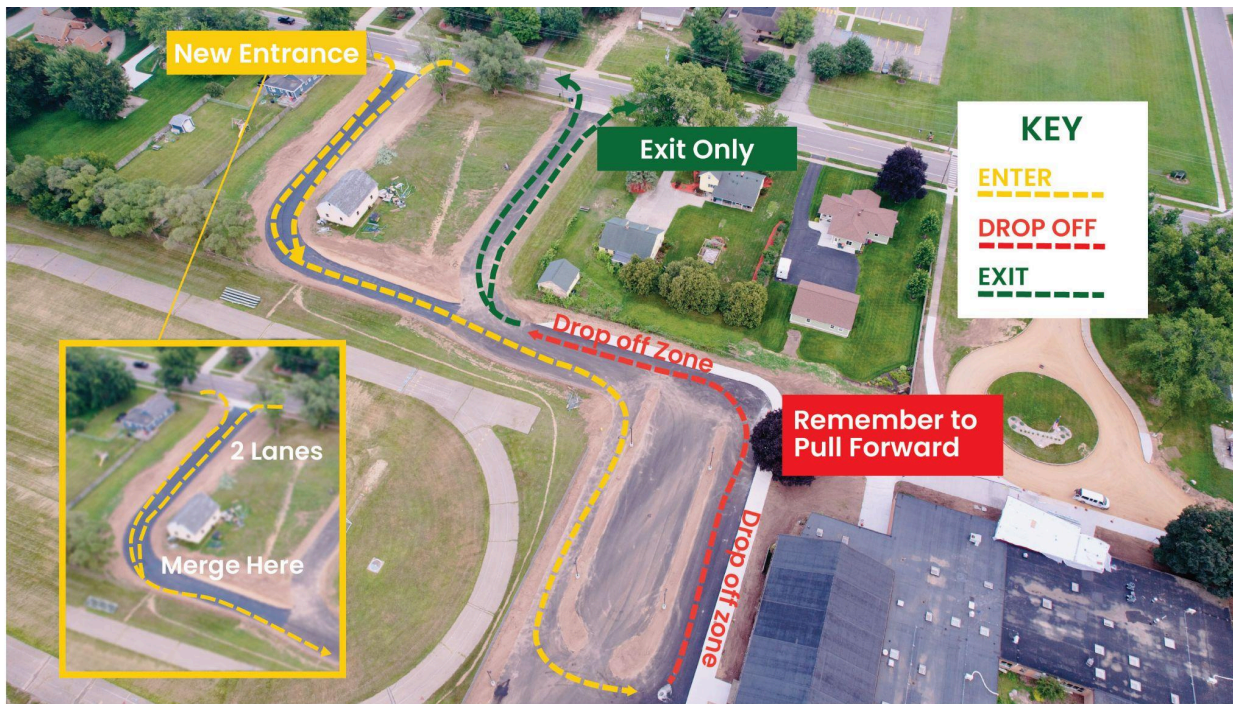
**ELEMENTARY SCHOOL TRAFFIC:**

When dropping off elementary students, please use the Parent Parking and Drop-Off areas. Do not use the bus loop off of Hillcrest Street or the Early Childhood Parking Lot. Be sure that your child does not have to cross the street or the parking lot after getting out of the car. If you need to walk your child into the building, please enter through the main office doors. Also, please use a parking space and avoid parking along the curb of the parent loop.





## MIDDLE SCHOOL TRAFFIC



Always remember when dropping off students at school, plan the route so that your child does not have to cross the street after getting out of the car. Your cooperation with this traffic pattern is very important for the safety of our students, staff and parents.

- NO VEHICLES – except buses – are to use the circle drive in front of school from 7:00 a.m. – 8:00 a.m. and from 2:00 p.m. to 3:00 p.m. on school days.
- The student loading area for students being dropped off and/or picked up by vehicles other than buses, is on the east side of the middle school building.
- All traffic will enter and exit on Van Buren Street. The new driveway (furthest east) will be for entering traffic only. Please merge into one lane as you near the parking lot.
- When dropping off or picking up students, **please pull as far forward as possible to the corner/south end of the sidewalk along the parking lot.** This helps keep the traffic flow moving.
- The second driveway will be exiting traffic. There is both a right and left turn lane exiting onto Van Buren Street.
- Parents may NOT drop their children off on the south side of Van Buren in front of school.

Those walking to or from school must use sidewalks. Please do not cut through neighbors' yards. Please do not cut across or use the front lawn at any time. This means especially the areas closest to the building.

Those riding bicycles should park them in the bike area and leave them there until 2:40 p.m. Please do not stand around and talk in that area. When leaving with bicycles use this route only: ride on the right side of the east driveway. Do not use the west driveway. Use the far western edge of the driveway to cross Van Buren Street (if going east). We recommend that students riding bikes wait until buses have left the school area before leaving school. This will help eliminate busses and bicycles "mixing" in a potential accident. Do not ride more than two students abreast on any streets. Students are not to ride on sidewalks or opposite the flow of traffic. We recommend that you wear a helmet for your safety.

Students are not to drive any type of motorized vehicle to school.

#### MIDDLE SCHOOL BUS RIDING PRIVILEGES

Riding buses to and from school is a privilege. Hudsonville Christian Middle School supports the rules and guidelines in place by the Hudsonville Public School Transportation Department. As Christians we expect student's behavior to be "distinctively different" or better than other students. Failure to live up to these expectations could result in a temporary or permanent loss of these privileges as seen appropriate by the Hudsonville Christian School administration.

All students who ride buses are required to wait outside the school entrance for their buses. If weather conditions are severe, school administrators will allow students to wait inside as long as their behavior is appropriate.

## Hudsonville Public School – TRANSPORTATION POLICY

We are blessed to have a wonderful working relationship with Hudsonville Public Schools 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. Young 5s, 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 or emergency contact.
  - B. If there is no emergency contact made, the student is taken to a pre-arranged location.
  - C. If no family member is present to receive the students, the principal will contact the parent or guardian for a conference to discuss future safety arrangements.
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>Student Group</u>	<u>Expected to Walk Up To</u>	<u>Expected to Walk No More Than</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 a 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. All Elementary students will not be permitted to use any other bus or bus stop without prior written permission from the Director of Transportation or designee.

## SEVERE WEATHER POLICY

### TORNADO WATCH

Students will remain in school until normal dismissal time. The school will monitor conditions closely. If a tornado watch is in effect one hour BEFORE school begins – school will be canceled; announcement will be made via radio stations, TV stations (see School Cancellations for list).

### 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.

### EXTRA-CURRICULAR 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. This includes all after school, athletic and evening events.

### 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 central (main) office, as per signs posted at entries.
2. Parents are welcome to come into the main offices at the elementary, early childhood, and middle school. A limited number of visitors and volunteers can be allowed past the main offices per safety protocols.
3. All doors to the buildings are locked during school hours.

## SAFETY DRILLS

Hudsonville Christian School follows the requirements for school safety drills given by the Michigan State Police Department. We are required to have the following drills:

1. 5 Fire Drills
2. 2 Tornado Drills
3. 3 Lock Down Drills

## INTERNET SAFETY

### IN THE CLASSROOM

All students whose classrooms have internet access will be instructed in basic internet safety procedures and practices. All students will be required to sign an Acceptable User Policy agreement, which outlines safety procedures and ethical practices.

### WEBSITE/SOCIAL MEDIA

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) and on HCS Facebook posts. The enrollment form presents 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 1st and 3rd grade receive a presentation on “safe and unsafe touches” from docents who work with the Children’s Advocacy Center. 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 first grade. We cooperate fully with parents who wish to speak to their children first about this type of topic.

## HUMAN DIGNITY POLICY

Hudsonville Christian School intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.

- A. We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons both at school or school events.
- B. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator he or she is reporting, to the chairperson of the board of trustees. Each report will be given serious consideration and will be investigated appropriately.
- C. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- D. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
- E. Sexual harassment includes:
  - Making unwelcome sexual advances,
  - Engaging in improper physical contact,
  - Making improper sexual comments,
  - Writing a note to someone else, either electronically or by hand, with content that may be construed as sexual,
  - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.

- F. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar features is harassment. Persons engaging in this misbehavior will be disciplined.
- G. All Students and all school employees are expected to conduct themselves with respect for the dignity of others.

[Sexual Harassment and Sexual Assault Information Guide](#)



## **STUDENT DISCIPLESHIP**

### **BOOK ORDER**

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.

### **CODE OF CONDUCT**

#### **Social Media**

The school does not monitor students' interactions on any social media sites. However, if negative behavior on those sites creates a threatening or damaging situation between students at school, the administrators may respond to the disruption in conjunction with parents. The administrator may follow up with the students involved and their parents/guardians. Consequences for creating that disruption may include social probation, suspension, etc.

#### **Respecting Each Other**

We believe as children of God that each child deserves to be treated with respect. Any actions or language, either written or spoken, that is negative towards each other should be reported to one of the staff members at Hudsonville Christian School. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) In light of current issues of sexual orientation and gender identity, HCS has adopted the following code of conduct grounded in our Hudsonville Christian School Statement of Belief that establishes parameters for acceptable behavior. HCS expects all persons attending school and/or school events will:

- Use the restrooms, locker rooms, and changing facilities conforming with one's biological sex, with arrangements made for private facilities for those with special circumstances.
- Agree to not advocate for same sex causes within the school setting

We will address and deal with each issue separately and in accordance with the procedures for such behavior in place.

This section of expectations/rules/regulations/code of conduct is not designed to list all the rules, or to imply that you may do anything that is not listed here. Above all else remember this: your actions should be in keeping with the Christian character of this school and anything which violates this or harms the orderly and well-disciplined life that an education requires will not be allowed. Carefully think before you act and the atmosphere of the entire school will be improved.

#### MIDDLE SCHOOL ATTITUDE AND EFFORT

We believe each of our students is created by God for a specific purpose. While these purposes start to unfold, there are important skills that all students must have regardless of where they end up and what they end up doing. Grades at HCMS communicate academic achievement, while we have identified Attitude and Effort as two skills that are also important to communicate with parents.

### STUDENT DRESS CODE

In keeping with the mission of Hudsonville Christian Schools, the Hudsonville Christian School community recognizes the important impact of student dress on the learning environment. We understand that all of our lives, including our dress, bring honor or dishonor to our God. We also embrace our identity as a Christian school and how we dress impacts our witness for Christ to the world. Clothing, jewelry, and personal grooming must not be distracting, disruptive, restricting, suggestive, offensive, or denigrating.

- *The administration reserves the right to determine what constitutes appropriate dress.* Students who do not adhere to these guidelines will be provided with alternate clothing options.
  - Political, inappropriate, or divisive material should not be displayed on clothing.
  - Clothing items must cover what they are supposed to cover.
  - Off the shoulder shirts, sheer tops, and open back shirts are not allowed.
  - Bare midriff tops are not allowed.
  - Tops exposing any cleavage may not be worn.
  - Boys must wear shirts with sleeves.
  - Girls shirts and tops may be sleeveless if straps are 2 inches in width from neckline to the sleeve edge. This includes shirts that have the cutout between the shoulders and the rest of the sleeve.

- Underwear should be covered. This includes bra straps, camisole straps and boxers
- No hoods, hats, earbuds, or airpods are allowed. Teacher discretion may be used in class based upon class activity.
- If there is a question whether apparel is within dress code, please ask in advance of wearing it or choose something you know is appropriate. Questions about dress will be referred to the administrator for a final decision. The school reserves the right to decide what is inappropriate for the school setting. In the area of grooming, we must be distinctively Christian and not merely imitate those of the world around us. We should choose clothing that demonstrates our realization that we are image bearers of God and we are sons and daughters of the King.
- Students needing a change of clothes will be allowed to call home and make arrangements for changing before being allowed back in class, or will be given a change of clothing from what school has available.

*(Updated 6-12-2023)*

## DISCIPLINE POLICY

*Updated 8/14/2023*

### 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. In order to embrace restorative processes, 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 consequences have been served, the students

will be able to face the future with hope and encouragement from God and from us.

6. Student behaviors (words and actions) that are not fitting in a Christian School will be dealt with seriously, and in a fair, straightforward manner.
7. 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

Each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and consequences for failing to follow these rules. Consequences may result when a child does not change behavior after repeated reminders. Discipline may include the loss of classroom privileges, loss of recess/break time, or other appropriate measures with restorative practices.

Examples include:

1. disruptive or disrespectful behavior
2. inappropriate hallway behavior
3. inappropriate restroom behavior
4. inappropriate outside/inside recess behavior
5. inappropriate bus behavior
6. other serious offenses as outlined below in the middle school discipline plan

More serious infractions will result in communication from the teacher or building principal regarding the situation. Next steps may include, but are not limited to, in-school suspension, out-of-school suspension, restitution for damages, detentions, ineligibility for extra-curricular activities and/or class trips, or other discipline, up to and including expulsion.

Examples of concern are:

1. chronic incomplete work
2. chronic violation of classroom and/or school rules
3. fighting and unacceptable behavior
4. blatant disregard for authority
5. harassing and bullying behavior

Teachers should take into account a student's special needs to provide a modified discipline plan if needed.

## E. Middle School Discipline Plan

To develop community and to promote and maintain consistency, most discipline matters at Hudsonville Christian have been organized into three general categories.

- Each category includes the usual progression in the steps of discipline.
  - Depending upon the severity of the infraction/violation, disciplinary measures may be handled on a case-by-case basis.
  - The lists of infractions/violations are not all inclusive lists.
  - Detentions will normally be served from 2:45–3:30pm on Tuesdays and Thursdays
1. Level I – Coming to Class Prepared for Learning and Maintaining a Safe and Positive Learning Environment in the Classroom, Hallway, on the Playground, Busses, etc. (handled on a per quarter grading period basis)
    - a. Type of Expected Behaviors
      - i. Having all assignments carefully completed and ready to hand in if necessary and having all necessary materials in the classroom before class begins. (examples: books, pens, pencils, erasers, paper, notebooks, calculators, etc.)
      - ii. Being properly dressed for class. (examples: proper clothing being worn in accordance with the dress code, proper gym clothing, etc.)
      - iii. Coming to class on time.
      - iv. Behaving properly in class (applies to each specific class period).
      - v. Being considerate of other students and their property.
      - vi. Avoiding running and unnecessary noise in the hallways.
    - b. Normal Discipline Progression
      - i. Verbal Warning
      - ii. Written Warning, conference with the student, and parent notification
      - iii. Detention
      - iv. Detention
      - v. Detention and conference with student and parents
      - vi. In-school or out of school suspension
  2. Level II – Exhibiting Non-Christian Behaviors (handled on a per semester basis)
    - a. Type of Expected Behaviors
      - i. Respecting and cooperating with adults.
      - ii. Respecting the rights and property of others.
      - iii. Academic honesty (examples: assignments, quizzes, and tests).
      - iv. Using appropriate and not vulgar, coarse, or profane language.
      - v. No harassing or bullying behavior.

- vi. Remaining on the school grounds unless given proper authorization. (An example is that students are expected to remain on the school premises once they are dropped off at school, or if they are staying after school to participate in some school-related activity.

- b. Normal Discipline Progression. Based on circumstances, teachers and administrators reserve the right to expedite these steps.

- i. Verbal Warning
- ii. Written Warning, conference with the student, and parent notification
- iii. Detention
- iv. Detention and conference with student and parents
- v. In-school or out of school suspension

### 3. Level III – Serious Offenses

- a. Hudsonville Christian reserves the right to involve appropriate authorities if necessary.
- b. The first step for a serious offense is removing the student from class or the school building. 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. If students are sent home, parents 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.
- c. Type of Infraction/Violation
  - i. Possession and/or consumption of alcohol.
  - ii. Possession and/or use of controlled substances (drugs)
  - iii. Possession and/or use of drug paraphernalia
  - iv. Possession Possession and/or use of vaping paraphernalia
  - v. Serious Physical Assault
  - vi. Theft
  - vii. Vandalism
  - viii. Weapons at school or school functions (Note: Michigan's "Weapons in School" Act: 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.)
    - 1. 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.

2. 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.

d. Normal Discipline Procedure

- i. Conference including the Principal, student, parents, and other as determined by the Principal to determine the consequences.
- ii. The Superintendent and Chairperson of the Education Committee of the School Board will be notified.
- iii. Consequences may include but are not limited to:
  1. In-school suspension
  2. Out-of-school suspension
  3. Restitution for damages
  4. Suspension from extra-curricular activities, field trips, class trips, etc.
  5. Expulsion

## GUIDELINES FOR A BULLY-FREE SCHOOL

### The Difference Between Rude, Mean and Bullying

Many parents are concerned about bullying, protecting their kids from it, and making sure their kids aren't engaging in it. But with so much talk about bullying, sometimes we call behavior "bullying" when it's actually not. So how can you tell the difference?

Rude – is inadvertently saying or doing something that hurts someone else. In children this takes the form of social errors like "burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face." The critical factor? "Incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone."

Mean – involves "purposely saying or doing something to hurt someone once (or maybe twice)." Unlike unthinking rudeness, "mean behavior very much aims to hurt or depreciate someone. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down." And while both rudeness and mean behavior require correction, they are "different from bullying in important ways that should be understood and differentiated when it comes to intervention."



Bullying – is “intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse – even when targets of bullying show or express their hurt or tell the aggressors to stop.” Examples of multiple kinds of bullying can be physical and verbal aggression, relational aggression (like social exclusion, hazing or rumor spreading), and cyber-bullying. The key to all of them is the ongoing nature of the behavior, which leaves the victims feeling powerless and fearful.

By talking to your child about the differences, you can better identify the offending behavior and take appropriate action. There are many books on bullying, childhood resilience and coping skills that can be helpful in talking with your children.

## SCHOOL HEALTH SERVICES

### 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. 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 / sore is dry
Influenza	1-2 days	Variable	Upon recovery
German/Red Measles	14-21 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	
Strep Throat		At least 24-48 hours after antibiotics	
Whooping Cough	7-10 days	At least 21 days	Upon recovery

#### HEAD LICE POLICY

If your child has signs of head lice: scratching, actual lice or nits (eggs) especially at the nape of the neck, etc., the student must be checked by a healthcare professional who can recommend a treatment. If lice or nits are found, the affected child should not come to school for 24 hours after last treatment provided no more signs of lice are present.

## 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 the 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 the 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 Young 5s – 5. In grades 6–8 medication will be administered by Office Personnel.

## 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.

## HEARING AND VISION TESTS

Hearing and vision screenings are required prior to school entrance for all Young 5s and Kindergarten students.

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

Hearing tests for Young 5s, Kindergarten, grades 2 and 4.

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

Vision screening is also available at the Ottawa County Health Department on Port Sheldon Road. Please call 669-0040 to make an appointment.

## 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.

## SPECIAL SERVICES

### EDUCATIONAL SUPPORT

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)

Several organizations support us in meeting the individual special needs and challenges of all our students, allowing us to be an inclusive learning community. All Belong is one of these organizations that provide consulting, testing, and psychological services in addition to staff development. If you have any questions about procedures or are wondering what to do, please contact the classroom teacher or Jenny Gorter ([jgorter@4hcs.org](mailto:jgorter@4hcs.org)), the Educational Support Services Director.

## ADVANCED LEARNERS / SOAR

Hudsonville Christian School strives to partner with parents to meet the special needs of advanced learners. The SOAR program (Students...Opening doors...Achieving their potential...Reaching new heights) is an opportunity for enrichment activity that parallels the regular classroom curriculum. It is available for students in grades 3 - 6. The identification / enrollment process takes place in the spring for the following year; parents are kept informed of the opportunity through announcements in the *Home Communicator*. The SOAR coordinator works closely with classroom teachers to find the best schedule for SOAR students to leave the classroom. Students who qualify for SOAR for math, language, or both, participate in activities that challenge students to develop their gifts in creative writing, interactive games, internet research, and group discussions. In grades 7 and 8, advanced learners are given the opportunity to apply and be considered for admission to accelerated math and English language arts. Our goal is that this learning experience will enrich their lives and those around them as they respond by developing their abilities, that they may offer their unique gifts to the body of Christ and to society. Consulting services are available for Hudsonville Christian students in PS - 2<sup>nd</sup> grade who demonstrate remarkable ability and show the need for special academic programming.

## MIDDLE SCHOOL FINE ARTS

Students have the opportunity to participate in band, orchestra, and choir – all are full year commitments.

### Musical Performance Policy–

Musical performances are a culmination of a great deal of classroom effort and work on the part of directors and students. A musical performance can only be completely successful if all of the parts of the whole group are present. To miss a performance not only jeopardizes the quality of the performance, it hurts the entire group. It is the school's responsibility to publish the performance dates well in advance. It is the responsibility of the parents to ensure that each member of the group is present at concerts. If a student needs to miss a concert due to extenuating circumstances, they will be given an opportunity to complete a makeup assignment designed by the group's director. Failure to satisfactorily complete this assignment will be reflected in a 2 step reduction in the student's overall grade for that class (A- to a B, B+ to a B-, etc.).

The Hudsonville Christian Middle School music directors appreciate your support in this matter.

Every middle school student is required to take music and art classes each year. In addition, at times, art exploratory classes are offered to some grade levels.

Auditions for the 8th grade play will be held in December for all interested 8th grade students. The play will be performed in March. Guidelines for tryouts and for participation in the 8th grade play follow very closely with those we use for our interscholastic sports.

## MIDDLE SCHOOL EXTRA CURRICULAR ACTIVITIES

### SIXTH GRADE

There are extracurricular activities for 6th grade students in several different areas in addition to our extensive Intramural program. Our focus with each of these sports will be on participation, teaching, exploring God-given abilities and, of course, having fun. Participation in these events will also give students an opportunity to meet and compete with students from other local Christian schools. There will not be any cuts for any of the teams. Specific information will be sent home with each child as the season approaches.

### SEVENTH GRADE AND EIGHTH GRADE

#### Athletic League:

Beginning in the 2013/2014 school year, Hudsonville Christian became a member of the AOK Christian Athletic Conference. This Conference includes the following schools: Adams Christian School, Byron Center Christian School, Calvin Christian School, Dutton Christian School, Heritage Christian School, Hope Protestant Reformed School, Jenison Christian School, Legacy Christian School, Moline Christian School, and West Side Christian School.

### Goals of Middle School Athletics:

The interscholastic athletic program of our league is an integral part of the total program of our schools. The purpose is the positive Christian development of all participants and all others related to the program. One of the key concepts of an effective middle school is a gradual transition from grade to grade.

In our educational structure, students move from a semi self-contained classroom in the 6th grade to individualized schedules and subjects in the 7<sup>th</sup> and 8th grade. In athletics, we follow the same transition by offering opportunities for participation in the 6th grade in several different areas. Encouraging participation is a key component along with opportunities to explore interests and social interaction with others. Seventh grade athletics introduces interscholastic competition to students. Every effort will be made to have multiple teams to allow each participant an experience. When multiple teams are formed they will be balanced. All participants will enjoy similar amounts of playing time.

In the 8th grade students will see increased competition with coaching emphasis focusing more on developing higher level skills. In most situations one athletic team will be formed and cuts may be made. Playing time will vary from player to player although every effort will be made to insure each team member participates in each contest.

The primary goal of our athletic league and Hudsonville Christian is to bring glory to God by encouraging our teams to perform to the best of the abilities given to them by our Lord and keeping them in proper perspective in the life the Lord has called each one of us to live.

### Interscholastic Athletics at HCMS:

We see the interscholastic sports program as an important part of the school program. Learning takes place in these situations that goes far beyond "how to play" the sports. As Christian educators and coaches, we must take seriously the emotional, social, and spiritual interactions that take place in these sports. The goal of this total program must be to have students who participate in athletics recognize that Christ must be present here as well as in the classroom. Christian education occurs in this extended curriculum just as surely as it does in the daily classes of these students. The extended curricular offerings are an opportunity for students to involve themselves, either as participants or spectators, in the interscholastic sports program of the school.

### The role of the parents in Interscholastic Athletics:

One of the most essential lessons to be learned in an athletic situation is the persistence to improve one's self and stay with a certain sport. We want our students to learn this persistence. As parents you can help by talking openly with your student about the sports he or she is considering. Is the time available to be involved? What will be learned if the student is not selected? Are you willing to be a part of a team that may result in less playing time for you than others? These are all essential parts of any athletic program. Parents must consider

these questions with their children. Since we view the interscholastic program as an extended part of the school's curriculum, we must take this decision making process seriously.

When a decision is made to participate, it then becomes the parent's role to help and support the athlete in the sport. We ask the following: Be certain that your child informs you about practices and games and is prompt to them. If a good reason causes interference with this schedule, call the coach or write a note just as soon as you are aware of the interference. Make certain that you make every effort to be positive about the team, players, and coaches no matter what the team's performance. Don't hesitate to call and talk to coaches about any problems. We appreciate the suggestions and want you to feel you can approach us with them.

Finally, if a student or parent feels that a sport has become too much for the student to handle in consideration of other responsibilities, we ask that the parent contact the coach and inform him or her of this decision.

#### Physical examinations:

A high percentage of our students are active participants in physical education activities and athletic events. Due to this fact, and the emergence of adolescence, we urge that your son or daughter have a physical exam prior to the beginning of the middle school years. Unless we are told about a problem, we assume they may participate.

#### Eligibility requirements:

At Hudsonville Christian Middle School we do not have rigid eligibility requirements. At the same time, positive attitude and effort are important in the classroom if students are to participate in extracurricular sports. In addition, Christian citizenship must be displayed by the student. Any student involved with smoking, drinking, or drugs, in or outside of school, may not be involved in the extra-curricular sports program. The following guidelines are explained to the athletes by the coaches and these written guidelines are given to each athlete at the beginning of the season of each sport so the students will know what is expected of them in the sports program.

#### Team Commitment:

ACADEMICS and BEHAVIOR CHOICES. Your "grades" are important. Your behavior choices are important. The teachers will review your classroom work on a biweekly basis. If the quality of your school work does not meet your abilities and/or if you are making poor behavior choices, parents, coaches, the Athletic Director, and the Principal will be contacted. You must show the teachers that you are working hard to improve or you may miss a game(s) until your work and/or your behavior choices is/are once again acceptable.

ATTITUDES. Your respect for others and your cooperation is important. Athletes are students first of all, and must be a positive part of our school community.



**MISSED PRACTICES.** Your commitment to the team is important. If you miss a practice with an unexcused absence, playing time in the next game will be affected. This decision will be reached by both the coach and athletic director.

**DETENTIONS.** Team practices are important. If you miss all or part of a practice because of a detention, this will affect your playing time in the next game.

**VACATIONS.** Sometimes families take vacations during a sport season. If practices are missed for a family vacation, this could affect playing time in the next game(s).

**SICKNESS.** If an athlete is sick on the day of a game, he/she must be in school at noon on the day of the game in order to participate.

**SUBSTANCE ABUSE.** Any athlete involved with smoking, alcohol, or drugs will be immediately suspended from the team.

**QUITTING THE TEAM.** Quitting the team is a major decision. Please discuss this with the coach, personally, before deciding. Quitting a team could have an impact on whether or not you will be allowed to participate on other teams.

**MAKING CHOICES.** Teaching students about the word commitment is an important part of athletics in middle school. There are many opportunities in and out of school for students at this age and it is very important to discuss with your child issues that surround committing to schedules. Please make sure that your child is able to make all scheduled events for a team before becoming a part of the group. A coach of any activity deserves to have the full commitment of a student. Your cooperation with this is needed and appreciated.

#### EXTRA-CURRICULAR SPORTS SCHEDULE-

<b>TEAM</b>	<b>Approximate SEASON</b>
Girls 8 Volleyball	Sept/Oct
Girls 7 Volleyball	Sept/Oct
Boys 8 Volleyball	Jan/Feb
Boys 8 Soccer	Sept/Oct
Boys 7 Soccer	Sept/ Oct
Girls & Boys 6/7/8 Golf Tournament	Oct (one day Saturday tournament)
Boys 6 Basketball	Dec
Boys 8 Basketball	Nov/Dec
Boys 7 Basketball	Nov/Dec
Girls 8 Basketball	Jan/Feb
Girls 7 Basketball	Jan/Feb

Girls 6 Basketball	Jan/Feb
Boys 6/7/8 Wrestling	Feb/March
Girls 6 Volleyball	March
Girls & Boys 6/7/8 Swim Meet	March/April (meet to be determined)
Girls 7/8 Softball	April/May
Boys 8 Baseball	April/May
Boys 7 Baseball	April/May
Girls 8 Soccer	April/May
Girls 7 Soccer	April/May
Girls & Boys 7/8 Track	April/May
Girls & Boys 6 Track	May

\*\*Many other sports, including cross country, tennis, wrestling, etc. are a combined team organized by Unity Christian High School.

*(Updated 6-12-2023)*

#### INTRAMURAL PROGRAM

We have an extensive intramural program that includes the traditional sports and some group games and activities. Usually students participate with others from their homeroom and try to win points for their homeroom standing. Everyone is encouraged to participate in intramurals, but if a student is not interested in a particular activity, they don't have to participate.

## TUITION INFORMATION

### RATES

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

	TUITION
3 School	\$ 1,250
4 School (2 day)	\$ 1,350
4 School (3 Day)	\$ 1,850
Nature-Based 4 School (2 day)	\$ 1,450
Nature-Based 4 School (3 day)	\$ 1,950
Dual 4 School (2 day)	\$ 3,050
Dual 4 School (3 day)	\$ 4,100
Young 5s	\$ 5,000
Kindergarten (3 to 4 day transition)	\$ 5,150
Kindergarten (4 day)	\$ 6,880
Kindergarten (5 day)	\$ 8,600
1 enrolled in grades 1-8	\$ 8,600
2 enrolled in grades 1-8	\$ 15,000
3 enrolled in grades K-8	\$ 20,800
4 or more enrolled in grades K-8	\$25,500

For K-8 students you may deduct \$500 if you are a member of one of these supporting churches: Forest Grove CRC, Georgetown CRC, Hillcrest CRC, First Hudsonville CRC, Immanuel CRC, Jamestown CRC, or Zutphen CRC.

## PAYMENT SCHEDULE

You may choose one of the following tuition payment plans for the new school year's commitment beginning August 10:

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)

If you wish to use electronic transfer, please contact the central office to obtain a form.

## 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, Devon Brinks will communicate with families who still have a balance on their tuition account to make one or more of the following commitments:

1. Personally meet with Devon Brinks and possibly a finance committee member prior to registration.
2. Seek, in writing, the support of the member church, if applicable.
3. Assume a personal loan.
4. Work out a payment plan, in writing, with Devon Brinks.
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 without first talking to Devon Brinks or the Finance Committee. 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 Devon Brinks 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.factsmgt.com](http://www.factsmgt.com) or you can contact Devon Brinks for details on obtaining tuition assistance.

## TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

TRIP is an easy way for parents to reduce their Christian education costs.

How does the program work?

Local and nationwide 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 to the family's tuition account. Parents may place orders once a week (with payment) and pick up the order the following week, may purchase limited certificates immediately through TRIP on Demand on Monday nights or may order gift cards, reload gift cards and order ScripNow (immediate ecards) online. Credits are totaled and deducted from the tuition account semi-annually.

#### 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?

You can place an order and pick up certificates at Hudsonville Christian Elementary School. You can also order ScripNow ecards, reload current gift cards and order new gift cards online. New online ordered gift cards can be picked up at HCES during TRIP hours, which are Monday evenings from 4:30 – 6:30 PM. Contact the central office (669-6689) for the summer schedule.

#### Which merchants participate?

There are over 150 merchants that participate in TRIP...Family Fare, 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. Check the HCS website to see a complete list of participating merchants.

#### 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 3.2 million dollars! In addition, TRIP has given HCS over \$300,000 in gifts.

## PERSONNEL/ORGANIZATIONS

### SCHOOL BOARD MEMBERS

SCHOOL BOARD MEMBERS are elected at the Annual Society Meeting in March. Board meetings are held the third Monday of every month. The Board is composed of at least one member from each of HCS's seven supporting churches and at least two members representing supporting families. Board members are elected for a three-year term. The School Board email is [board@4hcs.org](mailto:board@4hcs.org).

#### BOARD MEMBERS FOR 2024-2025

President – Mr. Chad VanSomerén	616-325-9004
Secretary – Mrs. Hope Hoezee	616-308-7125
Treasurer – Mr. Kevin Ferner	616-299-4908
Vicar / Vice President – Mrs. Kristen Mulder	616-890-7884
Mr. Dustin Cook	616-482-9149
Mr. Darrell Heuker	616-481-8916
Mr. Brian Mast	616-558-7988
Mr. Ben Scholten	616-915-8327
Mr. Mike Vandenberg	616-916-8957

### MOMS IN PRAYER

Moms in Prayer is a group of moms from HCS who meet weekly to pray for specific needs within our school family. We will be meeting weekly in the HCS Elementary and Middle School buildings. All are welcome to join any prayer meeting. Requests are given by staff on a weekly basis as we focus our prayer on these certain grades. All requests are prayed for confidentially. If you would like more information, have any questions about Moms in Prayer or have a prayer request, please email [MIP@4hcs.org](mailto:MIP@4hcs.org).

*"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 BOARD

All parents are automatically members of the Parents' Club. They, as well as others who support Christian education, are invited to attend the meetings. The Parents' Club Board can be contacted at [pcb@4hcs.org](mailto:pcb@4hcs.org)

### Parents' Club Executive Board 2024-2025

Name	Position	E-mail
Melanie Fraaza	Chair	melaniefraaza@gmail.com
Andrea Dekker	Treasurer	aldekker@gmail.com
Cindy Palmbos	Secretary	cpalmbos@4hcs.org
Ashley Burgess		ashley.l.burgess@gmail.com
Kristi Helton		kristijhelton@gmail.com
Megan Vollink		jmvollink@gmail.com
Matthew Buursma		matthewbuursma@gmail.com
Nicole Newman		nnewman@hitechsply.com
Brittany Schierbeek		brittanyschierbeek@gmail.com

## HCS COMMITTEE LEADS

Event/Program	Contact Person(s)	Email
3 on 3 Basketball Tournament	Ben Scholten	bigbenscholten@gmail.com
Auction	Jessica Hughes	auction@4hcs.org
Box Tops/Coke Rewards	Lisa VanDyken	lvandyken@4hcs.org
	Cynthia Kuipers	ckuipers@4hcs.org
Clay Shoot	Eric VandenBerg	eric.vandenberg@ronblue.com
Cookies-Global Awareness	Rachel Goote	rachelgoote@gmail.com
	Jillian Draayer	jillian.draayer@gmail.com
Donuts- Middle School	Stephanie Nagelkirk	stephanie@straightlineddg.com



	Jordan Wagner	mitchjord@att.net
Golf Outing	Stephanie Schelhaas	golfouting@4hcs.org
Harvest Family Fun Day	Jenni Walters	jenniwalters@sbcglobal.net
Hot Lunch – Middle School	Kim Racey	kracey33@yahoo.com
	Lori Rotman	loriannro@gmail.com
Love Bazaar	Brooke Folkringa	rff2714@hotmail.com
Math Pentathlon	Kim Honore	honorekim@gmail.com
	Leslie Knoper	bradleslieknoper@gmail.com
Parent-Child Socials	Kristi Helton	kristijhelton@gmail.com
Pig-in-a-Blankets	Michelle Horinga	mdeyou01@gmail.com
SeptemberFest Craft Show	Kelsey Brouwer	kelsjean0810@gmail.com
Recycling	Jules Schmuker	jules.schmuker@gmail.com
Returnables Shed	Ron Koedam	rkoedam1973@gmail.com
Robotics	Jennifer Tackitt	jtackitt05@gmail.com
Running Club (BWAG)	Kona Dominick	mborst@4hcs.org
Running Club (GWAG)	Katie Fischer	fischer.katie@yahoo.com
Scrap Metal Drive	Troy Billin	tbillin@unitychristian.org
Spirit Committee	Brooke Folkringa	rff2714@hotmail.com
TRIP	Beth Osterbaan	bosterbaan@4hcs.org
Walkathon	Wendy Moelker	wemmoelker05@gmail.com

## TEACHING AND ADMINISTRATIVE STAFF

ADMINISTRATION	
Mr. Devon Brinks – Superintendent	
Mr. Chris Achterhof – Middle School Principal	
Mrs. Tricia Kiepert – Elementary Principal	
Mrs. Layne Fuller – Marketing and Communication	
Mrs. Jen Rysdam – Curriculum Director	
3 SCHOOL	Mrs. Ashley Burgess – M/W & T/TH AM
	Mrs. Ruth Holtrop – M/W AM & PM
	Mrs. Holli Langerak – T/Th AM
4 SCHOOL	Ms. Jessica (Bongiorno) Van Dam – NB
	Mrs. Julie Cole
	Mrs. Kelly Leatherman
	Mrs. Missy VanBennekom – NB
	Mrs. Stephanie VanDrunen
YOUNG 5s	Mrs. Shaun Havert – T/Th/F
	Mrs. Joani VanderStelt – M/W/F
KINDERGARTEN	Mrs. Gwen DeLong – 3-4 Day
	Mrs. Konni Lubbers – M/T/Th/F
	Mrs. Lindsey Seaver – Every Day
	Mrs. Jolynn Ymker – M/T/Th/F
	Mrs. Marcy Yonker – M/T/Th/F
FIRST GRADE	Mrs. EmmaJo Brinks
	Mrs. McKena DeJong
	Ms. Whitney Nyeholt
	Mrs. Emily Pettinga
	Mrs. Malyn VanKoevering
SECOND GRADE	Mrs. Linsey Buteyn
	Mrs. Emily Neher
	Ms. Amber Ritsema
	Mrs. Jessica Van Kley
	Mrs. Jill Wiechel

THIRD GRADE	Mrs. Kelly Caryl
	Mrs. Melissa Epker
	Mrs. Jenna Schramm
	Ms. Amara Thompson
FOURTH GRADE	Ms. Jae'l Brinks
	Mrs. Brianne Helm-Buikema
	Mrs. Mikayla Miedema
	Mr. Kevin Sills
	Mr. Justin Terpstra
FIFTH GRADE	Mrs. Melissa Bronson
	Mrs. Cyndy Hoogeboom
	Mr. Bob Meengs
	Mrs. Lizz Neher
SIXTH GRADE	Mrs. Cambrie Brouwer
	Ms. Kara Helms
	Mr. Jon Huisman
	Mr. Shane Schaap
	Mrs. Jackie Sietsema
SEVENTH GRADE	Mrs. Katie Heerspink
	Mr. Chris Lowe
	Mr. Dean Ritsema
	Mrs. Lexi Roode
EIGHTH GRADE	Mr. Heath Brower
	Mrs. Jennifer Hoekstra
	Ms. Allie Leerar
	Mr. Tyler Prough
SUPPORT STAFF	Mrs. Kim Atallah - MS Educ. Support Services
	Mrs. Emily Bareman - EL Educ. Support Svcs.
	Mrs. Sarah Bolt - MS Educ. Support Services Coord.
	Mr. Matthew Borst - MS P.E. and Athletic Director
	Mrs. Brenna Brouwer - MS Counselor / Foundations
	Ms. Lyndsey Coffey - MS Accompanist
	Mrs. Sue Courson - Speech
	Mrs. Ann DeBoer - EL Educ. Support Services

	Mrs. Joy (DeWindt) Duimstra - MS Media Specialist, ELA II 7th & 8th
	Mrs. Anna DeYoung - EL Educ. Support Services
	Mrs. Sam Ekdom - EL Educational Support Svcs.
	Mrs. Jenny Gorter - Educ. Support Services Director
	Mrs. Sara Jager - Orchestra Director
	Mrs. Jamie Kamp - School Counselor
	Mrs. Tiffany Kamper - MS Spanish
	Mr. Brian Knot - Band Director
	Mrs. Kristen Koetje - MS ESS Teacher
	Mrs. Carmen Kruyf - EL Music
	Mrs. Jen Large - MS PE
	Mr. Dan Los - EL P.E.
	Ms. Laura Mast - MS Art
	Mrs. Julie Moes - Early Childhood Director
	Mrs. Amy Netz - Assistant Band Director
	Mrs. Lisi Remy - EL SOAR
	Mrs. Kara Sall - EL Spanish
	Mrs. Cassie Schaap - EL Art
	Mrs. Jules Schmuker - EL Outdoor Education
	Mrs. Anna Schreur - MS Music
	Ms. Mary Jo Staal - EL Media Spec. / Nurturing Faith Coord.
	Mr. Terry Steenstra - MS Technology
	Mrs. Jennifer Tackitt - Digital Literacy
	Mrs. Katie VanTil - MS Nurturing Faith Coordinator
	Mrs. Gina VanWoerkom - EL Educ. Support Svcs.
	Mrs. Jenn Velzen - MS Educ. Support Services / MS SOAR
	Mrs. Jenelle Vlietstra - Kindergarten Librarian
ESS	Mrs. Sara Billin - EL Educ. Support Services
	Mrs. Vicki Brinks - EL Educ. Support Services
	Ms. Merissa Harkema - EL Educ. Support Services
	Mr. Mike Hoekstra - Outdoor Education
	Mrs. Jolene Holtrop - MS ESS
	Mr. Matt Koets - MS Educ. Support Services
	Mrs. Sara Kuipers - EL Educ. Support Services
	Mr. Lance Machiela - MS Educ. Support Services
	Mrs. Kristin Power - EL Educ. Support Services
	Mrs. Sarah Renkema - Orchestra Assistant
	Mrs. Shelly Rylaarsdam - MS Educ. Support Services

	Mrs. Patti Schoettley – EL Educ. Support Services
	Mrs. Kim Schreur – EL Educ. Support Services
	Mrs. Jessica VandenBerg – EL Educ. Support Services
	Mrs. Erin VanDerMeyden – MS Educ. Support Services
	Mrs. Brenda VanderPloeg – EL Educ. Support Services
	Mrs. Carmen VanDyke – EL Educ. Support Services
	Mrs. Kelli VanZweden – EL Educ. Support Services
	Mrs. Charmaine Veenman – EL Educ. Support Services
	Mrs. Sue Walters – EL Educ. Support Services
	Mrs. Sara Wassink – EL Educ. Support Services
	Mrs. Carie Wojtas – MS Educ. Support Services
Early Childhood	
	Mrs. Shana Borst – Early Childhood
	Mrs. Jessica Bosch – Early Childhood
	Ms. Heather DeLong – Early Childhood
	Mrs. Linda DeYoung – Early Childhood
	Mrs. Cathy Dykstra – Early Childhood
	Ms. Samantha Ermer – Early Childhood
	Mrs. Betsey Hart – Early Childhood / Young 5s Aide
	Ms. Annah Huisman – Early Childhood
	Mrs. Jessica Kamstra – Early Childhood
	Mrs. Cynthia Kuipers – Early Childhood
	Ms. Lauren Moberg – Early Childhood
	Mrs. MaryBeth Moberg – Early Childhood
	Mrs. Sierra (Visser) Nienhuis – Early Childhood
	Mrs. Erika Oosterman – Early Childhood
	Mrs. Laurie Penning – Young 5s aide
	Mrs. Amy Stienstra – Early Childhood
	Mrs. Melissa Terpstra – Early Childhood
	Ms. Brianna VanderVliet – Early Childhood
	Mrs. Lisa VanDyken – Early Childhood
	Ms. Faith Wassink – Early Childhood
	Ms. Haley Westveld – Early Childhood
	Mrs. Cheri Witte – Early Childhood
OFFICE	Mrs. Emily Duimstra – MS Office M/W/F
	Mrs. Lisa Huisman – MS Office T/Th
	Mrs. Linda Kellar – Admin Office
	Mrs. Beth Osterbaan – Finance Manager

	Mrs. Cindy Palmbos - Elementary
	Mrs. Sharon Rotman - Early Childhood
	Mrs. Abbie Walters - Admissions
	Mrs. Linda Witte - Early Childhood
	Mrs. Alli Zuiderveen - Finance Assistant
CUSTODIAL	Mr. Lane Lems - Middle School
	Mr. Randy Nauta - Elementary School
	Mr. Bob Wagner - Elementary School
	Mr. Michael Phillips - Groundskeeper