



*Sandpoint Christian School is a nondenominational faith based learning community, partnering with Christian families to promote academic excellence and prepare learners for a lifetime of commitment to Christ.*

## *Family Handbook*

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# *Sandpoint Christian School*

## **VISION**

Sandpoint Christian School strives to be an engaged learning community, which integrates and reflects Christian faith in all that it does. Our learners will be academically challenged and prepared, spiritually mentored, and grounded, service-oriented and demonstrate compassionate hearts.

## **MISSION**

Sandpoint Christian School is a nondenominational faith based learning community, partnering with Christian families to promote academic excellence and prepare learners for a lifetime of commitment to Christ.

## **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. Luke 3:22, Matthew 28:19, John 1:1-3
- 2. Bible** - We believe the Bible is God's only ordained written revelation. As such, it is authoritative, infallible, and complete in its written conveyance. 2Timothy 3:16, 2 Peter 1: 20-21
- 3. Jesus** – “We believe in Jesus Christ, God's only Son, conceived by the Holy Spirit, born of the virgin Mary, who was crucified, died and buried and in the third day rose from the dead and ascended to heaven, where He is seated at the right hand of God the Father.” John 1:1-3, Hebrews 4:14-15, “Apostles Creed”
- 4. Holy Spirit** - We believe in the deity of the Holy Spirit, the Holy Spirit's miracle of new birth in the life of the repentant sinner and the Holy Spirit's indwelling presence in the life of the believer. John 16:7-15
- 5. Humanity** - We believe that man and woman were created in the image of God. We believe, as a result of sin, all men and women become alienated from God, their creator. When we accept, by faith, God's gift of salvation, through Christ's death on the cross, our alienation is removed, and our created purpose is evidenced. Genesis 1:27, John 3:3-5
- 6. Grace** - We believe that God offers grace and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that all actions and speech should be spoken in love and in accordance with scripture, for it is commanded: “Love your neighbor as yourself,” “Love does no harm to a neighbor” Therefore love is the fulfillment of God's law. Rom.13:8-10, Acts 3:19-21, Rom 10:9-10

## **PHILOSOPHY:**

### **1. ACADEMIC EXCELLENCE**

SCS believes in maintaining academic standards, which promote and challenge the learner to maximize the gifts and opportunities given. When working towards our highest level of achievement, we are honoring the exhortation, to “do everything as unto the Lord.”

### **2. SCHOOL ENVIRONMENT**

SCS seeks to provide a safe learning environment that is conducive to the development of academic excellence and Christ-like character and behaviors. As such, we value respectful relationships within our learning community (students, staff, families) as well as honoring and supporting individual accomplishments and effort.

### **3. PERSONAL GROWTH AND CHRISTIAN SERVICE**

SCS recognizes that God has given each individual unique gifts and abilities. SCS strives to support learners in identifying, developing and utilizing these gifts and abilities for Christian service and God’s glory.

### **4. DISCIPLESHIP**

SCS learning community recognizes the importance of discipleship in the life of young people. Therefore, our school seeks to minister to and mentor, in cohort with our families, our children in a way that establishes and perpetuates growth in Christ-like character, behavior, and knowledge.

### **5. CONTENT, INSTRUCTIONAL PRACTICES AND LEARNING OUTCOMES**

SCS acknowledges that God is the source of truth, as revealed through the Bible and person of Jesus Christ. SCS strives to ensure that our content, resource materials, instructional practices and learning outcomes are consistent with our understanding of God’s truth as conveyed in our Mission, Vision and Statement of Faith.

### **6. CHRISTIAN BELIEFS**

SCS acknowledges various scriptural interpretations and emphasis within the Body of Christ. Therefore, we are sensitive to and respectful of differences among believers and seek unity within the Sandpoint Christian Learning Community by focusing on the Biblical teachings represented in our Statement of Faith.

## **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 2<sup>nd</sup> and 7<sup>th</sup> 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 1<sup>st</sup> through 8<sup>th</sup> 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. ACADEMICS & ACTIVITIES**

### **A. PRIMARY SCHOOL PROGRAM (Preschool-2nd Grade)**

Our youngest students are in our preschool class. Children must be 3 years old and fully toilet-trained in order to be enrolled in our preschool class. 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 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 5-8)**

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. 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.

At the end of each school year, a student's advancement into the next grade will be based on the student's overall grades, GPA, level of age-appropriate responsibility, as well as other factors such as the overall readiness of the student for the next grade level. The decision to repeat a grade will be made by the teacher and principal together and discussed with the parents. The final determination of advancement will be made by the principal and/or the school board.

#### **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 and third quarter report cards will be sent home with the student. The fourth quarter report card will be mailed home mid-June. If you wish to make an appointment with the teacher, please contact the teacher. Grades will be available online through [gradelink.com](http://gradelink.com) using the parent password given to you during the first quarter.

#### **F. ACHIEVEMENT TESTING**

Our Achievement Testing Policy states that students in grades K-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. Parents will be notified of test results, typically at the end of June. 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. COMPUTER TECHNOLOGY**

Sandpoint Christian believes that all students should become knowledgeable on the safe use of personal computers for research and fluent writing of a variety of documents. Most classrooms have a variety of computers; desktops, laptops, Chromebook, and/or iPads. Internet surfing is protected by filters in place to make internet searches as secure as possible. Teachers are trained to be vigilant in watching computer and device screens for appropriate use of computers and the internet.

#### **I. MUSIC**

Music instruction is a balance between theory, appreciation, and performance. Various performances may be done throughout the year. Our Chapel time includes praise and worship songs.

#### **J. STUDENT ACADEMIC COMPETITION**

Students in K-8<sup>th</sup> grade take part in an annual SCS Speech Meet. The speeches are presented to the school and the top students from each grade in 1<sup>st</sup>-8<sup>th</sup> advance to the ACSI District/Regional Speech Meet. There is an annual Spelling Bee for 1<sup>st</sup>-8<sup>th</sup> graders in which all students participate at the classroom level. The top four spellers from each grade will compete in a school-wide spelling bee with the top two students in each grade advancing to the ACSI District/Regional Spelling Bee. Other various competitions such as Math Olympics for 3<sup>rd</sup>-8<sup>th</sup> graders, and Creative Writing for 4<sup>th</sup>-8<sup>th</sup> graders may also be planned.

#### **K. YEARBOOK**

Our Sandpoint Christian School Yearbook is designed and put together by a yearbook committee from the upper grades. The cost of yearbooks has been added to the registration fee, so all students automatically receive a yearbook.

### **3. SPIRITUAL LIFE**

#### **A. BIBLE TEACHING**

Non-denominational Bible curriculum, in line with our statement of faith, 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 Monday morning unless Monday is a holiday, and then it is on Tuesday morning. Students are taught through music, speakers, slides, and skits. We are very privileged to have local pastors, missionaries, parents, and students from around the Sandpoint area who volunteer to come and share the Word of God with our students. Parents and friends are always welcome to join us for Chapel.

#### **C. OUTREACH**

In an ongoing effort to help children understand the importance and God-given mandate to help those in need locally, nationally, and globally, SCS regularly offers outreach



opportunities. Service projects typically include raising money or items for various organizations, visiting and singing at the local nursing homes, performing various hands-on services, and taking part in community events as arranged by our staff in cooperation with parents and students.

#### **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.

### **4. 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. 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 are Christian 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. New School Board members are nominated by the School Board and elected by the school membership (school families and staff).

#### **D. ACSI MEMBER**

Sandpoint Christian School is a member of the Association of Christian Schools International. ACSI currently guides over 5,000 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 effectively lobby for Christian education in government offices. They will also notify us of any laws and requirements that affect Christian schools. We participate in ACSI seminars and workshops for Christian schools held annually in the Northwest, as well as the administrator seminars.

## **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. Parents will meet with the principal for a brief interview where the principal will have an opportunity to:
  - a. ensure the parents desire a Christian education for their child.
  - b. the family and student understand and agree with our Statement of Faith, Philosophy, educational goals, and policies of the school.
  - c. encourage the child and at least one parent and/or guardian to regularly attend a Christian church and be a professing follower of Christ.
2. The candidate will submit properly completed application forms, copy of birth certificate, copy of immunization record and payment for the registration fee.
3. The prospective student will be available for a standardized reading and math test to establish his/her academic level if warranted.
4. Parents will sign a "Request for School Records" for SCS to send to the student's prior school to obtain the student's cumulative record. The administrator of the school where the student previously attended may be personally contacted for reference.
5. The SCS School Board reserves the right to deny or revoke the admission of any student.

## **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. 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.

## **H. STUDENT DRESS CODE**

1. CLOTHING: All clothing must be clean, in good repair, and fit appropriately. Clothing may not contain (or suggest) immoral words, actions, graphics, logos, frightening, or gruesome images such as zombies or other creatures. Clothing should not blatantly advertise items or celebrities that are secular in nature. Clothing should be modest and respectful. **All shirts must have sleeves, either short or long.** Shirts without sleeves

may only be worn under another sleeved shirt. Shoes must be worn at all times. If sandals are worn, they must have an ankle strap. Tennis/running shoes are best for school.

2. **HAIR:** Hair color must be the student's natural shade and a style that would not interfere with classroom work. Hair may not be dyed or otherwise artificially colored. Students in 7<sup>th</sup> or 8<sup>th</sup> grade may use natural hair color highlights, but may not dye their natural hair color. Boys' hair must be shorter than shoulder-length.
3. **ACCESSORIES:** Jewelry must not cause a distraction. Earrings worn by girls must be short and no body piercing rings or studs are acceptable. Earrings may not be worn by boys.
4. **FORMAL UNIFORMS:** Long or short sleeve school polo shirt in true red or true navy with SCS logo embroidered on the left will be purchased by the parent for the student to wear on chapel days and any other special events designated by the school (ACSI spelling bee, speech meet, etc.) You may order the shirts directly through *Lands' End* or any store that sells uniform polo shirts. Our logo may be embroidered on a plain navy or red polo at **Sandpoint Custom Wear, 404 Cedar Street**, in downtown Sandpoint. Navy, black or khaki dress pants/skirts/shorts/skorts/jumpers (optional for girls) are to be worn. Cargo pants or jeans are not considered part of the school uniform. Preschool and Pre-Kindergarten students are not required to purchase uniform bottoms and may wear jeans or other bottoms of parent choice with their Chapel polo shirt on Chapel days.
5. **PERSONAL ITEMS:** Students who bring personal items to school must assume responsibility for their care. Any electronic devices (e.g. cell phones, smart watches, tablets, MP3 players, etc.) must be stored in backpacks, 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.

## **I. ALLERGY CONTROL PROGRAM**

Sandpoint Christian School has developed and implemented a food allergy program as a safety measure to insure the wellbeing 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.

## **J. 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.

#### **K. 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.

#### **L. COMMUNICATION BETWEEN HOME AND SCHOOL**

*Student Absences:* The parent is expected to email, call, or provide a written notice of explanation to the office for any class time missed. ***If a child has a 100-degree fever or is vomiting either at home or school, parents will need to keep that child home for at least 24 hours AFTER the last bout of vomiting or AFTER the fever has broken and has stayed under 100 degrees without the aid of medication.*** If a family has an upcoming vacation or event during school days, please notify the teacher well in advance so they can prepare make-up work to be done during the absence.

*Academic/Behavioral:* Teachers are eager to work in partnership with parents and students. Parents will be informed of academic or behavioral progress in person or by email or the use of gradelink.com.

*Tuesday Folder:* In this folder (large white envelope), parents will find feedback concerning the student's progress either in the form of graded papers returned or specific reports from the teacher. There may also be updates on events from school or community activities.

*Student Planners:* Our students in 4<sup>th</sup> - 8<sup>th</sup> grade use student planners to help them stay organized; please refer to this planner when asking about homework or unfinished classwork.

*Website:* The school website is **[www.sandpointchristian.com](http://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 classes. Parents and students are welcome to make suggestions as to how we can make this website more useful for our families.

### **5. 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. Parents are welcome to attend the public portion of the meeting. Parents who have something that they would like to add to the agenda will need to contact the chair person and have him/her add it to the agenda.

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 who are struggling, a conference may be called as needed if the classroom teacher or parent feels it would be appropriate.

## 6. 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.

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 or 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, respect, 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 improper physical affection for one another.*

**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 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. Each classroom has its own behavior plan in place and published for parents to read.

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, borderline disrespect, etc. The student with the teacher will contact 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, disciplinary probation, suspension or expulsion could result on the first offense. Examples of Level Two offenses include: cheating, unsafe practices on school grounds 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 principal will contact the parents to set up a conference to draw up terms for a probationary behavior contract. Any violation of the terms of the behavior contract will result in immediate suspension until another parent conference can be convened. The School Board will be notified of any ongoing behavior violations and will exercise the final decision in cases of possible expulsion.

**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 age appropriate self-control in their behavior.

#### **A. 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 18:15-17.

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.

## **B. BEFORE AND AFTER SCHOOL PROCEDURE**

### **Before School Procedure**

1. The front door at Sandpoint Christian School will be unlocked by 7:30 a.m.
2. Children will wash their hands and go to their classroom.
3. Children are considered late after 8:00 a.m. Parents and/or students must stop at the school office to notify the office manager by signing in and giving the reason for their tardiness. A tardy pass must be obtained from the office for students to give to their teacher when they arrive in class.

### **After School Procedure**

1. The south door of the school will be unlocked at 3:00pm.
2. Students in Preschool-4<sup>th</sup> grade are to remain in their classroom until a parent-approved adult comes to pick them up from their classroom door. Students in 5<sup>th</sup>-8<sup>th</sup> grade will wait in the Church lobby to be picked up. Children will not be allowed in classrooms after 3:15 Mon-Thurs or 12:15 on Fridays unless they have a teacher's permission.
3. Children are not to congregate outside the classroom or wander in the halls or other spaces on campus.
4. School is dismissed at 3:00pm Mon-Thurs and 12:00pm Fridays. Parents have a grace period of 15 minutes without incurring an additional charge. Students remaining after 3:15 Mon-Thurs or will be escorted to Aftercare and families will be charged a flat fee of \$12.00 per day. Students remaining after 12:15pm on Fridays will also be charged \$12.00 and students will be escorted to the school office. There is no **Aftercare on Fridays.**

## **C. RECESS RULES**

1. Students are expected to stop and listen whenever a teacher blows a whistle.
2. Students should be prepared each day for outside play with appropriate clothing depending on the season. During winter months, students must bring jackets, gloves, snow pants, boots, caps, etc. ***All gear should be labeled with the student's name.*** Students without appropriate clothes will be sent to the office 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.
3. Playground rules are age appropriate with the teacher on duty as the final authority.
4. When entering the building, children must be respectful and proceed to class quietly.

## **D. LUNCHTIME RULES**

1. Students may not share or trade their food.
2. There is no eating in the sanctuary.
3. Students must wash hands before and after eating.
4. 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.
5. Students are not to use the kitchen for food preparation and are not to use church cooking items, utensils, or dishes.
6. Children are not allowed in the kitchen at all. If there are extenuating circumstances, the teacher must approve the request.



7. Microwaves are allowed for warming of food. Hot water for soups and noodles will be available in the lunchroom. **Please note that students may only bring items that need to be warmed, not cooked, because facilities and time are quite limited.** Microwaves will be limited to one minute per student at a time. Preschool to Kindergarten students may only 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.

There may be students at Sandpoint Christian School with life threatening allergies. 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 food allergies, we require that they do not sit at the tables designated for specific food allergies. 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.

## **7. 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 wellbeing 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.

## **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.

### **B. TUITION**

Tuition amounts will be reviewed every year. Payments are due by the 1<sup>st</sup> of each month and late after the 10<sup>th</sup>. Payment may be cash, check, debit, or credit card as well as automatic payment or withdrawal. There are two options for paying tuition:

1. Pay the tuition in full by the first Friday after school begins. The school benefits from this plan because monies are provided early in the year to purchase needed items. A 5% discount is given when this option is used.
2. Pay the tuition in monthly payments, either over 10 or 12 months.

If tuition is not paid by the 10<sup>th</sup> 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 and/or tuition assistance information must be applied for in writing and given to the principal. The information will only be shared with the school board's finance committee.

#### *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 Fees are non-refundable.

### **C. DONATIONS**

Donations may be made to a general account or be made to a dedicated account, i.e. Tuition Assistance, Computer Needs, Classroom Resources, Playground, etc. **Donations are tax deductible and eligible for a 50% refund on Idaho State Taxes.**

### **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 request a form from the office for more details.

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

#### **F. TUITION ASSISTANCE AND SPONSORSHIP**

The mission of Sandpoint Christian School is educate children – mind, body, and spirit for the honor and glory of Jesus Christ. Our intention 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 sometimes possible for families to receive up to 25% in tuition assistance from a limited pool of funds that the school board makes available each year. We understand that unexpected circumstances occasionally arise, such as 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**

Due to lack of volunteers, we will not be offering hot lunch this year. If a student forgets their lunch, we do offer a ***cup of noodle*** in the office for \$3.00. Preschool, pre-k, and kindergarten students **do need to bring a lunch on Fridays.**

#### **B. SUPPLY LIST**

A list of school supplies will be available and sent out to each family over the summer. Additional copies are available in the office or on our website.

#### **C. SCHOOL HOURS, CALENDAR & CLOSURES**

##### ***School Hours:***

Monday through Thursday from 8:00 a.m. till 3:00 p.m. (with Aftercare available until 5:30 p.m.). Fridays are 8:00 a.m. till 12:00 p.m. (no Aftercare available)

##### ***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](http://www.sandpointchristian.com)).

### ***School Closures:***

Sandpoint Christian School will be closed for bad weather if the Lake Pend Oreille School District is closed. Parents can obtain closure information through Facebook, T.V., radio, telephone (263-2312) or by the web at either the school website sandpointchristian.com or the school district website at lposd.org. 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 with any fees due attached to it 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. The student dress code for each field trip will be as specified by the teacher on the permission slip.

*Transportation:* Drivers will be required to have the following: current driver's license, current proof of auto insurance, volunteer driver's form on file, and a seat belt for every child in the car. A completed and signed consent form to perform a background check will also be required from all drivers as well. **In accordance of Idaho State law, all students 6 years old or younger must have a car seat for field trips. The school does not provide car seats.** 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.

### **E. EMERGENCY DRILLS**

Fire drills are held in the school once each month during fair weather so that students 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.

### **F. 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 must sign in at the office and ask for a visitor badge to wear. 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.

### **G. 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 the lost and found basket for lost items.
3. If items are not claimed by the end of each semester, they will be donated to the Panhandle Animal Shelter Thrift Store.

#### **H. EARLY RELEASE**

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

#### **I. UNEXCUSED ABSENCE OR TARDY**

While we will work with as many family circumstances as much as possible, all graded work missed during absences, tardiness, or early releases will still be required. Students will be expected to catch up and learn the content. Make-up work will be graded and credited at the teacher's discretion.

#### **J. LATE WORK**

Late work that simply was not turned in or completed on time must be completed, but credit will be given at the teacher's discretion. If there is excessive late work which causes the grade to fall below a C the teacher may request a parent/teacher conference to discuss the situation.

#### **K. UNAUTHORIZED MARKETING**

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

#### **L. 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.

#### **M. 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 Preschool -4<sup>th</sup> grade will have a rating of G. Movies in 5<sup>th</sup>-8<sup>th</sup> grade may have a rating of G or PG. Any non-content related movies will be announced ahead of time and/or permission slips sent home for parent approval. Any parent who has a concern should contact the teacher to discuss an alternative activity for their student.

## **N. STUDENT BIRTHDAYS**

All students may bring a treat to share on or around their birthday. Class celebrations are limited to treats or snacks only (balloons and other decorations will have to be reserved for home). Arrangements are to be made with the teacher at least 24 hours ahead of time so he/she can schedule a snack time or lunch time celebration.

*Party Invitations:* SCS policy states that any invitations for private parties, events, etc., may only be distributed in the classroom or hallways if the student invites **every single student** in their class to the party/event. If it is *not* the intention to invite every classmate, parents must make their own arrangements to invite friends. Parents may distribute invitations in the parking lot, being careful and mindful of any hurt feelings that may arise from non-invited classmates. SCS will **not** publish or give out anyone's phone number, address, email, or other private information, nor will we forward email invitations or party information to anyone.

## **O. BOOKS AND SUPPLIES**

Books and textbooks are borrowed 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.

## **P. LIBRARY FINES**

Any library book that has not been turned in by the end of the school year will incur a fee of \$5 per paperback or \$10 per hardback, billed to the family's account.

## **Q. GRADE SCALE**

Primary subject areas will be graded primarily using a combination of class work, homework, projects, quizzes, and tests. The subject areas of Bible, Language Arts, Math, Science, and History will be graded using numerical percentages and letter grades in grades 1-8. 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.

### ***Kinder Scale:***

E= 90-100%

G= 80-89%

S= 70-79%

N= 60-69%

U= < 59%

### ***Standard Scale:***

A+ 97-100%

A 92-96%

A- 90-91%

B+ 87-89%

B 82-86%

B- 80-81%

C+ 77-79%

C 72-76%

C- 70-71%

|    |        |
|----|--------|
| D+ | 67-69% |
| D  | 62-66% |
| D- | 60-61% |
| F  | < 59   |

#### **R. EXTRA CREDIT**

Extra credit may be given for remedial help and review at the teacher's discretion. 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.

#### **S. 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.