



A nondenominational faith-based learning community, partnering with Christian families to promote academic excellence and prepare students for a lifetime of commitment to Christ.

Family Handbook

Table of Contents

Mission	3
Vision	3
Statement of Faith	3
Philosophy	4
History and Legacy	4
Spiritual Life	5
Administration and Governance	5
Safety and Security	6
Academics and Activities	7
Non-Core Areas of Study	9
Admissions	10
Student/Parent Guidelines	12
Student Conduct	14
Grievance Procedure	16
Finances	16
Frequently Asked Questions	19

Sandpoint Christian School

MISSION

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

VISION

Sandpoint Christian School strives to be an engaged learning community, which integrates and reflects Christian faith in all that it does. Our students will be academically challenged and prepared, spiritually mentored, grounded, service-oriented and, demonstrate compassionate hearts. Our students will be lifelong learners who are critical thinkers, making decisions based on a Biblical worldview, developing the fruits of faith, and impacting their world for Christ.

STATEMENT OF FAITH

GOD

We believe there is one God, eternally existing in three persons: The Father, The Son, and the Holy Spirit. Luke 3:22, Matthew 28:19, John 1:1-3

BIBLE

We believe the Bible is God's only ordained written revelation. As such, it is authoritative, infallible, and complete in its written conveyance. 2 Peter 1:20 -21, 2 Timothy 3:16

JESUS

We believe in Jesus Christ, God's only Son, conceived by the Holy Spirit, born of the virgin Mary, who was crucified, died, and buried and on the third day rose from the dead and ascended to heaven, where He is seated at the right hand of God the Father; From thence He shall come to judge the quick and the dead. – Apostles' Creed ~140 AD, Hebrews 4:14-15, John 1:1-3

HOLY SPIRIT

We believe in the deity of the Holy Spirit, the Holy Spirit's miracle of new birth in the life of the repentant sinner and the Holy Spirit's indwelling presence in the life of the believer. John 16:7-15

HUMANITY

We believe that man and woman were created by God and in the image of God. We believe, because of sin, all men and women became alienated from God, their creator. When we accept, by faith, God's gift of salvation, through Christ's death on the cross, our alienation is removed, and our created purpose is evidenced. Genesis 1:27, John 3:3-5

GRACE

We believe that God offers grace and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that all actions and speech should be spoken in love and in accordance with the scripture, for it is commanded: "Love your neighbor as yourself," "Love does no harm to a neighbor" Therefore love is the fulfillment of God's law. Romans 13:8-10, Acts 3:19-21, Romans 10:9-10

PHILOSOPHY

ACADEMIC EXCELLENCE

Sandpoint Christian School believe in maintaining academic standards, which promote and challenge the student to maximize the gifts and opportunities given. When working towards our highest level of achievement, we are honoring and exhortation, to “do everything as unto the Lord,” Colossians 3:23.

SCHOOL ENVIRONMENT

Sandpoint Christ School seeks to provide a safe learning environment that is conducive to the development of academic excellence and Christ-like character and behaviors.

As such, we value respectful relationships within our learning community (students, staff and families) as well as honoring and supporting individual accomplishments and effort.

PERSONAL GROWTH AND CHRISTIAN SERVICE

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

DISCIPLESHIP

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

CONTENT, INSTRUCTIONAL PRACTICES, AND LEARNING OUTCOMES

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

CHRISTIAN BELIEFS

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

HISTORY AND LEGACY

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

SPIRITUAL LIFE

BIBLE TEACHING

Non-denominational Bible curriculum, in line with our statement of faith, is used at each grade level and is taught as an academic subject. Emphasis is placed on scripture memorization, understanding, and personal application.

CHAPEL

Sandpoint Christian School has a chapel service the first school day of every week. Students are taught through music, speakers, slides, and skits. We are very privileged to have local pastors, missionaries, parents, and students from around the Sandpoint area who volunteer to come and share the Word of God with our students. Parents and friends are always welcome to join us for chapel.

SERVICE

In an ongoing effort to help children understand the importance and God-given mandate to help those in need locally, nationally, and globally, Sandpoint Christian School offers a variety of service opportunities including raising money or donations for various organizations, visiting, and singing at local nursing homes, performing various hands-on services, and taking part in community events, as arranged by our staff and/or school community.

TEACHER PRAYER

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

ADMINISTRATION AND GOVERNANCE

ACSI MEMBER

Sandpoint Christian School is a member of the Association of Christian Schools International. ACSI currently guides over 5,000 Christian schools. They are available to help us sharpen our educational focus, provide continuing education for our teachers, network with other Christian schools, and they effectively lobby for Christian education in government offices.

SCHOOL BOARD

The school board oversees the operations, finances, and ongoing mission of Sandpoint Christian School. The responsibilities of the board include financial oversight, policy, personnel, and support and encouragement of Christian education. Members of the school board are Christian believers in support of the school's Mission, Vision, and Statement of Faith. They are engaged with local churches whose beliefs align with Sandpoint Christian School's. New School Board members are appointed by the school board or elected by the school membership (school families and staff).

SCHOOL BOARD MEETINGS

The School Board will meet once a month. Parents are welcome to attend the public portion of the meeting. Parents who have something that they would like to add to the agenda will need to contact the chairperson and have him/her add it to the agenda. Special meetings may be called at any time by a majority vote of the School Board or by the Chairperson at the written request of one-fourth of the membership. A call for a meeting shall state the reason for the meeting and be limited to this reason.

FACULTY AND STAFF

Professionally trained, certified teachers serve as academic leaders and role models. In-service training, mentoring and a continuing education encourage professional growth and excellence. The faculty seeks to model Christian commitment, understanding the importance of their mentoring role. The staff is made up of both full and part time employees along with volunteers. All employees support the Mission, Vision, and Statement of Faith, and are affiliated with a local church.

PARENT VOLUNTEER PROGRAM

Sandpoint Christian School relies on volunteers to perform a variety of tasks. Each volunteer plays a vital role in the wellbeing of the school and its ability to effectively train students. We encourage our parents to use their gifts, talents, and time generously for the sake of the Sandpoint Christian School family.

SAFETY AND SECURITY

SAFETY

Ensuring the safety and well-being of our students is our utmost priority. Our comprehensive school safety plan is designed to create a secure learning environment where students can thrive. Central to our safety measures is the policy of keeping all exterior doors locked during school hours. In addition to door security, our safety plan includes a standard response protocol. This allows us to respond to an emergency with the appropriate action. This plan is regularly reviewed, updated, and communicated to all staff members to ensure everyone is well-prepared to respond effectively in any situation.

Furthermore, we conduct regular safety drills to familiarize students and staff with emergency procedures and protocols. These drills are not only vital for practicing response actions but also serve to instill preparedness and confidence among our school community. You can access our school safety plan at sandpointchristian.myschoolapp.com on the resources tab.

MEDICAL RECORDS

Prior to attendance at Sandpoint Christian School, a medical report is to be on file in the school office, with an up-to-date report of immunizations, any medical conditions that the school should be aware of and a parental release form for emergencies. Our enrollment packet contains a medical form where a parent should indicate life threatening allergy information. The parent will then be given an Emergency Action Plan (E.A.P.) and a medication request form to be completed and returned to the school.

ALLERGY CONTROL

We recognize that allergies may be severe and even life threatening. To reduce the risk of having any of its students experience a severe allergic reaction while at school and to respond appropriately to any student who does experience a severe allergic reaction while at school. It is important to complete the Emergency Action Plan mentioned above.

It is our goal at Sandpoint Christian School to ensure that every student in our school is safe. Please discuss the Lunchtime rules, page 12, with your child. Thank you for your consideration and help in this matter. If you have any questions or concerns, please call the school office.

INSURANCE

Sandpoint Christian School has limited accident insurance. This insurance is designed to complement the family's insurance. The insurance is in force during the hours and days when school is in session and while the student is attending school-sponsored and supervised activities.

ACADEMICS AND ACTIVITIES

CURRICULUM POLICY

The curriculum will align with the Philosophy and Statement of Faith of Sandpoint Christian School.

The curriculum is built on a traditional approach to learning with the teacher having freedom to choose methods and materials. However, it is expected that teachers will not stray too far from the subject content of their curriculum. Any parent who desires a variance from the curriculum must submit their request in writing to the principal and such request will be reviewed by the Board.

PRIMARY SCHOOL PROGRAM (Grades Preschool – Pre-K)

Designed to nurture young minds in a safe and loving environment, Sandpoint Christian School's program blends the wonders of early childhood education with the values of Christian faith. The school partners with parents to develop a strong foundation for learning and growth.

In this program, children embark on an exciting journey of discovery, where every moment is an opportunity to learn and grow. Through interactive play-based activities, including imaginative play, sensory exploration, and creative arts, children develop essential skills while deepening their understanding of God's love and teachings.

Structured routines provide a sense of stability and security, helping children thrive as they learn about the world around them. The daily schedule is thoughtfully crafted to engage young learners and foster a sense of belonging in God's family.

Sandpoint Christian School's dedicated teachers weave Christian values into every aspect of the day, sharing stories from the Bible, teaching kindness and compassion, and encouraging gratitude and empathy.

ELEMENTARY SCHOOL PROGRAM (GRADES K - 3rd)

Sandpoint Christian School's program is designed to ignite a love for learning and nurture the development of young minds in a supportive, faith-filled environment. Dedicated teachers, each chosen for their passion, expertise, and commitment to Christian education, provide a rigorous and engaging curriculum that challenges students to reach their full potential. From foundation literacy and numeracy skills to critical thinking and problem solving, our academic program prepares students for a lifetime of learning and achievement.

The program is about more than just academics-it is about cultivating character, compassion, and faith. In every classroom, students are surrounded by teachers who serve as role models of

Christian love and virtue, inspiring them to live out their faith in word and deed. Through Bible class, chapel service and service projects, student deepen their understand of God's love and

purpose for their lives, fostering a strong spiritual foundation that will guide them throughout their journey.

Experience the transformative power of strong academics with the love of Christ. Together we will inspire young hearts and minds to serve.

INTERMEDIATE SCHOOL PROGRAM (GRADES 4th – 6th)

Sandpoint Christian School believes in the power of education to transform lives. Using our Christ-centered curriculum, high expectations, partnership with parents, and love and grace our students thrive and mature. Devoted teachers are committed to providing a rigorous and engaging academic curriculum that prepares students for success in both their academic and spiritual journeys. The program focuses on developing critical thinking skills, fostering intellectual curiosity, and instilling a love for learning that lasts a lifetime.

The focus isn't only on academics but developing the whole student. Through Bible classes, chapel services, and service projects student deepen their understanding of Christian values and learn to live out their faith in their everyday lives. The school community is founded on principles of kindness, respect, and effort creating a supportive environment where every child feels valued and empowered to grow and succeed.

MIDDLE SCHOOL PROGRAM (GRADES 7th – 8th)

Sandpoint Christian School's program is designed to equip students with the knowledge, skills and values they need to thrive in today's world and to become leaders of tomorrow. Academics are at the forefront of our curriculum, with a rigorous and engaging program that challenges students to think critically, solve problems creatively, and excel in all areas of study. Our committed teachers partner with parents to provide personalized instruction and support, ensuring that every student has the opportunity to reach their full potential.

However the school's program goes beyond academics – Sandpoint Christian School also focuses on developing leadership skills and fostering a strong sense of service. Through leading, Bible classes, chapel, and service projects students learn to lead with integrity, compassion and humility making a positive difference in their school, community and beyond.

At the heart of the school's program is our commitment to Christian faith and values. Through daily prayer, Bible classes, chapel services and service opportunities, students deepen their relationship with God and other, growing in their understand of what it means to live as followers of Christ. The school community is founded on principles of kindness, respect, and effort creating a supportive environment where every child feels valued and empowered to grow in their faith and character. Together, the school community inspires students to become the leaders and changemakers that the world needs.

REPORTING OF GRADES

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

GRADE SCALE

Subject areas will be graded using a combination of class work, homework, projects, quizzes, and tests. The subject areas of Bible, Language Arts, Math, Science, and History will be graded using numerical percentages and letter grades in grades 1st – 8th. Other content and enrichment areas will be reported using a rubric system which will define the students' level of meeting the expected standards. Enrichment and developmental course grades will be primarily based on student effort, positive class participation, and consistency of improvement.

- **Kindergarten Scale:** **E** = 90-100%, **G** = 80-89%, **S** = 70-79%, **N** = 60-69%, **U** = < 59%
- **Standard Scale:** **A+** = 97-100%, **A** = 93-96%, **A-** = 90-92%, **B+** = 87-89%, **B** = 83-86%, **B-** = 80-82%, **C+** = 77-79%, **C** = 73-76%, **C-** = 70-72%, **D+** = 67-69%, **D** = 63-66%, **D-** = 60-62%, **F** < 59

EXTRA CREDIT

Extra credit may be given at the teacher's discretion.

ACHIEVEMENT TESTING

Students in grades 1st – 8th will take standardized tests in the spring of each year. The school will obtain the materials prior to testing and inform the student body, parents, and teachers of the dates the tests are to be taken. Parents will be notified of test results, typically at the end of June. Test results will be kept confidential in the students file in the office.

MEETINGS AND CONFERENCES

Parents are encouraged to schedule any meetings ahead of time that they may want to have with a teacher or the administrative staff. A parent - teacher conference will be set up after the first quarter of the school year. Parents will go over the student's first report card for the year and any problems and solutions may be discussed at this time. For those students who are struggling, a conference may be called as needed if the classroom teacher or parent feels it would be appropriate.

TUESDAY FOLDER

In this folder (large white envelope), parents will find feedback concerning the student's progress either in the form of graded papers returned or specific reports from the teacher. There may also be updates on events from school or community activities. Tuesday Folders are returned to the teacher on Wednesday after the parent or guardian has signed the front throughout the school year.

STUDENT PLANNERS

Our students in 3rd- 8th grade use student planners to help them stay organized; please refer to this planner when asking about homework or unfinished classwork.

WEBSITE

The school website is sandpointchristian.com and student's grades are available through the parent's account on Blackbaud, www.sandpointchristian.myschoolapp.com.

NON-CORE AREAS OF STUDY

COMPUTER TECHNOLOGY

Sandpoint Christian believes that all students should become knowledgeable on the safe use of personal computers for research and fluent writing of a variety of documents. Classrooms have

access to a Chromebook. Internet surfing is protected by filters in place to make internet searches as secure as possible. Teachers are trained to be vigilant in watching computer and device screens.

ART

Students are encouraged to develop problem solving skills, refine motor skills and build self-confidence. A variety of art activities provide hands on creative experience that create a project for students to bring home. Students will explore the world of fine arts through hands-on practice and captivating lessons in art history. Young artists will unleash their imagination while gaining a deeper appreciation for artistic traditions.

PHYSICAL EDUCATION (PE)

Students develop physical literacy and a lifelong love for physical activity. Through a variety of games and activities, students will learn the skills necessary for a variety of sports, including soccer, basketball, volleyball, and more. The curriculum emphasizes the development of physical fitness, teamwork, and sportsmanship, and provides students with the opportunities to challenge themselves and develop a healthy, active lifestyle.

MUSIC

Students kindergarten through eighth grades develop a love of music while providing a solid foundation in music theory, history, and performance. Performances are scheduled at Christmas and in May.

LIBRARY

Students will learn responsibility by checking out books weekly and returning them on time to check out different books. Students hear great literature read aloud, discover the wonders of books, and cultivate a love of reading. Whether diving into classic tales or exploring new stories every week is a journey of discovery and joy.

STUDENT ACADEMIC COMPETITION

All students in K - 8th grade take part in an annual Sandpoint Christian School Speech Meet. The speeches are presented to the school and the top students from each grade in 1st- 8th advance to the ACSI District/Regional Speech Meet. All students in 1st- 8th grades participate in a spelling bee at the classroom level. The top four spellers from each grade will compete in a school-wide spelling bee. Other various competitions such as Math Olympics for 3rd-8th graders, and Creative Writing Festival for 4th - 8th graders may also be planned during the academic year.

YEARBOOK

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

ADMISSIONS

ENROLLMENT PROCESS

Sandpoint Christian School recognizes that making a schooling decision for your student is an important and sometimes difficult one. There are many things to consider. At Sandpoint Christian School we want to make the enrollment process personal and streamlined. Below are the enrollment process steps.

- **INQUIRY**

Interested parents start the enrollment process by filling out an inquiry form on the school's webpage, sandpointchristian.com/admissions. Once received, the school sends information to set up an account in our student information system and answers any preliminary questions.

- **ENROLLMENT PAPERWORK**

After parents set up an account in Blackbaud they can start filling out the application and forms for enrollment. Parents or school may set up a time for a tour.

- **TOUR**

A tour will introduce an interested family to what it's like at Sandpoint Christian School. Parents and potential student(s) will get a brief introduction to the school and its facilities. During the tour there will be an opportunity to see classes in action.

- **STUDENT ASSESSMENT**

Once tour is completed and forms are filled out the teacher or administrator meets with the student for an informal evaluation to be sure we can meet the educational needs of the student.

- **DECISION**

Once a decision is made and communicated to the family a contract/financial agreement is sent.

- **CONTRACT**

After parents sign the contract/financial agreement selecting their payment options and pay the registration fee, enrollment is complete.

GRADE PLACEMENT

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. Our cut off age is September 1st. At Sandpoint Christian School, it is the view that students should move through the planned curriculum in a step-by-step fashion that allows for steady academic social development. There is no feeling of urgency on the part of the school to accelerate a student through the grades.

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

STUDENT RECORDS

Student records include academic achievement, standardized test scores, medical records, and other necessary information. These records are confidential, but inspection may be made by an individual student's parent/guardian and members of the school staff. Records are released to a new school after the new school makes a written request.

NOTICE OF NON-DISCRIMINATION

Sandpoint Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

It does not discriminate 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.

Sandpoint Christian School's position statement on marriage can be found in the by-laws: Article II, Section I, *Gender and Sexuality*.

STUDENT/PARENT GUIDELINES

STUDENT DRESS CODE

- **All clothing** must be clean, in good repair with no holes. Clothing will be modest, respectful, and not contain inappropriate words or images. No torn or ripped jeans.
- **Skirts and dresses** above the knee may be worn when paired with shorts underneath. Shorts, skirts, or dresses must be no shorter than 3" above the knee unless worn with shorts or leggings underneath. Boys are not to wear dresses or skirts.
- **Leggings** may be worn if paired with shorts, skirts, dresses, or tunics.
- **All shirts** must have sleeves. Crop tops that show the student's belly are not allowed.
- **Shoes** must be worn at all-times. If sandals are worn, they must have an ankle strap. Athletic shoes are best for school.
- **Hair** color should be the student's natural shade and the hair style should not distract the student and/or the classroom from learning.
- **Jewelry** and other accessories must not cause a distraction. Body piercing may not be worn by either boys or girls. Earrings may be worn by girls.

UNIFORM

Long or short sleeve school polo shirt in true red or true navy with Sandpoint Christian School logo embroidered on the left will be purchased by the parent for the student to wear on chapel days, and any other special events designated by the school (ACSI spelling bee, speech meet, etc.). You may order the shirts directly through *Lands' End* or any store that sells uniform polo shirts. Our logo may be embroidered on a plain navy or red polo at **Sandcreek Custom Wear, 404 Cedar Street**, in downtown Sandpoint. Navy, black or khaki dress pants, skirts, shorts, skorts, or jumpers are to be worn to complete the uniform. Cargo pants or jeans are not considered part of the school uniform. Preschool and Pre-Kindergarten students are not required to purchase uniform bottoms and may wear jeans or other bottoms of parent choice with their Chapel polo shirt on Chapel days.

PERSONAL ITEMS

Students who bring personal items to school must assume responsibility for their care. Any personal electronic devices must be stored in backpacks, turned off, and remain put away during the school day unless permission is granted by the student's teacher or a member of the staff.

STUDENT ABSENCES

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

ACADEMIC/BEHAVIORAL

Teachers are eager to work in partnership with parents and students. Parents will be informed of academic or behavioral progress in person by text or email or the use of Blackbaud, (sandpointchristian.myschoolapp.com).

BEFORE AND AFTER SCHOOL PROCEDURE

Please note, when dropping off your student(s) that the front door at Sandpoint Christian School will be unlocked by 7:30 a.m. Children are considered late after 8:00 a.m. Parents and/or students must stop at the school office to notify the office manager and receive an admission slip. Students must give their teacher the admission slip when they arrive in class.

Please pickup your students(s) at the following times:

- Preschool/PreK/Kindergarten: Monday through Thursday half day 12:00, full day 2:45, Friday 11:45
- Grades 1st – 8th: Monday through Thursday 3:00, Friday 12:00

A grace period of 20 minutes is given after dismissal time, beyond that, if you haven't picked up your student(s), a fee of \$1 per minute per child will be charged. EXAMPLE: The total charge for a 3rd grade student picked up at 3:35 is \$15. If a student will be leaving with someone other than their parent or regular ride, the school will require a note or phone call from the parent. Students are encouraged to make plans before school and not at the last minute.

RECESS RULES

- Students are expected to stop and listen whenever a teacher or recess monitor blows a whistle.
- Students should be prepared each day for outside play with appropriate clothing depending on the season. During winter months, students must bring jackets, gloves, snow pants, boots, caps, etc. **All gear should be labeled with the student's name.** (Students without appropriate clothes will be sent to the office with schoolwork or a book to read). Snow gear may be left at school during the winter. A second pair of comfortable shoes could be kept in the classroom as well so that the heavy boots may be left outside the classroom door.
- Playground rules are age appropriate with the teacher or recess monitor on duty as the final authority.
- When entering the building, children must be respectful and proceed to class quietly.

LUNCHTIME RULES

- Students may not offer, share, or exchange any foods with other students at school.
- Students must wash hands with soap and water (or using a disinfectant wipe) before and after eating. Washing hands is to decrease the chance of cross contamination on surfaces at school for children with allergies.
- Students are expected to clean up after themselves and dispose of all garbage.
- Microwaves are allowed for warming of food **Please note that students may only bring items that need to be warmed, not cooked.** Microwaves will be limited to one minute per student at a time. Preschool to Kindergarten students may only bring warm food packed in a thermos as we are unable to accommodate warming their food for them. If a student has forgotten their lunch, a cup of soup will be available for \$3.00 from the office. This will be billed for through Blackbaud.

STUDENT CONDUCT

RESPECT

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

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

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

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

CONFLICT RESOLUTION

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

The possession, selling, giving away, or using of alcohol, illegal drugs, hazardous substances, tobacco, or pornographic material in any form will result in immediate suspension and subsequent referral to the proper authorities for further action which may result in expulsion. Assembly, field trip or activity behavior is the same as classroom behavior.

RELATIONSHIPS

We encourage our students to get to know one another and to establish friendships. It is wonderful to see God work in the lives of our students as He builds friendships and relationships based on principles found in God's word. Out of concern for our students, we do not allow students in our school to engage in boyfriend/girlfriend relationships while at school, nor demonstrate any improper physical affection for one another. Outward displays of affection beyond normal friendship are not permitted.

DISCIPLINE PLAN

Discipline is a part of the whole education of a student. We partner with our parents to grow students in appropriate behavioral development. When students misbehave, it is an opportunity for adults to help them learn to self-regulate, problem solve, and restore relationship.

We have four school wide rules:

- Be Respectful
- Be Kind
- Be Safe
- Do Your Best

Most discipline issues are resolved in the classroom with the classroom teacher. Students are expected to be obedient and attentive in class. Teachers use their professional skill, judgment, and creativity to maintain a conducive learning environment. Teachers may assign extra assignments, clean-up duty, remove privileges when students break rules or disrupt learning. When a student has repeated offenses and/or has created disruption to learning, he/she may be removed from the classroom for a time and the teacher will have a conversation with the parents. Continued disruption or rule breaking may result in a conversation with the principal.

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

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

LEVEL 1 – (Teacher administers discipline)

Level One offenses are generally minor offenses. Examples of Level One offenses: disruptions, breaking classroom rules, inappropriate behavior, excessive talking, borderline disrespect, etc. The student with the teacher will contact the when the offense is repeated and has become a distraction in the classroom at the discretion of the teacher.

LEVEL 2 – (Principal & Teacher administer discipline)

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

LEVEL 3 – Depending on the severity the principal will contact the parents to set up a conference to draw up terms for a probationary behavior contract. Any violation of the terms of the behavior contract will result in immediate suspension until another parent conference can be convened. The School Board will be notified of any ongoing behavior violations and will exercise the final decision in cases of possible expulsion.

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

- Assaulting a staff member
- Possessing a weapon or materials which can be used as weapons.
- Arson
- Possession of alcohol, narcotics, marijuana, dangerous drugs, unauthorized prescription medications, poisons, or other harmful substances, *this is not an exhaustive list.*

Our primary concern is that the Christian atmosphere is clearly evident in our halls and on our campus. All rules and guidelines have been thought through carefully to provide an environment in which all students can learn and excel. Each student is expected to practice age-appropriate self-control in their behavior.

GRIEVANCE PROCEDURE

Sandpoint Christian School expectations for “resolving” disagreements or discord within the community, i.e. employee, parent(s), volunteer, board member, is based on Matthew 18: 15-19. The following steps are encouraged when disagreement or discord prevails between two or more members of the Sandpoint Christian School community.

1. The person(s) seeking change or redress will initiate a discussion with the other party, in order to seek understanding and mutual agreement.
2. While any parent or staff member may request a meeting with the principal, the principal will encourage both parties to first meet with each other, in order to facilitate communication and reach a place of mutual understanding and/or agreement.
3. If the disparate parties are unable to mediate between themselves, the principal will meet with both parties, together, and attempt to reach a place of mutual understanding and/or agreement.
4. If the Principal’s attempt at mediation is unsuccessful, either or both parties may submit to the school board’s chairperson a written description of the problem and proposed solution.
5. The board chairperson will review the document. A meeting will then be scheduled with the board chair or designee, the principal, and the disparate parties, in order to reach a place of mutual understanding.
6. All situations, which remain unresolved, will be submitted to the full board in executive session. The subcommittee will report on their findings and the SCS board’s decision will hold final authority.

FINANCES

BUDGET

A yearly budget is prepared by school board members and the principal. The budget is then submitted to the board for approval. Once approved, the budget is applied to the operations of the school throughout the year.

TUITION

Tuition amounts will be reviewed every year. Payments are due by the 1st or 15th of each month and may be made by debit, credit card, or ACH via Blackbaud. Accounts may also be setup for automatic payment or withdrawal. Please note there is a processing fee applied to all credit/debit card payments. There are two options for paying tuition:

- Pay the tuition in full by the 15th of September. The school benefits from this plan because monies are provided early in the year to purchase needed items. A 5% discount is given when this option is used.
- Pay the tuition in monthly payments, [either over 10 or 12 months.]

If tuition is not paid by the 9th day after the due date a \$40.00 late fee will be assessed. If the balance is not paid by the following month, satisfactory arrangements need to be made between the family and the school. If tuition becomes 2 months past due the school board may choose to not to allow student to return to school until payment arrangements have been made. It should be understood, Sandpoint Christian School is a private school whose sole sources of income are tuition, fundraising and other gifts, so prompt payment is expected.

Any requests for alternate payment plan and/or tuition assistance information must be applied for in writing and given to the principal. The information will only be shared with the school board.

CONTINUOUS ENROLLMENT

With continuous enrollment, students are automatically re-enrolled for the following school year unless they have graduated from 8th grade, or the family notifies the school they want to withdraw (opt out).

Continuous enrollment eliminates filling out enrollment forms every year. Your child's enrollment contract will remain in effect until he or she graduates from Sandpoint Christian School, or you *opt out* of the contract for the upcoming year. Continuous enrollment is the school's continued commitment to your family that when you enroll at Sandpoint Christian School, your student has a place each year.

Continuous enrollment helps with earlier forecasting and budgeting for the next school year. Sandpoint Christian School makes decisions related to hiring staff, outlining classes, and purchasing curriculum and materials based on anticipated enrollment.

TUITION REFUNDS

If a student is withdrawn prior to attending any classes, a full refund of tuition paid will be granted, but if a student is withdrawn after attending at least one day of class, no refund will be given for that month. A pro-rated refund may then be requested. Two weeks written notice is requested prior to withdrawing your child. If no written notice is given, pro-rated refunds will not be considered. Registration Fees are non-refundable.

TUITION ASSISTANCE AND SPONSORSHIP

The mission of Sandpoint Christian School is to educate children – mind, body, and spirit for the honor and glory of Jesus Christ. Our intention is to welcome everyone in our community who desires this training for their child. We recognize that some families may require financial

TUITION ASSISTANCE AND SPONSORSHIP CONTINUED...

assistance and we are committed to working with them to make a Christian private school education possible.

It is sometimes possible for families to receive tuition assistance from a limited pool of funds that the school board makes available each year. We understand that unexpected circumstances occasionally arise, such as an employment change which is causing short-term financial difficulty. Please communicate with us so we can help when possible. The Sandpoint Christian School Board allocates a limited amount of money in its annual budget to assist families in need. Should other small financial needs arise, the principal will make every attempt to work out these individual situations if the parent will communicate with the office in a timely manner. Qualified family members are encouraged to apply for job openings as they become available.

NON-TUITION PAYMENTS

Non-tuition payments may be requested for field trips, school pictures, class projects, etc. These payments will be collected by the school office. **Please make sure that all cash monies are sent with the student's name, purpose of the payment, and the amount.** If no one is available at the office, there is a locked payment box on the wall outside the school office door. If you need a receipt, please let the front office know. Teachers and other staff members do not accept money.

DONATIONS

Donations may be made to a general account or be made to a dedicated account, e.g. Tuition Assistance, Computer Needs, Classroom Resources, Playground, etc. **Donations may be tax deductible, please talk to your tax advisor.**

Frequently Asked Questions

CLASS SIZES

Small class sizes ensure that every child receives personalized attention and support, allowing teachers to tailor instruction to meet individual needs, and know and love the whole family, see below:

Preschool - 7 students, Pre-Kindergarten - 11 students, Kindergarten - 12 students,
1st – 8th grades – 22 students with a cap at 24 students

Single grade classes may be capped lower than 24 students due to combined classes in future grades.

LUNCH PROGRAM

Sandpoint Christian School does not offer hot lunch. If a student forgets their lunch, we do offer a cup of noodle in the office for \$3.00. Preschool, pre-k and kindergarten students do need to bring lunch on Fridays.

SUPPLY LIST

A list of school supplies will be available and sent out to each family over the summer. Additional copies are available in the office, website, or on the resource tab in Blackbaud (sandpointchristian.myschoolapp.com)

BOOKS AND SUPPLIES

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

LIBRARY FINES

Any library book that has not been turned or damaged in will incur a fee of \$7 per paperback or \$15 per hardback, billed to the family's account.

SCHOOL HOURS, CALENDAR & CLOSURES

- Class Times are Monday through Thursday from 8:00 a.m. to 3:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m.
 - Pre-school/Pre-K Monday through Thursday 8:00 a.m. to 11:45 a.m. or 8:00 a.m. to 2:45 p.m., Friday 8:00 a.m. to 11:45 p.m.
- Sandpoint Christian School's Calendar aligns its school calendar with the public schools whenever possible. A school calendar showing days off will be sent home at the beginning of the year or may be picked up in the office. It is also available for viewing on the school website, sandpointchristian.com.
- The school will be closed for inclement weather if the Lake Pend Oreille School District is closed. Parents can obtain closure information through text message, email, Facebook, or Instagram. The school does not close mid-day for weather, but parents are welcome to pick up their child early if road conditions are poor. Please sign up for text notifications via the Remind app to receive messages about school closures and emergencies.

FIELD TRIPS

Classroom teachers occasionally schedule field trips and all students who have a signed permission slip and fees paid, when necessary, may participate. If a parent does not want his/her child to attend, it may be necessary for the parent to come and pick up his/her child or keep them home for the day. The student dress code for each field trip will be as specified by the teacher on the permission slip.

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

SCHOOL VISITORS

All visitors to Sandpoint Christian School must sign in at the office.

Parents and guardians are welcome to visit Sandpoint Christian School; they must sign in at the office and be given a visitor sticker to wear. Parents who would like to observe a classroom or meet with a teacher need to schedule with the administration and teacher prior to the visit.

Parents or guardians that need to drop off an item for a student need to check in at the office.

Student visitors must have prior approval from the administration and teachers. Visitors must check in at the office before attending classes where they will receive a visitor sticker. Visitors must abide by the rules and regulations of Sandpoint Christian School and are expected to attend class with the host student. Student guests must stay with their student hosts throughout the day.

LOST AND FOUND

Items left unattended at the end of the day will be placed in lost and found. Students are responsible to check the lost and found basket and clothing rack for lost items. If items are not claimed by the end of each semester, they will be donated to a thrift store.

EARLY RELEASE

Parents may sign students out early. Please call or email ahead of time; come in and sign the student out when you pick them up.

MAKE UP WORK DUE TO ABSENCE OR TARDY

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

LATE WORK

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

UNAUTHORIZED MARKETING

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

INTERNET POLICY

Each student and parent must sign an internet usage agreement. This agreement must be signed and on file in the office for the student to access the internet through the school computers. The internet is to be used for education enrichment and research concerning subject matter that is related to the classroom content. Any alternative use such as checking personal email, etc. must be specifically granted permission from the teacher in the room each time. No student may be signed onto the internet without a teacher or other staff member in the room.

MEDIA POLICY

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

A class may earn the privilege of watching non-content related videos or a group of teachers may plan a special school event. All movies shown in Preschool - 4th grade will have a rating of G. Movies in 5th - 8th grade may have a rating of either G or PG. Any non-content related movies will be announced ahead of time for parent approval. Any parent who has a concern should contact the teacher to discuss an alternative activity for their student.

STUDENT BIRTHDAYS

Sandpoint Christian School will **not** publish or give out anyone's phone number, address, email, or other private information, nor will we forward email invitations or party information to anyone.

All students may bring a treat to share on or around their birthday. Class celebrations are limited to treats or snacks, (balloons and other decorations will have to be reserved for home). In order to protect learning time, arrangements are to be made with the teacher at least 24 hours ahead of the birthday. Any other birthday celebrations, decorative and dispersal of invitations should be done after school.