



Training Children for Life and Leadership in the 21st Century

Family Handbook

The mission of SCS is to work in partnership with Christian families and area churches to disciple young people using a distinctively Christian educational program designed to build a foundational Biblical worldview and strong academic skills.

Sandpoint Christian School

1. PHILOSOPHY

A. DISCIPLESHIP

Our primary ministry is directed toward children who have established a personal relationship with Jesus Christ as Lord and Savior. Families must attend a local Christian church. The school ministry, in concert with family and church efforts, seeks to establish and perpetuate growth in Christ like character, behavior and knowledge throughout all aspects of life and learning.

B. CURRICULUM

Sandpoint Christian School acknowledges that God is the source of truth, and that He has revealed His truth to man through the Bible and the person of Jesus Christ. All instruction and materials are consistent with our understanding of God's truth. Christian curriculum sources are used whenever possible, and Biblical integration is a daily part of our educational program.

C. ACADEMIC EXCELLENCE

In light of the exhortation to "do everything as unto the Lord," Sandpoint Christian School maintains academic standards that challenge students to work toward their highest possible level of achievement. We seek to teach students at an instructional level that is appropriate for them whether they are gifted or just need a little extra help. When more help is needed than our resources can accommodate, alternative plans are presented to the parent so that the student is given every opportunity for success.

D. SCHOOL ENVIRONMENT

Sandpoint Christian School seeks to provide a safe learning environment that is conducive to the development of Christ-like character and behavior, as well as academic excellence. Disciplined conduct and respectful relationships are encouraged and expected among students and staff.

E. PERSONAL GROWTH & CHRISTIAN SERVICE

Sandpoint Christian School recognizes that God has granted to every individual unique gifts, talents, and abilities, some outside the academic realm. It is our desire and goal to foster development of these gifts and talents for use in Christian service.

F. DOCTRINE

While Sandpoint Christian School recognizes a diversity of interpretation within the Body of Christ in many areas of doctrine, the administration and staff adhere to a core of beliefs as outlined in the Statement of Faith. Sandpoint Christian School is respectful and sensitive to doctrinal differences among believers and seeks unity in the body by focusing on fundamental biblical teaching. Specific doctrinal issues that fall outside this statement of faith will generally be referred back to the parents and their home church. It is our desire to strengthen your student's walk in Christ, and support our area churches.

G. STATEMENT OF FAITH

1. God - We believe that there is one God eternally existing in three persons: The Father, The Son, and The Holy Spirit and these three are co-equal, co-eternal and co-essential. (c.f. Luke 3:22, Matthew 28:19, John 1:1-3)

2. The Bible - We believe that the Bible is God's only infallible written revelation to man and that it is verbally inspired and authoritative and completely recorded in the original manuscripts all that God intended. (c.f. 2Timothy 3:16, 2 Peter 1: 20, 21)

3. Jesus - We believe in the deity of Jesus Christ, God's only Son, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, bodily resurrection and ascension into heaven, present ministry of intercession for us, and His return to earth in power and glory. (c.f. John 1:1-3, Hebrews 4:14-15)

4. Holy Spirit - We believe in the personality and deity of the Holy Spirit, that He performs the miracle of the new birth in an unbeliever and indwells believers, enabling them to live a godly life. (c.f. John 16:7-14).

5. Man - We believe that man was created in the image of God, but because of sin, was alienated from God. That alienation can be removed only by accepting through faith God's gift of salvation which was made possible by Christ's death. (c.f. Genesis 1:25 – 28, John 3:3-5).

H. VISION

Our students will be lifelong learners who are critical thinkers: making decisions based on a Biblical worldview, developing the fruits of faith, and impacting their world for Christ.

I. HISTORY

Sandpoint Community Christian School (e.g. shortened to Sandpoint Christian School in 2007) was launched in 1996 with grades 3-6 and a total of 22 students. The following year it expanded to include both 2nd and 7th grade students for a total of 56 children. In its third year the school was blessed by the addition of 2 new classrooms, enabling it to increase its student body to 86 spanning 1st through 8th grades. Through the hard work and generosity of several families, the school added an educational wing onto the church building in 2004. Throughout its existence the school has remained "in the black" financially as it has served hundreds of students in the greater North Idaho area. God's blessing can be seen in not only how He has provided for all our financial needs, but also in the quality of young men and women that have graduated from Sandpoint Christian School and have excelled in secondary education and beyond.

2. ADMINISTRATION

A. FACULTY

Professionally trained, certified teachers serve as academic leaders and role models. In-service training, mentoring, and a continuing education program encourage professional growth and excellence. The faculty seeks to model Christian commitment, understanding the importance of their mentoring role.

B. STAFF

We have both full and part time staff serving here at Sandpoint Christian School and our volunteers fill important roles as well. Our classroom teachers are generally full-time staff with the exception of our kindergarten teacher. We provide classroom aides to strengthen the individualization of the curriculum content and also provide a rotation of several elective classes designed to provide balance in our curriculum. It is important that our students are not only strong in the basic core classes, but also that they are provided an introduction to the fine arts, technology, and physical skills that will serve them well in high school and beyond. Each staff position is filled only after ensuring that their qualifications are equivalent to the needed skills in our classrooms. Regular attendance in their own local church is also required.

C. SCHOOL BOARD

The Sandpoint Christian School Board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the board shall include, but are not limited to, making policy, acting on matters of personnel, including hiring and firing, establishing tuition and registration fees, promoting Christian education in the community, and praying for the ministry of the school. Members of the School Board shall be born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. Further, they shall be in good standing with local, evangelical churches whose doctrine is in agreement with our Statement of Faith.

D. ACSI MEMBER

Sandpoint Christian School is a member of the Association of Christian Schools International. ACSI currently guides 5,300 Christian schools. They are available to help us sharpen our educational focus, provide continuing education for our teachers, network with other Christian schools, and they are an effective lobby for Christian education in government offices. They will also notify us of any laws and requirements that affect Christian Schools. We often participate in the 3-day workshops for Christian schools held annually in the Northwest, as well as the administrator workshops. As of this year, we are also joining their STAR program which is designed to guide in the refinement of our curriculum and student programs as we grow.

E. ADMISSION POLICY

The process of enrollment at Sandpoint Christian School prior to final acceptance shall include but is not limited to the following:

1. The candidate will submit properly completed application forms and previous school records.
2. Parents will meet with their child's teacher and/or the principal for a brief interview where the teacher will have opportunity to ask questions about the student's educational background
3. A member of the admissions committee, and a board member, will conduct a parent/student interview to insure that:
 - a. the parents desire a Christian education for their child.
 - b. the family and student understand and agree with the doctrine, educational goals, and policies of the school.
 - c. the child and one parent and/or guardian or custodial parent shall regularly attend a Christian church and be a professing follower of Christ.

4. The prospective student will be given a standardized reading and math test to establish his/her academic level.
5. In the case of an incoming 1st grade student, the kindergarten teacher may be called to review the history of the student. The administrator of the school that the student previously attended may be personally contacted for references in the case of older students.

Midyear applicants will be required to follow the above steps. The SCS School Board reserves the right to deny or revoke the admission of any student.

Our enrollment packet contains a health form where a parent may indicate life threatening allergy information. The parent will then be given an Emergency Action Plan (E.A.P.) and a Medication Request Form to be completed and returned to the school. These forms should be updated annually with the child's current photo. Sandpoint Christian School will instruct staff, faculty, substitute teachers and student teachers to recognize and respond to symptoms of an allergic reaction, including anaphylactic shock.

F. NOTICE OF NON-DISCRIMINATION

The Sandpoint Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

G. MEDICAL RECORDS

Prior to attendance, a medical report is to be on file in the school office, with an up-to-date report of immunizations, any medical problems that the school should be aware of and a parental release form for emergencies. If your child has a life-threatening allergy or other medical conditions please notify the office and complete an "emergency action plan" or E.A.P.

H. ALLERGY CONTROL PROGRAM

Sandpoint Christian School has developed and implemented a food allergy program as a safety measure to insure the well being of all its students. We recognize that allergies may be severe and even life threatening. Although most people who experience an allergic reaction can control their symptoms with relative ease, there are people who may suffer more serious or fatal consequences. Sandpoint Christian School has created this policy in an attempt to (a) Reduce the risk of having any of its students experience a severe allergic reaction while at school; and (b) Respond appropriately to any student who does experience a severe allergic reaction while at school.

Our school policy states that students do not share food. They clean their hands after meals. They must eat meals in the lunchroom only and at the appropriately designated tables. During special events, meals may be eaten elsewhere; however, procedures will be put in place to ensure the safety of all students attending.

In addition, any foods brought by a student (K-4th) to be shared with the class are to be peanut/nut free. There should never be any loose nut products such as trail mix or mixed nuts brought into the classroom areas. All snacks brought for entire classroom consumption must be healthy with few grams of sugar and must be from the approved list. The complete overview of the A.C.P. is available through the school office.

I. STUDENT RECORDS

Student records include academic achievement, standardized test scores, medical records, and other necessary information. These records are confidential, but inspection may be made by an individual student's parent/guardian and members of the school staff. They are not available to non-school personnel without the expressed written consent and/or permission of the student's parent or legal guardian. Records are released to a new school only after the new school makes a written request, and any outstanding balance due to Sandpoint Christian School be paid in full.

J. INSURANCE

Sandpoint Christian School has limited accident insurance. This insurance is designed to complement the family's insurance. The insurance is in force during the hours and days when school is in session and while the student is attending school-sponsored and supervised activities. If a student does not have accident insurance, the family is encouraged to purchase an inexpensive policy that is available through A.C.S.I. For more information and brochures parents should contact the school office.

K. GRIEVANCE PROCEDURE

If any staff, parent or person connected with Sandpoint Christian School has an issue with other staff or parents, they are encouraged to follow these steps to resolution based on the Biblical pattern found in Matthew 18:

Step 1: If there is a disagreement between a teacher or other staff member and the parent, then the person seeking change must approach the other party first and try to work out that disagreement between the two of them. If the disagreement is between staff members, there must be a direct effort to work that out as well.

Step 2: While any parent or staff member may meet with the principal at any time, under no circumstances will any action be taken to correct a perceived problem unless both parties have met in person to try to communicate and reach a compromise.

Step 3: If it is unable to be resolved between the two direct parties, then a meeting with the principal and both individuals will be scheduled to attempt to mediate an agreeable compromise.

Step 4: If this is unsuccessful as well then, the party who is having difficulty should submit in writing both the disagreement and the sought after solution. There is a form in the office to request board mediation.

Step 5: This document will be submitted to the personnel committee, which shall consist of three board members. A meeting will be set to include both parties, the principal, and the personnel committee to discuss possible solutions.

Step 6: The school board will hold final authority in every case. All cases unable to be resolved will be submitted to the full board in executive session. The personnel committee will share their recommendation to the board and the board's decision will be final.

L. COMMUNICATION BETWEEN HOME AND SCHOOL

Student Absences: The school will contact the parent if a student is absent without notice to the office from the parents. The parent is expected to email, call, or provide a written notice of explanation for any class time missed.

Academic/Behavioral: Teachers are eager to work in partnership with parents and students. Parents will be informed of academic or behavioral progress.

Transportation: If a student will be leaving with someone other than their parent or regular ride, the school will require a note or phone call from the parent. Students are encouraged to make plans before school and not at the last minute. Older students will not be dismissed from class to use the phone unless there is an emergency that causes a need to change plans.

Tuesday Folder: In this folder parents will find feedback concerning the student's progress either in the form of papers returned or specific reports from the teacher. There may also be updates on events and studies from school.

Student planners: Our students in 3rd- 9th grade use planners to help them stay organized; please refer to this planner when asking about homework or unfinished classwork.

Teacher Websites: Each teacher has their own website which they will update weekly. This would be the best place to find test dates and keep up with class content in advance.

Website: The school website is **www.sandpointchristian.com**. It is a constant work in progress. We seek to provide a second copy of general school information here and links to the class websites. Parents and students are welcome to make suggestions as to how we can make this website more useful for our families.

3. MEETINGS AND CONFERENCES

A. SCHEDULING

If at all possible, parents are encouraged to schedule any meetings ahead of time that they may want to have with a teacher or the administrative staff.

B. BUSINESS MEETINGS

The School Board will meet once a month. The date and time of the meeting will be published on our website calendar. Every member is welcome to attend and observe. Parents who have something that they would like to add to the agenda will need to contact the president and have him/her add it to the agenda.

The annual meeting of the school shall be in the spring as determined by the School Board. At the annual meeting a Board Officer shall report to the school. A budget for the next school year shall be presented for consideration and approval, election of members to the School Board as needed, and any other business necessary.

Special meetings may be called at any time by a majority vote of the School Board or by the Chairperson at the written request of one-fourth of the membership. A call for a meeting shall state the reason for the meeting and be limited to this reason.

C. PARENT/TEACHER MEETINGS

A parent - teacher conference will be set up after the first quarter of the school year. Parents will go over the student's first report card for the year and any problems and solutions may be discussed at this time. For those students that are still struggling, a conference will be called in the middle of the 3rd quarter or at any time that the classroom teacher or parent feels it would be appropriate.

4. CONDUCT

A. STUDENT CONDUCT:

“Respect” – The distinguishing mark of a Christian is his or her love for God and for others. That love is best demonstrated by respect for others as well as for their property and reputation. We expect the students to respect one another, the staff, visitors to our school, and the school/church property. Respect could be defined as utilizing self control in order not to infringe on another person’s capacity to accomplish their needed objective.

Respect for church and school property is crucial, both for financial reasons as well as for maintaining a positive relationship with the Sandpoint Church of the Nazarene. Our continued use of these facilities is an earned privilege, not a guaranteed right. Compliance to building rules is crucial. Please remain conscious of restricted access areas, conduct expectations, and noise considerations.

1. Students will learn to be responsible and to take pride in the school and its facility. Carelessness, neglect or vandalism is not appropriate and will be met with severe penalties and restitution.
2. Students will be financially responsible for damage to school property or materials beyond normal use. (See student contract)

Respect for people is essential. Students are to treat one another with respect and refrain from abusive, slanderous, or impure comments either verbalized or gestured. Students must address all adults with proper respect and submit to proper authorities. Overt disrespect to any adult may result in immediate suspension. Foul language will not be tolerated for any reason and engaging in such language could result in immediate suspension. Students represent our school and our Lord at all times on campus as well as attendance at school functions or activities away from our campus. Behavior guidelines apply during all of these times.

1. Students are not to be involved in fighting, use of profane, crude, abusive or disrespectful language as each of these violates Biblical principles.

“Conflict Resolution” -- We expect our students, as Christians, to learn how to resolve differences, as Christ would have us do. However, it is not uncommon for students to become angry at one another over a perceived wrong. Gossiping, name-calling, snubbing, mocking, making fun, and harassing one another are definitely not God’s standard and will not be tolerated. When conflict occurs, we will lovingly confront students and encourage them to accept, care for, and forgive one another. Students unwilling to resolve difficulties may be subject to disciplinary action.

2. Students will not physically or verbally assault another student or adult.
3. The possession, selling, giving away, or using of alcohol, illegal drugs, hazardous substances, tobacco, or pornographic material in any form will result in immediate suspension and subsequent referral to the proper authorities for further action which may result in expulsion.
4. Assembly, field trip or activity behavior is the same as classroom behavior.

5. Outward displays of affection beyond normal friendship are not permitted.

“Relationships” - We encourage our students to get to know one another and to establish friendships. It is wonderful to see God work in the lives of our students as He builds friendships and relationships based on principles found in God’s word. Out of concern for our students, we do not allow students in our school to engage in boyfriend/girlfriend relationships while at school, nor demonstrate any physical affection for one another.

B. DRESS CODE

1. **CLOTHING:** All clothing must be clean, in good repair, and fit appropriately. Clothing may not contain (or suggest) immoral words, graphics or logos. Clothing should not blatantly advertise items or celebrities that are secular in nature. Clothing should be modest and respectful. Shoes must be worn at all times. No flip-flops are allowed. If sandals are worn, they must have a strap. Tennis shoes are required on P.E. days.
2. **HAIR:** Hair color should be a natural shade and a style that would not interfere with classroom work. Hair may not cover the face below the eyebrows. Boys’ hair may not brush the shoulders.
3. **ACCESSORIES:** Jewelry must not cause a distraction. Earrings worn by girls must be short and no body piercing rings are acceptable. Earrings may not be worn by boys.
4. **FORMAL UNIFORMS:** School shirt with logo will be purchased by the parent for the student to wear on chapel days and any other special events designated by the school (spelling bee, speech meet, etc.) You may order the shirts directly through Lands’ End. Navy, black or khaki dress pants/skirts (optional for girls) are to be worn. Jeans are not considered part of the school uniform. Unless a field trip is of a casual nature, uniforms will be worn.
5. **PERSONAL ITEMS:** Students who bring personal items to school must assume responsibility for their care. Any electronic devices (e.g. cell phones, MP3 players, etc...) must be stored, turned off, and remain put away during the school day unless permission is granted by the student’s teacher or a member of the staff.
6. **VIOLATIONS:** The first violation will result in a call home. The second violation will result in the parent bringing the proper attire.

C. DISCIPLINE

Discipline is an essential part of the educational process. Discipline as applied at school is expected to be a reinforcement of the discipline applied at home. The goal is to lead students from outward control to inward (self) control. The classroom teacher is the authority in each classroom. Students are expected to be obedient and attentive in class. Teachers have the responsibility to use professional skill, judgment, and creativity to maintain order in the classroom. Teachers may assign detention, extra assignments, clean-up details, remove privileges, or use other means of applying disciplinary principles when a student breaks any rules. Students who do not respond positively to discipline at the classroom level will be referred to the principal. A meeting involving parent, teacher, principal and other staff members may occur as well.

The following is a standard guide that we use to attempt fairness and consistency from class to class and teacher to teacher.

LEVEL ONE – (Teacher administers discipline)

Level One offenses are generally minor offenses. Examples of Level One offenses: Disruptions, breaking classroom rules, inappropriate behavior, excessive talking, eating or drinking in class, borderline disrespect, etc.... The student with the teacher will call the parent to explain the incident when the offense is repeated and has become a distraction in the classroom. More than five level one offences in one week may result in moving to level two at the discretion of the teacher.

LEVEL 2 – (Principal & Teacher administer discipline)

Level Two offenses are more serious in nature and represents attitude or action that must stop immediately. Depending on the severity of the offense, detention, disciplinary probation, suspension or expulsion could result on the first offense. Examples of Level Two offenses include: cheating, unsafe practices in the parking lot or on the school playground before, during or after school, forgery (signature of parent / guardian, teacher or another person), fighting, assault, extortion, intimidation, vandalism, theft, profanity, abusive language, insubordination, and flagrant disrespect toward any school personnel.

LEVEL 3 – Upon the third occurrence of a Level Two offence within one quarter the teacher will contact the parents to set up a conference to draw up terms for probation. Probation will last for 9 weeks. Any violation of the terms of probation will result in immediate suspension until another parent conference can be convened. This last conference will include a school board member. Two options will be given at the meeting; either the student withdraws immediately or the student will have one opportunity to correct the behavior and stay at Sandpoint Christian School. If the family chooses to remain, it is with the understanding that any subsequent violation will automatically forfeit enrollment at Sandpoint Christian School.

AUTOMATIC EXPULSION - Automatic Expulsion can be expected for the following:

1. Assaulting a teacher
2. Possessing a weapon or materials which can be used as weapons
3. Arson
4. Possession of alcohol, narcotics, marijuana, dangerous drugs or harmful substances.

(This is not an exhaustive list.)

Our primary concern is that the Christian atmosphere is clearly evident in our halls and on our campus. All rules and guidelines have been thought through carefully in order to provide an environment in which all students can learn and excel.

Each student is expected to practice appropriate self-control in their behavior.

D. BEFORE AND AFTER SCHOOL PROCEDURE

Before School Procedure

1. The doors at Sandpoint Christian School will be unlocked by 7:35 a.m.
2. Children will go to the "Waiting Room" until 7:50 a.m. Students will be released to prepare for class at 7:55 a.m. They should bring a book to read or material to study if they arrive early.
3. Children are considered late after 8:00 a.m. Students must stop at the school office with a note of explanation from the parent to notify the secretary of their attendance and then proceed to their classrooms. Tardy students will be expected to sign in at the office before going to class.

After School Procedure

1. All children are to remain in the appropriate classroom or the school office until an adult comes to pick them up.
2. Children are not to congregate outside the classroom or wander in the halls.
3. Children are not permitted to wander around the church building at this time.
4. Parents have a grace period of 30 minutes without incurring an additional charge. Students remaining after 3:30 still in the care of school staff will remain supervised; however, a \$15 dollar per half-hour fee per family will be applied to their bill and paid to the staff person who stayed beyond their designated time to supervise.

E. RECESS RULES

1. Whistle will be blown twice by duty teachers **3 minutes before the end of recess.** Students will gather at this time.
2. The third and final whistle blow indicates that recess is over and students are considered late to class if they are not in line.
3. Students will be given warnings if late to class. This will be considered a Level One offense and will be tallied in the classroom.
4. When entering the building, children must be respectful and proceed to class quietly.
5. We try to avoid congestion and excessive noise in the hallways by dismissing a few students at a time to the restroom and drinking fountain areas.
6. Students should be prepared each day for outside play with appropriate clothing depending on the season. During winter months students are encouraged to bring jackets, gloves, snow pants, boots, caps, etc... Students without appropriate clothes will be sent to an alternate classroom with a book to read. Snow gear may be left at school during the winter. A second pair of comfortable shoes could be kept in the classroom as well so that the heavy boots may be left outside the classroom door. Shoes are worn at all times for safety purposes.

F. LUNCHTIME RULES

1. **No sharing of food!!!!**
2. Students are to eat in the lunchroom only unless there is a special occasion.
3. There is no eating in the sanctuary or on the playground.
4. Students must wash hands after eating.
5. Students are expected to clean up after themselves and dispose of all garbage. Class monitors may be used to check the lunchroom for cleanliness when everyone has left the area.
6. Students are not to use the kitchen for food preparation and are not to use church cooking items, utensils or dishes.
7. Children are not allowed in the kitchen at all. If there are extenuating circumstances, the teacher must approve the request.
8. Microwaves are allowed for grades 5-8 for the warming of food. Hot water for soups and noodles will be available in the lunchroom, not in the kitchen. **Please note that students should bring items that need only to be warmed, not to be cooked, because facilities and time are limited.** Microwaves will be limited to 1 minute per student at a time. Lower school students should bring warm food packed in a thermos as we are unable to accommodate warming their food for them. A cup of soup will be available for \$1.00 and can be purchased from the office. The Snack Shack will also have a variety of items each day with all items either .50 cents or \$1.00.

There may be students at Sandpoint Christian School with life threatening allergies to peanuts and nuts. It is our goal at SCS to ensure that every student in our school is safe. If your student has food that would be harmful to those with nut allergies, we ask that they sit at the tables designated for this purpose. Those students choosing to sit at the nut-free tables must not have any nut-product in their lunch. Even trace elements of these products could result in a severe allergic reaction. Sometimes these elements may be hidden in processed foods. Please discuss the following with your child:

1. Do not offer, share or exchange any foods with other students at school.
2. Hand washing with soap and water (or using a disinfectant wipe) after eating is necessary to decrease the chance of cross contamination on surfaces at school.

Thank you for your consideration and help in this matter. If you have any questions or concerns, please call.

5. PARENT VOLUNTEER PROGRAM

Small organizations typically face the challenge of balancing diverse labor needs with relatively few paid staff. Most private schools, like SCS, rely on volunteers to perform a variety of tasks. Without an active volunteer base there is a tendency for the paid staff to “wear too many hats,” resulting in fatigue, loss of effectiveness, and burn out.

Here at Sandpoint Christian School we are grateful for the tradition of a dedicated group of volunteers. Each person, no matter how visible their role, plays a vital role in the well-being of the school and its ability to effectively train students. We believe our parents share the vision of providing quality education for their children and understand it takes a “team” to do it! We encourage our parents to use their gifts, talents, and time generously for the sake of the SCS family. It is requested that each family consider a contribution of 10 hours each semester during the year or making an equivalent donation in lieu of their time. Please see our volunteer board in the hall for details and needs.

6. ACADEMICS & ACTIVITIES

A. PRIMARY SCHOOL PROGRAM (Kindergarten-Second)

Our primary program is designed to be developmentally appropriate and hands-on in order to help our students learn about the world around them. Social and group skills are a priority. They are taught the basics of reading, writing, and numbers as well as Bible lessons designed to help them grow in their faith as well. Every effort is made to incorporate interactive science and history lessons. Our program is kept to a very low staff-student ratio in order to provide the individualized attention that is needed at this point in their school career to get them off to a good start.

B. INTERMEDIATE SCHOOL PROGRAM (Grades 3-4)

The Bible is the central core from which all of our teaching philosophy is drawn. It is truly our desire to see each child grow as Jesus grew, “in wisdom, and stature, and favor with God and man.” As intermediate children continue to develop their own relationship with God, they are taught from a Biblical perspective in an atmosphere that provides a foundation for excellence in communication, mathematics, scientific inquiry, and historical perspective. We have a rotating schedule of fine arts, technology, and physical activities designed to give them a well balanced foundation for upper school studies. Our students often compete in various ACSI competitions which gives them a chance to interact with students in other Christian schools.

C. UPPER SCHOOL PROGRAM (Grades 5-9)

Our upper school program seeks to refine our students’ leadership skills. The content of our curriculum is chosen through careful search to find material written from a Christian perspective that not only builds the correct perspective, but also helps the student build ownership of their perspective. We believe it is very important to understand not only what you believe, but why you believe it. The core content is balanced between strong content presentation in the primary content areas and enrichment through technology, the arts, and physical skills. Christian virtual classes are planned to integrate growth in both content areas and technology skills. Our involvement with other schools in various competitions through ACSI helps to give our students confidence as they prepare for their next level of study.

D. GRADE PLACEMENT

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student’s good academic performance, parents will request that a student be advanced a grade level beyond the promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that the student will usually miss critical concepts and skills by skipping a grade. The school administrators must consider factors such as maturation, social development, and student academic success. At Sandpoint Christian School it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

E. REPORTING OF GRADES

Report Cards are issued at the end of each quarter. A parent/teacher meeting will be set up at the end of the first quarter and the parent will be given the report card at this meeting. The second, third and fourth quarter report cards will be sent home with the student. If you wish to make an appointment with the teacher please contact the teacher. Grades will be available online through snapgrades.com.

F. ACHIEVEMENT TESTING

Our Achievement Testing Policy states that students in grades 1-8 will take standardized tests in the spring of each year. The school will obtain the materials prior to testing and inform the student body, parents, and teachers of the dates the tests are to be taken. Testing is usually held in the spring. Parents will be notified of test results, typically at the end of the school year. Test results will be kept confidential in the students file in the office.

G. CURRICULUM POLICY

The curriculum content will be monitored by a curriculum committee of the school that is made up of teachers and committee members. The curriculum will be in accordance with the Philosophy and Statement of Faith of SCS and will be approved by the school board.

The curriculum is based on a traditional approach to learning with the teacher having freedom to choose methods and materials. However, it is expected that teachers will not stray too far from the subject content of their curriculum. Topics of varied interest may be included, but primary attention is to be paid to the curriculum as adopted by the board. Any parent who desires a type of variance from the curriculum must submit their request in writing to the principal and such request will be reviewed by the Board.

Doctrinal issues that arise in a course of study will be addressed in a non-divisive manner. If students have questions that go beyond the limits of appropriate classroom discussion they will be directed to seek answers from their parents or pastor.

H. LEARNING LAB

Our learning labs have been set up to provide areas specifically for scientific lab studies, advanced classes, and art lessons. It will be used by our instructors according to their instructional needs. The school library is also housed here and may be used for research and for finding books of interest. If you are interested in donating materials or books, please see the principal to view the wish list.

I. COMPUTER TECHNOLOGY

Sandpoint Christian believes that all students should become fluent with using personal computers for research and preparing a variety of documents. All classes have desktop computers and the school owns several laptops and projectors. A comprehensive, systematic approach for training students in computer skills will begin in the 1st grade and continue through 8th grade. It shall include the teaching of computer safety, understanding terminology, becoming fluent in safe internet navigation, as well as encourage the development of keyboarding skills and knowledge of various software programs that emphasize word processing, spreadsheet skills, and presentation skills. Internet surfing is protected by K9 filtering in an effort to make internet searches as secure as possible. Deep Freeze has also been deployed on all classroom computers to avoid viruses and malware programs. These two preventative programs help us to provide a safe and enjoyable computing experience for everyone.

J. SPORTS PROGRAM

SCS will offer boys and girls intramural sports teams, depending on the number of interested students and availability of a coach. If there is enough parent / student interest, there is a sports league which consists of other Christian schools in the area. Some travel and financial responsibilities would be required of participating families. There would also be academic and behavior requirements for participation in these programs.

K. MUSIC

Music instruction is a balance between theory, appreciation, and performance. Various performances may be done several times a year. The older children take part in music with selected choirs, skits and drama. Our Tuesday Chapel time includes praise and worship songs. Some students arrange for private music lessons after school with local teachers at our facility.

L. STUDENT ACADEMIC COMPETITION

All students take part in an annual speech meet. The speeches are presented to the school classes and the top students from each grade typically go to Spokane for the ACSI District Speech Meet. There is an annual Spelling Bee as well which all students participate at the local level. Winners from the school spelling bee compete in Spokane for the District Spelling Bee. Other various competitions such as Geography Bee and Creative Writing may also be planned.

M. YEARBOOK

Our Sandpoint Christian School Yearbook is designed and put together by a yearbook committee from the upper grades. These wonderful yearbooks are for sale at the end of the year and must be pre-ordered.

7. SPIRITUAL LIFE

A. BIBLE TEACHING

Bible curriculum is used at each grade level and is taught as an academic subject. Emphasis is placed on scripture memorization, understanding, and personal application.

B. CHAPEL

SCS has a chapel service every Tuesday morning. Students are taught through music, speakers, slides, movie clips, and dramas. We are very privileged to have local pastors, missionaries, parents, and students from around the Sandpoint area who volunteer to come and speak for us. Parents and friends are invited to join us each Tuesday morning.

C. OUTREACH

SCS outreach opportunities include visiting and singing at the local nursing homes, performing various service projects and taking part in community events as arranged by our staff in cooperation with parents and students. Each class will participate in or lead at least one service opportunity each semester.

D. TEACHER DEVOTIONS

Every morning the teachers meet together for morning devotions and prayer. They pray for each other, the students, their families and the school. If there is ever anything that your family would like prayer for, please put a request in the prayer box or share with your student's teacher.

8. FINANCES

A. BUDGET

A yearly budget is prepared by the budget committee made up of board members and the principal. The budget is then submitted to the board for approval. A copy is available in the office for anyone who is interested.

B. TUITION

Tuition amounts will be reviewed every year. Payments are due by the 1st of each month and late by the 10th. There are two options for paying tuition:

1. Pay the tuition in full. The school benefits from this plan because monies are provided early in the year to purchase needed items. A discount is given when this option is used.
2. Pay the tuition in monthly payments, the final payment must be in June.

Note: Automatic Tuition Payment is available on request.

If tuition is not paid by the 10th of the month a \$25.00 late fee will be assessed. If the balance is not paid by the following month, satisfactory arrangements need to be made between the family and the school. If tuition becomes 2 months past due the school board may choose to prevent the student from returning to school until arrangements have been made. All tests, report cards and files will be held until the account is paid in full. It should be understood that Sandpoint Christian School is a private school whose sole sources of income are tuition, fundraising and other gifts.

Any requests for alternate payment plans, grant information, work scholarship, or any other form of financial assistance must be made in writing and given to the principal. The information will only be shared with school board members.

Tuition Refunds:

1. If a student is withdrawn prior to attending any classes, a full refund of tuition paid will be granted.
2. If a student is withdrawn subsequent to attending at least one day of class, no refund will be given for that month. A pro-rated refund may then be requested.
3. Two weeks written notice is requested prior to withdrawing your child, in order for the school to fill vacant slots. If no written notice is given, pro-rated refunds will not be considered.
4. Registration Fee is non-refundable. Multiple Student Discounts (for 3 or more children), Work Scholarship and School Board Grant information is available in the office.

C. CONTRIBUTIONS

Contributions may be made to a general account or be made to a dedicated account, i.e. Tuition Sponsorships, Computer Needs, Resource Room, Playground, etc...
Contributions are tax deductible.

D. MONIES SENT IN TO SCHOOL

Please make sure that all cash monies are sent in a sealed envelope with the student's name, purpose of the payment, and the amount in the envelope. This will greatly help us with the bookkeeping. If the payment is made in check form, please use the item line to write the purpose of the payment so it can be correctly applied as you intended. There is a locked payment box on the wall outside the school office. ALL money will be deposited here and the office staff will process these various payments after school each day. If you need a receipt please let the front office know – they will be glad to get one for you. Teachers and other staff members have been asked not to accept money or agree to put it in the box for you – please do not ask them to make an exception.

E. AUTOMATIC WITHDRAWAL FOR TUITION PAYMENTS

In an effort to help parents who have many busy agendas we have set up the ability to service your financial account using automatic withdrawal. Please see the form in your open house packet or request an additional form from the office for more details.

Payment dates set for automatic withdrawal may be set to withdraw after the 10th without late charges. We encourage all of our families to use this option as it streamlines the office and limits paper usage.

D. TUITION ASSISTANCE AND SPONSORSHIP

The mission of Sandpoint Christian School is to support Christian families and their churches in preparing students to be disciples of Christ in our world by providing Biblical and scholastic training. Our desire is to welcome everyone in our community who desires this training for their child. We recognize that some families may require financial assistance and we are committed to working with them in order to make a Christian private school education possible.

It is possible for families to receive up to a 25% scholarship from a limited pool of funds that the school board makes available each year. Awards for these scholarships are done on a ranked need basis which takes into account the families longevity with the school and the stated reason for the need existing. For instance, perhaps there has been an employment change which is causing short-term financial difficulty. Please communicate with us so we can help when possible. The Sandpoint Christian School Board allocates a limited amount of money in its annual budget to assist families in need. Should other small financial needs arise, the principal will make every attempt to work out these individual situations if the parent will communicate with the office in a timely manner. We also will make every attempt to fill as many of our paid positions with qualified parents as possible. Any parent with an enrolled student will have priority status when we are hiring as long as their individual skill base and qualifications are equivalent to the qualification level needed for the job.

9. GENERAL INFORMATION

A. LUNCH PROGRAM

We offer a hot lunch program for the children Monday - Thursday at a cost of \$3.00 per meal. Milk is also sold in the cafeteria. As we dismiss at noon on Friday, there is no lunch served.

B. SUPPLY LIST

A list of school supplies will be available and sent out to each family in August. Each classroom will also have a list posted outside their room in the hall.

C. SCHOOL HOURS, CALENDAR & CLOSURES

School Hours:

Monday through Thursday 7:55 a.m. till 3:00 p.m.
Fridays 7:55 a.m. till 12:00 p.m.

School Calendar:

Sandpoint Christian School attempts to keep its school calendar the same as the public schools for those families who have children in both schools so that vacations and days off may be spent together. A school calendar showing days off will be sent home at the beginning of the year or may be picked up in the office. It is also available for viewing on the school website (www.sandpointchristian.com).

School Closures:

Sandpoint Christian School will be closed for bad weather if the Pend Oreille School District is closed. Parents can obtain closure information through T.V., radio, telephone (263-2312) or by the web at either the school website (www.sandpointchristian.com) or the school district website (<http://www.sd84.k12.id.us/SchoolClosed1.htm>). The school does not close mid-day for weather but parents are welcome to pick up their child early if road conditions are poor. Our school Facebook page will also be updated with this information – you can set your Facebook page to text message the school updates to your cell phone. Facebook is a free service.

D. FIELD TRIPS

Classroom teachers occasionally schedule field trips and all students who have a signed permission slip may participate. In the event that a parent does not want his/her child to attend, it may be necessary for the parent to come and pick up his/her child or keep them home for the day. Drivers will be required to have car insurance on file and a seat belt for every child in the car. Permission to perform background checks will be requested from all drivers.

E. SKI DAYS

Sandpoint Christian School schedules days each winter as “Ski Days” at nearby Mt. Schweitzer. Special group rates are offered to school families which include lift ticket, rental and lesson. These days are not official school days. Families must arrange their own transportation and supervision.

F. EMERGENCY DRILLS

Fire drills are held in the school once each month so that the children know what to do and where to go in an emergency. At the sound of a continuous bell, students are to stand, form in lines as directed, and move out of the building in an orderly, prescribed manner to the appointed location. Students will also be instructed in a “lockdown” drill once each semester where they will be kept in their classroom until it is safe to leave.

G. SCHOOL VISITORS

Student Visitors must have prior approval from the administration and teachers. Students should not invite friends or relatives to school simply because they are out of school elsewhere or visiting from a distance. Visitors are expected to abide by the rules and regulations of Sandpoint Christian School and are expected to attend class with the host student. Visitors must check in at the office before attending classes.

Parents are welcome to visit the school anytime; however, they also must sign in. If time is desired with a teacher during school hours, an appointment should be made. All visitors to Sandpoint Christian School must sign in at the office.

H. LATE STUDENT PICK UP

Students still here 30 minutes after school dismisses will be taken to the designated teacher's room to study and complete homework. A \$15.00 charge per ½ hour will be assessed per family and given to the teacher.

I. LOST AND FOUND

1. Items left unattended at the end of the day will be placed in lost and found.
2. Students are responsible to check every Friday for lost items.
3. If items are not claimed within a two-week period, they will be sent to Love INC.

J. EARLY RELEASE

Parents may sign students out early; however, this will be unexcused unless pre-arranged 1 week in advance with the teacher. Please discuss or request an exemption from the principal if needed.

K. UNEXCUSED ABSENCE OR TARDY

While we will work with as many family circumstances as much as possible, all graded work missed during unexcused absences, tardiness, or early releases will not be accepted in the grade book. Students will be expected to catch up and learn the content, but will not be given credit due to the unexcused occurrence. All excused time from class will be given full credit as long as it was turned in according to the pre-arranged agreement.

L. LATE WORK

Late work that simply was not turned in or completed on time must be completed, but only 50% credit may be earned. If there is excessive late work which causes the grade to fall below a C, the teacher may request that the student attend Saturday school with the parent being assessed a \$50.00 fee. This fee will be paid directly to the teacher. A uniform must be worn to Saturday school. When tests must be retaken due to a failing percentage score, the highest possible score entered will be a C.

M. PLAYGROUND RULES

1. No food allowed on the playground!
2. All playground personnel must wear a whistle and have a communication device (cell phone or a SCS walkie-talkie). Please sign in on the volunteer sheet in the office.
3. Please do not talk on your cell phone while on duty, unless it is an emergency.
4. If questionable wild life is spotted (bear, moose, etc.), blow the whistle and have children go inside the building as usual. Alert the office (via walkie-talkie) and make sure all children are inside.

5. If children are known to have allergies, and require medication, personnel must be responsible for the medication fanny pack.
6. Children must be in view at all times. Our boundary is the tree line. No children are to be in the trees without an adult present (i.e.: teacher led activity, etc.).
7. All recess equipment is brought out from the classrooms through a “check-out” system. Students are responsible for bringing equipment back to class when done.
8. No sticks, rocks, pinecones, etc. are to be thrown.
9. The equipment shed will remain locked. If for some reason personnel need to go inside, a key is available in the office.
10. **If students do not adhere to the playground rules**, they are to serve the remainder of the recess in a time-out. If the child continues to be disobedient, have him or her go to the office for an in-house detention (walkie-talkie office to inform that student is coming). Please do not physically touch a child. Please report all behavior problems to the teacher on duty.

Swings:

No standing on the swings. Grades K-2 may have three students on the tire swings; grades 3-8 may have only two students. **Hands must be kept on the swing at all times.** Please make sure that kids are not trying to push others into the poles.

Monkey Bars:

The monkey bars are for children that can reach the bars on their own. **Students must have one hand on the bars at all times.** Older kids may sit on top of the bars as long as they do not interfere with regular play on the bars (swinging back and forth).

Uneven Bars:

The uneven bars are for children that can reach the bars on their own. **Students must have one hand on the bars at all times.** One student per bar is allowed.

Slide / Fort:

Due to weight restrictions, this area is limited to grades K-2. Only three children are allowed on the fort at one time. Only one student is allowed on the slide at one time. Children may slide down on their bottoms only, facing forward. **No backwards sliding.**

Tires:

The tires are for climbing and may be used for “hanging out”. Please make sure children are visible and do not hide for an extended period of time in the tires.

In Case of Emergency:

Contact playground staff & office immediately! Get help!

N. UNAUTHORIZED MARKETING

No literature of any kind may be distributed with the Sandpoint Christian School logo or name unless the principal has granted prior permission.

O. INTERNET POLICY

Each student and parent must sign an internet usage agreement. This agreement must be signed and on file in the office in order for the student to access the internet through the school computers. The internet is to be used for education enrichment and research concerning subject matter that is related to the classroom content. Any alternative use such as checking personal email, etc. must be specifically granted permission from the

teacher in the room each time. No student may be signed onto the internet without a teacher or other staff member in the room. Chat rooms and file sharing sites are specifically prohibited.

P. MEDIA POLICY

Classroom media will be restricted to educational and content related material only throughout the week. All content will have been previously viewed if video or listened to in the case of audio files by the teacher and will be appropriate for the age group and content matter being studied.

At times, the classes may earn the privilege of watching non-content related videos or a group of teachers may plan a special school event. Any non-content related audio or video will be reserved until the afternoon unless specific arrangements have been made for special circumstances through the office. All movies shown in primary and intermediate areas will have a rating of G. Movies in upper school may have a rating of G or PG. Any non-content related movies will be announced on the classroom website in the previous weeks update. Any parent who has a concern should contact the teacher to discuss an alternative activity for their student.

If there should ever come a time when there is a large news story that may occur during the school day, televisions and internet files will not be watched in the classroom. The following day, it may be discussed in class if there would be constructive lessons to be learned from the discussion.

Q. CLASS PARTIES / BIRTHDAYS

Please make sure that all snacks and treats are nut free for classroom parties in grades K-4. All class parties and birthday parties should be celebrated during or after lunch unless an alternative time is specifically approved by the principal for a special occasion. It is very difficult for one class to work when the class next door is having a party so please restrict these more fun-oriented activities to late afternoon in order to retain an academic atmosphere.

R. BOOKS AND SUPPLIES

Books and textbooks are rented from school. If lost for more than two weeks, the student must purchase replacements. If the items are returned in an unusable state, the student will be billed for ½ of the replacement cost.

Students may be asked to bring in outside materials or books to facilitate classroom study. No request will exceed \$20.00 and notice of such request will be sent home 2 full weeks in advance. If this request creates a true hardship for your family, please schedule a meeting with the principal to discuss financial help. Otherwise, materials are expected to be sent in with the student.

S. LIBRARY FINES

Students who turn in books after the due date will be charged 5 cents per school day that the book was late. If the book has not been turned in after one month, the student will be billed for replacement.

T. COPIER

Students may not use the copier to complete class assignments unless they purchase copies at .05 cents each. Repeated loss of papers may also incur a fine with students in

grades 5-9 only. Forgotten books will not be copied for the student without a classroom penalty. Responsibility is important – bringing all books to class is a very basic important step to ownership of their learning.

U. GRADE SCALE

Primary subject areas will be graded using a combination of class work, homework, quizzes, and tests. The subject areas of Bible, English, Math, Science, and History will be graded using numerical grades. Other content and enrichment areas will be reported using a rubric system which will define the students' level of meeting the expected standards. Enrichment and developmental course grades will be primarily based on student effort, positive class participation, and consistency of improvement.

Grades K-2

E	90-100
G	80-89
S	70-79
N	60-69
I	< 60

Grades 3 and up

A	90-100
B	80-89
C	70-79
D	60-69
F	< 60

V. EXTRA CREDIT

Extra credit may be given for remedial help and review. It will not be counted for any credit within the grade unless all work for the quarter has been turned in on time and the student is working at their highest ability.

X. PROMOTION

A combination of standardized tests and teacher grades will be taken into account to determine promotion from grade to grade. Scores in the 25% or below in a primary subject area or an average of an F for the year in a primary subject area will make the student's promotion subject to review by the school study team which shall consist of the principal, at least one parent, the classroom teacher, a board member from the academic committee, and any additional resource people who have been working with the student.

Y. FIELD TRIPS

When a field trip is planned permission slips will be sent home in the previous weeks Tuesday envelope. Please sign and return the permission slip the following day with the money. If the money is unavailable to be sent back with the permission slip on Wednesday, please send the permission slip back so the teacher can plan. Please stop by to drop off check or cash at the school office later in the week.

Z. COOPERATION WITH THE HOME

We will make every effort to be supportive of you as a parent. We request the same courtesy from you as a parent. Please contact us if there is something that needs to be discussed. Often there is another side of the story or more information that would help everything make sense. We really do want to be a family of families and as such, it is our desire that we work together to provide the best possible for your student.