

Pathway Christian School

Parent-Student Handbook

2026-2027



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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 lifelong 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 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 mission and vision statements and our Philosophy of Education.

B. Mission Statement – What We Desire to Accomplish

PCS' 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 integrity, leadership, self-discipline, individual responsibility, and good citizenship. The school stands without apology for the Gospel of Jesus Christ in the highest standards of morality and Christian behavior.

C. Vision Statement – Our Goal

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.¹
2. The One True God exists eternally as three persons – the Father, the Son and the Holy Spirit, and is eternally self-existent.²
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.³
4. The Holy Spirit is the third person deity, does convicting work in each believer, and empowers His followers for life and service.⁴
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.⁵

¹2 Timothy 3:10-17, 2 Peter 1:19-21.

²Matthew 28:16-20, Exodus 3:13-15, John 8:52-59.

³John 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.

⁴John 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.

⁵Genesis 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.⁶
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.⁷
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.⁸
9. Satan exists and his personality is the great adversary of God and His people. We believe in his judgment and final doom.⁹
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.¹⁰

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.¹¹

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

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 daily environment, helping students see, experience, and live Christ-centered lives.¹³

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

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."¹⁵

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.

⁶Ephesians 2:1-10, Acts 2:38-39, Romans 10:5-13.

⁷Ephesians 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.

⁸Romans 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.

⁹Revelation 12, 20:7-10.

¹⁰Philippians 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.

¹¹John 14:1-7; Colossians 1:15-20; 2 Timothy 3:10-17.

¹²Proverbs 1:7; 2:1-8; 3:13-18.

¹³Matthew 22:34-40; Ephesians 2:1-10.

¹⁴Deuteronomy 6:4-9 – All scriptures are from the NIV.

¹⁵*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 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. Student Learning Outcomes -- At Pathway Christian School, we desire that all graduates will be:

1. Anchored in Christ

- Students are grounded in the truth of God's Word and growing in a personal relationship with Jesus Christ.
- Students understand and can articulate the gospel, and are given regular opportunities to respond in faith.
- Students memorize and apply Scripture appropriate to their developmental level.
- Students respect the worth of every individual as made in the image of God and can explain what this means.
- Students participate in spiritual leadership opportunities such as student-led chapels, worship, devotional groups, and prayer.
- Students pursue moral, visual, verbal, and mental purity as an act of worship.
- Students resolve conflicts in a Christ-honoring manner.

2. Servant Leaders

- Students lead with humility, integrity, initiative, and a heart to serve others for the glory of God.
- Students demonstrate spiritual leadership in school, church, and community contexts.
- Students give their best effort in academics, athletics, extracurricular activities, work, and spiritual growth.
- Students take initiative when they see a need, acting in ways that honor God and others.
- Students exhibit compassion and care for others, and actively seek to improve the lives of those around them.
- Students demonstrate respect for teachers, parents, church leaders, and those in authority.

3. Community-Minded

- Students value relationships, partnerships, and their role within both the local church and the broader community.

- Students appreciate and actively participate in a local church.
- Students build healthy, respectful relationships with peers, faculty, families, and community members.
- Students demonstrate Christ-like character in how they engage with their community.
- Students understand their responsibility to contribute positively to society.

4. Critical Thinkers

- Students think deeply, biblically, and analytically, engaging the world with wisdom and discernment.
- Students learn to read, write, think, and compute at or above national academic standards for each grade and subject.
- Students apply biblical truth to academic disciplines and real-world issues.
- Students analyze ideas, solve problems, and communicate clearly and effectively.
- Students steadily progress toward graduation prepared to excel in high school and in the college or career of their choosing and calling.

5. Lifelong Learners

- Students cultivate intellectual curiosity, discipline, and a love of growth that extends beyond graduation.
- Students pursue excellence in academic, spiritual, relational, and vocational development.
- Students demonstrate perseverance, responsibility, and self-motivation.
- Students leave prepared not merely for success, but for continued growth and faithful service throughout life.

II. Admissions Policies

A. Student Nondiscrimination Policy

Subject to the Constitution of the United States and all applicable state and federal laws, Pathway Christian School (PCS) does not discriminate against applicants or students based on race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. PCS reserves the right to institute enrollment practices based on the school's mission statement and philosophies. PCS is a Christian school that reserves the right to make enrollment decisions consistent with its religious beliefs.

B. Admissions Statement

Subject to the Constitution of the United States and all applicable state and federal laws, 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 because 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 because 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 serve severe learning-challenged students. In addition, PCS is not a school for delinquents; therefore, it cannot be expected to reform a delinquent child.

C. 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.

D. Admissions Procedure for New Students

1. For enrollment of students at PCS, parents must submit a completed Enrollment Application Form (found online at <https://www.pathwaychristian.net/>) for each student.
2. After the application is reviewed, parents will be contacted to schedule a meeting with the Principal. The meeting will include a tour of the facilities. To ensure that parent(s) understand PCS' policies and standards, the *Parent-Student Handbook* must be read and signed by parents ("Acknowledgement of and Agreement with Parent-Student Handbook 2026-2027," Appendix A, page 21). The application requires references, including a pastoral reference. If a student is transferring from another school, previous grades are also required.
3. If a student is accepted, a response will be sent, and an enrollment deposit is required to be paid before the spot is reserved.
4. If necessary, students are required to complete entrance or placement assessments administered by the Academic Dean.
5. All new students are admitted on a probationary basis for the first nine weeks.

E. Pre- Kindergarten (K4)

A child must be four years old on or before September 15th of the year for which he/she is applying. Students will be accepted based on their maturity level and social skills. A teacher assessment of each student's maturity, behavior, academic, social and motor skills is required for a student to progress to K5.¹⁶

¹⁶Assessments 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, the Preschool Director and the parents.

F. Kindergarten (K5)

Criteria for Admission to K5: (1) A child must be five years old on or before September 15th of the year for which he/she is applying. (2) Each child will participate in Round-Up if possible. (3) Each child must have an evaluation with the teacher and the Assessment Committee, which will determine whether or not to admit the student.

G. 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 of all high school courses completed. All students transferring to PCS will be in a probationary period for nine weeks. Teachers may recommend placement change if it is deemed to be in the best interest of the student.

H. School Supplies – Class supply lists are available at the office and on the school's website.

I. Completion of Appendix A: Acknowledgement of & Agreement with Parent-Student Handbook 2026-2027

The last step in admissions is a signed agreement with PCS of its mission and cooperation with the family whose child(ren) is/are student(s) at PCS. (Appendix A, page 21)

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's Administrative Assistant maintains students' health records and includes the names 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 Reports – 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. (<https://www.legis.iowa.gov/docs/iac/chapter/641.7.pdf>)

B. Parental Consent for Medical Treatment – At enrollment “Parental Consent for Medical Treatment Case of Emergencies 2026-2027” (Appendix C, page 23) must be completed and kept on file. This consent permits the Principal, Office Administrator, or faculty to deal with medical 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 at 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 at 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 always be kept in a locked cabinet in the office and only designated staff members may dispense the medication. We reserve the right to permit exceptions to this rule, such as inhalers, etc. Non-prescription drugs, i.e. Tylenol, ibuprofen, etc., may be given only by parental consent. A parental note must be on file if PCS is NOT given permission for the student to have these medications. Parent(s) must also communicate with the teacher about any medical needs, such as their child not being allowed to receive Tylenol, ibuprofen, etc. A record of non-prescription medication given to students will be kept on file 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 Parental Consent for Medical Treatment form allows the 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 when time is critical. An incident report will be filed for any accident that requires more than an ice pack. (“Incident Report”, Appendix F, page 26)

F. Physicals for all athletic participation are required, and will be kept on file.

G. Physical Education – Students are not excused from required physical education classes 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 to use school equipment except during planned and/or authorized activities.

IV. Financial Matters

A. Payment Schedules

1. All entry fees are to be paid upon enrollment unless other arrangements are made with the Principal.
2. Tuition may be divided into payments: monthly, weekly, or quarterly.
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 Principal to make arrangements if you are having difficulty making tuition payments.

B. Withdrawal Policies

If a parent or guardian determines that it is necessary to withdraw their child from PCS, the school strongly encourages the family to first consult with the student's teacher and administration to address any concerns, unless the withdrawal is due to relocation outside the area

Parents may withdraw their child at any time during the school year; however, the school requests a minimum of seven days written notice prior to the students' final day of attendance. If a seven-day notice is not provided, a \$500 withdrawal fee will be assessed.

To finalize the withdrawal process, an official "Student Withdrawal Form" (Appendix E, page 25) must be completed and submitted to the school office. The withdrawal is not considered complete until this form has been received and processed.

Tuition obligations extend through the end of the academic quarter in which the student's last day of attendance occurs, regardless of the exact withdrawal date. Any prepaid tuition beyond that quarter may be refunded on a prorated basis. Application fees, enrollment fees, supply fees, and other previously paid expenses are non-refundable.

For families participating in the Education Savings Account (ESA) program, those funds are distributed to the school on a semester basis. Any ESA funds that have already been disbursed to the school cannot be refunded, as they are governed by Iowa State ESA guidelines. If a student is withdrawn prior to the semester disbursement, the school will ensure that those funds are not claimed and remain available to the family in accordance with ESA policies.

All financial obligations to PCS must be satisfied prior to the release of student records. Upon request from the receiving school and with parental authorization, student records and transcripts will be transferred via secure mail, fax, or electronic transmission.

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 annual standardized tests. 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 it is doing and target areas that may need improvement. It is important to understand that no one receives "pass" or "fail" these tests. Many variables affect how each child may do each 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 academically. 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 needs to 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" (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-5 is 30 minutes a couple of times a week primarily limited to reading, Bible memory, math facts, unfinished class work or special projects.
 - b. Grades 6-8 may have homework 3-4 nights a week for approximately 1 hour.
 - c. Grades 9-12 will be required to complete homework 4-5 nights a week for an average of 1-2 hours.
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 cumulative 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. Parent Partnership Expectations

At PCS we believe in a strong partnership between the school and the home. When home and schoolwork together, students are better equipped to grow in their faith, character, and academics. We invite, and strongly encourage, parents to actively participate in our school community, to pray for our school and to partner with us in shaping students to be anchored in Christ and impact His Kingdom.

Parents are expected to:

- Read weekly communication and hotline messages
- Be respectful in speech and conduct
- Address conflicts with teachers, administration, and other families in accordance with Matthew 18. ("Conflict Resolution Policy," Appendix D, page 24)

- Participate in hot lunch day, Wednesday chapel, and other required Pathway events
- Support school Policies and Statement of Faith as found in the *Parent-Student Handbook*
- Engage their children regularly about their school experiences¹⁷

Upon entry into high school (end of eighth-grade year), students and parents are required to meet and consult with the Academic Dean for the purpose of planning for their high school years. This does not mean that the plan cannot change, but it gives each student direction and expectations. The parental role is critical in these years as God works and changes their adolescent into a mature adult.

¹⁷If parents wish to engage with their children in additional reading at home, books are available in each classroom to be taken home and returned. However, if books are lost or damaged, the student is responsible to replace the book.

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, a half-day absence will be counted. If they are not at school by the beginning of fourth period, a full-day absence will be counted. The school day starts at 8:30 A.M. and dismisses at 3:20 P.M.

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 parent(s) or guardian's responsibility to notify PCS as to the reason for the absence. If possible, this may be done by note or phone call prior to the absence. All absences will be considered unexcused until notification is received. A maximum of eighteen absences (excused or unexcused) may be accumulated in one year.¹⁸ Due to this truancy, a certified letter will be sent to the parents when there are 18 absences. A conference will also be set up among parent(s), School Board and Principal to determine a plan of action. According to the law, the County Attorney's office may be involved. Possible student suspension may occur.

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 teachers
- i. Senior pictures
- j. Unlisted absences are considered 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 cumulative unexcused absences will be reported to Principal.

4. School closing -- During inclement weather, the Principal will determine whether the school shall be closed or delayed. *WhatsApp* and the local news station KCRG are used to communicate school closings or late starts.

B. Lunch Procedures -- Students are 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 during which hot lunch is served may be changed to fit parents' schedules. Students must eat only in assigned 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 staff members.

¹⁸This is in accordance with Iowa State Code 256.7, which states that 10% of 180 days is 18 days.

C. Discipline Structure—Pathway Christian School (PCS) believes that discipline is meant to teach and disciple. PCS seeks to address student behavior in a manner that is both restorative and instructional. Discipline is intended to guide students toward personal responsibility, growth in character, and respect for others.

1. Level One Behaviors (Teacher-Managed)

Level One behaviors are typically handled by the classroom teacher and represent minor or developing behavioral concerns. Such behaviors may disrupt the classroom environment but can generally be corrected by teacher intervention, restorative conversation, and communication with parents. The Principal or Academic Dean will be notified of the issue, though Level One behaviors are primarily addressed by teachers.

a. Examples of Level One Behaviors

- Minor classroom disruptions
- Inappropriate comments
- Consistent incomplete work or minor academic defiance
- Minor insubordination
- Minor dishonesty
- Not prepared for class
- Dress code violations
- Disrespect of personal boundaries
- Poor sportsmanship
- Use of profanity

b. Level One Process

- 1) The teacher completes a Character Slip documenting the behavior.
- 2) The teacher engages the student in a restorative conversation to address the behavior and discuss better choices moving forward.
- 3) The teacher may assign an appropriate consequence, ideally one that is natural or restorative in nature and directly connected to the behavior, e.g. completing missed work, repairing or cleaning something that was misused, apologizing to affected individuals, or temporarily losing a related privilege. The teacher may consult with the Principal or Academic Dean if guidance or support is needed in determining the consequence.
- 4) The teacher contacts the student's parents via email or text, communicating the concern.
- 5) The Character Slip is sent home with the student to be signed by a parent and returned to the school the following school day. The student is responsible for returning the signed slip.
- 6) The teacher submits the slip to the school office for documentation in the student's file.

2. Level Two Behaviors (Administrative)

Level Two behaviors are more serious in nature or may involve repeated Level One behaviors that have not improved. These behaviors require direct involvement from school administration.

a. Examples of Level Two Behaviors

- Academic dishonesty, cheating, or plagiarism
- Repeated dress code violations
- Use of cell phones or personal electronic devices without permission
- Theft
- Alcohol or drug use or possession
- Bullying or harassment
- Major dishonesty
- Major classroom disruptions
- Possession of weapons
- Acts of physical or verbal aggression
- Vandalism or intentional destruction of property

- Misuse of school leave

b. Level Two Process

1. The Principal meets with the student to discuss the situation, review the behavior, and determine appropriate next steps.
2. The Principal may assign an appropriate consequence, ideally one that is restorative or directly connected to the behavior. This consequence may include loss of privileges, restitution, additional responsibilities, or other corrective measures as deemed appropriate by administration.
3. The Principal will contact the student's parents to explain the behavior, the resulting consequences, and next steps.
4. Character Slip will be sent home to be signed by a parent and returned to the school the following school day. The student is responsible for returning the signed slip.
5. The Principal will follow up with the teacher to ensure continued communication and accountability regarding the situation.
6. If a student demonstrates repeated Level Two behaviors or a pattern of ongoing behavioral concerns, the Principal may schedule a meeting with the student, parents, and teacher to develop a Character Improvement Plan (CIP). This plan will outline clear expectations for behavior, accountability measures, and steps for improvement. If the CIP is violated, further disciplinary action will occur, which may include in-school suspension, out-of-school suspension, or expulsion, depending on the severity and frequency of the behavior.

Purpose of the Discipline Process

The goal of this discipline structure is not merely punishment but character formation. Through restorative conversations, clear expectations, and partnership with parents, PCS seeks to help students grow in Christlike character, responsibility, and respect for others. Student behavior concerns are categorized into two levels depending on the severity of the behavior and the level of administrative involvement required.

D. Dress Code

1. **Purpose**—The purpose of PCS' 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 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 PCS attire. Zip-up or button-up sweaters are also permitted in light blue, white, black, or gray, without print 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 always covered. All students are to always be in proper uniform attire during school days.
3. **Physical Education**—All students are 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 appearance. Jeans must be well-fitting and free of and holes. T-shirts may feature appropriate prints but should not display offensive language, images, or themes that contradict PCS’ 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 to dress in attire more formal than the daily dress code. Students are to wear their uniforms for field trips unless otherwise permitted by their teacher or administration.
5. **Theme Days**—On designated Theme Days (such as Spirit Week, class parties, or other days specified by the administration or Student Council), students may wear any clothing that aligns with the approved theme. All Theme Day attire must remain appropriate for a Christian-school environment. Faculty and staff reserve the right to determine if something is not appropriate.

All teachers and administration reserve the right to deem whether or not an article of clothing fits 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 nine weeks. At all times, students must conduct themselves in a manner becoming mature Christians. Complaining is not tolerated. If the child goes home complaining about a policy or discipline, please do the following:
 - a. Realize that the 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. Desiring that parents and teachers work together, the teacher will discuss the situation with parents that day, if possible. Since a face-to-face meeting is best, these meetings will take place after the school day is over.
 - e. The desired resolution is that the teacher and parents will agree upon proper, appropriate responses to the student’s behavior.
2. When student attitudes and/or behavior on school grounds are not in accordance with school policies or principles, students will be placed on probation at the discretion of the Principal and Academic Dean with input from the classroom teacher.

F. Anti-Harassment, Sexual Harassment, and 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 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 regard to dress or mannerisms (demonstrating beliefs of living out their Christian faith in practice by the recipient) will not be tolerated
- 2. All forms of bullying and harassment should be reported immediately to a faculty member who will then immediately investigate the incident and inform the Principal. 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 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 Principal will make the final decision.

G. Arrivals and Dismissals—The school day begins at 8:30 AM and dismisses at 3:15 PM for elementary and 3:25 PM for secondary students. Parent(s) may bring their children to school as early at 8 AM and are to pick them up as soon as possible after designated dismissal times. If families have students in both elementary and secondary school, the pick-up time is 3:25 PM. Staff members are at school entrances from 8:00-8:30 AM and from 3:15-3:30 P.M. and safeguard the door. At all other times the doors are secured and may only be entered by use of key cards. Surveillance cameras are used around the school property. When arriving and departing, drivers are to follow traffic signs that indicate a loop formation.

H. Student Vehicles—Students obtaining an Iowa driver's license and 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 leaves school. Students may use his/her vehicle during school hours only with permission from a faculty member. If a student leaves school during the day, no other student may ride along without written permission from his/her parent(s) or guardian. Students are to park only on gravel areas.

I. Visitor Policy--Visitors are welcome to attend school. The Principal must approve all non-PCS visitors. Visitors are required to check in at the office, present identification, state their purpose and intended length of stay, and check out when leaving the premises. Visitor badges will be provided.

VII. Communication

A. Rationale

Good communication is necessary for the success of PCS and its 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 open communication with parents, and it expects parents to exhibit the same openness to promote peace between school and home. Everyone is 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 and phone number is 319.656.5443. Individual teachers may choose to provide their personal phone numbers or their direct email address, although this is not required. Parent(s) should expect to leave messages for teachers during the school day, knowing that the teacher will respond to such messages as soon as schedules allow. This will help keep interruptions and distractions to 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, parent(s) should make it known, and the situation will be handled appropriately.

B. Forms of Communication

1. Website – PCS’ website contains the school calendar, sporting event schedules and other important information.
2. Newsletter – An electronic newsletter will be produced weekly by 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 conferences are scheduled at the beginning of school and after the first and third quarters to discuss student performance.

C. Parent-to-Teacher Communication

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

¹⁹ Colossians 3:12

VIII. Information Technology and Social Media

A. Guidelines—Pathway Christian School recognizes that use of information technology (IT) and social media have places 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 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 a 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 office upon entry and are not accessible during the school day. Students may retrieve cell phones and personal devices at the end of the school day upon dismissal. If there are emergencies, parents may call the school—319.656.5443.

C. Computers/Electronic Devices, and Internet Usage

1. The use of technology while at PCS is a privilege, not a right. Technology should only be used for educational purposes 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.
2. Personal information should not be transmitted on digital devices.
3. Students must have faculty permission to subscribe to or access any listservs, bulletin boards, online and 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 schoolwork with faculty.
9. If a student should encounter information not associated with 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 for a 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 may work on or post pictures on the internet
 - c. PCS staff members maintain the right to examine any computer or electronic device including internet activity at any time they deem 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 “Consent and Permission for Information Technology and Internet Use.” (Appendix B, page 22)

Appendix A: Acknowledgement of & Agreement with Parent-Student Handbook 2026-27

Name of Parent(s): _____
PRINT

Name(s) of child(ren) attending PCS during academic year 2026-2027: _____
PRINT

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

If a situation arises whereby the standards and regulations are not adhered to, the teacher will inform the parent(s). If the situation is not addressed within three days, the Principal 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.

Parent(s) Signature(s): _____

Date: _____

Appendix B: Consent and Permission for Information Technology and Internet Use

Student's Name: _____ Grade _____
PRINT

Parent's 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 Principal.

Parent's Signature: _____

Date: _____

STUDENT SIGNATURE 5th-12th 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 Principal.

Student's Signature: _____

Date: _____

Appendix C: Parental Consent for Medical Treatment in Case of Emergencies 2026-2027

Student's Name: _____ Grade _____
PRINT

Parent's Name: _____
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 continually 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 _____

Principal's Signature:

Date: _____

Appendix D: Conflict Resolution Policy

Pathway Christian School (PCS) will follow biblical procedures for 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 Principal and the School Board President

- a) If agreement cannot be reached, both parties will meet and share the issue with the Principal, 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 Principal 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 Principal 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 Principal and Step #3 did not resolve the issue, the entire School Board, the Principal, 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 Principal. Note that this policy shall not be used to challenge practices, protocols, and decisions made by the Principal 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 Principal has acted outside his/her authority, outside school policies, or if the Principal has acted unethically.

Appendix E: Student Withdrawal Form

Students' Names:

- 1) _____ Current Grade _____
- 2) _____ Current Grade _____
- 3) _____ Current Grade _____
- 4) _____ Current Grade _____

Withdrawal Information

Date of Withdrawal Notice submitted: _____

Will the student(s) complete the current school year? ☐ Yes ☐ No

Reason for Withdrawal (please check one):

- ☐ Relocation (25+ miles from PCS) ☐ Family Circumstances
- ☐ Financial ☐ Transfer to another private school
- ☐ Academic ☐ Transfer to public school
- ☐ Other: _____

Tuition & Financial Acknowledgment

Continuous Enrollment remains in effect until written withdrawal is submitted and processed by the school office. If withdrawal notice is submitted March 16 – July 31, a \$500 Withdrawal Fee per child will be assessed. If withdrawal notice is submitted on or after August 1, I understand I am responsible for:

- The \$500 Withdrawal Fee per child
- Tuition through the current month of enrollment
- Full tuition for the remainder of the quarter in which the student is enrolled for any portion.
- I understand that all financial obligations must be satisfied before academic records are released.
- If qualifying under unique circumstances (relocation 25+ miles, withdrawal at request of PCS, or other approved administrative exception), documentation may be required for fee exemption consideration.

Family Feedback (Optional)

Asset Return Checklist: _____ Library books _____ Curriculum materials _____ Uniforms, etc. _____ Other

Parent/Guardian Signature

I understand and agree to the terms outlined above and acknowledge any financial responsibility associated with this withdrawal.

Printed Name: _____

Signature: _____ Date: _____

Appendix F: Incident Report

Today's 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 and Time of Incident: _____

Personnel Involved (teachers, staff, students, etc. (Names, if possible)

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

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

<https://hhs.iowa.gov/media/2883/download?inline>

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 4 years of age.

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

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

Time Notified _____ AM/PM

Name of Parent/Legal Guardian Notified: _____

Method of Notification: _____ Time Notified: _____ AM/PM

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> Yes No

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 on the day of injury/incident:

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

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:

Principal's Signature

Date

I have read the above injury report:

Parent/Legal Guardian/Authorized Person's Signature

Date