

# **Pathway Christian School**

## ***Parent-Student Handbook***

**2025-2026**



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## I. Foundations of Pathway Christian School (PCS)

**A. Introduction:** This handbook is written for parents and their children who are students at PCS. The challenge of nurturing mature growth in each person is as varied as individuals are different. However, God's Word gives us direction in this maturation process. Since learning can be defined as change, learning is a life-long process beginning at the moment of conception to the day of death. Historically, three institutions have made this process possible—the family, the church, and the school. All are needed. When there is a deficiency in one area, it affects all the areas! The school cannot educate alone. Active parental involvement must be present in the life of each child. As a Christian school, our foundation is the Bible as detailed in the following statement of faith, and then restated in our vision and mission statements and our philosophy of education.

### B. Mission Statement

Pathway Christian School's mission is to partner with parents to holistically educate its students in a Christ-centered environment.

*PCS is an extension of the Christian home in training young people in a Christian environment for time and eternity. School staff work closely with the parent(s) to train the whole child. Attendance at PCS is a privilege, not a right. The goal of PCS is not to reform but to train every youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. This school stands without apology for the Gospel of Jesus Christ in the highest standards of morality and Christian behavior.*

### C. Vision Statement

**Our vision is for students to be spirit-filled, Christlike leaders who are equipped to inspire those around them to a closer relationship with Jesus.**

*Our vision for Pathway Christian School is to offer a quality Christian education, K-12, to families in Kalona and the surrounding area, and to give back to our communities as an expression of God's generosity towards us.*

### D. Statement of Faith -- Based on Scripture we believe:

1. The Bible is the divinely inspired and infallible Word of God, and it is our final authority in all matters of faith, conduct, and truth.<sup>1</sup>
2. The One True God exists eternally as three persons – the Father, the Son and the Holy Spirit, and is eternally self-existent.<sup>2</sup>
3. The Lord Jesus Christ is pre-existent in His deity, had an incarnate virgin birth, lived a sinless life, died a substitutionary death, was bodily resurrected, ascended into heaven, ministers presently, and is coming again.<sup>3</sup>
4. The Holy Spirit is the third person deity, does convicting work in each believer, and empowers His followers for life and service.<sup>4</sup>
5. Man is/Humans are God's creation in His own image as male and female, determined biologically at conception, but humans sinned, making everyone sinners and in need of salvation.<sup>5</sup>

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<sup>1</sup>2 Timothy 3:10-17, 2 Peter 1:19-21

<sup>2</sup>Matthew 28:16-20, Exodus 3:13-15, John 8:52-59

<sup>3</sup>John 1:1-14, Matthew 1:18-23, Hebrews 4:14-16, 2 Corinthians 5:16-21, Luke 24:36-43, Romans 8:31-38, Acts 1:10-1

<sup>4</sup>John 14:25-27, 16:5-15, Acts 5:3-4, Romans 8:9-11, Acts 2:1-4, 4:31, Ephesians 5:15-20, Acts 1:7-8, Galatians 5:22-26, Ephesians 3:14-19

<sup>5</sup>Genesis 1:26-28, Romans 3:21-26, John 3:3-8

6. Salvation is saved by the grace of God, received as a gift from God through personal faith in Jesus Christ. We come to Him in repentance of our sins, confess Him as Lord before others, and receive adoption into Him.<sup>6</sup>
7. The Church is the body and bride of Christ, the universal body of all believers who grow together in fellowship and ministry as baptized believers who consistently remember the Lord's supper.<sup>7</sup>
8. The Christian Life is a lifestyle that strives for continual transformation toward God and disdain toward the evil ways of the world. It is one that speaks the Truth, maintains the sanctity of the home and marriage defined as being between one man and one woman determined biologically at conception, settles differences between Christians in accordance with God's Word, exhibits the fruit of the Spirit, and maintains a life of prayer.<sup>8</sup>
9. Satan exists and his personality is the great adversary of God and His people. We believe in his judgment and final doom.<sup>9</sup>
10. In the Future Life with the conscious existence of the dead, the resurrection of the body, the judgment and reward of all people, the judgment and condemnation of unbelievers and the eternal life of the saved.<sup>10</sup>

## **E. Philosophy of Education**

A Christian Philosophy of Education calls for an educational process that puts the Bible at the center and asks students to evaluate all they study through the lens of God's Word. Because God is Truth, His Word is Truth, and He brings a unity of truth to all His creation. No subject can be taught in its totality if the truth is ignored or denied.<sup>11</sup>

Christian education elicits learning that is integrated with the eternal Truths. Knowledge becomes purified by the recognition of God's place in it; wisdom, then, emerges from such knowledge.<sup>12</sup>

We believe a Christian philosophy of education calls for the whole child to be holistically educated for life—spiritually, emotionally, mentally, socially, and physically. Our students can come to know Jesus daily as they are thoroughly disciplined as complete creations in Him. Spiritual mentoring, modeling, godly self-discipline, and Christlike expectations (Fruit of the Spirit in Galatians 5:22) are integrated into the environment of each day, helping students see, experience, and live Christ-centered lives.<sup>13</sup>

The Word of God is clear in making parents responsible for their children's education.<sup>14</sup>

In entrusting the church and school to help them in this task, parents need to ask, "What is the end result of learning?" John Milton wisely answered, "The end, then, of learning is to repair the ruins of our first parents by regaining to know God aright, and out of that knowledge to love Him, imitate Him, to be like Him."<sup>15</sup>

## **F. Core Values**

PCS is first and foremost a Christian school. Staff members maintain professional training appropriate for their duties. They model a pursuit of excellence and the most appropriate use of God-given resources to best accomplish the mission and vision of PCS. They serve by preparing students for future education and community life.

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<sup>6</sup>Ephesians 2:1-10, Acts 2:38-39, Romans 10:5-13

<sup>7</sup>Ephesians 1:15-23, 5:25-33, 1 Corinthians 12:12-13; Galatians 3:26-29, Ephesians 4:1-16, Acts 2:42-47, Matthew 28:16-20, Acts 2:38-39, Romans 6:1-7, Acts 2:42-47; 1 Corinthians 11:23-34

<sup>8</sup>Romans 12:1-2, Matthew 5:33-37, Genesis 2:18-25, Matthew 19:4-6, Genesis 1:27, Psalm 139:13-16, 1 Corinthians 6:1-8, Galatians 5:22-26, Ephesians 6:10-18, Philippians 4:4-7

<sup>9</sup>Revelation 12, 20:7-10

<sup>10</sup>Philippians 1:18b-26, Luke 16:19-31, John 5:28-30, Romans 14:9-12, 2 Corinthians 5:6-10, Revelation 20:11-15, John 3:16-21.

<sup>11</sup>John 14:1-7; Colossians 1:15-20; 2 Timothy 3:10-17

<sup>12</sup>Proverbs 1:7; 2:1-8; 3:13-18

<sup>13</sup>Matthew 22:34-40; Ephesians 2:1-10

<sup>14</sup>Deuteronomy 6:4-9 – All scriptures are from the NIV.

<sup>15</sup>*Of Education* by John Milton, 1673.

**1. The Truth of God's Word** -- PCS defines truth as the person of Jesus Christ as proclaimed by 66 inspired, inerrant books of the Old and New Testaments. Our aim is to be transformed daily by this truth to the glory of God and to the benefit of all. All members of the school community agree to function under this authority.

**2. Culture of Excellence** -- We will undertake no program, project, or initiative unless it can be accomplished with excellence. This culture is built on a posture of the heart that seeks to honor God by making the most of our resources, facilities, time, and relationships to improve the experience of those within the PCS family and those who visit. Members of the PCS family commit to participate in this culture by serving to the best of their ability when called upon and by thinking first of guests first at PCS fundraisers and events. Members of the PCS family operate with an awareness that sees others through God's eyes of grace.

**3. Healthy Partnerships** -- Active participation in the local church is an essential component in the life of Christian families who partner with PCS. In addition to local corporate worship, school personnel and families are encouraged to give high priority to the personal spiritual disciplines of prayer, service, giving, and the study of Scripture. With consistent values, beliefs, and actions, PCS works together with parents and the local church to point students to Jesus Christ.

**4. Shepherding the Heart** -- All teaching is ultimately relational. Intentional cultivation of relationships shaped by the Gospel is an essential aspect of maintaining a positive, God-honoring school climate. Our priority in all dealings with students and faculty is loving application of Gospel truth to the heart in the moments of everyday life -- with the goal of encouraging hearts to be turned toward the Savior, not merely toward outward conformity, but preparing students for the future.

## **G. Expected Student Outcomes**

### **1. High Quality Education**

- a. Students learn to read, write, think, and compute equal to or exceeding the national academic standards for each grade and subject.
- b. Students will steadily progress toward each grade level (and ultimately 12th grade graduation) ready to excel in high school and the college or career of their choosing.

### **2. The Truth of God's Word**

- a. Students respect the worth of every individual as being made in the image of God and can explain what "being made in the image of God" means.
- b. Students develop spiritual leadership skills through student-led chapels, worship, devotional groups, and all-school prayer.
- c. Students will hear the gospel on a regular basis, will have the choice to receive Christ as their Savior, and are able to write their own statement of belief by graduation.
- d. Students will have memorized large portions of the Bible (at their level).

### **3. Culture of Excellence**

- a. Students give their best effort in school, work, sports, extracurricular events, and spiritual growth.
- b. Students will see things that need to be done and take initiative to do them because it honors God and honors others.

### **4. Healthy Partnerships**

- a. Students have an appreciation for (and regularly participate in) the local church.
- b. Students demonstrate respect for teachers, parents, the local church, and those in positions of authority.

### **5. Shepherding the Heart**

- a. Students resolve conflicts in a God-honoring way.
- b. Students honor God through moral, visual, verbal, and mental purity.
- c. Students exhibit compassion and care for others and seek to improve the lives of others.

## II. Admissions Policies

### A. Admissions Statement

Pathway Christian School (PCS) admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

PCS reserves the right to refuse admittance on the basis of religion, age, marital status, educational needs or sexual orientation. The order of preference given for admittance shall be as follows: returning students, then new applicants with positive references. Children with formally diagnosed learning disabilities will be admitted on a case-by-case basis. Presently, PCS is not equipped to handle severe learning-challenged students. Also, PCS is not a school for delinquents, and therefore, it cannot be expected to reform a delinquent child.

### B. Prerequisite for Entrance

It is understood that all students attending PCS must be open to the teaching of Jesus Christ and His plan of salvation. Students and parents must also observe the admissions procedure outlined below.

### C. Admissions Procedure for New Students

1. It is highly recommended that parent(s) visit the school.
2. Read the *Parent-Student Handbook* thoroughly to understand the standards and requirements.
3. Request their pastor to send a letter of recommendation.
4. Submit enrollment application accompanied by registration fee. If transferring, include previous report cards from previous grades.
5. Head of School (HOS) will interview parents and potential student(s). In regards to K4 and K5 students, the faculty member and the HOS will interview the parents.
6. Submit Medical History Form
7. A Medical report must be completed and signed by a physician and submitted to the school office.
8. Students must have the following immunizations: diphtheria, pertussis, tetanus, polio, measles, rubella and hepatitis B and present official documentation of each or sign an immunization waiver.<sup>16</sup>
9. Students are required to complete entrance or placement assessments administered by the PCS' Dean of Students.
10. Parent(s) will be notified of acceptance within 48 hours after the interview.
11. All new students are admitted on probation for the first six weeks.

### D. Pre- Kindergarten (K4)

A child must be four years old on or before September 15<sup>th</sup> of the year for which they are applying. Students will be accepted based on their maturity level and social skills. For a student to progress to K5, assessment by the teacher of the student's maturity, behavior, academic, social and motor skills as well as other factors may clarify the retention of the student.<sup>17</sup>

### E. Kindergarten (K5)

Criteria for Admission to K5: (1) A child must be five years old on or before September 15<sup>th</sup> of the year for which he/she is applying. (2) Each child must participate in round-up. (3) Each child must have an evaluation with the teacher along with the assessment committee. The committee will determine whether or not to admit the student into class.

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<sup>16</sup> [https://publications.iowa.gov/43492/1/idph\\_immunizationlaw.pdf](https://publications.iowa.gov/43492/1/idph_immunizationlaw.pdf)    <https://hhs.iowa.gov/media/667/download?inline>

<sup>17</sup> Assessments occur in April when readiness tests are given to determine if the child is ready to attend school in the fall. Various small motor skills, emotional and academic skills are evaluated. Final decisions are a collaboration with the teacher, assistant principal and parents.

**F. Transfer Students**

All students transferring into grades 1-11 will be given entrance exams in curricular areas (e.g. math, reading, spelling, etc.) to determine placement levels. The Academic Dean will oversee these assessments. Students in grades 10-12 must provide transcripts for all high school courses completed. All students transferring to PCS will be in a probationary period for six weeks. Teachers may recommend placement change if it is deemed to be in the best interest of the student.

**G. School Supplies** – Class supply lists are available at registration and on the school’s website.

### III. Student Health and Safety

*Pathway Christian School (PCS) will strive to maintain a healthy and safe environment by requiring certain health information for each student prior to beginning school and periodically thereafter. Student health information is confidential and disclosed only to those who need to know. The school administrative assistant maintains students' health records and includes the name of their regular physician and dentist. Changes in medical information must be reported to the office for each student's permanent record.*

**A. Immunizations and Medical Report** -- All students must have the following immunizations as required by the local county health department: diphtheria, pertussis, tetanus, polio, measles, rubella and hepatitis B. A waiver for religious reasons requires notarized signatures from parent(s) and must be filed in the school records. (See footnote #16, page 6, where waiver forms may be found from the state.)

**B. "Consent for Medical Treatment"** -- At registration, a Parental Consent for Medical Treatment form must be completed to be kept on file. This consent permits the HOS, administrative assistant, or faculty to deal with emergency situations when neither parent can be contacted and time is critical. The school cannot require non-administrative personnel to perform any special health services or intrusive non-emergency medical services for students unless personnel are licensed or otherwise qualified and have consented to perform the services.

**C. Illness** -- The American Academy of Pediatrics has deemed that an oral temperature of 100.4° F is considered a fever. Therefore, a student with a fever should not attend school or school-related activities. Students should remain home until they are fever-free for 24 hours without using fever reducing medication. Severe gastrointestinal symptoms (vomiting/diarrhea), persistent cough/respiratory distress, or rash of unknown origin is cause for remaining home for 24 hours until symptom free. Students who become ill during the school day should report to the office. If it is necessary to send the student home, the office will contact the parent and the student will be released from school. **No student with a temperature of more than 100.4° F will be permitted to remain at school.** Parent(s) picking up a sick child should come to the office.

**D. Medications** -- If it is necessary for a student to receive prescription medication during the school day, parent(s) must send the medication in its original container with complete labeling. Medication will be kept in a locked cabinet in the office at all times and only designated staff members may dispense the medication. We reserve the right to permit exceptions to this rule such as inhalers, etc. For a student to receive non-prescription drugs, i.e. Tylenol, ibuprofen, etc., may be given only by consent of parents. A parental note **NOT** giving permission for the student to have these medications must be on file. Parent(s) must communicate with the teacher about any medical needs, such as their child not to receive Tylenol or ibuprofen. A record of non-prescription medication given to students will be kept by the staff member distributing the medication.

**E. Accidents and Injuries** -- Minor accidents/injuries will be attended to by the supervising staff. For more serious injuries, staff will contact parents immediately and emergency personnel as needed. The Consent for Medical Treatment form allows school administration to use its best judgment in contacting a physician or transporting the child to a hospital for emergency care when neither parent can be contacted, and time is critical. An incident report will be filed for any accident that requires more than an ice pack.

**F. Physicals** for all athletic participation are required.

**G. Physical Education** -- Students are not excused from the required physical education class without a doctor's written excuse or a parent's written request. The school's athletic program is a coordinated effort; therefore, students are requested not to bring athletic equipment from home without permission. They are not to expect use of school equipment except during planned and/or authorized activities.

## IV. Financial Matters

### A. Payment Schedules

1. All entry fees are to be paid upon summer registration unless other arrangements are made with the HOS.
2. Tuition may be divided into ten (10) monthly payments, weekly payments or quarterly payments.
3. Statements are sent home monthly during the school year.
4. No deduction from tuition is made for absences.
5. Until a family's tuition is paid in full, their children may not begin school the following year. Please contact the HOS to make arrangements if you are having difficulty making tuition payments.

### B. Withdrawal Policies

If for some reason a parent deems it important to withdraw their child from PCS, it is highly recommended that the parent consult with the teacher to work out any problems other than the family moving out of the area. Parent(s) may choose to withdraw their child at any time, although the school desires a seven-day notice of withdrawal. If a seven-day notice is not given, a five-hundred-dollar fee will be assessed. At the time of withdrawal, a refund will be given for any pre-paid tuition, but not for any fees or other expenses paid. Upon request from the receiving school and parents, the student's transcripts will be transferred via mail, fax, or e-mail.

C. **Student Insurance:** Parents are encouraged to carry medical insurance on their children.

## V. Academics

**A. Standardized Testing** -- Students in grades 3 – 11 will take standardized tests annually. The Iowa Statewide Assessment of Student Progress (ISASP) are norm-referenced standardized tests that provide a comparison of a student’s performance to that of thousands of other students who take the test under the same conditions. The results help the school see how we are doing and target areas that may need improvement. It is important to understand that no one “passes” or “fails” these tests. Many variables affect how each child may do in a given year on these assessments. Tests include many of the same subjects each child is taught in school. Standardized tests can only give certain types of information about how each child is doing in school. Please contact your child’s teacher to get a more complete picture of how your child does with daily class work and classroom tests.

**B. Homework Policies** -- Since PCS’ philosophy of education includes our total identity—body, soul, and spirit—and the truth that education takes place beyond the school building, learning at home must connect with classroom work. Proverbs 3:1-2 states, “My son, do not forget my teaching, but keep my commands in your heart, for they will prolong your life many years and bring you prosperity.” In Deuteronomy, a key word is “remember”—which is one reason for homework--to help children remember!

1. Homework is a fundamental part of the learning process and is vital to students’ education.
  - a. Homework in grades K-3 is primarily limited to reading, Bible memory, math facts, unfinished class work or special projects. Daily homework should not exceed 30 minutes for K-3rd grades.
  - b. Grades 4-5 may have homework assignments 2-3 nights a week, as well as special projects. Daily homework should not exceed 60 minutes for grades 4-5.
  - c. Grades 6-8 may have class work approximately 1-2 hours per night to complete at home. In addition to reading, memory work, and test preparation, daily work is a necessary skill development to meet learning outcomes. Homework will average.
  - d. Grades 9-12 students will be required to complete an average of approximately 2 hours of homework per night (or more), depending on in-class content.
2. Group work should not be considered homework. Learning activities, tests, and projects are typically included in teachers’ communication to parents. As students progress through the grades, they will be responsible for more work and should be learning more efficient skills and methods of organization and study. Students are expected to take responsibility for completing assignments on time. If needed, teachers may arrange alternate times for homework to be completed. Parents should monitor completion of their children’s assignments, help by providing them with a quiet space away from distractions, and offer appropriate encouragement and support.
3. Homework assignments must have a purpose. They may remediate, reinforce, or enrich. The main purpose of homework assignments is to provide students with independent practice and review. Homework should never be given simply as a routine procedure or as a punishment for collective classroom behavior. Homework assignments are also opportunities for parents to share in their child’s classroom experience.
4. Grades for homework assignments will be part of the total accumulative grade. Assignments are usually due at the beginning of class on the following day. If work is late, teachers will make a plan with the student to complete the work and also contact the parents.

**C. Parental Involvement** -- One of the key factors for success in the lives of students is the involvement of parents from an early age. This begins with reading to children before they ever enter the doors of a school. This means asking questions of the child about what they learned in school that day, what their homework is, how they experienced the grace of God in their lives that day, how they treated others, and whether or not they were kind to those who may have hurt them.

## VI. Policies

**A. School attendance** -- Attendance is taken every morning after the bell rings at 8:30. If students are not in their desks at this time, they will be considered tardy. If students are not at school by the end of the first period, half a day of absence will be counted. If they are not at school by the beginning of fourth period, a full day of absence will be counted. The school day starts at 8:30 A.M. and dismisses at 3:20 P.M. Parent(s) may bring their students to school no earlier than 8:10 and are encouraged to pick them up within twenty minutes after dismissal.

**1. Absentee Policy** -- A child not in school must be counted absent regardless of the reason. If the amount of time missed is less than one period the teacher will deal with the situation in an appropriate manner. It is the responsibility of the parent(s) or guardian to notify PCS as to the reason for the absence. This may be done by note or phone prior to the absence if possible. All absences will be considered unexcused until notification is received. A maximum of eighteen absences (excused or unexcused) may be accumulated in one year.<sup>18</sup> Over this amount, a conference will be set up between parent(s), School Board and HOS to determine a plan of action to eliminate the absence problem. The student is subject to suspension.

### 2. Excused absences

- a. Illness
- b. Death, serious injury or illness in the family
- c. Travel with family
- d. Out of school suspensions
- e. Any absences deemed unavoidable by the administration
- f. College visits (for juniors and seniors) maximum of two days per school visit/four days total
- g. Student Council with permission
- h. Senior on track to graduate, with permission from the student's teacher
- i. Senior pictures
- j. Any unlisted absence is unexcused

### 3. Unexcused absences

- a. Skipping school
- b. Shopping or pleasure trips
- c. Hair appointments
- d. Oversleeping
- e. Work for pay (unless approved by staff)
- f. Travel with friends
- g. Stay at home to study (unless approved by staff)
- h. Students may be required to make up time for unexcused absences. Two consecutive or three cumulated unexcused absences will be reported to HOS.

**4. School closing** -- During inclement weather, the HOS will determine whether the school shall be closed or delayed. News of school closure shall be communicated via TV stations KCRG channel 9, KGAN channel 2, 101.9 KNWS FM radio station, KCII radio, and WhatsApp.

**B. Lunch Procedures** -- Students are expected to bring their own sack lunch which may be heated in one of the microwaves provided in the cafeteria. Students may not use the kitchen facilities unless permission has been granted by teachers. Parent volunteers will prepare and serve hot lunch on Tuesdays of each 5-day school week. The days' hot lunch is served may be changed to fit the parent's schedule. Students must eat only in assigned

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<sup>18</sup>This is according to the Iowa State Code 256.7 which states that 10% of 180 days or 18 days.

areas, put trash in wastebaskets, clean their tables, and go to the recreational area after eating lunch. No lunches may be eaten in the gymnasium. All lunches are supervised by a staff member.

**C. Discipline Policies** -- A Christian philosophy of education calls for the whole child to be holistically educated—spiritually, socially, emotionally, mentally, and physically. PCS students come to see Jesus on a daily basis as they are disciplined as God’s Image bearers. As stated in the Bible and realized in life, we have a sin nature, which continually needs to be addressed. The Bible speaks of both “the image of God” and the sinfulness of all humans. Thus, spiritual mentoring, modeling, godly self-discipline and Christ-like expectations (Galatians 5:22-23) are integrated into each day’s environment, helping students see, experience, and live Christ-centered lives. This requires understanding authority and discipline. As the Christian-walk means living under God’s authority, so, too, students live under their parents’ authority, and when at school, under PCS’ and teachers’ authority. When authority is misunderstood, there are disciplinary effects. God’s children experience His love and discipline when they disobey, and that is true at school, as well.

1. Pathway Christian School is not a correctional institution; consequently, we ask that children not be enrolled with the idea that the school will “reform” them. **We are here to (1) work *with* the home, not to take the place of the parent(s), and to (2) encourage the student in personal responsibility.**
2. When students’ attitudes or behavior on school grounds are not in accord with school policies or principles, students will be placed on probation (a two-week period for change to occur). If the teacher and HOS feel the situation has not changed at the end of two weeks, parents will be notified to withdraw the child/children.
3. Because of their testimony before younger children, high school students, in particular, are trained to adhere to the school’s philosophy and Christ-centered program. Such adherence includes, but is not limited to, abstinence from smoking, use of alcoholic beverages, use of illegal drugs, listening to rock or country music while at school, dancing, swearing, and viewing and/or discussing questionable movies and Internet sites.

#### **D. Dress Code**

1. **Purpose** -- The purpose of our school’s uniform policy is to help create an environment of modesty, neatness, and professionalism. Our uniform policy is not intended to measure spirituality, but rather to serve as a tool in fostering the development of a student’s character by 1) growing in godliness as we are being conformed to the image of Christ; 2) understanding the reality and importance of authority structures in the workforce and all of life; 3) working in an optimal learning environment free of distractions; and 4) meeting PCS’ mission and vision. (Romans 12:1-2; 1 Corinthians 6:19-20; 10:23-33; Ephesians 5:1-2; Colossians 3:12-17)
2. **Policy** -- Students shall be modestly dressed and are expected to maintain a neat, professional appearance. The required polo shirts are to be **in uniform color** of light blue, white, or black. Navy or khaki pants should be well-fitting—not too big or too small. Girls may wear polo dresses in a uniform-approved color, as well as skirts and jumpers in navy or khaki. For elementary students, spandex or leggings of some sort are required underneath skirts or dresses and must be in a uniform-approved color, if visible. Sweatshirts/hoodies may be worn but must be Pathway attire. Zip-up or button-up sweaters are also permitted in light blue, white, black, or gray, without prints unless they feature Pathway’s logo. Shoes must be closed-toed, suitable for all school activities, and worn throughout the day. Hair must be clean, trimmed, and kept in natural colors. Jewelry and makeup may be worn in moderation and not be distracting. Tattoos must remain fully covered at all times. All students are expected to be in proper uniform attire at all times during school days.
3. **P.E.** -- All students are expected to dress appropriately and participate in physical education activities. Boys and girls will wear appropriate PE uniforms as this contributes to their overall grade. The current standard for PE uniforms may be obtained from the school office and will be given by the PE teacher. If

any article of clothing is deemed unfit for participation in PE activities at the discretion of the PE teacher, student will be required to sit out the activity and will receive a “zero” grade for the day.

- 4. Extra-curricular Dress** -- Periodically students will have “casual-attire days” and may wear jeans and t-shirts, provided they maintain a neat and appropriate in appearance. Jeans must be well-fitting and free of rips and holes. T-shirts may feature appropriate prints but should not display offensive language, images, or themes that contradict Pathway’s values. Hats are not permitted to be worn in the classroom. Students who participate in athletics are allowed to “dress up” for game days which means students are expected to dress in attire more formal than the daily dress code. Students are expected to wear their uniforms for field trips unless otherwise permitted by their teacher or administration.

*All teachers and administration reserve the right to deem if an article of clothing does not fit within the dress-code standard. If students do not meet this standard, they will be asked to change into appropriate attire. If a student does not have a suitable replacement outfit, the school may provide alternative clothing for the day. Repeated offenses may result in disciplinary action, including a meeting with parents or further consequences as determined by the administration.*

#### **E. Policy on Complaining**

1. All new students are admitted on probation for the first six weeks. At all times, students must conduct themselves in a manner of becoming mature Christians. Complaining is not tolerated. If the child goes home griping about a policy or discipline, please do the following:
  - a. Realize that your child’s report is emotionally biased and may not include all the information. There are always two sides to every story.
  - b. Realize that the school has reasons for rules, and they are enforced without partiality.
  - c. Support the school and contact the teacher for all the facts. Please give faculty and staff the benefit of the doubt.
  - d. In the desire for parents and teachers to work together, the teacher will discuss the situation with the parents that day if possible. Since a face-to-face meeting is best, these meeting will take place after the school day is over.
  - e. The desired resolution is that the teacher and parents will agree upon proper and appropriate responses to the student’s behavior.
2. When student’s attitudes or behavior on school grounds are not in accord with school policies or principles, students will be placed on probation period at the discretion of the HOS, assistant principal, with input from the classroom teacher.

#### **F. Anti-Harassment/Sexual Harassment or Bullying**

1. PCS desires to create a God-honoring environment. We believe students and staff should live by the Golden Rule stated in Matthew 7:12 “Do unto others as you would have them do unto you.” We believe all students should be loved, accepted and cared for in a manner consistent with the faith, values, and mission of PCS. Harassment or bullying will not be tolerated. Bullying and harassment are defined as deliberate, persistent, and willful actions done by an individual or group toward another individual with the intent to hurt, threaten, frighten or upset. It includes:
  - a. Physical: Any use of violence such as, but not limited to, hitting, kicking, or pushing
  - b. Verbal: Name-calling, gossiping or teasing which includes oral, written or internet/cell phone communication
  - c. Emotional: Racial slurs and/or any form of tormenting, or deliberate exclusion
  - d. Sexual: Undesired physical contact, suggestive comments and/or abusive communication in any way
  - e. Spiritual: Any bullying, negative talk or actions addressed toward others in regards to dress or mannerisms, which demonstrate beliefs of living out their Christian faith in practice

2. All forms of bullying and harassment should be reported immediately to faculty member who will then immediately look into the incident and inform the HOS. Together they will investigate the incident, which, if necessary, may be brought before the School Board for further decision- making.
3. This policy will be in effect for students while on school property and during all school activities and trips. It will also include any incidents that happen away from school if the incident affects the PCS' welfare, management, and order. The consequences for violators are as follows: Individuals may be given detention and/or in-school or out-of-school suspension and/or ultimate expulsion. The HOS will make the final decision.

**G. Arrivals and Dismissals**

The school day starts at 8:30 A.M. and dismisses at 3:20 P.M. Parent(s) may bring their students to school at 8:10 and are encouraged to pick them up within twenty minutes after dismissal.

**H. Student Vehicles**

Students obtaining an Iowa driver's license or a school permit will be allowed to drive a vehicle to school. Once the student arrives at school, the vehicle becomes off-limits until he/she is ready to leave school. Students may use his/her vehicle during school time only with permission from a faculty member. If a student leaves school during the day, no other student may ride along without permission from his/her parent(s) or guardian. Students are to park only on gravel area.

## VII. Communication

**A. Rationale** -- Good communication is necessary for the success of PCS and for the success of students. In keeping with the Biblical principle of Romans 12:18, *“If it is possible, as much as depends on you, live peaceably with all men.”* PCS teachers and administration foster an open line of communication with parents and expect parents to exhibit the same openness to promote peace between school and home. Everyone is expected to use only language that glorifies the Lord. Language which includes, but is not limited to, bad mouthing other students and staff, name calling, and swearing will not be tolerated.

The best way to communicate with PCS teachers is by phone, email, or text, if the teacher agrees. The school email is [pathwaychristian1978@gmail.com](mailto:pathwaychristian1978@gmail.com) and phone number is 319.656.5443. Individual teachers may choose to provide their personal phone numbers or their direct email address; this is not a requirement. Parent(s) should expect to leave messages for teachers during the school day and know that the teacher will respond to such messages as soon as their schedules allow. This will help to keep interruptions and distraction at a minimum during the school day. If it is necessary to reach your child during the school day, parent(s) should call the school and leave a message with the office. If it is an emergency situation, parent(s) should make it known, and the situation will be handled appropriately.

### **B. Forms of Communication**

1. Website - The PCS website contains the school calendar, sporting event schedules and other important information.
2. Newsletter – An electronic newsletter will be produced weekly by the PCS’ office administrator and sent by email to parents. The newsletter will be used to inform parent(s) of upcoming events, reminders of needs, schedule changes, hot lunch and chapel participation.
3. Conferences – Parent-teacher meetings are scheduled at the opening of school and after the first and third quarter to discuss student performance.

### **C. Parent to Teacher Communication**

PCS expects any and all means of communication from a parent to teachers/staff of PCS to be a conversation characterized by kindness, gentleness, humility, compassion, patience, recognizing that the sinful nature is within all.<sup>19</sup>

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<sup>19</sup> Colossians 3:12

## VIII. Information Technology and Social Media

### A. Guidelines

Pathway Christian School (PCS) recognizes that use of information technology (IT) and social media has a place in our world today. However, the use of IT and social media can pose risks and cause harmful situations if used improperly. It is for this reason that PCS will attempt to define expected and acceptable use of IT and social media for faculty and students while on school premises or at school related functions. Faculty and students are expected to follow the guidelines set forth in this policy to (1) minimize risks or harm to personal testimony (Philippians 4:8: “*Finally, brothers and sisters, 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*”); (2) avoid loss of productivity by eliminating distractions, and (3) ensure IT resources and social media are used in safe and appropriate manner.

### B. Cell Phone Policy

PCS is a “cell phone” free zone. All cell phones and personal devices must be submitted to the faculty/HOS and are not accessible during the school day. Cell phones and personal devices may be retrieved at the end of the school day upon dismissal from school. If there are any emergencies, parents may call the school number, 319-656-5443.

### C. Computer/Electronic Devices and Internet Usage

1. The use of technology while at PCS is a privilege, not a right. Technology should be used for educational purposes only and under the supervision of PCS staff. The following rules are provided as guidance to PCS staff and students for appropriate use of PCS computers, computer equipment, electronic devices and internet usage.
2. Personal information should not be transmitted on digital devices.
3. Students must have permission by the teacher to subscribe to or access any listservs, bulletin boards, online services, e-mail services, social networking sites or other similar services.
4. No alterations should be made to any software stored on PCS computers. No software should be installed on any PCS computer without permission from the PCS faculty.
5. Programs and/or files should not be downloaded from the internet without permission from PCS faculty.
6. No attempts should be made to circumvent or disable any PCS filtering software.
7. No games should be played or run unless they are related to PCS educational programs and permission given by faculty.
8. Students should not use e-mail except under very specific circumstances as approved by PCS faculty. Individual e-mail addresses will be issued to students for school use in association with correspondence of school work with their teacher.
9. If a student should encounter information not associated with the PCS educational program, the student should terminate the session or access immediately and report the situation to the teacher.
10. Students should not vandalize (i.e. harm, modify, deface or physically destroy) PCS electronic equipment or networking systems.
11. Inappropriate use will result in disciplinary actions including, but not limited to:
  - a. Conference with student and parent(s)
  - b. Loss of use/access, probationary period
  - c. Possible suspension from school.
12. Parental consent and permission will be obtained for the following situations:
  - a. Before a student is allowed to use PCS computers or access the internet at school,
  - b. Before any student work on or pictures posted on the internet.
  - c. PCS staff members maintain the right to examine any computer or electronic device including internet activity at any time they feel necessary. All information and content on any computer or electronic device are considered the property of PCS. Students agree to such monitoring by signing the PCS Consent and Permission.

## Appendix A: Consent Form: Agreement with Parent-Student Handbook -- 2025-26

Name of Parent(s): \_\_\_\_\_

I/we agree to support the standards and regulations set forth in this handbook. I/we also agree not to give any impression to students or other parents that I am not in harmony with the goals, aims, and standards of the school.

If there arises a situation whereby the standards and regulations are not adhered to, the teacher will inform the parent(s). If the situation is not address within three days, the HOS will discuss the situation with the parent(s). If there is not a resolution within a week, the School Board will intervene with the possible dismissal of the student from PCS.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B: Consent Form: Information Technology and Internet Use

Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_

I hereby give consent for:

Yes NO My child to use PCS computers and computer equipment, and to access the internet at school under faculty supervision.

Yes NO PCS to publish or post my child's work on the internet.

Yes NO PCS to post pictures of my child on the internet.

I have received, read and understand the PCS Information Technology and Social-Media Policy. I further understand that I am expected to help my child comply with the Information Technology and Social-Media Policy. If I have questions about the policy, I understand that I should contact the HOS.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STUDENT SIGNATURE 5<sup>th</sup> - 12<sup>th</sup> Grade

I have received, read and understand the PCS Information Technology and Social-Media Policy. I further understand that I am expected to comply with the Information Technology and Social-Media Policy. If I have questions about the policy, I understand that I should contact the HOS.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C: Parental Medical Consent Form in case of Emergencies – 2025-2026

Student's Name: (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name: (Please Print) \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

I give consent to Pathway Christian School for any medical treatment that my child may need if I, as his/her parent, am unable to be contacted immediately by the school on the occasion of a serious medical emergency. School staff will continuously attempt to reach the parent/guardian until a response is accomplished.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### Shared Emergency Information (To be completed parent/caregiver):

Student's Allergies: \_\_\_\_\_

\_\_\_\_\_

Medications: \_\_\_\_\_

\_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

### Emergency Contact Information:

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell \_\_\_\_\_

3) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell \_\_\_\_\_

HOS signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D: Conflict Resolution

Pathway Christian School will follow the biblical procedure of resolving conflicts based on the principles found in Matthew 18:15-17. As people associated with PCS (parents, administrators, staff, volunteers, teachers or students), the potential for misunderstanding, disagreement, and even wrongdoing exists daily. Nevertheless, it is God's desire that we live and work together in harmony.

The following steps are to be taken to resolve conflict within PCS' school environment. These steps are to be approached prayerfully and confidentially, and with a spirit of humility that will set the tone for honest discussion of the issues.

**Step #1:** If someone has a disagreement with another, he/she is to go directly to that person and privately address it. Forgiveness and restoration are goals of this meeting. If agreement cannot be reached, proceed to Step #2.

### **Step #2: Mediation with the HOS and the School Board President**

a) If agreement cannot be reached, both parties will meet and share the issue with the HOS, allowing him/her to hear and understand the issue from both parties. Open and honest discussion among the three parties should bring an amicable solution.

b) If the issue involves the HOS and if Step #1 has not resolved the issue to the satisfaction of both parties, they are to contact the School Board President who will then facilitate a meeting with the HOS and the parties concerned.

### **Step #3: Intervention**

If agreement cannot be reached in Step 2, the issue is to be presented to the entire School Board, which will meet with all parties involved with the following goals: a) to gain a clear understanding of the problem, b) to solve the problem, c) to provide reproof and correction, if needed, and d) to strive for forgiveness and wholehearted restoration of those who have made amends. A unanimous vote by the School Board will decide the issue.

If the issue involves the HOS and Step 3 did not resolve the issue, the entire School Board, the HOS, concerned parties, and a pastor from a supporting church will meet to discuss the issue. The pastor and the School Board will make the final decision on the matter.

*This policy covers disagreements between a parent, staff, teacher, student, volunteer, and/or the HOS. Note that this policy shall not be used to challenge practices, protocols, and decisions made by the HOS within his/her authority, such as personnel matters (including class placements, hiring, and full-time equivalencies), routine student discipline, school operations decisions, and others. The policy shall be used when a party believes the HOS has acted outside his/her authority, outside school policies, or if the HOS has acted unethically.*

## Appendix E: Incident Report

Date: \_\_\_\_\_

### Type of Incident

Intruder/Armed assailant  
Assault (Physical, sexual)  
Threat (Bodily harm, bomb)  
Fire  
Hazardous material  
Hostage

Missing Student  
Severe weather  
Suicide (Threat, Attempt)  
Suspicious Mail/Package  
Utilities Failure  
Weapon

Date/Time of Incident: \_\_\_\_\_

### Personnel Involved (teachers, staff, students, etc.)

Did the incident result in a serious injury to any? Yes No

If "Yes," a report must be reported to the Department of Human Services within 24 hours.

Serious Injuries include:

- Disabling mental illness
- Bodily injury which creates a substantial risk of death, causes serious permanent disfigurement, or causes protracted loss or impairment of the function of any bodily member or organ
- Any injury to a child that requires surgical repair and necessitates the administration of general anesthesia
- Includes but is not limited to skull fractures, rib fractures, metaphyseal fractures of the long bones of children under the age of 4 years.

Did the incident result in death to a child? Yes No

Was EMS (911) or other medical professional notified? Yes No

Time Notified \_\_\_\_\_ a.m./p.m.

Name of Parent/Legal Guardian Notified: \_\_\_\_\_

Method of Notification: \_\_\_\_\_ Time Notified: \_\_\_\_\_ a.m./p.m.

Notification by (name of staff person): \_\_\_\_\_

Location where incident occurred:

Classroom  
Dining Room  
Gym  
Hall  
Kitchen  
Motor Vehicle

Office  
Playground  
Restroom  
Stairway  
Unknown  
Other (specify)

Equipment/Product involved: (check all that apply)

Climber  
Motor Vehicle  
Playground Surface  
Sandbox

Slide  
Swing Tricycle/Bike/Riding toy  
Toy (specify): \_\_\_\_\_  
Other Equipment (specify): \_\_\_\_\_

Reported equipment/product involved in the injury to the Consumer Product Safety Commission (CPSC) <https://www.cpsc.gov>

Cause of Injury/Incident ( circle all that apply)

- Animal Bite
- Child Behavior-related
- Child Bite
- Choking
- Cold/heat over exposure
- Fall running/tripping
- Fall to surface: Estimated height of fall  
\_\_\_feet.

- Type of surface: \_\_\_\_\_
- Hit or pushed by another child
- Injured by object
- Medication error
- Motor vehicle
- Poisoning
- Sting, insect, bee, spider or tick bite
- Other (specify)

Describe the injury / incident: Include part(s) of the body injured and the type of injury markings. For medication errors, describe medication and exact circumstances:

Medical / Dental Care Needed Day of Injury / Incident:

- No doctor/dental treatment required
- Treated as an outpatient office or emergency room
- Hospitalized

What First Aid / Treatment given on-site? (Circle one)      Yes                  No

Who administered First Aid or Treatment? \_\_\_\_\_

I have reviewed the above injury report and certify it is true and accurate to the best of my knowledge:

\_\_\_\_\_  
Signature of HOS

\_\_\_\_\_  
Date (Date)

I have read the above injury report:

\_\_\_\_\_  
Parent/Legal Guardian/Authorized Person Signature

\_\_\_\_\_  
Date