

2025-2026

SANBORN CHRISTIAN SCHOOL

Parent Handbook



**“Educating Under God’s Word
for Serving God in His World”**

WELCOME TO SANBORN CHRISTIAN SCHOOL!

Sanborn Christian School is where learning takes place. It has students and teachers, desks and whiteboards, and bells and recesses like any other school, but there is something different about our school.

Our school is a Christian school. When Jesus said, “Follow Me”, He was not just talking about Sundays. Time and again the Bible tells us that following Jesus is a way of life. We want to help teach that way of life every day, in all subjects. But our school is not a protective fishbowl for children. Instead, we intend it to be a total plunge into the study of God’s marvelous world. Yet, when the currents of different beliefs and philosophies swirl around our young ones, we try to help give children the confidence to know where they are going.

So, welcome to the SCS community! A community in which Christian love and concern are woven in the task of learning. A community in which learning complements the Christian home and church. A community in which time and talent are regarded as given by God to be used in His service. Our school is not perfect. The power of sin has its effects within the walls of our school too. But we can truly be a Christian school community because we are rooted in the knowledge that Christ is the Lord of Creation and Life!

We are glad that you join us in the mission of “Educating under God’s Word for serving God in His world”.



Parent Handbook “Quick-Takes”

Please note that this document is updated every summer to stay current.
Each year, there are some changes and updates.

**It is the parents’ responsibility to make sure that they are familiar with those changes.
Please take time to read them.**

The following are some answers to matters that arise frequently:

General Topics:

- All students attending Sanborn Christian School are enrolled because parents seek an education for their child that is Christ-centered and consistent with the values taught in the home and the church.
- All persons who without reserve consent to Article 2 of the Constitution and are contributors to Sanborn Christian School are eligible for membership in the SCS Society.
- When families are admitted to Sanborn Christian School, they make a commitment to support and honor the policies and procedures that have been set by the board. The stronger the unity between parents and school, the greater the benefits the child receives.
- A main goal for students is to learn to become self-disciplined to accept the responsibilities of citizenship in the Kingdom of God and the society in which they live.
- 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 always show full respect for fellow students.
- 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.

General Operations:

- 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.
- Phone calls to students, or made by students to parents, 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.
- 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.
- 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.
- Please avoid sending your children to school with cell phones.

Illness:

- Please keep your child(ren) at home if they have not been fever free and symptom free for 24 hours.
- A child beginning school must have all state required immunizations up to date before school begins.
- No medication will be administered without written authorization from the parent and the child's physician.
- Student medication such as Tylenol or aspirin should be brought to school from home in their original containers.

Athletics:

- Middle-school students are encouraged to participate in all interscholastic athletic events. Parents desiring their child not to participate may contact the administrator. Another exception to athletic participation is if there is a medical condition (or other related reason) that requires them not to participate.
- All students participating in interscholastic sports must have an athletic physical prior to the beginning of the sport's season.
- 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 not continue to participate in activities (practices and/or games) until the average is raised to a D- or above (passing).
- Students must be at school by 12:00pm (noon) on the day of the extra-curricular activity to participate in that day's activity.
- The following discipline guidelines will be used for junior high athletics at SCS:
 - Academic Detentions (see Level 1 of the above discipline policy).
 - A student receiving their first academic detention will miss half of the playing time in a game.
 - A student receiving their second academic detention will miss a full game.
 - A student receiving their third academic detention will miss a second full game.
 - A student receiving their fourth academic detention will miss a third full game.
 - After any other subsequent academic detentions, the situation will be reviewed with the administrator, student, coach (if necessary), and parents (if necessary) to see if the academic progress warrants the removal of the student from the team.
 - Behavior Detentions (see Levels 2 – 4 of the above discipline policy).
 - A student receiving their first behavior detention will miss a full game.
 - A student receiving their second behavior detention will miss a second full game.
 - After any other subsequent behavior detention, the situation will be reviewed with the administrator, student, coach (if necessary), and parents (if necessary) to see if behavior warrants the removal of the student from the team.
- Detentions for students in Grades 6-8 will normally be served on Thursday mornings from 7:30am to 8:30am in the homeroom of the teacher who issued the detention.

Dress Code:

- Sanborn Christian School wishes to reinforce the Christian principles which children learn in the home and at church. Consequently, we believe that although parents have the primary responsibility for ensuring that their children appear neat, clean, and modest, we will also require students to reflect an attitude of respect for themselves and others by the way they dress. It is the desire of the Board of Sanborn Christian that parents exercise their God-given responsibility and exercise Christian stewardship and modesty as they provide appropriate school attire for their children.
- Attitudes and character are reflected in the way a person dresses. Students at Sanborn Christian School should always strive to present a positive personal appearance that aligns with their biological sex. All clothing should be modest and appropriate for a Christian witness. Students are expected to wear clothing that is neat, clean, and modest. If there are any questions relative to the suitability of a student's clothing at an age or grade level, the decision of the school personnel will

be final. Children that come to school wearing inappropriate attire may be asked to change and/or call home as needed.

- Boys and girls should dress in a manner that does not attract undue attention to themselves. We realize that styles and grooming change, but extremes in either often tend to seek or cause individual attention. Personal desires must often be denied, avoiding this issue. Because there are so many ways that a student may adhere to, or stray from, this policy, it is impossible to list them all in this space. However, here are some of the more common items which should be understood:
 - 1. Dresses and skirt hems should be just above the knee or below, and not be too tight fitting.
 - 2. Clothing should not be too tight, too short, or too revealing. Tank tops, bare shoulders, bare midriffs, bare backs, and low necklines are not appropriate. Undergarments should not be visible.
 - 3. Biking shorts may not be worn at any time (including PE classes) unless under other looser shorts or skirt/dress. Spandex and/or yoga pants are not to be worn unless appropriately covered by a shirt or top that reaches the fingertips.
 - 4. Walking shorts may be worn on warm fall and spring days. The suggested acceptable time for wearing shorts would be the months of August, September, October, March, April, and May. Short hems should be long enough to reach the fingertips.
 - 5. Since much of the media promotes a lifestyle that is opposed to our basic Biblical beliefs, clothing which promotes slogans, lifestyles, products, etc., which are offensive to the Christian community, may not be worn under any circumstances. Some possible examples of this would be attire with suggestive words or slogans, advertisement of alcoholic beverages, smoking, drugs, or individuals that show a blatant disrespect for the authority of God and the ideals of this school.
 - 6. Tank tops may only be worn if they are covered by another more modest shirt or top. Sleeveless or muscle shirts may be worn if the arm openings do not hang down the sides of the student.
 - 7. Caps, hats, or winter headbands are not permitted in class.
 - 8. Please make sure that your student's shoes are the type of shoes that do not leave black marks on the gym floor or hallways.
 - 9. Footwear must always be worn.
 - 10. Any other clothing or apparel that is in questionable taste, would disrupt the educational environment, poses a safety problem, or is not worn as originally intended, may not be worn.
 - 11. The coloring and hi-lighting of hair is one of the changing grooming styles. Coloring of hair, in what would present itself as an unnatural color (green, purple, etc.), will not be permitted in consistency to not attracting undue attention to oneself.
 - 12. Male students are not allowed to wear earrings to school or school-sponsored activities.

- 13. All students must wear, or have available, an appropriate pair of tennis shoes to wear during physical education classes. No shoes = no participation.
- 14. Each child is responsible for helping 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 footwear may be required to stay at their desks during play periods. Calls home will not be permitted for these items if they are forgotten.

Presidential Academic Award and STARS:

- Graduating 8th grade students are eligible for the President's Academic Award at graduation if they meet the following criteria:
 - Maintain a B+ average (92% or higher) through grades 4-8.
 - Score at the 85% NPR in math or reading on the IA Assessments (ITBS) OR score in the proficient or advanced range on the ISASPs in either grade 7 or 8.
- Students in Grades 5-8 are strongly encouraged to participate in the STARS program. Students who participate in every quarter from Grades 5 through 8 will be recognized at their 8th grade graduation.

Transportation:

- Bicycles must be placed in the bike stands provided. If anyone does not do this, the privilege of bringing a bicycle may be denied.
- All children are to always remain seated on the school bus unless they have permission from the driver to change seats. Absolutely all students must remain seated when the bus is in motion.
- The bus driver has the right to refuse to pick up any rider for misconduct or disrespect to the driver.
- If school is to be canceled because of snow or inclement weather, announcements will be made over KIWA (AM and FM), KTIV channel 4 and the school's website and social media sites. An attempt will be made to make our decision prior to 7:00 a.m.
- If school is cancelled or delayed due to weather conditions, families will be contacted by JMC's Parent Alert. It is best to check the school website to verify school closings, delayed starts, or early dismissals.

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. It gets updated annually, so please pick up the newest edition so that you stay informed of any new changes to the handbook.

This handbook lists the guidelines that we expect students to follow at Sanborn Christian School. We encourage you to read these guidelines together, so both parents and students will know our behavioral standards. These guidelines are enforced during school hours, on class trips, at sporting events, at concerts, etc. We believe that the behavior of our students should glorify God, and that it should be a source of pride for students, parents, teachers, society members, and the community in general. Distinctively, Christian behavior will make our student's experiences at Sanborn Christian School pleasant, rich and rewarding. We pray that God will give each student the grace that he/she will need to serve Him.

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. It is the parents' responsibility to make sure that they are familiar with the policies and expectations of SCS.

Anthony Minderhoud

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 pupils 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.

PHILOSOPHIES 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. 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 if 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.

**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 weekday 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 (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) 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 (8) members. The board members shall be chosen so that two (2) or three (3) retire every year. The retiring members of the board are eligible for reelection if nominated by the board and if the retiring member agrees to accept the nomination. A member shall serve no more than two (2) consecutive terms (6 years). The term of office of each board member shall be three (3) years. The board shall elect its own officers. Vacancies in the board may be filled by the board until the next society meeting.

**Revised Article 5:
6/26/13 Society Mtg.**

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 (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 8.

This constitution may be modified by a two-thirds vote of the society members present at the meeting, except 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), 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.

Article 9.

Statement of Faith: The foundation of Sanborn Christian School is the Word of God – the Bible. We believe the Reformed confessions faithfully explain the beliefs already set forth in the Bible. On this basis, Sanborn Christian School believe the following articles and principles for Christian education to be a true and necessary foundation for all activities.

1. We believe the Bible is inspired, authoritative, infallible, and inerrant Word of God and is the foundation of all truth. We seek to teach every subject from this Biblical viewpoint as highlighted in the school's mission statement: "Educating Under God's Word for Serving God in His World" (2 Timothy 3:16, 17 and 2 Peter 1:21 and Psalm 119:128). Therefore, we are committed to presenting the Gospel to all students and are committed to developing the character of Christ in students through all facets of life (Matthew 28: 19, 20).
2. We believe there is one God, eternally existent in three persons (the Trinity) – the Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that Jesus Christ is the only mediator between us and God and therefore our only Savior (1 Timothy 2:5). Salvation is by grace through faith alone, and that faith without works is dead.
5. We recognize the sinful nature of man who, apart from a relationship with God through His Son, Jesus Christ, cannot know or glorify God. Therefore, we believe in the absolute necessity of renewal by the Holy Spirit for salvation because of the sinfulness of human nature, and that we are made right on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection unto eternal life, and they that are lost unto the resurrection of judgment (John 5:28–29). We believe Christ's redeeming work was intended to save the elect only and secured salvation for them (Matthew 20:28, John 10:14, 15). His redeeming work provided the possibility for the elect to be saved (John 6:39, 10:27-28).
7. We believe that the universe originated by the creative act of God in six ordinary days each with an evening and a morning and He rested on the seventh day as revealed in the Bible, and that the form of every kind of life was fixed at the time of its creation (Genesis 1:1 – 2:4; Exodus 20:11, John 1:1-3).

8. We believe that the creeds of the Reformed churches (namely the Heidelberg Catechism, the Belgic Confession, and the Canons of Dort) are faithful summaries of the inspired, authoritative, infallible, and inerrant Word of God. These faithful summaries will also be taught and supported within Sanborn Christian School.
9. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death regardless of race or national origin. We are therefore called to defend, protect, and value all human life. (Psalm 139, Genesis 1:27, James 3:9).
10. We believe that the term marriage has only one meaning: marriage is the joining of one man and one woman in a single, exclusive union as defined in the Bible (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).
11. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography (and other similar actions) are sinful perversions of God's gift of sex.
12. We believe that God wonderfully preordained and unchangeably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired, infallible, and inerrant Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Board of Sanborn Christian School holds final interpretive authority on Biblical meaning and application regarding faith, doctrine, policy, practice, and discipline.

As a matter of firm policy, it is mandatory that all board members, administrators, faculty, and staff subscribe to the Statement of Faith in a manner and method prescribed by the Board of Sanborn Christian School.

**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 office. These officers include but are not limited to the President, Secretary, and Treasurer who are designated for corporate formality purposes.

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, except for the revision of any article of the Constitution.

Section 2.2 Voting

All matters pertaining to persons (election of board members, for example) shall be decided by ballot; those pertaining to things (budget, for example) 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 and the Statement of Faith 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.

Section 3.3 Expulsion

The principal has the right to expel a student from school for continued misconduct, however, not before he has notified both the parents and the Board. The following discipline procedure was approved by the Board at a regular meeting held December 1, 1953.

- A. Teacher keeps annotated record of:
 - 1. misconduct and disobedience.
 - 2. chastisement or correction device used.
- B. Principal assists teacher.
- C. Parents are informed or called for conference with teacher and principal.
- D. Teacher keeps annotated record of misconduct or disobedience.
- E. Board informed of the case.

Section 3.4 Resignation

The teachers, in the event of resignation, shall give two months notice. The Board binds itself to the same stipulation of two months notice in the event it contemplates to discharge teachers. This, however, shall not apply to the enforcement of Section 3.1.

Section 3.5 Reporting

The principal shall report monthly to the Board on conditions prevailing in the school.

Section 3.6 State Requirements

Teachers must meet the state requirements for education, affirm Article 2 of the SCS Constitution, affirm the Statement of Faith, and agree to abide by the Christian Code of Conduct before they are appointed.

Article IV Parents

Section 4.1 Support

Parents are duty bound to support the school with their prayers and gifts.

Section 4.2 Complaints

All complaints of parents must first be presented to the teacher involved. If no satisfaction is received, they have the right to appeal to the Board.

Section 4.3 Discipline

Parents are expected to support all disciplinary measures of the teachers.

Section 4.4 Visits

Parents may at any time visit the school and are invited to do so.

Section 4.5 Enrollment

The enrollment of the child is the obligation of the parent. No child may be instructed without being enrolled before the school term.

Article V Pupils

Section 5.1 Age

Children having reached the age of four (4) years before September 15 may be enrolled in Preschool, and children having reached the age of five (5) years before September 15 may be enrolled in Kindergarten.

Section 5.2 Promotion

The promotion of students from one grade to another shall be determined by the teacher involved in consultation with the principal, according to the rules adopted by the Board. In doubtful cases the principal shall confer with the Board.

Article VI School term

Section 6.1 Length

The school year shall consist of thirty-six (36) weeks. A minimum of one hundred eighty (180) days of instruction or 1080 hours of instruction per the Department of Education – starting August 2014.

Section 6.2 Vacations

All vacations shall be determined by the Board.

Article VII. Form of Subscription

FORM OF SUBSCRIPTION FOR BOARD MEMBERS AND TEACHERS

We, the undersigned, instructors as well as board members, do hereby declare faithfully and with good conscience that we sincerely believe that the doctrines as set forth in the confessions of the Reformed churches, and the SCS Statement of Faith, are in conformity with the Word of God.

Therefore, we promise that we will always faithfully uphold the same and defend them. Further, that we as instructors will diligently strive to instruct the children in the fear of the Lord, based on God's Word, and in conformity with the aforesaid doctrines; and that we, as board members, shall do our utmost to see that this is carried out and adhered to. Further, that we will give evidence of this confession throughout our lives and abiding by them, realizing that if we should neglect to do this, we, as board members, as well as teachers, may be immediately dismissed from our office.

Signed By: _____ Date: _____

Article VIII. Non-negotiable Principles of Sanborn Christian School

Section 8.1 Authority of Scripture. *Psalm 119:128; II Timothy 3:16-17*

- A. SCS believes the Bible is the inspired, authoritative, and infallible Word of God and is the foundation of all truth.
- B. SCS seeks to teach every subject from a biblical viewpoint.
- C. SCS recognizes the sinful nature of man who, apart from a relationship with God through His Son, Jesus Christ, cannot know or glorify God.

Section 8.2 Biblical Standard of Marriage and Family. *Genesis 2:24, 19:5-13; Leviticus 18:1-30; Romans 1:26-29, 7:2; I Corinthians 5:1, 6:9, 7:10; Ephesians 5:22-23; I Thessalonians 4:1-8; Hebrews 13:4.*

- A. We believe that the only Scriptural marriage is the joining of one man and one woman.
- B. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between one man and one woman.

- C. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.
- D. We believe that God created each person immutably as male or female and disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

Section 8.3 Parental Responsibility. *Deuteronomy 6:6-7; Ephesians 6:4*

- A. SCS believes that parents have been given the responsibility of their child's education.
- B. SCS will support, encourage, and cooperate with parents in the education process of their child.
- C. SCS feels parents must agree to cooperate with faculty and administration in the educational process of their child.
- D. SCS believes resolution of problems must follow the scriptural principle in Matthew 18:15-17. See Policy Section 580.23 for more specific descriptions on problem resolution.

Section 8.4 Standards of Admission. *Amos 3:3*

- A. SCS feels parents must indicate a strong desire for their child to attend school at SCS and receive a distinctly Christian education.
- B. SCS requires that parents acknowledge this is a Christian school that teaches and operates in accordance with its sincerely held religious beliefs as summarized in the SCS Constitution and Statement of Faith.
- C. SCS feels students (at appropriate grade levels) must indicate a strong desire to attend school at SCS and receive a distinctively Christian education.
- D. SCS is committed to developing the character of Christ in students by providing a predominately Christian student body which is conducive to Christian education.

Section 8.5 Biblical Standards of Discipline. *II Timothy 3:16; Philippians 2:3; Psalm 33:8; Hebrews 13:17.*

- A. SCS believes students should display respect for God, respect for other authorities, and respect for one another.
- B. SCS believes discipline should be administered lovingly, yet firmly, with a concern for a redemptive process for the offender and a responsible concern for the student body.
- C. SCS believes certain disciplinary action can be outlined (Parent/Student Handbook) but realizes that on occasion unique circumstances occur that require the administration to determine appropriate disciplinary action.

Section 8.6 Christian Administration, Faculty & Board. *I Timothy 4:11-16*

- A. SCS requires that faculty, administration, and Board members affirm the school's Statement of Faith.
- B. SCS believes that the faculty and administration be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40) as stated in the Statement of Faith.
- C. SCS requires that the Board be qualified for their positions in accordance with Article 1. Section 1.1 of these constitutional bylaws.
- D. SCS requires that faculty and administration is qualified for their respective positions in accordance with personnel policies and accreditation guidelines.
- E. SCS believes the faculty, administration, and Board must demonstrate a teachable spirit.
- F. SCS believes the faculty, administration, and Board must accept, embrace, and model the mission statement of SCS and its non-negotiable principles.

- G. SCS requires that faculty, administration, and Board set the Christian atmosphere of the school and, therefore, must strive to reflect the character of Christ, i.e. fruit of the Spirit and a servant's heart.

Section 8.7 Spirit of Excellence. *1 Corinthians 10:31; Colossians 3:23-24*

- A. SCS believes the educational experience should provide an academically challenging opportunity to all students at their respective ability levels.
- B. SCS believes extracurricular activities should provide experience for students to develop their God-given abilities and Christian character.
- C. SCS believes social experiences should honor God and be culturally appropriate without compromising with the world.

Section 8.8 Servant's Heart. *Matthew 20:28; Philippians 2:5-8*

- A. SCS requires that faculty, administration, and Board should be readily willing to serve the Lord by serving students, parents and one another.
- B. SCS is committed to involving students, faculty, administration, and Board, in ministry projects that will affect lives for Christ.

Section 8.9 Evangelism & Discipleship. *Matthew 28:19-20*

- A. SCS is committed to presenting the Gospel to all students.
- B. SCS is committed to developing the character of Christ in students through all facets of school life.

Admissions Policy

505 Admissions Policy (Refer to Article 3 of the SCS Constitution and Board policy #409)

510 Preamble

The Articles of Incorporation of Sanborn Christian School (Article 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 Dordt, and the Heidelberg Catechism”.

520 Purpose and Basis

This article has been expanded in two additional statements: “Constitution and By-Laws” and “Statement of Principles for Christian Education”. Both are attached and those interested in enrolling children in Sanborn Christian School should read and know the contents of those statements.

530 Eligibility

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

530.1 That this school exists to educate primarily the children of Christian parents.

530.2 That child of parents of Reformed persuasion are admitted to this school which is controlled by a Reformed constituency.

530.3 That 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 Basis and Purpose and Statement of Faith, is invited to enroll his/her children in this school.

530.4 That no child shall be denied admission on the grounds of race, color, national or ethnic origin.

540 Procedures and Conditions

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

540.1 The Board of Trustees, through a properly designated committee or administrator, shall interview all new families prior to enrollment.

540.2 If more information is required after the interview, a written recommendation from their pastor or from a constituent member of our school may be required.

540.3 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 the Statement of Faith, and that they desire for their children the Christian atmosphere and academic program and will be supportive of this atmosphere and program.

540.4 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, the Statement of Faith, and indicating non-interference with the Christian direction of this school.

540.5 Students must be of suitable age and academic maturity for the grade assigned. Grade placement is determined by the administrator and/or Education Committee and faculty.

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

550 Interviews

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

550.2 Normally both parents should be present at the interview.

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

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

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

550.6 A definite understanding of financial obligations shall be reached.

550.7 All families need to sign the parent contract.

550.8 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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

Sample Enrollment Application – the Board reserves the right to update this document.

Sanborn Christian School

405 West 2nd Street
Sanborn, IA 51248-0546
712-729-3288 FAX 712-729-3289
E-mail: sanchr@sanbornchristian.com

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

Thank you for your interest in Sanborn Christian School!!

We are grateful for your interest in this school, and in the possibility of joining together for the venture of Christian Education in your family. There is much to consider when partnering together for the benefit of your children, so the following pages of information begin to explain what Sanborn Christian is all about.

The Articles of Incorporation of Sanborn Christian School states that this Corporation is formed for the purpose of guiding a school for the spreading of Christian Education in agreement with the principles of the Bible as explained in the Belgic Confession, the Canons of Dort and the Heidelberg Catechism (these three documents are part of the Reformed heritage which forms our school and church backgrounds), and the SCS Statement of Faith.

Therefore, this school exists primarily to educate students in the light of God’s Word. We are here to assist parents in their calling to raise up their children in the knowledge of God and of His Word. As a Board of Directors, we take this calling very seriously. We are thankful for your interest in our school, and we are excited to share more details with you about the school and the methods we use to fulfil our mission. Due to the purpose of our school, we have a responsibility to ensure that families who are interested in sending their children to Sanborn Christian are aware of our vision and goals and desire this environment for their children. We try to ensure an awareness of these things through the attached documents and a future visit with the parents.

Please take a moment to look through the attached documents, and the process that is outlined. Please contact our school administrator if you have any questions. Due to the nature of the enrollment process, and the steps that are necessary, we ask you to submit the attached documents as soon as possible and in-line with the listed “due dates” so that we can continue with this process without much delay.

We look forward to meeting with you to discuss how we can work together to educate under God’s Word for serving Him in His world!

Blessings,

Board of Directors of Sanborn Christian School

SANBORN CHRISTIAN SCHOOL ENROLLMENT PROCESS:

At any time before or during this process, you are welcome to tour our school building, visit with the principal and/or teachers, and/or arrange to visit classrooms.

Organize necessary paperwork – all of the following documents must be submitted to the Sanborn Christian school office before a meeting is scheduled and before any enrollment decisions are made.

Submit the following documents to the Sanborn Christian school office to the attention of Anthony Minderhoud.

Parent/ Board Visit

Upon receipt of the completed paperwork, you will be contacted to set up a parent / board visit.

After Parent/Board visit, the board will contact the family about enrollment at Sanborn Christian.

The necessary forms for enrollment at Sanborn Christian will be given at this time as well.

Timeline:

- *Complete following documents and submit to Sanborn Christian no later than: **April 30**
- *Sanborn Christian Board reviews these documents: **May**
- *A meeting is set up between parents and representatives of Board: **May/June**
- *Family contacted of enrollment: **June/July**
- *Registration of new student: **Mid-July**

Date: _____

FAMILY INFORMATION

Student Names: _____
Grade(s) student(s) will be attending: _____
Date of birth(s): _____
Current Age(s): _____
Biological Sex of Student: _____

Natural Father: _____
Home Address: _____
Home Telephone: _____
Cell #: _____ Work #: _____
Employer: _____
Employer Address: _____

Natural Mother: _____
Home Address: _____
Home Telephone: _____
Cell #: _____ Work #: _____
Employer: _____
Employer Address: _____

Preferred Email Address: _____

Other Children in the Family:
Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Natural Parents are:
Married: _____
Separated: _____
Divorced: _____
Natural Father Deceased: _____
Natural Mother Deceased: _____

If natural parents are divorced / separated, who has legal custody of child?

Is either parent forbidden by court order from having access to child or school records? (If yes, written documentation will be required before enrollment).

If student does not live with natural father and mother, then the student lives with:

Natural Mother only: _____
Natural Father only: _____
Guardian: _____
Natural Mother and Stepfather: _____
Natural Father and Stepmother: _____

Guardian / Step-parent's Name: _____

Home Address: _____

Home Telephone: _____

Cell #: _____ Work #: _____

Employer: _____

Employer Address: _____

Grandparents' Name: _____

Home Address: _____

Home Telephone: _____

Cell #: _____ Work #: _____

Grandparents' Name: _____

Home Address: _____

Home Telephone: _____

Cell #: _____ Work #: _____

PAST SCHOOL INFORMATION

Please list and detail your child's previous school experience (including current and previous schools):

School	Address	Grades/Years Attended
_____	_____	_____
_____	_____	_____

Please take a few moments to complete the following questions for the application:

1. How did you learn about Sanborn Christian School?
2. What is the primary reason to have your children attend Sanborn Christian School?
3. Please offer a brief explanation of your "faith story":

5. Are there any academic, social, behavioral, or medical concerns of which Sanborn Christian should be aware?

PARENT AGREEMENT

As parent, or legal guardian, of the applicant student(s), my signature below indicates that I have read, understand, and agree with the Parent Agreement in making application for my child(ren) to attend Sanborn Christian School.

Student(s) Name(s): _____

- I acknowledge Sanborn Christian School is a Christian School that teaches and operates in accordance with its Purpose and Basis, as well as its Statement of Faith, which states:

Purpose of SCS: 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 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 instruction 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 well-being of present and future generations.

High-lighted Summary of the SCS Constitution: The basis of this society is the infallible (unfailing, reliable, inerrant) Word of God, interpreted according to the creeds of the Reformed churches; namely, the Belgic Confession, the Canons of Dort, and the Heidelberg Catechism which is also summarized in the Statement of Faith.

The purpose of this society is to provide for and give to the covenant youth of the community, that weekday grade-school education and instruction which agrees 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 based on race, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.

All persons who, without opposition, agree to the basis of SCS (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 Dort, and the Heidelberg Catechism) and are contributors to this cause are eligible to membership in this society. 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.

The society shall choose from its membership a board of at least eight members. These board members shall be chosen so that two or three retire every year. The retiring members of the board are eligible for reelection if nominated by the board and if the retiring member agrees to accept the nomination. A member shall serve no more than 2 consecutive terms. 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.

All teachers in the school must be members of a recognized Reformed church and must accept completely Article 2 of the Constitution (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 Dort, and the Heidelberg Catechism), along with the Statement of Faith.

- I agree to support the standards of the school in every area of its philosophy and policies, including academic, behavioral, spiritual, moral, and disciplinary and dress code policies.
- I agree to assume the responsibility for my child's education by supervising homework, being an encourager, and keeping in regular contact with my child's teachers.
- I agree to support the school to the best of my ability through attendance and participation in the various school activities.
- I agree to support, to the best of my ability, the school's entire program through prayer, time and financial gifts.
- I understand, and agree, that Sanborn Christian was founded upon Reformed beliefs and principles, holds to those, and promotes those today, and operates in accordance with those beliefs and principles.
- **After reading the above principles, we cannot fully agree with these statements due to a different viewpoint. However, desiring to have our children receive a Christ-centered education, we, by initialing this statement, declare that we will not object to or interfere with the Reformed beliefs and principles in which our children will be instructed.** (Please initial to affirm)

_____ **Father** _____ **Mother**

- Sanborn Christian School reserves the right to refuse any application, or dismiss any child at any time, for unacceptable work or conduct, or any other reason deemed necessary. Neither this application nor payment of fees is binding upon Sanborn Christian School.

BOTH PARENTS MUST SIGN THIS AGREEMENT

Signed: _____
(Father's Signature)

Date: _____

Signed: _____
(Mother's Signature)

Date: _____

SPIRITUAL INFORMATION

The purpose and philosophy 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 and inerrant Word of God, as summarized in the Reformed Creedal Standards - namely, the Belgic Confession, the Canons of Dort, and the Heidelberg Catechism, along with the Statement of Faith. The goal of this education is to equip children to know God's Word and His creation, to dedicate the whole human life to God, to love their fellow man, and to be stewards in their God given tasks. To accomplish this, we uphold the following principles of Christian education. Have you placed your faith in Jesus Christ for eternal life and are you personally in agreement with and committed to the basic beliefs of the historic Christian faith as listed below?

- 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.
- 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.
- We believe that man's sin brought upon all mankind the curse of God. Sin separates him from God, his neighbor, and the world, distorting his view of the true meaning and purpose of life.
- We believe that our Lord and Savior, Jesus Christ, by His death and resurrection, took God's curse from us upon Himself. Therefore, in Christ, believers and creation are made right with God, and the meaning and purpose of life are made clear.
- We believe that the primary responsibility for education rests upon parents to whom children are entrusted by God. Christian parents should accept this responsibility in view of the covenantal relationship which God established with believers and their children.
- 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 to prepare him/her to serve God in all aspects of life.
- 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.
- 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 responsibility of the entire Christian community to help parents establish and maintain Christian schools through their prayers and their generous gifts of time and money.
- We believe that the Christian school should be organized and administered according to the legal standards and provisions of the state if these do not conflict with the Word of God – the Bible. When this is done, the Christian school should be fully recognized in society as free to function according to its own principles.

1. Are you committed, as a Christian parent, to teaching these principles at home? **(Please initial to affirm)**

_____ Father

_____ Mother

2. Do you desire Biblical, Christ-centered education for your child? **(Please initial to affirm)**

_____ Father

_____ Mother

3. Will you commit your personal support, time, and finances to Sanborn Christian in the educational process? **(Please initial to affirm)**

_____ Father

_____ Mother

4. Do you desire for your child to receive training in these beliefs and principles at school, and will you support the school in its endeavors to encourage and to guide your student in applying these principles to life? **(Please initial to affirm)**

_____ Father

_____ Mother

Current church membership is at: _____

Denomination: _____

Pastor: _____ Telephone: _____

PARENTAL STATEMENT OF CHRISTIAN EDUCATION

Please describe what you believe Christian education should be, and how you envision Sanborn Christian School assisting you in providing Christian education for your child?

Signed: _____
(Father's Signature)

Date: _____

Signed: _____
(Mother's Signature)

Date: _____

Society

- 1000.1** All persons who without reserve consent to Article 2 of the Constitution and are contributors to Sanborn Christian School are eligible for membership.
- 1000.2** The Society shall choose from its membership Board members to operate the school for the Society.
- 1000.3** The Society shall meet at least annually to conduct the business of the school.
- 1000.4** 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.
- 1000.5** All decisions of the Society shall require a majority vote of the members present, except for the revision of any article of the Constitution. (See Constitution, Article 8 and By-Laws Article II, Section A)
- 1000.6** 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

- 580.1** Kindergarten Program Enrollment Requirements - Sanborn Christian School.

A Non-public School is not required to offer kindergarten 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 kindergarten.

Enrollment cards with verification of the child's birth date will be presented by parent or guardian.

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 elsewhere.

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

- 580.2** 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).

580.21 Health Services

A child beginning school for the first time must have a physical 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 wellbeing.

The following services shall be included:

1. Immunization records
2. Hearing screening
3. Health education

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

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. Student medication such as Tylenol or aspirin should be brought to school from home in their original containers.

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.

School personnel and students with a communicable disease will be allowed to attend school and perform their customary tasks if 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 to others or when the student is too ill to attend school.

When a student becomes ill or is injured at school, the student's parents shall be notified by the student's teacher or the principal 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 parent's 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 workplace.

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 workplace shall be distributed and training conducted for appropriate employees. A file shall be maintained recording training which 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.

580.3 Communicable Disease Control

- 580.31** 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.
- 580.32** The principal, and the education committee, 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.
- 580.33** The principal, and education committee, 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. A reportable communicable disease will be referred to the County Health Nurse by the principal.
- 580.34** The decision to close school due to communicable disease outbreaks is at the discretion of the principal with the advice of the SCS board of Directors.
- 580.35** 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.
- 580.36** 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 encounter the disease and/or the disease carrier.

General Student Responsibility and Discipline (Grades Preschool through 8th Grade)

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 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 always show full respect for fellow students. Students shall, always, 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.

General Procedure for Handling Student Misconduct (PreK through 8th Grade).

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.

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 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 investigating 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).

Physical force may be used when it is deemed essential for 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.

Specific Student Conduct Policy (Grades 6-8)

An important component of an excellent school is a defined system of expectations for conduct/behavior as well as for academic achievement. All students attending Sanborn Christian School are enrolled because parents seek an education for their child that is Christ-centered and consistent with the values taught in the home and the church. Since Sanborn Christian School is an extension of the Christian home, a curriculum has been developed which guides teachers to help students achieve at the highest level of their potential. Equally significant is developing and implementing an appropriate system of conduct compatible with parental expectations that enhances and optimizes the environment in which students learn.

Sanborn Christian School's Conduct Policy seeks to enable each child to deliberately and joyfully accept the responsibilities to demonstrate concern for the well-being of his fellow man, himself, and all of God's creation. By developing and encouraging the "Fruit of the Spirit" (Galatians 5:22), students are trained to be responsible under the Lordship of Jesus Christ. The fruit of the spirit is **love, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control**. All expectations are rooted in attaining and practicing these virtues. Therefore, our expectations are honesty, consideration of others and their property, respect for those in authority and school mates, respect for rules, diligence, wholesome talk, cooperative spirit, promptness, personal integrity, and accountability. SCS has developed a discipline plan that outlines the role of the classroom teacher in listing specific classroom expectations. The plan also outlines a systematic method for dealing with unacceptable behavior.

When families are admitted to Sanborn Christian School, they make a commitment to support and honor the policies and procedures that have been set by the board. The stronger the unity between parents and school, the greater the benefits the child receives.

The following will outline the discipline plan that is laid out specifically for grades 5-8.

Specific Discipline Plan: Grades 6-8

It is our intent at Sanborn Christian School to provide a safe, productive, and effective learning environment where students can also experience God's loving correction, forgiveness, and restoration. To develop this type of community, we implement the following 4-level discipline policy.

Level I: Coming to class prepared for learning.

Examples include:

1. **Having all assignments carefully completed and ready to hand in if necessary and having all necessary materials in the classroom before**

class begins. (Examples: Books, notebooks, pens/pencils, calculator, completed assignments, etc.)

- a. A warning will be given to the student if this expectation is not met.
- b. The second occurrence will result in the teacher meeting with the student and notifying the parents by means of an Academic Progress Report. This notice, with a parent's signature, is to be returned to the student's homeroom teacher the very next school day.
- c. The third occurrence will result in the student receiving a Detention Notice. This notice, with a parent's signature, it to be returned to the issuing teacher the very next school day.
- d. Subsequent occurrences will result in more detentions without further warnings.
- e. Detentions for students in Grades 6-8 will normally be served on Thursday mornings from 7:30am to 8:30am in the homeroom of the teacher who issued the detention.
- f. Each teacher will keep a written record of these warnings issued.
- g. At the beginning of each marking period (quarter), students begin with a clean record.

2. Coming to class on time.

- a. A warning will be given to the student when the student is tardy for a specific class.
- b. The second incident will result in the student receiving an Academic Progress Report. This notice, with a parent's signature, is to be returned to the issuing teacher.
- c. The third occurrence will result in the student receiving a Detention Notice. This notice, with a parent's signature, is to be returned to the issuing teacher.
- d. Subsequent occurrences will result in more detentions without further warnings.
- e. Detentions for students in Grades 6-8 will normally be served on Thursday mornings from 7:30am to 8:30am in the homeroom of the teacher who issued the detention.
- f. Each teacher will keep a written record of these warnings issued.
- g. At the beginning of each marking period (quarter), students begin with a clean record.

Level II: Maintaining a safe and positive learning environment in the classroom and hallways.

Examples include:

1. Behaving properly in class (during a specific class period).

- a. A warning will be given to the student when the student is behaving improperly in class or has been sent out of class.
- b. The second incident will result in the student receiving a Disciplinary Referral. This notice, with a parent's signature, is to be returned to the issuing teacher the very next school day.

- c. The third occurrence will result in the student receiving a Detention Notice. This notice, with a parent's signature, is to be returned to the issuing teacher the very next school day.
- d. Subsequent occurrences will result in more detentions without further warnings.
- e. Detentions for students in Grades 6-8 will normally be served on Thursday mornings from 7:30am to 8:30am in the homeroom of the teacher who issued the detention.
- f. Each teacher will keep a written record of these warnings issued.
- g. At the beginning of each marking period (quarter), students begin with a clean record.

Level III: Exhibiting a Christian lifestyle.

Examples include:

- 1. **Respecting and cooperating with all adults.**
- 2. **Respecting the rights and property of others.**
- 3. **Being honest on assignments, quizzes, and tests.**
- 4. **Using language that is not vulgar, coarse, or profane.**
- 5. **Avoiding excessive pushing, rowdiness, and horseplay in the classroom, hallways, and on the playground or school bus.**
- 6. **Avoiding harassing and bullying behaviors.**

The staff member who confronts any misbehavior in these areas of lifestyle will issue a Detention Notice. This notice, with a parent's signature, is to be returned to the issuing teacher. All forms sent home for a parent signature must be returned the very next school day. Failure to return these signed notices will result in another warning and/or detention. Detentions for students in Grades 6-8 will normally be served on Thursday mornings from 7:30am to 8:30am in the homeroom of the teacher who issued the detention.

Level IV: Avoiding serious offenses.

Examples include:

- 1. **Accumulation of Level II or Level III detentions.**
- 2. **Vandalism**
- 3. **Stealing**
- 4. **Use of "controlled substances"**
- 5. **Bringing dangerous articles (knives, weapons, matches, etc.) to school**
- 6. **Fighting (physical altercation)**

The Administrator will call the parents to discuss appropriate consequences when a situation occurs. These may include in-school suspension, out-of-school suspension, and restitution for damages, ineligibility for extra-curricular activities, and class trips, or other discipline, up to and including expulsion. When necessary, a meeting will be called with the parents, administrator, teachers, and students. The chairperson of the Education Committee of the School Board will be notified.

Teachers should consider a student's special needs to provide a modified discipline plan if needed.

Due to the differing stages of junior high experience and maturity of each grade level, the following implementation schedule will be enforced for this overall conduct policy:

- Grade 6 – will begin at the beginning of 2nd quarter (October/November)
- Grades 7 & 8 – will begin the first full week after Labor Day (September)

Junior High (Grades 5-8) Athletic Guidelines and Academic Expectations

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.

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. The week of probation is to allow the student to focus on academics and will be allowed to participate in activities once the average is raised to a D- or above (passing).

Probation Week(s): During a season, a student may become ineligible due to not meeting their responsibility as athletes. A student must attain a grade better than an “F” in any class. Grades will be checked with progress reports and report cards. Students must also display attitudes and behaviors that represent our beliefs as a Christian Community. Parents of students with unsatisfactory reports will be notified immediately. The student will be placed on probation at this time.

- 1) The probation period will begin the following day after the decision was made to place the student on probation.
- 2) During the week probation period, the student will be allowed to attend practices if all schoolwork is completed, but he/she will not be allowed to participate in games.
- 3) If there is no academic progress evident at the end of the week probation period, the student will not be allowed to attend practices or participate in games until the average is raised to a D- or above (passing). Depending on the length of the sport season, the student may or may not be eligible to be reinstated, after another two-week probation period.

The following discipline guidelines will be used for junior high athletics at SCS:

1. Academic Detentions (see Level 1 of the above discipline policy).
 - a. A student receiving their first academic detention will miss half of playing time in a game.
 - b. A student receiving their second academic detention will miss a full game.
 - c. A student receiving their third academic detention will miss a second full game.
 - d. A student receiving their fourth academic detention will miss a third full game.
 - e. After any other subsequent academic detentions, the situation will be reviewed with the administrator, student, coach (if necessary), and parents (if necessary) to see if the academic progress warrants the removal of the student from the team.
2. Behavior Detentions (see Levels 2 – 4 of the above discipline policy).
 - a. A student receiving their first behavior detention will miss a full game.
 - b. A student receiving their second behavior detention will miss a second full game.
 - c. After any other subsequent behavior detention, the situation will be reviewed with the administrator, student, coach (if necessary), and parents (if necessary) to see if behavior warrants the removal of the student from the team.

NOTE:

All these implications begin when the season begins. It is understood that the season begins when the first practice starts. These implications DO NOT reset at the end of the quarter when a season straddles two quarters (basketball season for example).

Students must be at school by 12:00pm (noon) on the day of the extra-curricular activity to participate in that day's activity.

Due to the differing stages of junior high experience and maturity of each grade level, the following implementation schedule will be enforced for this overall conduct policy:

- Grade 6 – will begin at the beginning of 2nd quarter (October/November)
- Grades 7 & 8 – will begin the first full week after Labor Day (September)

Detentions (Before 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, the parents will be informed of the detention. Detentions for students in Grades 6-8 will normally be served on Thursday mornings from 7:30am to 8:30am in the homeroom of the teacher who issued the detention.

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

Suspension

Suspension from school is used rarely in 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 people and the Education Committee will be held.

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

Cell Phones

Students are strongly discouraged from bringing electronic devices to school (electronic devices include cell phones, SMART watches, radios, computer games, music devices, electronic tablets, or other electronic devices) as they will not be used during the educational part of the day. When technology is needed within the classroom, Sanborn Christian will equip students with computers, Chromebooks, or iPads that can be used.

Therefore, it is not deemed essential that a student in Preschool through 8th grade comes to school equipped with a cell phone. All messages and necessary communication for the student from home are expected to be left with the school secretary, or with the student's homeroom teacher.

If brought to school, electronic devices must remain in the student lockers or a backpack near the lockers and are not to be checked between classes and/or at breaks. Electronic devices must be powered off to avoid classroom distractions. Any cell phone, or electronic device, that rings / makes noise, or is used

without the teacher's permission, or is taken out of the locker or bag during the school day, may be confiscated and returned to the student at the administrator's discretion.

Smartwatches are also strongly discouraged. They may be worn but must also have notifications turned off (not simply silenced). Smartwatches with notifications enabled are in violation of this policy and may be confiscated.

Absolutely no "picture taking" with any device will be allowed in the restrooms or the locker rooms. Cell phones and other devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in restrooms or the locker rooms. Any student who uses an electronic device for these purposes in a restroom or locker room will be suspended.

The following electronic device protocol will be followed by school faculty in the event of unauthorized cell phone or device use:

- **First offense** – a reminder is given about the electronic device policy and the consequences of further issues with electronic devices.
- **Second offense** – the electronic device is confiscated and is returned at the end of the next school day after the student meets with the administrator.
- **Third offense** – the electronic device is returned after three school days (if this would happen to occur over the weekend, then it will be more than just three days) after the student meets with the administrator, and the parents will be notified.
- **Fourth offense** – the electronic device is confiscated, given to parents, and the student may no longer take the device to school for the remainder of the school year.

Any abuse of this cell phone policy will be dealt with case by case by the school faculty.

580.5 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 the 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

Sanborn Christian School wishes to reinforce the Christian principles which children learn in the home and at church. Consequently, we believe that although parents have the primary responsibility for ensuring that their children appear neat, clean, and modest, we will also require students to reflect an attitude of respect for themselves and others by the way they dress. It is the desire of the Board of Sanborn Christian that parents exercise their God-given responsibility and exercise Christian stewardship and modesty as they provide appropriate school attire for their children.

Attitudes and character are reflected in the way a person dresses. Students at Sanborn Christian School should always strive to present a positive personal appearance that aligns with their biological sex. All clothing should be modest and appropriate for a Christian witness. Students are expected to wear clothing that is neat, clean, and modest. If there are any questions relative to the suitability of a student's clothing at an age or grade level, the decision of the school personnel will be final. Children that come to school wearing inappropriate attire may be asked to change and/or call home as needed.

Boys and girls should dress in a manner that does not attract undue attention to themselves. We realize that styles and grooming change, but extremes in either often tend to seek or cause individual attention. Personal desires must often be denied, avoiding this issue. Because there are so many ways that a student may adhere to, or stray from, this policy, it is impossible to list them all in this space. However, here are some of the more common items which should be understood:

1. Dresses and skirt hems should be just above the knee or below, and not be too tight fitting.
2. Clothing should not be too tight, too short, or too revealing. Tank tops, bare shoulders, bare midriffs, bare backs, and low necklines are not appropriate. Undergarments should not be visible.
3. Biking shorts may not be worn at any time (including PE classes) unless under other looser shorts or skirt/dress. Spandex and/or yoga pants are not to be worn unless appropriately covered by a shirt or top that reaches the fingertips.
4. Walking shorts may be worn on warm fall and spring days. The suggested acceptable time for wearing shorts would be the months of August, September, October, March, April, and May. Short hems should be long enough to reach the fingertips.
5. Since much of the media promotes a lifestyle that is opposed to our basic Biblical beliefs, clothing which promotes slogans, lifestyles, products, etc., which are offensive to the Christian community, may not be worn under any circumstances. Some possible examples of this would be attire with suggestive words or slogans, advertisement of alcoholic beverages, smoking, drugs, or individuals that show a blatant disrespect for the authority of God and the ideals of this school.

6. Tank tops may only be worn if they are covered by another more modest shirt or top. Sleeveless or muscle shirts may be worn if the arm openings do not hang down the sides of the student.
7. Caps, hats, or winter headbands are not permitted in class.
8. Please make sure that your student's shoes are the type of shoes that do not leave black marks on the gym floor or hallways.
9. Footwear must always be worn.
10. Any other clothing or apparel that is in questionable taste, would disrupt the educational environment, poses a safety problem, or is not worn as originally intended, may not be worn.
11. The coloring and hi-lighting of hair is one of the changing grooming styles. Coloring of hair, in what would present itself as an unnatural color (green, purple, etc.), will not be permitted in consistency to not attracting undue attention to oneself.
12. Male students are not allowed to wear earrings to school or school-sponsored activities.

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. 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 behaviors or beliefs contrary to Biblical principles (sin), as contained in the policies of Sanborn Christian School and the Statement of Faith.

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.”

588.1 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 cabinet.

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 regarding 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 student's 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

- 1040.1** 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.
- 1040.2** If a parent has a question concerning a teacher's disciplinary practices, they are urged to contact the teacher involved. If satisfaction cannot be arrived at, the principal will become involved. The Board will become involved only when the above measures have been unsuccessful.
- 1040.3** Parents are invited to school at any time.
- 1040.5** The enrollment of the child is the obligation and responsibility of the parent. Before a child may be instructed, he/she must be enrolled.

Enrollment must be preceded by the proper enrollment procedures (see enrollment policies in this handbook).

- 1040.6** Parents and society members who wish clarification of, or seek change in, curriculum have an obligation to first seek the input of, and review related materials from, the classroom teacher(s). The administrator should be informed and involved next if a significant concern is present or change is necessary. The administrator will bring this information to the Education Committee which will determine a course of action and resolution if the concern requires it.

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.

- 1050.1** 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.
- 1050.2** 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.
- 1050.3** 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.
- 1050.4** Concerning student activities which 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 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 consideration of the general ability of constituents to meet the tuition scale. Please note the following guidelines:

- Actual dollar amounts are revised each year and published in advance of the new school term.
- Traditionally, tuition payments will be set up based on 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 monthly 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 the school.
- Tuition has been 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 for 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

230.8b 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 on the first of every month and are due by the 15th of every month. 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 parent's responsibility to contact their diaconate. The Board believes the Church has a vital role in promoting and assisting in financial support of Christian Education. If it becomes evident that the parents have not contacted their diaconate the Finance Committee will contact 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 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.

SCS FACILITY RENTAL REGULATIONS

Sanborn Christian School's facilities were provided by God's benevolence and are consecrated to His glory (Col. 3:17). Therefore, SCS's facilities are to be used exclusively to glorify God. Although the facilities are not generally open to the public, SCS makes its facilities available to approved student body members, faculty, or outside groups on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

SCS's facilities may not be used for activities that contradict, or are inconsistent with, SCS's beliefs, as summarized in its Statement of Faith. This restricted facility use policy is necessary for two reasons. First, SCS may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, SCS must present a consistent public witness to the community through stewardship of its property. Allowing facilities to be used by those who teach or engage in practices contrary to SCS's faith would have a severe, negative impact on the message SCS strives to promote and could cause confusion and scandal to the student body, faculty, and the community. Therefore, only events that are consistent with SCS's religious beliefs, as determined by official designee, shall be permitted.

RENTAL REGULATIONS

1. The signee is responsible for the group and agrees to enforce the rules of this agreement.
2. The school will not be held liable for any accidents to any member of the group while on the premises of school.
3. The school will not be responsible for guests' belongings.
4. NO SMOKING/NO ALCOHOLIC beverages are allowed in the building or on the property. If this rule is violated, future rentals to your group will be denied.
5. Sex-specific locker rooms, changing areas, and restrooms are to be used by members of the designated biological sex only.
6. Regarding kitchen rentals: The full use of kitchen may be rented and requires hiring an approved SCS cook/staff to be present at \$25.00 per hour. Please contact Building Committee Chairman for an approved list of kitchen help. It is the responsibility of the renter to contact an approved staff member who is agreeable to work during the entire rental period prior to approval of kitchen use. Arrangements with a kitchen staff member should be made prior to rental. Payment will be made to staff through SCS. Kitchen representatives that are hired during an event will be accountable exclusively to ensure proper use and safety of the kitchen and all its equipment as well as oversee proper cleaning and storage of all equipment used during its rental period. They will not be required to assist in food preparation or clean-up in any regard.
7. **Enter and exit through the west doors only.** If you entered using a temporary 5-digit code, it will only be valid for up to 4 hours. Please ensure that the key is placed back in the lock box and that the lock box is securely shut and locked.
8. Upon entering through the west doors, you may use the silver Allen Wrench Key (hanging to the top right of the west door) to unlock the west doors. Please ensure that you have securely locked this door using the same key before you leave AND return the silver key to its hook for the next renters.
9. **Regarding Society Room rentals:** Use of the refrigerator/freezer, kitchen outlets, sink for light kitchen use, microwave, the pool table, ping-pong table(s), etc. are available and included in rental rate. **Please take any garbage from your event downstairs and out to the dumpster which is located on the west side of the building by the ramp.** This does NOT include bathroom garbage. **Please clean up spills in microwave if/when needed.**
10. Tables and chairs will be supplied upon request. **However, you must SET UP, TAKE DOWN, and CLEAN OFF all the tables and chairs that were used. You are also responsible for**

taking your garbage out to the dumpsters which is located on the west side of the building by the ramp. This does not apply to bathroom garbage cans. The volleyball net, if requested, can be left up and the custodian will take that down and put it away. Other PE equipment can be left by the PE equipment supply room.

11. No shoes that leave black marks may be worn while running or playing on the gym floor. In the case that black marks are left behind, please remove the black marks before leaving.
12. **An additional fee of \$25.00 per hour will be assessed for such things as: picking up trash, removing black shoe marks from the gym floor, wet mopping the floor because of spills, etc**
13. Because the bleachers are not built to bear weight when they are not pulled out, and flat against the wall, **DO NOT sit on or walk upon the top bleachers when they are not pulled out.**
14. Do not hang on nets or rims.
15. Rentals on a SCHOOL DAY evening may not start before 5:00 p.m. **NO Sunday rentals without Board Approval.**
16. Supporting church-related functions will not be charged rental fees. A freewill donation to help cover janitorial expenses could be considered.
17. “Over night” rentals are limited to church or school sponsored groups consisting of predominantly grade school-age children (i.e. Cadets, GEMS). All overnight rentals MUST BE PRE-APPROVED by the Building Committee.
18. Closing time for evening rentals is 10:30 p.m.; Saturday evening rentals must be finished by 6:00pm (unless previously approved). If you plan to leave earlier, please notify the custodian. Please DO NOT leave the building open and unattended. Closing time for “overnight” rental is 9:00am. **If you desire to extend the Saturday rental past 6:00pm, please contact the school janitor for approval.**
19. An additional fee of \$25.00 will be assessed if you stay beyond the designated closing time.
20. Before leaving, check to be sure that ALL LIGHTS have been turned off, including restrooms (although restroom lights are automatic and should shut off on their own). Please make sure that the silver Allen wrench key is returned to its hook, and west doors is securely locked.
21. Report any damage to the custodian immediately by written note, so the damage can be fixed, if possible, by the next school day. The reason for this is so physical education classes will have its equipment useable for the regular school day.

THANK YOU! We appreciate your understanding of our requirements and your cooperation in fulfilling them.

OTHERS BENEFIT FROM YOUR CONCERN AND THOUGHTFULNESS.

Rental Agreement of SCS Facilities and Equipment

The following rates and regulations (included) have been adopted by the Board regarding the rental of facilities and equipment. Please read carefully and sign below, returning this form to the office 48 hours in advance with payment enclosed. (Keep the third page and return the first two.) Your signature indicates your willingness to enforce these regulations. All rental agreements are to be made through the school office.

Name of Group or Individual _____

Address _____ Phone _____

E-mail Address _____

Event _____

Today's Date _____

1. Date Desired of Rental:

2. **Time** - Indicate actual time needed, if known. If other times are needed, please state those times for approval:

_____ 5:00 p.m. - 10:30 p.m. (Monday through Friday). Rentals on a SCHOOL DAY evening may not start before 5:00pm

_____ 1:00 p.m. - 6:00 p.m. (Saturday)

_____ Other (**desired rental past 6:00pm on Saturday must be approved by the Building Committee prior to rental**):

3. Rates

Gym	SCS Society Family Groups	\$150.00	_____
	Family Groups	\$250.00	_____
School Society Room	SCS Society Family Groups	\$45.00	_____
	Family Groups	\$75.00	_____
2-Hour Gym Rental	SCS Society Family Groups	\$50.00	_____

4. Gym Equipment Needed (indicate which items needed)

_____ Chairs & Tables. Please list quantity of chairs _____ and tables _____.

- Where will these chairs and tables be used? _____

_____ Basketballs & Volleyballs and/or other balls

_____ Volleyball net

_____ Other (depends on availability). Please specify: _____


5. Kitchen Rental

_____ We wish to use the full kitchen and will have _____ (staff name*) present during the kitchen rental for _____ hours at \$25.00 per hour. He/She will be needed from _____ to _____.

*See reverse for list of approved staff representatives for hire.

Fee - \$100.00

6. Total Fees Enclosed

.....\$ 

7. Renter's Signature* _____ **Date** _____

Sanborn Christian School Gymnasium Usage Policy (for small groups)

Sanborn Christian School's facilities were provided by God's benevolence and are consecrated to His glory (Col. 3:17). Therefore, SCS's facilities are to be used exclusively to glorify God. Although the facilities are not generally open to the public, SCS makes its facilities available to approved student body members, faculty, or outside groups on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

SCS's facilities may not be used for activities that contradict, or are inconsistent with, SCS's beliefs, as summarized in its Statement of Faith. This restricted facility use policy is necessary for two reasons. First, SCS may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, SCS must present a consistent public witness to the community through stewardship of its property. Allowing facilities to be used by those who teach or engage in practices contrary to SCS's faith would have a severe, negative impact on the message SCS strives to promote and could cause confusion and scandal to the student body, faculty, and the community. Therefore, only events that are consistent with SCS's religious beliefs, as determined by official designee, shall be permitted.

- The Sanborn Christian School Gymnasium may be made available at the request of a Sanborn Christian School Society Member who is of 18 years of age or older. Please be sure to check that the gymnasium is not already rented by another person or party for your requested date and time.
- **Under this agreement**, the gymnasium may only be rented for **two hours for small groups of five (5) or less people** (for 1–3-hour rentals for groups of more people, in the amount of \$10, please see the general rental policy). If your rental request should be longer than the allotted two hours, a rental contract is necessary. This contract may not be used in conjunction with any other rental contract.
- Requests for gymnasium use will be made to one of the following contacts (please be sure to contact in this order):
 - Sanborn Christian School Building Committee Chairman
 - Sanborn Christian School Custodian
 - Sanborn Christian School Secretary
 - Sanborn Christian School Administrator
- Access to the gymnasium cannot be given by any other school staff, employee, or board members.
- Any keyed access to the gymnasium without approval by one of the three contacts listed above shall be considered a violation of this policy.
- **A \$10.00 fee is requested to be paid for each gym use.** This fee covers expenses such as utilities, and any possible set-up or cleaning.
 - This fee can be paid with cash, or a check made to Sanborn Christian School (check is preferred). A copy of your policy will be found in the south storage room, **please send completed contract and \$10.00 fee with the designated person who is giving you access to the gymnasium, or placed in the overnight drop box which is located at the main entry doors of the school.**
- The cleanliness of the gymnasium shall be equal to or greater than the condition than it was presented.
 - If needed, a broom and dustpan are available in the south storage room.
 - Please wear non-marking soled shoes to prevent scuff marks on the floor.

General Rules and Guidelines

General School Procedures

Students should use the bathroom before going outside at any recess time or before school. No loitering at any time.

Gum chewing will not be allowed at any time. Candy will not be allowed during class.

Cubicles and lockers should be kept clean and neat. No food should be stored in them, and lunch boxes or bags should be taken home each evening. Textbooks should be kept in desks or lockers cubicles.

Students should not arrive at school before 8:20am without getting permission from their classroom teacher. As soon as a student has arrived at school, he/she may not leave unless given permission by school personnel.

We attempt to discourage students from coming to school early unless there is a valid reason for doing so. When arriving at school, students enter school, place belongings and books in the proper place, and then go outdoors. When the call bell rings in the morning, students must line up at the designated door and quietly enter school. Absolutely no running. Valid reasons for coming to school early requires a note to the child's teacher.

Halls must always be kept as quiet as possible. Absolutely no running.

Any student whose behavior impairs class instruction or is detrimental to other students will be disciplined accordingly.

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 and symptom free for 24 hours. This is particularly true within the COVID-19 situation.

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 as 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, except for 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.

5-8: 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.

Graduating 8th grade students are eligible for the President's Academic Award at graduation if they meet the following criteria:

- a) Maintain a B+ average (92% or higher) through grades 4-8.
- b) Score at the 85% NPR in math or reading on the IA Assessments (ITBS) OR score in the proficient or advanced range on the ISASPs in either grade 7 or 8.

Grading Scale

100-98	A	82-80	C
97-95	A-	79-77	C-
94-92	B+	76-74	D+
91-89	B	73-71	D
88-86	B-	70-68	D-
85-83	C+	67-0	F

STARS Program

Jr. High STARS Program Recognition will be given to students from the Sanborn Christian School Junior High (Grades 5-8) who meet the requirements for STARS (Students That Are Readily Serving) Program.

To qualify for this program, the student must fulfill the following criteria:

- (a) No Level III or IV infraction within the Junior High Discipline Policy.
- (b) The student must complete three hours of service project during the quarter. Forms will be available from each homeroom teacher at the beginning of each quarter. Any service form or project turned in after the published deadline will apply to the following grading period.
- (c) The student must complete three hours of service project during the quarter.
- (d) To receive recognition at the 8th grade graduation, the student must complete service hours for all four

quarters for all the years (16 quarters).

The Jr. High student receiving STARS award will be given recognition at their 8th grade graduation if the student has completed STARS for 16 consecutive quarters.

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 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 the 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 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, rubber boots, or outside shoes as required, or those who purposely forget to avoid going outdoors, 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

588.2 Student and Parent Bus Information

During bus arrival and departure times (8:20 - 8:45 a.m. and 3:15 - 3:40 p.m.) please keep the driveway behind the school open and clear. Bus drivers appreciate the space to maneuver more easily.

Buses will run, as nearly as possible, on a consistent schedule.

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 always to remain seated 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, and 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 given to the parents, bus driver, transportation committee and placed 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. Parents will be responsible for transporting the student to school. |
| 3. Third Offense | Student will be put off the bus for one (1) week. Parents 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.

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 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. Donovan volunteering their time to help with cataloging and advising regarding 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 5 cents per open school day 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, including inappropriate behavior. 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 (Gym)

Students are NOT to be in the office, activity room, janitor's rooms, or maintenance rooms 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.

450g Teachers will follow the following guidelines for retaining or promotion a student.

1. To be promoted to the next grade a student must have passing grades in all major subjects but one. Major subjects are arithmetic, English, reading, social studies, science, and Bible.
2. To be retained a student must receive a final average of "F" in two (2) major subjects.
3. "Pass on Trial" may be used if a student has a final average of one (1) "F" and one (1) "D" in major subjects. Not generally recommended.
4. The individual case of the student must be taken into consideration.

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 may be issued after 4 ½ weeks to students in grades 1 – 8, perhaps except for 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 for helping 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 footwear may 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.

Snowy Days and Emergency Dismissal

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

If school is cancelled or delayed due to weather conditions, families will be contacted by JMC's Parent Alert. It is best to check the school website to verify school closings, delayed starts, or early dismissals.

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 list 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 the parents return home.

School Hours

Classes begin at 8:30 a.m. and finish 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.

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 a 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 discouraged.

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 hours run 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.

Please do not send your children to school with a cell phone (see cell phone policy).

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, 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 vocal solo, and ensemble, which we do not actively teach. In all events guidance is required from the teacher and the parents. Students or the parents 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.

Hot Lunch

The students at Sanborn Christian School will be offered a well-balanced lunch that will be served each day the school is in operation during the lunch time. Lunch time is defined as being in school between the hours of 11:50am and 12:40pm. 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, 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 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 not be credited with 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.

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 often necessary to facilitate team sports. Therefore, middle-school students are encouraged to participate in all interscholastic athletic events. Parents desiring their child not to participate may contact the administrator. Another exception to athletic participation is if there is a medical condition (or other related reason) that requires them not to participate.

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 typically practice two or three times 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 not continue to participate in activities (practices and/or games) until the average is raised to a D- or above (passing).

Students must be at school for half of the school day to participate in games after school. Please refer to earlier pages of this handbook for more specifics.

Academic Learning Support

Sanborn Christian School realizes that some students have learning difficulties and need extra assistance to succeed. For this reason, the school will provide an academic learning support program to supplement the instruction at our school for those students. This program will supplement the in-class instruction of the teachers or, if needs require, 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 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
11:40	Grades K - 5 Dismissed for Lunch
11:55	Dismiss for Noon Break - Grades 6-8
12:15 p.m.	Call Bell for Grades 6-8 Noon Lunch
12:20	Grades K-5 Dismissed for Noon Break
12:40	Call Bell - Grades K-5
1:55	Break Begins - Grades K-8
2:05	Break Ends - Grades 5-8
3:25	Preparation for Dismissal
3:30	Dismissal
3:35	Buses Leave

All Children are out of the building except for 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.