

SCHOOL FOR CHRISTIAN INSTRUCTION
Parent Handbook

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INTRODUCTION

The purpose of this Parent Handbook is to compile under one cover the major policies and rules that are used at Sanborn Christian School.

We hope that it will help three groups of people: (1) those parents whose children are entering preschool or kindergarten, (2) those who transfer their children to Sanborn Christian, and (3) those who currently have children enrolled, for use as a ready reference when questions arise.

Please keep this Handbook in a convenient location.

Anthony Minderhoud
Principal

MISSION STATEMENT

EDUCATING UNDER GOD'S WORD FOR SERVING GOD IN HIS WORLD.

The fear of the LORD is the beginning of knowledge.
Proverbs 1:7.

STATEMENT OF PURPOSE

The purpose of the Sanborn Christian School comes to expression in teaching students three personal relationships: to God, to fellow human beings, and to creation.

In our personal relationship to God we teach that all of life begins and ends with God, therefore, God has a claim on our life. We are created in God's image and must reflect that image in every aspect of life. This image is best reflected as we show love for God above all and submit ourselves to obedient service in the coming of God's Kingdom.

In our relationship to fellow human beings we teach that love for God above all comes to expression as we fulfill Christ's mandate to love our neighbor as ourselves. We put the welfare of others ahead of self. We actively seek out and help, by word and deed, those in need. What we do for others is the same as doing it for Christ Himself.

In our relationship to creation we teach that in Christ the cultural mandate to subdue the earth and have dominion over it is renewed and must be fulfilled. As stewards of God's creation we must work to maintain the quality of our environment and use both synthetic and natural resources wisely and constructively, for both work and leisure, for the welfare of present and future generations.

**PHILOSOPHY FOR CHRISTIAN EDUCATION
SOCIETY FOR CHRISTIAN INSTRUCTION
Sanborn, Iowa 51248-0546**

The purpose of Sanborn Christian School (The Society For Christian Instruction of Sanborn, Iowa) is to educate children according to the standards set forth in the scriptures, the infallible Word of God, as summarized in the Reformed Creedal Standards. The goal of this education is to equip children to know God's Word and His creation, to consecrate the whole human life to God, to love their fellow man, and to be stewards in their God given tasks. In order to accomplish this, we affirm the following principles of Christian education.

The Bible

We believe that God by His Holy Word reveals Himself and renews man's understanding of God, man, and creation. This infallible Word directs man in all his relationships and activities, and therefore guides His people in the education of their children.

Creation

We believe that in their education children must come to learn that the world, and man's calling in it, can rightly be understood only in relation to the Triune God who created, redeemed, and rules all things.

Sin

We believe that man's sin brought upon all mankind the curse of God. Sin thus alienates him from his Creator, his neighbor, and the world, distorting his view of the true meaning and purpose of life.

Jesus Christ

We believe that our Lord and Savior, Jesus Christ, by His atoning death and resurrection, took God's curse from us upon Himself. Thus, in Christ, believers and creation are reconciled to God, and the meaning and purpose of life are made clear.

Parents

We believe that the primary responsibility for education rests upon parents to whom children are entrusted by God. Christian parents should accept this obligation in view of the covenantal relationship, which God established with believers and their children.

Teachers

We believe that Christian teachers, in obedience to God, under the authority of the Board, and in cooperation with parents, educate children by word and example. They must take into consideration the different needs and abilities of each child in order to prepare him\her to serve God in all aspects of life.

Students

We believe that the children of believers are members of Christ, and as such must be trained and prepared to assume their covenant responsibilities in their relationships with God, their fellow man, and creation.

Christian Community

We believe that since parents and their children are part of a broader Christian community, and because the entire community is part of the covenant relationship, it is the obligation of the entire Christian community to help parents establish and maintain Christian schools through their prayers and their generous gifts of time and money.

Educational Freedom

We believe that the Christian school should be organized and administered according to the legal standards and provisions of the state, as long as these do not conflict with the Word of God. When this is done, the Christian school should be fully recognized in society as free to function according to its own principles.

Admissions Policy Preamble

The Articles of Incorporation of Sanborn Christian School (Art.II) state, "This corporation is formed for the purpose of conducting a school or schools for the dissemination of Christian education in accordance with the principles of the Holy Scripture as expounded in the Belgic Confession, the Canons of Dort, and the Heidelberg Catechism".

Purpose and Basis

This article has been expanded in two additional statements: "Constitution and By-Laws" and "Statement of Principles for Christian Education". Both of these are included at the end of this booklet. Those interested in enrolling children in Sanborn Christian School should read and know the contents of those statements.

Eligibility

In light of the foregoing and attached statements we further declare the following regarding eligibility for enrollment in Sanborn Christian School.

This school exists to educate primarily the children of Christian parents.

Children of parents of Reformed persuasion are admitted to this school, which is controlled by a Reformed constituency.

Admission is not limited to the above, however. Any Christian parent who agrees with, or is willing to have his/her children taught according to our Purpose and Basis, is invited to enroll his/her children in this school.

No child shall be denied admission on the grounds of race, color, or national origin.

Procedures and Conditions

The following conditions and procedures will be used for admission into Sanborn Christian School.

The Board of Trustees, through a properly designated committee or administrator reserves the right to interview all prospective parents prior to enrollment.

If school officials do not know parents, a written recommendation from their pastor or from a constituent member of our school shall be required.

The Board shall require of all parents a signed statement that they have read and agree with the stated basis and purpose of this school, and that they desire for their children the Christian atmosphere and academic program and will be supportive of this atmosphere and program.

The Board shall require of parents, whose Christian perspective varies with that of this school, a signed statement to permit their child(ren) to be taught in keeping with the basis and purpose of this school and indicating non-interference with the Christian direction of this school.

Students must be of suitable age and academic maturity for the grade assigned. The Education Committee and/or administrator and faculty determine grade placement.

The Board shall retain its authority to expel any students whose continued presence seriously impairs the development of Christian education.

Interviews

The interview committee, whenever possible, should consist of three persons, including Board members and administrator. (The administrator shall conduct the interview if time limits demand such.)

Normally both parents should be present at the interview.

In the interview parents shall be fully apprised of the basis, purpose, and program of the school.

Parents will be asked concerning their Christian commitment and their dedication to maintaining a Christian home and involvement in a Christian church.

The motive for application shall be discussed to ascertain whether the desire for enrollment is in keeping with the school's basis and purpose.

A definite understanding of financial obligations shall be reached.

The Society For Christian Instruction admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or 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.

Society

All persons who without reserve consent to Article 2 of the Constitution and are contributors to Sanborn Christian School are eligible for membership.

The Society shall choose from its membership Board members to operate the school for the Society.

The Society shall meet at least annually to conduct the business of the school.

Meetings of the Society are called by the Board of the Sanborn Christian School or may be petitioned for by one-third of the total membership of the Society.

All decisions of the Society shall require a majority vote of the members present, with the exception of the revision of any article of the Constitution. (see Constitution, Article 8 and By-Laws Article II, Section A)

All matters pertaining to persons shall be decided by ballot; those matters pertaining to things may be decided by ballot, voice, or show of hands.

Students

Preschool/Kindergarten Program Enrollment Requirements - Sanborn Christian School.

A Non-public School is not required to offer preschool or kindergarten in order to be accredited.

* Children must be five years of age on or before September 15 of the school year in which they are enrolled in kindergarten. Parents or legal guardians must provide proof that a child has been adequately immunized according to recommendations provided by the State Department of Health before a child can be enrolled in preschool or kindergarten.

Parent or guardian will present enrollment card with verification of the child's birth date.

A child who is six years of age on or before September 15 cannot be enrolled in first grade unless the child has previously attended an approved kindergarten somewhere.

* (required by Iowa Code and State Department of Health chapter 139.9)

Enrolled Student

Any child whose parents have completed the yearly registration requirements of Sanborn Christian School is officially enrolled. Documentation includes the school's attendance register (i.e. class rosters, identification information, and records concerning entry/withdrawal, absence and tardiness).

Health Services

A child beginning school for the first time must have a physical and dental checkup and have all state required immunizations up to date before school begins. Thereafter, the Board retains the authority to deny continued enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health and to require at any time a certification of good health for any student.

Health services of The Sanborn Christian School shall be coordinated with the health education and physical education curriculum and the guidance and counseling services. The goal of the health services provided by The Sanborn Christian School is to help each student protect, improve, and maintain physical, emotional, and social well being.

The following services shall be included:

1. Immunization records
2. Hearing screening
3. Vision screening
4. Scoliosis screening
5. Health education
6. Hazardous chemical disclosure.

If students are required to take medication during the school day, only the qualified designee of the Sanborn Christian School, who has been trained under State Department of Health guidelines, shall administer the medication.

No medication will be administered without written authorization from the parent and the child's physician. A written record of the administration procedure must be kept for each child receiving medication.

Medication on school premises shall be kept in a locked container in a limited access storage area. Only appropriate personnel shall have access to the locked container. Student medication such as Tylenol or aspirin should be brought to school from home in their original containers.

School personnel and students with a communicable disease will be allowed to attend school and perform their customary tasks as long as they are able to perform the tasks assigned to them and as long as their presence does not create a substantial risk of illness transmission to the other students and personnel. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health.

A student will be excluded from school or school activities when the student's condition has been determined to be injurious of others or when the student is too ill to attend school.

When a student becomes ill or is injured at school, the student's teacher or the principal shall notify the student's parents as soon as possible after these individuals are aware of the incident.

The Sanborn Christian School, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible.

The Board has developed a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the work place.

Each school employee shall attend an in-service annually to review this information about hazardous substances. The information and training shall be included in the orientation of new employees. Information concerning additional hazardous chemicals entering the work place shall be distributed and training conducted for appropriate employees. A file shall be maintained recording training that has taken place.

Teachers instructing students shall disseminate information about hazardous chemicals they will be working with as part of the instructional program.

All hazardous substances shall be stored as required by state law.

Communicable Disease Control

The Sanborn Christian School will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases.

The principal will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Certificate of Immunization to provide for preventable communicable disease control.

The principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. Reportable communicable diseases will be referred to the County Health Nurse by the principal.

The decision to close school due to communicable disease outbreaks is at the discretion of the principal with the advice of the Education Committee.

Communicable disease is a serious concern to the community. The afflicted individual may be asked to submit information to the principal, the Education Committee, or the County Health Nurse, or all of the above, before being readmitted to school.

Diseases, which may be communicable and may call for application of this procedure, include but are not limited to:

AIDS - Acquired Immune Deficiency Syndrome.

ARC - Aids Related Complex.
HLTV-III/LAV - Human T-Cell Lymphotropic Virus/Lymphadenopathy Associated Virus.
Hepatitis B.
Mononucleosis.

Other like diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

Each communicable disease case will be judged on its individual merits and consequences.

A student will be excluded from school or school activities when the student's condition has been determined to be injurious to others or when the student is too ill to attend school.

Student Responsibility and Discipline

Since all students are created in the image of God, they must be treated with full respect. Discipline must be aimed at shepherding students to follow Christ as King. Since discipline and disciple come from the same root word, the full meaning and intent of discipline should be not only to correct misbehavior, but also to build up, encourage, and train a person in ways that are pleasing to God. The goal of this policy is that students learn to become self-disciplined in order to accept the responsibilities of citizenship in the Kingdom of God and the society in which they live.

Student Conduct

Students are responsible under God to obey and show respect for teachers, administrator, and other school personnel. Students are also responsible for helping maintain the learning environment. Just as important, students must show full respect for fellow students at all times.

Students shall, at all times, conduct themselves in a manner that promotes the witness of Sanborn Christian School.

Some examples of misconduct, which are subject to discipline, are:

1. Failure to comply with instructions from teachers, administrator, or other school personnel,
2. Disrupting the atmosphere and/or operation of the school,
3. Deliberately damaging property,
4. The use of alcohol, tobacco, or other controlled substances,
5. Fighting,
6. Abusive, vulgar, or profane language,
7. Failing to fully respect other students.

Procedure for Handling Student Misconduct

The classroom teacher will handle most discipline problems. Occasionally, a child may experience a problem, which requires the special attention of parents and teachers. Prompt and proper communication between parents and school personnel is essential. The following guidelines should be used:

1. Communication between parent(s) and teacher(s) must be established. Whoever notices the problem first must notify the other.
2. The principal should be notified if parent(s) and/or teacher(s) need help dealing with the problem.

If the problem is not resolved in this way, the student, the parent, or the teacher shall involve the principal.

Parents will be contacted if the principal has been unable to resolve the problem.

For repeated, thoughtless, or careless disregard for class or school regulations, the teacher may elect to keep the student after school. Because of bus transportation problems, the following procedure for after school detention will be followed:

1. The teacher will call the parent(s), informing them of the misconduct requiring the action.
2. Students will be asked to stay after school the following day or at a mutually agreed upon time. In the case of upper grade students, the teachers may set a particular day of the week for detentions to be made up.
3. The teacher in charge will stay with the student during the time of detention.

Unresolved problems will be brought to the Education Committee. The Education Committee will take the problem to the full Board only after their committee has seriously attempted to deal with the issue and has been unsuccessful in doing so.

The Board is the final authority in any discipline matter.

If necessary, the principal may suspend a student from classes after conducting an investigation of the charges against the student, but not without first contacting the parents. The Education Committee will be informed on the same day of any suspension and must approve any suspension which is longer than two days. The student and the parent(s) will receive:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charge and the opportunity to respond to those charges.
3. The student may be re-admitted to school following a conference, which includes the teacher involved, the principal, and the child's parent(s).

Students may be expelled and re-admitted only by the Board. Before a student is expelled, the parents and the student shall be provided with:

1. Written notice of the reason(s) for the expulsion, including facts which led to these reason(s).
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify.
3. The opportunity to respond to the charges.
4. The student may be re-admitted following a conference, which includes members of the Education Committee, the principal, any teacher(s) involved, and the child's parent(s).

Student Discipline

Physical force may be used when it is deemed essential for the purpose of self-defense, the preservation of order, to quell a disturbance threatening others, to protect school property, or for the protection of others. A teacher or the principal may request that a parent come to school to administer discipline as seen fit by the parent and the teacher.

Dangerous Weapons-Gun Free Schools Assurances & Reporting Requirements Iowa Act of 1995 H. F. 528 Section 23

The Board of Sanborn Christian School believes weapons and other dangerous objects in school facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school.

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a dangerous weapon to school or knowingly possessing a dangerous weapon shall be expelled for up to twelve months. The principal shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

Weapons under control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the principal to develop administrative regulations regarding this policy.

Any student who is subject to disciplinary action relating to any dangerous weapon infraction will be referred to the authorities, and when appropriate, to other agencies for psychological testing.

The private school at this point is not required to report the incident to the Department of Education.

Dress and Grooming

Attitudes and character are reflected in the way a person dresses. Students at Sanborn Christian School should strive to present a positive personal appearance at all times. The dress code, adopted by the Board of Trustees, is as follows:

Walking shorts may be worn on warm fall and spring days. The hem of all shorts must be closer to the child's knee than to his/her hip. (A good rule of thumb is the shorts should extend at least to the fingertips when the arm is extended downward.) Biking shorts may not be worn at any time (including during physical education classes), even under other gym shorts.

Tank tops may only be worn if they are covered by another more modest shirt or top. Sleeveless or muscle shirts may be worn as long as the arm openings do not hang down the sides of the student.

Clothing which promotes slogans, lifestyles, products, etc., which are offensive to the Christian community, may not be worn under any circumstances.

Skirts and dresses must be of modest length; bare midriffs are not allowed.

Parents have the ultimate responsibility to see that their children appear at school looking neat, clean, and appropriately dressed. Students who do not meet the above requirements may be sent home at the principal's discretion.

Student Harassment

As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment (physical, verbal, emotional, sexual, etc.) will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function or school-sponsored activity. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Although individuals may exhibit differences that result from sin and the effects of sin, harassment, bullying, and hazing are not the scriptural means of addressing these or other issues and will not be tolerated.

We as a Christian School, however, reserve the right to discipline or dismiss any student, volunteer, or employee that exhibits any of the above traits that contradicts Biblical principle (sin) and the policies of Sanborn Christian School.

Definitions:

Harassment, bullying, and hazing are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:

1. Based on any actual or perceived trait or characteristic of the student defined above, and
2. Creates an objectively hostile school environment that meets one or more of the following conditions:

Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, or has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by a school.

The following activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute Harassment, Bullying, or Hazing:

1. Instruction and participation in lessons and worship services.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious texts, music, and opinion.
4. Witnessing and faith-sharing.

Reporting:

Suspected incidents of harassment and bullying should be reported to the Administrator within 24 hours. The Administrator is responsible for receiving reports and ensuring the Anti-Harassment Policy is implemented.

Investigation:

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Administrator or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators:

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Rules of Conduct and Discipline (Policies 580.23 through 580.26) apply to violations of this policy.”

Student Records

The administration of Sanborn Christian School shall maintain a system of student records including a permanent office record and cumulative record.

The permanent official record shall serve as a historical record of official information concerning the student's education. The permanent office record shall include: evidence of attendance and educational progress, provide an official transcript, have all basic data for use in planning to meet educational needs, and provide all data for school district reports. This record shall be permanently maintained and stored in a fire-resistant vault.

The cumulative record shall provide a continuous and current record of significant information on progress and educational growth. It will reflect scholastic progress, school attendance, physical and health record, experience, aptitudes, interests, attitudes, abilities, honors, etc.

At the request of a receiving school or school district, a copy of the cumulative record shall be sent to the officials of the receiving school when a student transfers.

Student records shall be open to review by custodial parents or guardians of the student. See policy with regard to non-custodial parents. (340.5) Other than parents, only authorized certified personnel, the student, authorized government officials from the U. S. Comptroller General, The Assistant Secretary for Education and State Department of Education, and appropriate authorities in a health and safety emergency may access the student's education records without the approval or notification of the students parents or guardian.

It shall be the responsibility of the principal under the direction of the Board Secretary to approve requests for access to student records.

Students' educational records may be accessed during regular business hours of the school. If copies of documents are requested, a fee for such copying will be charged.

School district personnel shall be informed annually about rights and about parents' rights to access student records and the procedure for doing so under this policy.

Parents

All complaints of parents must first be presented, in Christian love, to the teacher involved. If satisfaction is not received, they should be brought to the principal. If satisfaction still is not received, parents have the right to appeal to the Board.

Parents are **expected** to support the teachers in disciplinary measures.

Parents are invited to school at any time.

The enrollment of the child is the obligation and responsibility of the parent. Before a child may be instructed he/she must be enrolled.

Non-custodial Parent

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school related activities of the child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs or access to the parent's child or the child's records, unless the school is presented with a court order, or a comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. A non-custodial parent may not take custody of a child or remove the child from the school premises, unless the parent presents a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable document.

These guidelines will be applied so as to further the mission of Sanborn Christian School and the best interests of its students.

Tuition Policy

Each year the Board adopts a tuition scale that takes into consideration the projected budget needs as well as a consideration of the general ability of constituents to meet the tuition scale. Please note the following guidelines.

A sliding scale is used.

Actual dollar amounts are revised each year and published in advance of the new school term.

Tuition payments will be set up on the basis of twelve (12) equal monthly payments.

The first tuition payment is due at registration, which is held in connection with the beginning of a new fiscal year for the school, or in July prior to the beginning of a new school year of classes.

Arrangements for payment of tuition other than on a monthly basis must be made with the Finance Committee by August 1.

Tuition payments may be brought to the school office or placed in the drop slot next to the main door of school.

Tuition is established at between 53%-60% of the cost of education.

Because we believe in corporate responsibility, the entire Christian community is asked to help meet the above tuition cost of Christian education.

Parents, however, are urged, to the degree possible, to contribute above the actual tuition charge, through church offerings and/or fund raisers, both of which are deductible for income tax purposes.

The fiscal year of Sanborn Christian School runs from July 1 through June 30 each year.

Sanborn Christian School welcomes families who choose to house foster children. We understand that this sacrifice can create a hardship for some of those families in making tuition payments for those foster children. The Finance Committee will charge these families the full tuition of enrollment. However, we encourage those families to seek help from their church deacons as well as applying for our in-house tuition assistance help. The Committee will meet with the family upon request to set up a payment plan that will work best for all parties involved.

Delinquent Tuition Policy

Sanborn Christian School has been blessed with the faithful support from parents and Society members and is very thankful for the continued commitment of the parents who send their children to Sanborn Christian School.

Tuition statements are sent out the first of every month and are due by the 15th of every month. In order for the school to meet its financial obligations, tuition payments which become delinquent will be subject to the following policy for collection.

- 1). Families must be current each quarter with their tuition payments. If they are not current, report cards will be held. They have two weeks from the date report cards are issued to contact a finance committee member and set up arrangements satisfactory to both parties. If that step is not taken, the student will be suspended until arrangements are made.
- 2). Parents whose tuition becomes more than 3 months delinquent will be asked to meet with the finance committee or delinquent committee.
- 3). If suitable arrangements cannot be made it will be the parents responsibility to contact their

diaconate. The board believes it is the churches covenant responsibility to provide Christian education to its covenant children. If it becomes evident that the parents have not contacted their diaconate the Finance Committee will make contact with the diaconate from the church the parents attend and seek support for the parents.

- 4). Parents with a tuition balance remaining at the end of the school year must make contact their Finance Committee representative by July 1. If suitable arrangements are not made enrollment can be denied for the following school year. Special provision can be made for these families if a board approved plan is agreed upon.

RULES FOR RENTAL OF ACTIVITY ROOM AND KITCHEN FACILITIES

The area to be rented is the Activity Room, kitchen, rest rooms, and the connecting hallways. (Including tables and chairs).

The following will be observed:

The party renting the kitchen must furnish their own towels and dish towels.

No kitchen equipment will be rented to be used outside of the school building with the exception that equipment may be used for functions that are held in one of the supporting churches.

No dishes, silverware, pans or other equipment may be removed from school. Those renting the facilities must bring their own containers for taking leftovers home.

Facilities may be used between the hours of 11:00 a.m. and 10:30 p.m. on "No-School Days", and between the hours of 5:00 p.m. and 10:30 p.m. on school days. If this is not satisfactory special arrangements must be made with the school office.

Kitchen equipment may be used only in the specified time that the kitchen is being rented. If ovens or other equipment are used prior to this time there will be a charge of \$1.50 per hour.

The person making the reservations will be responsible for the group. The facilities should be left as they were when the group arrived.

An assortment of equipment will be furnished with the use of the activity room.

Reservations are to be made through the school office. Any school related functions receive precedence. Requests will be honored as they become known to the principal. There will be no outstanding reservations for a given date or a given holiday. Any unusual requests will first be checked with the Building Committee.

Reservations for holidays falling during the school year, with the exception of Labor Day, will not be accepted before the beginning of the school year.

If it is necessary or desired that the school janitor set up tables or chairs for a reservation there will be an additional charge of \$8.50 per hour.

Rental rates are as follows:

Activity Room and Kitchen

Member groups or families	\$30.00
Non-Member groups or families	\$50.00

50% of all fees will be paid out to the custodian by the school.

PLEASE NOTE: To use the gym, rental will be paid in advance to hold the gym for any specific dates. The rental fees will be reimbursed if the school is notified of cancellation before the reserved date.

School tables will be rented out at the rate of \$10.00 per table. Folding chairs will not be rented out to private parties other than for use at either supporting church.

Gym rental for basketball or volleyball practices/games for society members will have no charge. All groups renting the facilities must have adult supervision.

Signee agrees to enforce the rules of this agreement and understands that the school is not liable for accidents to any member of the group while on the premises of the school.

Sunday rentals of the Activity Room/Kitchen will be for church related family events such as baptisms, or professions of faith and for temporary institutional church.

Sample Rental Contract

SCHOOL FOR CHRISTIAN INSTRUCTION
405 W 2ND STREET
SANBORN, IA 51248-0546
712-729-3288

EDUCATING UNDER GOD'S WORD FOR SERVING GOD IN HIS WORLD
The fear of the LORD is the beginning of knowledge. Proverbs 1:7

RENTAL CONTRACT

1. Name of individual or group.

2. Type of activity (Meeting, Family Reunion, Graduation Party, etc.)

3. Date and hours to be used _____

4. Please indicate the time you would like to access the building for rental _____

5. Facilities and equipment desired. (Check those appropriate)

a. Activity Room and Kitchen \$30.00 member group _____

\$50.00 non-member group _____

b. Tables (no charge) Number of tables needed _____
(20 available)

c. Chairs (no charge) Number of chairs needed _____
(200 available)

6. **To use the gym, rental will be paid in advance to hold the gym for any specific dates.** The rental fees will be reimbursed if the school is notified of cancellations before the reserved date.

7. Sanborn Christian School is not liable for any accidents!

8. An adult must be present during the time facilities are used and agrees to be responsible for damages to property.

9. Refrigerators/freezers in the kitchen marked for "hot lunch use only" are not to be opened or used.

10. As a courtesy to our janitor, we ask that you do not wear shoes with black marking soles or use roller blades in the activity room.

11. I have read the attached rules and assume responsibility for their enforcement.

Signature

(Keep one copy of this contract and return the original to the school office).

General Rules and Guidelines

Absences

There are two kinds of absences:

1. Those caused by circumstances beyond your control - sickness, funerals, and some out of town doctor appointments.
2. Those caused by you - vacations, work at home, shopping, etc.

In both instances parents should obtain books and assignments as soon as possible and confer with the teacher(s), if possible, so that parents can better supervise make-up work.

Please keep your child(ren) at home if they have not been fever free for 24 hours.

Teachers assume the obligation to help the student following unavoidable absences.

For avoidable absences, responsibility for make-up work rests primarily with the student and the parents. Make-up work must be done within the same number of days as the absence - a day of make-up time for each day of absence.

Teachers are obligated (primarily in the intermediate and upper grades) to remind students of make-up work and need not give credit for overdue work.

Though you may choose to take your child out of school for a day or longer, school officials will not excuse such absences. Students must be in school whenever possible. Vacation time is scheduled periodically.

All students participating in interscholastic sports must have an athletic physical prior to the beginning of the sport's season.

All athletic contests, with the exception of invitationals over which Sanborn Christian School has no control, shall be held outside of the school day.

Promotion of students from one grade to another shall be determined by the teacher involved in consultation with the principal, according to Board Policy.

Homework

Homework responsibility varies with grade level. Homework as it relates to absences is treated under absences.

K-2.

Generally, homework at these grade levels is not routine as far as daily assignments are concerned. There may be some projects that students are asked to do at home that are related to daily work. Parents will also be asked to help with specific memory work.

3-4

At these grade levels, homework will vary according to the individual child's needs. However, homework is not intended to be a regular daily routine. If time is used efficiently, most work can be completed in school. Again, there may be assignment related projects that can only or best be done at home.

At these levels formal homework readily finds a place. The amount may vary with the student and with the amount of study time available during the school day. Once again, if time is used wisely, the largest part of the work can be completed in school.

If it is known that a student is going to be absent due to a family vacation, ball tournament, etc. please inform the teachers involved a couple of days ahead of time so that homework may be ready for the student. For these types of absences all missed work should be completed upon returning to school.

Band

There are three levels to our instrumental program:

Recorders. All third and fourth (3rd & 4th) grade students participate in recorders, which teach the basic concepts of instrumental playing. The introduction of recorders is subject to the music teacher's discretion. Students should practice at least one and one-half hours per week. (Approximately twenty minutes per day.) Recorders usually take place during the second semester of fourth grade.

Beginners' Band. Fifth (5th) grade students (as well as any older beginning students) may enroll in our beginners' band. This consists of individual or small group lessons and also includes group rehearsals at least once a week. Public performances will take place during the second semester. Some years beginning band students may be moved up to Advanced Band at the semester break. Beginning band students should practice one-half hour each day Monday - Friday, or the amount of time assigned by the instrumental instructor.

Advanced Band. All sixth (6th), seventh (7th), and eighth (8th) grade students who have progressed sufficiently in development in instrumental skill may participate in this band. This also includes group lessons and group rehearsals at least once a week. Advanced band students should practice one-half hour each day Monday - Friday, or the amount of time assigned by the instrumental instructor. Members accept the obligation and responsibility of participating in any performance.

Bicycles

Students may ride their bicycles to school as weather permits.

Bicycles must be placed in the bike stands provided. If anyone does not do this, the privilege of bringing a bicycle may be denied.

Students may not play on or around the bicycles during the school day.

Students may not use someone else's bicycle without the permission of the owner and a teacher.

Boots

Boots, rubbers, or outside shoes are to be worn outside during recess and P.E. everyday. Wearing boots and rubbers can be unpopular, but we urge parental cooperation to help keep our school and classrooms cleaner.

Please mark boots and rubbers plainly.

Anyone forgetting boots, rubbers, or outside shoes as required, or those who purposely forget to avoid going out doors, may be denied recess and/or noon hour privileges.

All students must also have shoes to wear while inside the building.

Student and Parent Bus Information

During bus arrival and departure times (8:15 - 8:25 a.m. and 3:15 - 3:40 p.m.) please keep the driveway behind school open and clear. Bus drivers appreciate the space to maneuver more easily.

Buses will run, as nearly as possible, on a consistent schedule. Starting time will be the same each morning.

The "Three Minute" rule will be observed. That is, the driver need not wait longer than three minutes for students to board the bus at any stop.

All children are to remain seated at all times unless they have permission from the driver to change seats. Absolutely all students must remain seated when the bus is in motion.

Eating on the bus is permissible if all refuse is placed back in lunch boxes or bags.

There is to be no hitting, kicking, pushing, loud talking, use of dirty language or swear words, or other rough activity on the bus.

Anyone responsible for the loss of caps, gloves, pencils, lunches, etc. will be required to pay for the lost article.

The bus driver has the right to refuse to pick up any rider for misconduct or disrespect to the driver.

Children disobeying these rules or being disrespectful are to be reported to the principal.

The following procedure will be followed in enforcing proper student behavior:

The bus driver(s) will immediately notify the administrator of any bus offenses in the morning upon arrival at school. Written documentation will be made by the administrator and give to the parents, bus driver, transportation committee and place in the student's file. The Transportation Committee will be responsible for the enforcement upon notification of the bus driver.

- | | |
|-------------------|--|
| 1. First Offense | Student will be given an assigned seat on the bus. Parents will be notified. |
| 2. Second Offense | Student will be put off the bus for two (2) days. Parent will be responsible for transporting the student to school. |
| 3. Third Offense | Student will be put off the bus for one (1) week. Parent will be responsible for transporting the student to school. |

Conferences

Parent-Teacher Conferences are held officially twice a year. The first occurs after the first nine weeks of school, usually in November. The second will occur in mid-February. The second set of conferences is often held on a request basis. Additional conferences may be arranged at any time either by teacher or parent as the need arises. Parents are encouraged to feel free to call for a conference at any time.

Detentions (After school)

There may be times when student behavior or use of time determines that additional time should be spent after school.

When such is the case either the teacher or the student will call home to inform the parents of the detention and the time of dismissal.

The teacher and/or school assumes no responsibility for the transportation home for a student under these circumstances.

Doctor Appointments

There are times when doctor or dental appointments must be made during school hours. When these are scheduled, please attempt to arrange for out of school time if at all possible. If there is a school time appointment, please call or send a note alerting the teacher ahead of time that the student must be dismissed or will be absent.

Excuses

It is requested that when a child will not be in school, the parent either send a note to school with a brother or sister or call the school. This helps with our record keeping and is always courteous and proper.

Field Trips

Classes often take field trips during the school year. We will inform you by official note when these occur if they: extend beyond or occur after normal school hours, have some expense involved, and/or require specific clothing.

Library

We have a centralized library with each student having the opportunity to visit the library once a week with his or her class. The library is staffed by volunteers with Mrs. Sybesma volunteering her time to help with cataloging and advising with regard to other needs.

Books are checked out for two (2) weeks. Students who have overdue books and /or fines will have two weeks to return books and pay fines before losing the privilege of checking out books until the account is settled. At the end of the school year, no report cards will be issued to the student who has not settled his or her accounts.

Our reference collection is shelved separately and remains in the library for ready use. Special permission for overnight check out may be obtained from the library staff or a teacher. These books are due immediately when school begins at 8:30 a.m.

A fine of 25 cents per week is charged for overdue books.

Books that are lost by students must be replaced. The current price of the book will be charged and is the

responsibility of the parents.

Any abuse of the policies may result in loss of library use.

The library staff appreciates parental cooperation to help students become responsible in abiding by these policies.

Lost and Found

Lost and found items are handled basically in two ways. Clothing, boots, and rubbers are collected in a box kept by the band office. Jewelry, eyeglasses, watches, and other valuables are brought to the principal's or secretary's office. Items left after the school term will be saved for a time and then will be given away.

Please come to check the lost and found regularly.

Office and Activity Room

Students are NOT to be in the office, activity room, janitor's room, or stock room without a teacher's permission.

No one may play in the activity room without permission. There are scheduled times so as many students as possible will have a chance to use the activity room on rainy or extremely cold days. Students are required to wear tennis shoes in the activity room. Please avoid tennis shoes with colored soles as the color from many of these shoes gives off on the floor.

Physical Education

Physical education classes are scheduled twice a week for all grade levels. A well-planned variety of activities are used to help students develop physically.

Appropriate physical education clothing, such as properly fitting tops and shorts, may be required in the upper grades.

All students must wear, or have available, an appropriate pair of tennis shoes to wear during physical education classes. No shoes - no participation.

Physical Education Health Course Exemption Requirements

Parents and or legal guardians may file a written statement with the school principal that the physical education or health course conflicts with the student's religious beliefs. Therefore, a religious exemption is requested not to participate in the class

Promotion and Retention

Promotion is automatic from year to year. If a teacher and the principal feel that a question exists, the following routine is used.

Retention. By the end of the third (3rd) marking period parents will be notified if there is a question about progress and readiness for promotion. During the final marking period the student's progress will be carefully watched. If questions continue, another conference will be scheduled in late April or early May to discuss alternatives. If retention is necessary, a final conference with parents, teacher, and principal will be held in mid may to come to a final decision with the parents. Retention above the third (3rd) grade will be the exception. Most recommendations for retention take place in grades K - 2.

Promotion of students from one grade to another shall be determined by the teacher involved in consultation with the principal, according to Board Policy.

Property Damage

If students willfully cause property damage, contact will be made with the parents for costs of the damage incurred.

If property damage occurs by accident, but is the result of misbehavior or inappropriate actions parents will be asked to pay for the costs of the damage involved.

If property damage occurs during supervised play or during physical education classes, the teacher will be asked to determine whether it was an unavoidable accident or whether either of the above applies.

Report Cards

The school year is set up on a quarterly system. The end of each marking period is indicated on the school calendar. Regular report cards are issued at the end of each marking period.

During the first marking period, an interim report card will be issued after 4 ½ weeks to students in grades 1 - 8 with the exception of a music and art grade. Reports of different kinds may be issued at any time if progress is judged to be unsatisfactory by the teacher.

School Building

Each child is responsible to help keep the school neat and clean. Everyone is expected to wear special outside footwear when this is called for. When not being worn the outside wear is to be in the lockers where they are provided or neatly in place at the designated place.

Children without special outside foot wear will be required to stay at their desks during play periods. Calls home will not be permitted for these items if they are forgotten.

Children must go outdoors for all play periods unless they have a note from home, signed by a parent, asking that they stay indoors. Exceptions, of course, will be made for rainy or exceptionally cold days.

School Calendar

A specific and detailed school calendar is approved each spring by the Board and is distributed to parents. A copy of the 2011-2012 school calendar is included at the end of this booklet. A copy of Western Christian High School's calendar is also located at the end of this booklet. An attempt will be made to have a copy of Unity Christian High School's calendar as well.

Snowy Days and Emergency Dismissal

If school is to be canceled because of snow or inclement weather, announcements will be made over **KICD (AM and FM)** and **KIWA (AM and FM)** or on **KTIV channel 4 and the school's website**. An attempt will be made to make our decision prior to 7:00 a.m.

If school is dismissed early because of snow, announcements will be made over the same above radio stations and will be made as early as possible to alert parents.

If the weather becomes too severe for the buses to operate, parents should have standing arrangements made for overnight lodging with relatives or friends in town. Please inform the school, as we will keep a listing of these arrangements.

When early dismissals are made, students **will not** be permitted to use the telephone until the personnel in charge have completed all necessary calls.

Where both parents are employed outside the home, a standing arrangement should be made so children know where to go until parents return home.

School Hours

Classes begin at 8:30 a.m. and dismiss at 3:30 p.m. on regular school days. Buses leave school at 3:35 p.m. When deviations from this occur, parents will be notified ahead of time unless the change is due to weather.

Students should not be at school prior to 8:22 a.m. unless requested by a teacher for a specific purpose. Students are expected to go to their homes immediately after school is dismissed.

If less than a full day of school is to be held parents will be notified.

School Playground

Children may play anywhere on the school property except between the building and the parking on the north side of school and in the ditch along the south edge of the south playground.

Children in grade K - 2 will use the playground across the road north of the school building. The street between the building and the north playground is blocked during the school day.

Basketballs, volleyballs, and playground balls only are to be used on the basketball courts. Use of any other type of ball, for example football, soccer ball, or softball, is to take place off the cement areas.

All balls, bats, ropes, etc. must be returned to their proper place when the play period ends.

Everyone is required to stop playing and come to the building immediately when the bell rings.

Everyone will line up in single file at his/her door and be admitted to the building by a teacher.

Snowballing and tackle games are not permitted.

Bringing bats, balls, etc. from home to play with during breaks is not permitted.

Suspension

Suspension from school is used rarely in the elementary school. However, "in house" suspension or isolation may be used.

If either type of suspension should occur the following procedure will be used.

Parents will be notified that suspension from all activities and classes is in effect and for what period of time.

A conference with the teacher, principal, and parents will be held to resolve the problem.

If such a conference does not resolve the issues, a meeting of the above persons and the Education Committee will be held.

Further appeal to the School Board is a final option of all parties involved.

Telephone Use

The telephone in school is intended for business and emergency use. Students who desire to use the telephone must follow the following:

Permission to use the telephone must be obtained from either a teacher or the principal.

Calls must be of a business or emergency nature, not for social use. For example, a student seeking permission to stay at a friend's house after school or overnight will not be permitted to call home.

Calls made by students are to be made from the telephone in the office.

If a parent needs to contact a teacher or a student at school we ask that you keep the following in mind.

The secretary does not work full-time. Therefore there may be times when no one is able to answer the telephone. It will be appreciated if calls can be made during the mornings if a message to a student is involved. Our noon hour runs from 12:00 to 12:40. Before school or at noon hour are good times to call if a teacher needs to be contacted.

There is an answering machine available, however, it may not be checked before the end of the school day and therefore messages that students need before the end of the day should be avoided.

Teachers and students will not be called out of class to answer the telephone unless there is an emergency. Please understand this.

Vacation

The school calendar allows for the usual holiday vacation times. Parents are urged to adhere to these as closely as possible. If parents decide to take their child(ren) out of school during times when school is regularly scheduled please be aware of the following.

The school assumes no responsibility for classes or activities missed.

The school will not officially excuse students for such occasions. Please do not ask for this, as it may not be done.

Parents should also assume the courtesy of informing the school prior to such activities.

Interscholastic Activities

Academic

The school becomes involved in a wide variety of academic, or curriculum related interscholastic activities. These include creative writing and art in third through eighth grades, speech, piano and vocal music in sixth through eighth grades, and instrumental music in fifth through eighth grades.

All students are eligible at the appropriate grade level.

Participation is voluntary in some of the above events, particularly piano and vocal solo and ensemble, which we do not actively teach. In all events guidance is required from the teacher and the parent. Students or the parent are asked to let the appropriate teacher know if a student is interested.

All students in the sixth through eighth grades may be required to participate in one of the speech divisions at the local level. This may also be true for all instrumental and vocal music students.

Art selections will be judged either by the teachers or by an outside judge.

All sixth through eighth grade students are expected to participate in choir. Participation in the instrumental program is optional.

Any participant who either is selected to represent Sanborn Christian or who chooses to represent Sanborn Christian at one of the events sponsored by the Northwest Iowa Christian School Interscholastic events is expected to do so unless illness or family emergency prevents participation.

Students participating in the area events are expected to pay their own entry fee.

The approximate time schedule for the events is:

Speech and piano - October.

Choir Festival - every other year in late March.

Instrumental and Vocal solo and ensemble - April.

Band Festival - May.

Hot Lunch

The students at Sanborn Christian School will be offered a well balanced lunch set up to meet the requirements of the National School Lunch Program that will be served each day the school is in operation during the lunch time. The lunch time is defined as being in school between the hours of 11:30am and 12:30pm. Students will be encouraged to participate in the lunch program or bring a sack lunch. Everyone will be expected to demonstrate good manners while eating and to converse in normal tones. Tables and floors must be kept clean. Pop or candy will not be permitted with lunch.

The hot lunch program will be overseen by the hot lunch committee, which will act as an arm of the school board. The hot lunch committee will be made up of the head cook, the administrator, a school parent elected from the auxiliary, and the head of the building and grounds committee.

The fee for the lunch will be determined yearly by the hot lunch committee. Applications for free and reduced price meals are also available. Parent information will be strictly confidential. Completed applications will be stored in a locked file in the administrator's office. The applications are confidential and will be used only by the official approving qualification for free and reduced lunch assistance.

Parents are required to pay for the lunch program. Payment for the school lunches will be tied into their monthly tuition payment. Families will be credited lunches that are not eaten by their students. If payment is not made, the parents will be phoned and informed that their child/children will be unable to participate in the lunch program.

School personnel will take individual circumstances into consideration when applying this policy. The school will reimburse families for missed lunches if a student is sick or out of town or similar circumstances. This does not allow a student to choose which menus they will take. Reimbursements will be given by check at the end of the year only.

Insurance

Student accident insurance is available. One of two plans may be selected. School time only or twenty-four hour coverage.

Interscholastic Sports

Sanborn Christian School recognizes interscholastic sports as a co-curricular facet of the overall education of its students. Participation in sports can help young people:

- Gain a sense of awe for how wonderfully God has created them
- Build self-concept and self-esteem
- Appreciate health, exercise, and fitness
- Learn about themselves and how to improve their skills
- Learn how to handle competition, experience teamwork, and display sportsmanship

Since Sanborn Christian is a smaller school, each student's participation is important. Students are expected to participate in all interscholastic athletic events.

All students participating in interscholastic sports must have an athletic physical prior to the beginning of the sport's season. These are usually offered locally during the month of August.

In track & field, all students are expected to complete the conditioning requirements set by the coach. At each track meet, each student is expected to participate in at least one event and encouraged to participate in more.

Teams will practice twice a week after school or as determined by the coach.

All regular season games will be played after school. Tournaments and Invitationals are often held on Saturdays.

As a part of a team, all students are expected to attend all practices, games, tournaments, and invitationals. Excused absences (i.e. illness) must be cleared with the coach **as soon as possible** so the coach can make necessary adjustments.

Any student receiving an “F” average during any week from daily grades, quizzes, tests, compositions, and major reports in any subject will be placed on probation for one week. During the week of probation, the student may continue to participate in activities. If the average is not raised to a “D-” or above, the student will be disqualified from competition until such time as the grade is passing.

Students must be at school for half of the school day in order to participate in games after school.

Resource Room

Sanborn Christian School realizes that some students have learning difficulties and need extra assistance to succeed. For this reason the school will provide a resource room program to supplement the instruction at our school for those students. This program will supplement the in-class instruction of the teachers or, if need requires, provide alternative instruction to students who have been determined to be unable to succeed in a full classroom atmosphere for a particular subject(s). The primary subjects that will be addressed by this program will be reading, math, language, and study skills.

A referral by a parent or teacher will begin the procedure for entering the program. After a referral has been made, a team (including but not limited to principal, classroom teacher, resource room teacher) will meet to determine the best possible assistance for that student. Sanborn Christian School will use the resources of the Christian Learning Center, and our Area Education Agency when need requires. If a student needs a separate individualized program, an Individualized Education Program (IEP), which clearly indicates the goals and objectives for the student, is developed. The IEP may become a map that guides daily instructional planning and evaluation.

The parents and education team will work together to build and nurture the child’s gifts so he/she can grow to serve the Lord.

DAILY SCHEDULE

8:23 a.m.	Students may enter the building
8:30	Tardy Bell - Grades K – 8
9:00	Call Bell for 1 st class.
10:15	Break Begins - Grades K - 8
10:30	Break Ends - Grades K - 8
11:55	Dismiss For Noon Break - Grades 5-8
12:00 p.m.	Grades K - 4 Dismissed for Lunch
12:15	Call Bell for Grades 5-8 Noon Lunch
12:20	Grades K-4 Dismissed for Noon Break
12:40	Call Bell - Grades K-4
1:55	Break Begins - Grades 5-8
2:05	Break Ends - Grades 5-8
	Break Begins - Grades K-4
2:20	Call Bell - Grades K-4
3:25	Preparation for Dismissal
3:30	Dismissal
3:35	Buses Leave

All Children are out of the building with the exception of those having special permission to stay after. (ex. parents are here, make-up work, etc.)

It is important to dismiss on time so that buses do not need to wait for the students who are to ride on the buses.

Children are to be lined up outside the building before coming into the building before school and at all breaks.

SCS Staff for 2011-2012

PRINCIPAL
Anthony Minderhoud
Sanborn, IA 51248

Tracy Jeltema
Preschool & Kindergarten / PE
604 Franklin Street
Sanborn, IA 51248
712-441-0238
August 27

Sue Gonnerman
First & Second Grades
501 West 3rd Street
Sanborn, IA 51248
930-3370
June 23

Missi Runia
Second Grade
924 6th Street
Sibley, IA 51249
712-754-3063
August 2

Jill Vander Werff
Third Grade & Resource Room
408 Main Street – PO Box 33
Sanborn, IA 51248
712-578-9477
September 5

Darlene Wallenburg
Third & Fourth Grades
710 Westview Avenue
Sanborn, IA 51248
729-3765
September 20

Laura Van Beek
Fifth - Eighth Grades
3375 Tanager Ave.
Hartley, IA 51346
728-2842
April 27

Rachel Vanden Hull
Fifth – Eighth Grades

October 14

Anthony Minderhoud
Fifth – Eighth Grades
703 East 3rd Street
Sanborn, IA 51248
930-3382
June 10

Kimberly Miller
Fifth – Eighth Grade Band
101 Willow Creek Lane, PO Box 224
Hospers, IA
712-441-2915
September 23

Catherine Schreur
K – 8 Music
608 West 3rd Street
Sanborn, IA 51248
729-3145
December 14

Nate Schreur
Third – Eighth Grade PE
608 West 3rd Street
Sanborn, IA 51248
729-3145
March 10

Jana De Graaf
Student Aide
604 Franklin Street #4 – PO Box 24
Sanborn, IA 51248
641-780-3951
December 21

Pat Sybesma
Head Library Volunteer
402 Fairfield Street
Sanborn, IA 51248
729-3638
August 8

Lindsey Koldenhoven
Secretary
435 5th Street
Primghar, IA 51245
957-3097
May 3

Greg & Teresa Moser
Custodians
604 Sibley Street
Sanborn, IA 51248
729-5125
January 20 – Teresa
December 18 - Greg

Karen Andringa
Bus Driver
3343 Roosevelt Avenue
Sanborn, IA 51248
729-5311
March 8

Arlen Hofman
Bus Driver
5980 340th Street
Sanborn, IA 51248
729-3366
September 10

Sheila Uittenbogaard
Book-keeper
5320 300th Street
Sanborn, IA 51248
729-5002
September 19

Kristie Verhoef
Head Cook
2928 Roosevelt Ave.
Sanborn, IA 51248
729-5095
March 2

Sylvia Miedema
Kindergarten Aide
2933 Yew Avenue
Hartley, IA 51346
360-0751
June 2

BOARD OFFICERS FOR 2011 - 2012

President	Brian Visser (12)
Vice-President	Joel Spronk (14)
Secretary	Quint De Groot (12)
Treasurer	Rick Pausma (12)

BOARD MEMBERS FOR 2011 - 2012

Quint De Groot	(12)
Rick Pausma	(12)
Brian Visser	(12)
Andy Prins	(13)
Mark Uittenbogaard	(13)
Aaron Alons	(14)
Joel Spronk	(14)
William Wolfswinkel	(14)

**Society for Christian Instruction
of Sanborn, Iowa**

Constitution

Article 1.

The name of this society shall be: The Society for Christian Instruction of Sanborn, Iowa.

Article 2.

The basis of this society is the infallible Word of God, interpreted according to the creeds of the Reformed churches; namely, the Belgic Confession, the Canons of Dordt, and the Heidelberg Catechism.

Article 3,

The purpose of this society is to provide for and give to the covenant youth of the community, that week day grade school education and instruction which is in agreement with the second article of this constitution. The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at that school and that school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.

Article 4.

All persons who without reserve consent to Article 2 and are contributors to this cause are eligible to membership in this society.

Article 5.

The society shall choose from its membership a board of at least eight (7) members. These board members shall be chosen so that two (2) or three (3) retire every year. The retiring members of the board are not eligible for re-election. The term of office of each board member shall be three years. The board shall elect its own officers. Vacancies in the board may be filled by the board until the next society meeting.

Article 6.

The society shall meet at least once a year. Other meetings of the society may be called by the board, or may be petitioned for by one-third of the total membership of the society.

Article 7.

All teachers in the school must be members of a recognized Reformed church and must accept unconditionally Article 2 of the Constitution.

Article 8.

This constitution may be modified by a two-thirds vote of the society members present at the meeting, except Article 2 which may not be amended or changed. However, the membership must be acquainted with any proposed modification before the meeting where the changes will be considered. Any modification proposed at a society meeting will have to wait for adoption until the next society meeting.

**Society for Christian Instruction
of Sanborn, Iowa**

Bylaws

Article I. The Board

Section 1.1 Officers of the Board

- A. The officers of the Board shall perform the usual duties connected with such offices.
- B. The President of the Board shall appoint all regular and special committees.
- C. The Board shall see to it that the books of the treasurers are audited at the end of each fiscal year.

Section 1.2 Duties and Powers

- A. The Board shall have the supervision of:
 - 1. the property of the school.
 - 2. the instruction given in the school.
 - 3. the books used in instruction.
 - 4. all matters that pertain to the school.
- B. The Board shall have the power to:
 - 1. engage teachers and discharge them.
 - 2. decide the salaries to be paid.
- C. The Board shall inspect the school monthly by means of a committee.

Article II Society Meetings

Section 2.1 Decisions

All decisions of the society require a majority vote of the members present, with the exception of the revision of any article of the Constitution.

Section 2.2 Voting

All matters pertaining to persons shall be decided by ballot; those pertaining to things by voice vote, ballot, or show of hands.

Article III Teachers

Section 3 Duties and Responsibilities

Section 3.1 Instruction

The teachers shall give all instruction in harmony with Article 2 of the Constitution. Any teacher who departs from this may be discharged by the Board.

Section 3.2 Order

The teachers shall maintain good order both in the school and on the playground.