

*Sully Christian School  
Parent/Student  
Handbook  
2009-2010*



*96  
years*

*"The Sully Christian School, together with the Christian parents and Society, will provide a quality education that is based on the Word of God. We will equip our children, through God's grace, to be active members of God's Kingdom."*

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**August 2009**

Dear Parents:

With thanksgiving and praise, the Staff and Board of Sully Christian School anticipate another new school year. Opportunities will again be ours to serve God through teaching and decision making.

The Board has delegated new administrative responsibilities to me as Head Teacher at Sully Christian School. I humbly ask for your prayer support as I fulfill the duties of this additional task.

Throughout this school year we will focus on the theme, "Our Amazing Race." As our students grow academically, socially, and spiritually, may they more fully understand their responsibility to run a Christian race for God each day - a race that demands Christian endurance, faithfulness, and values. In verse 1 from Hebrews 12, we are told to "run with perseverance the race marked out for us." The **only** finish line that counts for Christians is the one we reach when our purpose for God is fulfilled whether children, young people, or adults.

A beautiful art project was completed for our school this past summer by Mrs. Vander Wilt, our art teacher. The mural on the east wall at the end of the classroom hallway will remind students, parents, and visitors how we can "Grow in the grace and knowledge of our Lord." May we continue to be united to uphold the Christian foundation that empowers Sully Christian School.

In Christ,  
Mrs. Karen Hackert  
Head Teacher

## **MISSION STATEMENT**

Adopted 1995

*“The Sully Christian School, together with the Christian parents and society, will provide a quality education that is based on the infallible Word of God. We will equip and enable our children, through God’s grace, to be active members of God’s Kingdom.”*

### **Objectives**

#### **The Sully Christian School Board will:**

1. Never compromise our beliefs which are based on the Holy Bible.
2. Offer a quality Christ centered education at an affordable cost to all committed Christian parents without regard to church affiliation.
3. Always pray for the Spirit’s leading in decision making and provide a Christian Staff and Board.
4. Require families to support the Sully Christian School through financial commitment, prayer, and personal involvement and not let finances be the final determinant of our educational program.
5. Help prepare students to respond in loving service to God and their neighbors.

#### **The Sully Christian School teachers will:**

1. Never compromise our beliefs which are based on the Holy Bible and pray for daily guidance.
2. Model Jesus Christ in all areas of our lives.
3. Treat each student as an image bearer of God.
4. Provide a curriculum that is faithful to God’s Word and incorporate God’s Word in all areas of learning.
5. Equip students to work in God’s Kingdom by nurturing them academically, physically, socially, emotionally and spiritually.

#### **The Sully Christian School parents will:**

1. Encourage our children to have a personal relationship with Christ and serve Him joyfully.
2. Pray daily for our children, their teachers and the Sully Christian School.
3. Work with my children to teach them respect for their teachers, fellow students and themselves.
4. Work with the teachers to promote academic excellence by assisting our children with their homework and other projects.
5. Promote the school through our positive words and by serving on committees such as the School Circle, School Board, PTA etc.

#### **The Sully Christian School students will:**

1. Work for Jesus in our school work and play.
2. Obey and respect our teachers.
3. Be good examples to other students and show our love to one another.
4. Include all kids in our play and work.
5. Develop our God-given talents.

## STATEMENT OF FAITH

The following statements summarize our school's basis or foundation:

- " God reveals Himself in the Bible, His Word to man. This Word gives man an understanding of God, of himself, of fellow human beings, and of creation itself. This Word serves as a guide in all of man's relationships and activities.
- " God created man in His image as the crown of creation and made a covenant with man to be a steward of that creation.
- " Man disobeyed his responsibility in that covenant and sin entered the world, alienating man from God, His creation, his fellow man, and the world. Therefore, his entire life, its purpose and meaning became distorted.
- " Jesus, the Word made flesh, was sent by God the Father to redeem His people from sin. Through Christ and by the work of His Spirit, man and creation are renewed and man may again covenant with God to fulfill his original calling and mandate.
- " God gives parents the privilege and responsibility of teaching their children the covenantal relationship which God made with believers and their children. They must do this in the light of revealed truth.
- " Man has discovered and learned much about himself and the universe. However, true knowledge can be possible only in the light of God's revealed Truth, the Bible. Man's knowledge of God, himself, and the universe, becomes meaningful through the work of the Holy Spirit.
- " Education for the Christian becomes whole and meaningful when it is based on the Bible. When understanding the proper relationship of God, man, and creation, it is then possible to teach that all of life must be consecrated to God, the service of fellow man, and to be stewards of God's creation in fulfilling the cultural task.
- " Christian parents have the primary responsibility to educate their children. They discharge part of that duty by establishing Christian schools and by hiring Christian teachers who have been trained to set goals and establish curricula that best prepare pupils to live the Christian life. These Christian educators will take into consideration the variety of abilities and educational needs of each child in order to prepare each for service to God in all aspects of life.
- " Because 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 with their generous gifts of time and money.
- " Christian schools organized and administered according to legal standards and provisions of the state should be fully recognized in society as free to function according to these principles.

## PHILOSOPHY OF EDUCATION

Through Christ-centered education, Sully Christian School will academically prepare students to develop the gifts God has given them and nurture students from a Christian perspective in the following areas:

- Relationship to the Lord
- Relationship to fellow man and woman
- Relationship to Creation

### Relationship to the Lord

The most important relationship is the relationship of the students with the Lord.

The daily activities of Sully Christian School will strive to:

- Encourage the students in their relationship with the Heavenly Father.
- Help the students to understand the sacrifice of Christ and seek him as their Savior.
- Lead the students to seek the power of the Holy Spirit to direct their lives.

Classroom prayers and scripture devotions will supplement the instruction of subjects from a Christian world and life view. Each of these activities should lead the child toward the development of a personal relationship with Christ as their Savior and, in response, desirous of living a life that is pleasing to him.

*“If you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved.”* Romans 10:9

*“He saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior.”* Titus 3:5-6

### Relationship to fellow man and woman

The Bible reveals the value that the Lord has placed on man and woman, creating them in his own image.

*“So God created man in his own image, in the image of God he created them.”* Genesis 1:27

As a board and staff, we recognize that each student is to be treated as a child of God and that each individual is created in the image of God with certain abilities, capabilities, talents, understandings and interests. We will strive to develop these talents and abilities for each child and meet their special needs, to prepare them for service in his world.

*“Train a child in the way he should go, and when he is old he will not depart from it.”* Psalm 22:6

As students, creation in God’s image means that we will treat each other with love and respect.

*“So in everything, do unto others, as you would have them do unto you.”* Matthew 7:12

*“Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.”*  
Ephesians 4:32

*“Love the Lord your God with all your heart, soul, mind and strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these.”*

Mark 12:30-31

### Relationship to Creation

The foundation for instruction at Sully Christian School is the infallible Word of God. The authority of scripture

encompasses education and all of creation.

*“The earth is the Lord’s and everything in it, the world and all who live in it.”* Psalm 24:1

Every sphere of life is part of God’s creation. Sully Christian School will educate children based on a Christ-centered perspective in each area of instruction. Students will be instructed to understand that the authority of the Lord extends to every subject, every area of life and every day of the week.

We will help students understand how God has revealed himself throughout creation and build a foundation for lifelong Christian service and stewardship.

## **ORGANIZATION**

### **ACCREDITATION AND MEMBERSHIP**

Sully Christian School is accredited by the Iowa Department of Education.

Sully Christian School is a member of various organizations which are listed below.

Christian Schools International (CSI)  
Iowa Association of Christian Schools  
Iowa Association of Non Public School Administrators  
District V Principals’ Club  
Heartland Teacher Convention  
Association of Christian School Administrators

-Christian Schools International is located in Grand Rapids, Michigan. CSI is divided into 13 districts and Sully is in District V. Each year our students participate in District V music, fine arts and track events.

-The Iowa Association of Christian Schools seeks to promote Christian Schools in the state of Iowa. They take active interest in legislation pertaining to educational issues. They have an active lobbyist.

-The Iowa Association of Non Public School Administrators is an organization of principals and superintendents of nonpublic schools. The purpose of the organization is to unite administrators and help with common problems in the area of educational administration (title programs, textbook and busing legislation, etc.)

Heartland Teacher Convention provides two days of educational enrichment for teachers of Districts V & VI each fall. These meetings are held the first Thursday and Friday in October at Dordt College.

The Association of Christian School Administrators (ACSA) is an organization which all CSI school administrators are invited to join. The ACSA group meets at the same time the CSI convention meets during the summer. It publishes a newsletter which we receive at the school. At the convention we discuss current issues and as a group formulate positions on proposed governmental policies, etc. Our school has had membership in this organization for many years, along with our membership in CSI.

The District V Principals Club meets once a month. Member schools are: Pella Christian High, Pella Christian Grade, Oskaloosa Christian, Peoria Christian, Newton Christian, Grinnell Christian, Timothy

Christian and Sully Christian. The purpose of this group is to deal with issues and events that are unique to our area.

## **THE SOCIETY**

Sully Christian School is a private school, owned and operated by the Sully Christian School Society which is comprised of parents and other Christians who are dedicated and committed in providing a Christian education for their children. Parents, believing they are responsible for their children's education, have established Sully Christian School as a center for learning where Christian principles permeate all instruction.

The children are taught to know God, love Him, enjoy Him and witness of Him in a life of service to God and man.

Sully Christian School is a local institution where parents, board members, teachers, and administrator play significant roles in the daily operation of the school.

**Membership:** Annually, during the month of June, the Society for Christian Instruction meets in the school gymnasium to hold elections and approve budgets. Three board of trustees from the Society membership are elected for a three year term (maximum total of 12). The board of trustees has delegated a bus committee to oversee general operation and finances for the transportation system. Election of two members for a three-year term (total of six) is also held at the annual Society meeting.

The membership of the Society has three qualifications:

1. Agreement with the Forms of Unity as stated in the Articles of Incorporation of the Sully Christian School, namely, the Belgic Confession, Heidelberg Catechism, and the Canons of Dordt.
2. Contributing \$100 per year by gift or tuition payment.
3. And must be 18 years of age.

## **GENERAL POLICIES AND PROCEDURES**

### **ADMISSION AND REGISTRATION**

#### **Admission**

The admission policy of Sully Christian School is inclusive and open to all children whose Christian parent(s) show evidence of a personal commitment to Jesus Christ, who want their children taught according to the education philosophy of the school, and have a genuine, positive interest in Christian education. Sully Christian School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

If a child is entering Sully Christian School at any grade level other than kindergarten, parents will be requested to sign a release form for obtaining the child's cumulative record from the previous school attended. The information in this folder, along with the input of the parents, will be used to determine grade placement.

Parents whose child is entering the Sully Christian School for the first time must fill out an Application Form.

#### **Registration**

Registration takes place on two designated evenings in August at the school. Registration tuition, which is 1/10 of the yearly amount, is due at this time.

## **ATTENDANCE**

Iowa State law requires that all elementary age children be in regular attendance at school. Since most subjects are cumulative in nature, punctual and regular attendance is extremely important. The child who is absent misses much instruction and discussion. When the continuity of the program is disturbed, students lose interest in carrying out their responsibility in regular class work. Student absences become a drain on teachers' time and energy as they prepare homework for the students, review the work when completed, set aside time to present concepts and skills introduced during the child's absence, and administer any tests and quizzes missed. In addition to the above, the frequent occurrence of unexcused absences does not promote a positive attitude toward work, punctuality, and the importance and value of pursuing academic excellence.

### **School Hours**

School begins at 8:30 a.m. and dismisses at 3:25 p.m. Once students have reached school they may not leave the school grounds until dismissal. Exceptions are made for school sponsored activities such as nature walks, field trips, etc. Even though the teachers are at school by 8:00 a.m. each morning, students are not to arrive before 8:20 a.m. All students are required to leave school promptly at the end of the school day. Parents should contact the classroom teacher to make the necessary arrangements if a child must remain at school after 3:25 p.m.

### **Kindergarten Attendance**

Kindergarten students attend school three days a week (Mon., Wed., Fri.) 8:30 to 3:25 for the 1<sup>st</sup> and 2<sup>nd</sup> quarters. Starting in the 3<sup>rd</sup> quarter of the year, Tuesday is added to the week, (Mon., Tues., Wed., Fri.) making a four-day week. Starting in the 4<sup>th</sup> quarter of the year, Thursday is added to the week, making a five-day week.

### **Recess Time**

K-4th Grades:

Morning 10:00 - 10:15

Noon 12:20 - 12:50

Afternoon 2:30 - 2:40

5<sup>th</sup>-8<sup>th</sup> Grades:

Morning Break 10:00 - 10:15

Lunch 12:20 - 12:50

Afternoon Break 2:30 - 2:40

## **ABSENCES**

Parents must call the school or send a note to the teacher if a child is not going to be in school for any reason. If no notice is given, the office will call the home to get the facts. If the student is absent for a reason other than illness, parents are asked to contact the teacher in advance or send a note requesting permission to be excused at a specific time. Parents must come to the classroom to get their child. There will be a check out/return sheet which must be filled out each time a student leaves the building during school hours. Please try to avoid dental or medical appointments during school hours when possible.

### **Students Leaving School During the Day**

To ensure the safety of our students, we request the following from any student leaving the school for any reason during the school day.

1. Students in Grades K-4 ... must leave with a parent or designated adult or family member or get permission from the principal.
2. Students in Grades 5-8 ... must bring a written excuse from a parent or guardian. This excuse is to be given to the teacher at the beginning of school.

### **Tardiness**

Tardies are not recorded for students who arrive late in the morning due to bus transportation. Tardies are recorded by teachers if the student is not in the room on time in the morning and after each recess.

### **Family Trips**

Students going on family trips that will cause them to be absent from school must make prior arrangements with the classroom teacher(s).

## **BUILDING AND GROUNDS**

Students are to respect the property of others and the school property. Students who damage or deface school property may be held responsible for reimbursement for the damage and may face disciplinary action.

## **COMMUNICATION**

### **Communication between Parents and Teachers**

Open communication between parents and teachers is very important and the responsibility of both. If parents have any questions or problems concerning general school policy, they should contact the school principal to discuss their concerns. If a specific problem or question arises that relates to a particular child or classroom teacher, parents should contact the teacher responsible for the class and discuss it immediately. We encourage parents not to procrastinate in confrontation. If the result of a contact with a teacher is unsatisfactory, the matter should be brought to the attention of the principal. Following parent's discussion with the principal, the problem can be brought to the attention of the Education Committee of the Board if no satisfactory explanation or solution has been reached. As a last step, if all the preceding contacts have not solved the problem, the matter should be brought to the attention of the Board.

## **PUBLICATIONS**

The **SCS NEWSLETTER** is published and distributed the third week of each month, except June and August. Distribution process is through the mail, e-mail and churches. It includes articles from the board, teachers and administrator. If you know of someone who is not currently receiving this publication and would like to receive it, please give us their name and address at school.

**BITS 'N PIECES** is sent home or emailed every Wednesday and is an inhouse communication especially for parents of students. It keeps parents informed of various school activities and current topics of discussion related to school.

**THE CHRISTIAN HOME AND SCHOOL MAGAZINE** is published bi-monthly by Christian Schools International. This magazine will be sent home with one child from each family.

## **DISCIPLINE**

The word “discipline” comes from the word “disciple” and “disciple” means “to teach”. Discipline is the Biblical guidance of the conduct of students at SCS. In all discipline situations we seek to teach, not just punish. This does not mean that punishment should be avoided, but that the punishment is only a part of our reaction to the student behavior. Since we feel it is crucial that our students reflect the image of Christ, it may become necessary to use Christian discipline to redirect behavior. Discipline needs to be fair, consistent, and understood by those who are being disciplined.

The focus of Biblical discipline is on the future; it reflects love, grace, and “produces a harvest of righteousness and peace for those who have been trained by it.” (Hebrews 12:11b)

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”  
Hebrews 12:11

### **The Plan**

1. Rules, expectations, and guiding principles will be clearly communicated and modeled by the members of the Christian school community.
2. Consequences will be applied clearly, fairly, consistently, and without malice.
3. Guiding principles for student behavior choices:
  - You will be treated with respect and you will treat others with respect.
  - Feel free to do anything that doesn't dishonor God or cause a problem for anyone else.
  - If you cause a problem, you will be asked to solve it.
  - If you cannot solve the problem, or choose not to, an authority figure will do something.
  - What the authority figure will do will depend on the individual person, and the unique situation.
  - If, at any time, you feel something is unfair, respectfully tell the authority figure.

Adapted from “Teaching with Love and Logic” (Jim Fay/David Funk)

### **Verbal and Physical Abuse/Misbehavior**

One of our goals is to teach students to respect their fellow students and teachers as placed in their lives by God. Verbal and Physical abuse is defined as taunting, belittling, threatening, fighting, bullying, etc. We will not tolerate harassment and other unacceptable behavior. Examples of misbehavior include, but are not limited to, bullying, disrespect for authority, back talk, threatening another person, physical altercation, and repeated misbehavior.

1. A 1st offense could result in a minimum consequence of one or more of the following:
  - Apology – Name I'm sorry for State Offense. I was wrong, will you forgive me?”
  - A one day in or out of school suspension (left to the discretion of the principal)
  - Student will fill out a “Plan of Action” that will be signed by parents.
2. A 2<sup>nd</sup> offense could result in a minimum consequence of one or more of the following:
  - Apology – Name I'm sorry for State Offense. I was wrong, will you forgive me?”
  - Two day in or out of school suspension (left to the discretion of the principal).
  - Student “Plan of Action” filled out.
  - Staffing with principal, teacher, parents, and possibly the student. This will result in a development of behavior plan.
3. A 3<sup>rd</sup> offense could result in a minimum consequence of one or more of the following:

- Apology – “Name I’m sorry for State Offense. I was wrong, will you forgive me?”
  - Two day in or out of school suspension (left to the discretion of the principal).
  - Parents and Child meet with the Education Committee to determine whether the student will be allowed to continue enrollment at Sully Christian.
  - Students response to written “Plans of Action” and information from the staffing, along with information from offenses will be shared.
4. Re-entry Plans will be developed for students who are re-admitted following an expulsion.
- This plan will be developed with input from at minimum: the Education committee, principal, parents, and teachers.

### **Procedure for Behavior Detention**

1. A student is informed by the teacher/principal that s/he received a detention. The teacher giving the detention gives written notification to the principal as soon as possible.
2. Parents are notified of the detention in writing with a note home to the parents. Parents will sign the note and return it to school.
3. The student is responsible for reporting to the teacher on the day the detention is served. If the student is late a second detention may be issued. The detention period is over when the teacher dismisses the student.
4. Parents/guardians are responsible for making the necessary arrangements for transportation.
5. Sequence for Behavioral Detentions:
  - a. First Detention: Student completes a “Plan of Action” which is sent home and returned when the student serves the detention.
  - b. Second Detention: Student completes a “Plan of Action” which is sent home and returned when the student serves the detention. The teacher contacts the parent/guardian, and the student serves a detention.
  - c. Third Detention: Student completes a “Plan of Action” which is sent home and returned when the student serves the detention. The student and parents/guardian will meet with the principal and classroom teacher, and the student will serve two detention periods.
  - d. Fourth Detention: The matter is referred to the Education Committee. The parents are invited to this meeting. The student may serve an in-school suspension, an out of school suspension, may miss school sponsored activities, or face expulsion.
  - e. Repeated Detentions: The Education Committee will make the decision of whether or not the student will continue education at Sully Christian. The parents will be invited to this meeting.

### **Procedure for Out-of-School Suspension**

In the case of repeated misbehavior or a serious single event, out-of-school suspension can be enforced. The out-of-school suspension will be assigned by the school principal. Examples of behavior that could warrant a suspension include, but are not limited to, bullying, disrespect for authority, back talk, threatening another person, physical altercation, taunting, belittling, threatening, fighting, bullying and repeated misbehavior.

### **Procedure for In-School Suspension**

In the case of repeated misbehavior or a serious single event, in school suspension can be enforced. The in-school suspension will be assigned by the school principal. Examples of behavior that could warrant a suspension include, but are not limited to, bullying, disrespect for authority, back talk, threatening another person, physical altercation, taunting, belittling, threatening, fighting, bullying and repeated misbehavior. In-school suspension will be planned with the parent if possible, but can

also be assigned immediately with the approval of the principal. Written or verbal notification will be sent to the parents notifying them of when and why the suspension was given.

The day of in-school suspension will include:

1. The student will report to the office as soon as s/he arrives at school.
2. The student will take all necessary books/materials for the day and a staff member will accompany the student to the suspension area.
3. The student will be isolated from and will not communicate with any peers through-out the entire school day including class time, lunch, noon, recess, breaks, sporting events, and other activities.
4. The student will be given and will complete the regular daily assignments along with any extra assignments the principal and staff deem appropriate.
5. The student will sit in an appropriate alert manner, will remain awake, and will not sleep or put his/her head down on the desk.
6. The student will be given one morning, one noon, and one afternoon short break for restroom use as directed by a staff member.
7. The student will demonstrate a cooperative attitude and quickly comply with requests to move from one location to another to meet staff monitoring needs.
8. The student will complete the "Plan of Action" form.
9. If the student does not comply with the above regulations to the satisfaction of principal/staff, the student will repeat the suspension until satisfaction is met.

## **DRESS CODE**

The Sully Christian School dress code is designed to reflect our witness and distinctiveness as Christians and to encourage pride in one's grooming. The way we dress often reflects our feelings and attitudes and affects our actions and behavior. As in other areas of our Christian lives, we must seek not to offend others in our dress and individual desires may have to be denied for the common good. Parents, students, and teachers will be cooperatively responsible for enforcement of the dress code.

1. School clothes must be neat, clean, properly repaired, and in good taste; thus excluding immodest attire.
2. Shorts may be worn during the months of August, September, October, April, May, and June. All shorts must be knee length for all grades. No biker shorts.
3. No tank top type clothes may be worn. This includes muscle shirts or t-shirts with large cutout sleeve openings for boys. Sleeveless shirts are permitted for students.
4. No clothes with midriff showing.
5. Skirts must be knee length.
6. No see-through (mesh type) clothing.
7. Discretion must be used in wearing slogan and pictorial shirts or blouses. The faculty reserves the right to determine whether or not such items are offensive and/or in good taste.
8. Judgment regarding dress will be made by the staff. Students will be consulted privately and informed of dress code infractions. Students may then choose to change into appropriate clothing from their backpack or duffle bag, or they may call their parents to bring clothing to the school, or the school will provide a SCS t-shirt and/or gym shorts for the student. (Student will be responsible to clean and return such clothing back to school.) A note will be sent home or a phone call will be made to the parents the same day their child violates dress code.
9. Boys are not allowed to wear earrings to school or school sponsored events.
10. Boots are to be worn at school by students in grades K-8 in wet and snowy weather. Students

in grades K-4 should have their names marked in their boots as well as in all of their personal supplies. All students K-8 are required to wear boots when the cement/ground is wet or snow-covered. Snow pants are required for students in grades K-4.

11. Clothing for school programs and other special school events must be chosen with Christian discretion. Dresses for 8th Grade Banquet and Graduation may have no spaghetti straps, no low-cut fronts or bare backs, and must be knee length or longer.

## **FOOD SERVICE**

Sully Christian has a full-time hot lunch program. The main goal of the Food Service is to serve nutritious lunches to your children. Each lunch consists of five components: 1) meat, 2) milk, 3) bread, 4) vegetable, and 5) fruit (the vegetable or fruit components may be vegetable and fruit, or vegetable or fruit.) Each child is required to have a minimum of three full size portions from these five components.

A monthly menu will be sent home with your child so that you may decide if he/she wants to take the hot lunch as offered or would like to take a lunch from home. The teachers take a lunch count each morning to help the cooks plan the number of meals to prepare. When your child takes hot lunch, milk is included in the price of the meal. If your child takes a lunch from home they may purchase milk here.

Statements are sent home, either with students or via email, on the 5th of each month. These will also include an invoice showing all the meals/ milk/extra entrees or sides purchased by your student during the month. If a family's Hot Lunch Statement shows a "31-60 Days Past Due" balance and that balance is not paid in full within three school days from the date of the statement, their student(s) will receive a "sack lunch" in lieu of a hot lunch when going through the lunch line. A "sack lunch" consists of a peanut butter and jelly sandwich and milk, which meets all the required components for a school lunch. Parents will be notified by a note on their statement that reads: "If this statement shows a "31-60 Days Past Due" balance, that balance must be paid in full within 3 school days of the statement date or your student(s) will receive a sack lunch in lieu of a hot lunch."

Forms for applying for free or reduced price meals are available from the secretary.

## **GRADING AND REPORTING**

### **Grading**

Letter grades are not given until 3rd grade. Kindergarten, 1st and 2nd grade teachers will explain their grading system at Parent-Teacher Conferences or through some other means of communication.

Grades 3-8 use the following percentage schedule:

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

### **Report Cards**

Report cards for all students are issued after each nine week marking period. The fourth quarter report cards are available at the annual school cleaning. These reports consist of grades and comments regarding

academic achievement, effort, work habits, and character development. Parents are asked to review the cards, sign them and return them to school promptly.

### **Mid-Term Progress Reports**

Mid-Term Progress Reports will be sent home with all students in grades 1-8 during the fifth week of the first quarter. These reports show the grade of all the subjects for the student and parents information. These reports must be signed by a parent and returned to school.

### **School Testing**

Each year the Iowa Tests of Basic Skills (ITBS) are given to all students in grades 1-8.

The 8<sup>th</sup> graders are given an ICAM (Iowa Collaborative Assessment Modules) in Math and Reading. SCASS Science Tests are given to 7<sup>th</sup> & 8<sup>th</sup> graders. Results of the ITBS tests are shared with parents. Results are also given to the Long-Range Assessment Committee so as to review achievement goals or to set new achievement goals.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) tests are administered to all K-6<sup>th</sup> graders in the fall, mid-year and spring of each schoolyear. These tests are essential in making teachers aware of each child's reading fluency level to determine if extra intervention is needed.

### **HEALTH**

The administration of medication at school is discouraged. Whenever possible, arrangements should be made so that it is not necessary for teachers to administer medication to students at school. It is the parent's responsibility to notify the teacher concerning a child's chronic illness, such as allergy, diabetes, seizures, etc. School personnel will not issue internal medicine, including Tylenol, unless it has been agreed upon in writing by the child's parent, guardian and/or physician. Prescription medication given by a teacher to a student must be accompanied with written instructions and parental permission.

1. All medication sent to school must be under the supervision of school authorities and be kept in a locked cabinet. Students are not allowed to carry any medication, prescription or over-the-counter, on their persons, or keep any form of medication in their lunch bags/boxes, or in their desks or lockers.
2. Students with asthma are permitted to carry inhalers with written permission from their parents.
3. Tylenol will be given out to students only if there is a written notice from parents on file giving school staff permission to administer Tylenol when requested by the students. Aspirin is not available from the school.
4. If it is necessary for a K-8 student to remain in school during recess or be excused from an activity, they need a note from home stating a reason for this request.

### **Hearing and Vision Screening**

Hearing and Vision Screening tests are given yearly. Hearing screening is done in grades K-6. Vision screening is done in grades K-8. Parents will be notified if a student needs additional testing.

### **PARENT INVOLVEMENT**

#### **Fundraising**

The Fundraising Committee oversees all aspects of fundraising at SCS. Each year at registration, all parents of 1<sup>st</sup>-8<sup>th</sup> graders are asked to sign up to participate in at least one committee. Fundraisers include:

- Some type of pizza or food sales
- Dutch Letters
- Haulin' in Christmas
- Hostess Supper
- Cards, napkins and cookbook sales
- Ink cartridge/Cell phone recycling program
- Box Tops for Education

### **Kindergarten Information Night**

Kindergarten Information Night is usually held in late March. Information on the Kindergarten program will be given at this time. Parents of prospective students will be notified of the date and time.

### **Parent-Teacher Conferences**

A formal Parent-Teacher Conference is held each fall at the end of the first nine-week quarter. The student's grades, conduct and progress are discussed. A conference is also held in the spring to discuss ITBS (Iowa Test of Basic Skills) results and student progress. Other conferences may be arranged between parent and teacher as desired.

### **Room Parents**

Each year two or three parents from each classroom serve as room parents. Duties include helping with class parties, field trips and other duties the teacher might ask the parents to do. If you are interested in serving as a room parent, please fill out the room parent sheet that is sent home at the beginning of the year and return it to school as soon as possible.

### **School Circle**

School Circle is open to all Sully Christian moms. Our role is service oriented – taking care of the annual 8<sup>th</sup> Grade Banquet and the concessions at the District V Fine Arts evening every year. Ballots are distributed each year to vote for those who are willing to serve as Vice President, Vice Secretary or Vice Treasurer. School Circle holds a meeting at the beginning of each semester.

### **Volunteers**

The school relies heavily on the many hours of volunteer work by parents. It is important for all parents who have children enrolled at Sully Christian School to share this responsibility. Some volunteers give a few hours a week and some a few hours a year. The Fundraising Committee has many activities which need volunteers. There are also many ways you can help out classroom teachers. Call the school office to find out ways you can be involved.

### **SCHOOL CLEANING**

Annual school cleaning is held in the summer. Work dates and time are sent home at the end of the school year. All parents are asked to help with this annual project and a fee is assessed to those who do not.

### **SCHOOL CLOSINGS AND EARLY DISMISSALS**

#### **School Closings**

The following television and radio stations will be used to communicate delays or cancellations during inclement weather.

#### **Television:**

KCCI Channel 8

WHO Channel 13

### **Radio:**

KGRN Grinnell

KBOE Oskaloosa

KRLS Pella

KCOB Newton

WHO Radio Des Moines

KCWN Pella

#### ➤ **Winter Weather**

If Lynnville-Sully Community Schools cancels due to bad weather, classes at Sully Christian are also cancelled.

#### ➤ **Heat**

When classes are dismissed early due to extreme heat, announcements of the dismissal will be made by 10:30 AM of that day on the radio and television stations listed above. When classes are canceled for the entire day due to extreme heat, announcements of the cancellation will be made that morning. (Heat related dismissal and cancellations are at the administration's discretion.)

#### ➤ **Tornado and Thunderstorm Warning**

If a severe thunderstorm or tornado warning is issued, no students will be permitted to leave the school premises until the warning is expired.

### **Early Dismissal Procedures**

The bus drivers are instructed to bring students to their respective destinations unless there is a note or a pre-arranged agreement. A child's word is not acceptable. It would be helpful if you talked to your child about the "what if" situations and reassure them of safety.

### **SEARCH AND INSPECTION**

#### 1. Searches of Students

A student's person and/or personal effects (e.g., purse, book bag, clothing pockets, etc.) may be searched when school officials have reasonable cause to believe that the student is in possession of alcohol, controlled substance(s), tobacco, pornography, weapon(s) and/or anything else which is a violation of the law or a school rule.

The search will be conducted under the authority of the principal with at least one adult witness present.

#### 2. Maintenance Inspections with Notice

Although school lockers, desks, and computer files are temporarily assigned to individual students, they remain the property of the school at all times. The school has a reasonable and valid interest in insuring that its property is properly maintained. For this reason periodic inspections are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities at any time. This policy will be stated in the Sully Christian School Handbook. The inspection will be conducted in the presence of at least one other adult.

Any contraband (weapons, pornography, controlled substance(s), alcohol, tobacco, or anything else which is a violation of the law or a school rule) or vandalism discovered during such inspections shall be confiscated by the administration, who will advise the student's parents. Disciplinary action could also be a consequence.

#### 3. Inspections without Notice

Lockers, desks, computer files, and other facilities owned by the school are provided as a courtesy to the student. These school facilities may be searched without notice when school officials have reasonable cause to believe that the school facility contains a weapon(s), pornography, controlled substance(s), alcohol, and/or tobacco, or anything else which is a violation of the law or a school rule or has been subject to vandalism. Such searches will be conducted in the presence of another adult. Any contraband (weapons, pornography, controlled substance(s), alcohol, and/or tobacco) or anything else which is a violation of the law or a school rule, or vandalism discovered during such inspections shall be confiscated by the administration, who will advise the student's parents.

Disciplinary action could also be a consequence.

Law enforcement will be notified if appropriate.

## **STUDENT INVOLVEMENT**

### **Academic Services**

The staff of Sully Christian School works hard to meet the needs of students. In addition to the regular education program, Sully Christian School provides Resource Room assistance and/or Section 504 Plan to those who qualify. (See Policy section of Handbook for 504 Plan)

### **Homework Policy**

1. How Can Homework Help?
  - a. Homework can reinforce skills delivered in class.
  - b. Homework can develop skills to become a life-long learner.
  - c. Homework can develop responsibility.
2. At Sully Christian School Faculty Expect that Homework Will:
  - a. Supplement and support in-school experiences through related out-of-class activities.
  - b. Assist students in preparing for subsequent planned learning activities.
  - c. Acquaint parents with the student's in-school experience and strengthen the essential links between home and school.
  - d. Encourage the development of self-discipline, good work habits, independent study skills and lifelong learning.
3. Responsibilities for Students, Teachers, and Parents
  - a. Student
    - i. Complete and return assigned homework on time.
    - ii. Develop skills to become a life-long learner.
    - iii. Share new learning with family.
  - b. Teacher
    - i. Be consistent with expectations given to students.
    - ii. Provide feedback on assignments.
    - iii. Ensure homework will fall into one of the following categories: practice, preparation, or extension.
    - iv. Homework assignments will be centered around standards and benchmarks.
  - c. Parent
    - i. Help set up a consistent organized place for homework to be done.
    - ii. Help your child establish either a consistent schedule for completing homework or help them create a schedule each Sunday night that reflects that particular week's activities.
    - iii. Encourage, motivate, and prompt your child, but do not sit with them and do the homework. The purpose of homework is for your child to practice and use

what they have learned. If your child is consistently not able to do the homework

on their own, please contact the teacher.

- iv. If your child is practicing a skill, ask him/her to tell you which steps are easy for them, which are difficult, or how they are going to improve. If your child is consistently unable to talk about the knowledge he/she is practicing or using, please contact the teacher.

#### 4. K-2 Specifics

##### a. What Homework Looks Like in K-2

- i. Memory verse practice
- ii. Letter/Word recognition practice
- iii. Math flashcard practice
- iv. Spelling practice
- v. Projects that extend classroom learning
- vi. Show and Tell preparation

##### b. Parent Supports

- i. Encourage and expect students to complete activities.
- ii. Provide specific time and space away from distractions.
- iii. Commit to supporting child's learning.

##### c. Others Things to Consider

- i. Family vacations must follow school calendar.
- ii. Homework is to be handed in when student returns from an absence.

#### 5. 3-6 Specifics

##### a. What Homework Looks Like in 3-6

- i. Basic math facts practice
- ii. Spelling practice
- iii. Test preparation
- iv. Work completion
- v. Reading
- vi. Math practice
- vii. Writing

##### b. Parent Supports

- i. Provide specific time and place away from distractions.
- ii. Monitor homework to ensure completion.

##### c. Others Things to Consider

- i. Family vacations must follow school calendar.
- ii. Homework is to be handed in when student returns from an absence.

#### 6. 7-8 Specifics

##### a. What Homework Looks Like in 7-8

- i. Assigned readings
- ii. Work completion
- iii. Writing assignments
- iv. Test preparation
- v. Individual practice
- vi. Research/Projects

##### b. Parent Supports

- i. Provide specific time and place away from distractions.
- ii. Monitor homework to insure completion.

c. Others Things to Consider

- i. Family vacations must follow school calendar.
- ii. Homework is to be handed in when student returns from an absence.

### **Extra Curricular Activities Philosophy**

Extra-curricular activities at Sully Christian School are an integral part of the educational program and are consistent with our mission of training students to think, discern, and act from a Biblical perspective. Activities beyond the classroom experience provide students with unique opportunities for spiritual, intellectual, physical, and social growth. Sully Christian School is committed to developing Christ-like character in our students and encouraging them to use their God-given gifts and abilities to glorify Him.

The goals of the extra-curricular activities program are to enable students to:

- Begin each event with prayer
- Represent Christ in a public platform
- Appreciate arts, athletics, and academics
- Commit to excellence
- Display good sportsmanship
- Foster school spirit
- Encourage participation
- Develop leadership
- Develop self-discipline
- Develop teamwork
- Develop a respect for school property

### **Fine Arts**

The students at Sully Christian are involved in the District V Fine Arts program during February and March. Grades 6-8 participate in art, writing, music and drama. Students will be required to participate in some of these areas. When the junior high students select the categories in which they would like to be involved, they are reminded that school work takes priority, and they must therefore make some choices. Here at school, they may participate in as many things as they wish, but we would urge you parents to discuss with your son or daughter, the amount of time which you wish for them to spend on Fine Arts activities.

This program is very beneficial because it helps students to be at ease when appearing before an audience. It can become a burden, however, if the participant becomes involved in too many things. Help your student make wise choices.

### **Band**

The 5th through 8th graders are offered a band program at Sully Christian School. Mr. Ron Zwiers comes on Monday and Thursday of each week to direct the band and give individual lessons. Sully Christian School pays for part of this program and the families that are involved in the program pay for the remaining costs. The amount that families pay depends on the number of students involved in the band program.

5<sup>th</sup> graders, and all other students in 6<sup>th</sup>-8<sup>th</sup> grade who are not currently in band, are given the opportunity to join band in September.

### **Sports**

The sports program at SCS is comprised of three sports seasons for both the boys and girls. The girls participate in volleyball, basketball and track. The boys participate in the same sports, the exception being soccer instead of volleyball. Football is also being offered on a voluntary basis. Our aim is to teach all of the children the necessary fundamental skills, and give them a chance to decide if they are interested in pursuing

athletics in high school. 8th graders are generally given first chance at playing in game situations with coaches having final discretion on playing time and positions. All 7th and 8th graders are required to participate unless special circumstances arise. In this case, parents need to request a waiver from the Athletic Director. Fifth and 6<sup>th</sup> graders may also be asked to play at the Athletic Director's discretion.

Much of the Physical Education program at SCS coincides with our sports schedule. We spend time working on sports fundamentals and scrimmage games. However, we also work on other sports skills and play various games at least once per week.

### **Sports Policies**

1. Each student must have an updated physical annually.
2. Uniforms – Team shirts for all sports are provided by the school. Shorts are not provided.
3. No more than three sporting events and/or practices are allowed per week. Practice schedules vary according to the sport and the availability of coaches. Saturday and before or after school practices are possible.
4. Sully Christian School is a member of the IHSA (Iowa High School Athletic Association) and therefore tries to meet their requirements and rules of sporting events.
5. If a student misses more than half of the school day of the scheduled event, they will not be allowed to participate.
6. Bus rules apply to all bus rides to and from sports activities. Students who violate bus rules will not be permitted to play in the next event.

### **Track and Field Day**

Each spring the 5<sup>th</sup> -8<sup>th</sup> graders participate in the area Christian schools track and field day. Our school also has a special Prayer Partner Celebration Day in the spring that can involve athletic and other games in the afternoon for all of the students in K-8. All parents are welcome to attend these events.

### **Intramurals**

All the 5-8 grade students are required to participate in supervised sports activities during the noon hour recess time. Soccer, volleyball, basketball, floor hockey and softball are played throughout the school year. Coed teams are selected by 8<sup>th</sup> grade captains. This provides a great opportunity for organized "play" for junior high students.

### **Music**

General music instruction is provided in grades K-8. Band (optional) begins in grade 5. General music is scheduled for two class periods a week for grades 1-4; once a week for Kindergarten, and 5-8. Choir is held twice a week for all 5-8 graders.

### **Physical Education**

Physical Education is required for grades K-8. They have two PE periods per week.

### **Library**

1. The Library is open during school hours. Set times will be determined yearly as to when a Librarian will be present. Teachers may help students check out books at times when the Librarian is not present.

2. Students MAY NOT check out their own books. A teacher or librarian must check them out. Jr. High students may check out their own books provided they do so correctly; otherwise, they will not be allowed to check out books either.

3. Books will be checked out for a two week period (unless a longer time period is requested by the teacher).
4. There is no limit on the numbers of books a student may check out (within a reasonable amount); however, if a teacher so desires, he/she may place a limit on the number of books a student checks out.  
If there is a problem with this, the Librarian may place a restriction (at her discretion) upon a student or class.
5. Books may be renewed. The book must be brought into the Library in order to be renewed.
6. There are no overdue book fines; however, as time permits, an overdue book list will be published. If a student has excessive overdue books, he/she may not check out books until overdue books are returned. The Librarian may impose this restriction at her discretion.
7. If a book is lost or damaged, the student is expected to pay full replacement value for that book by end of the school year.

### **Assemblies/Chapels**

Every Wednesday at 8:30 a.m. an all school assembly or chapel is held for the students and staff. A variety of programs are planned throughout the year. All school devotions and singing constitute the majority of the chapels. Occasionally special speakers come to share different topics. Parents are always welcome to join us during these chapel exercises.

### **Field Trips**

Dress code, general guidelines and bus conduct rules apply to field trips just as they do to school time and/or activities. A note describing the location, date, transportation and other arrangements for field trips will be sent home before the trip. Parents will be asked to sign a permission slip at registration time that is applicable for all trips.

### **Pictures**

School pictures are taken in the fall. Pictures are taken for student exchanges, class composites and student records. Individual pictures of all students are taken. Parents are under no obligation to purchase pictures of their children.

### **Media Information**

Any general student information and/or pictures released to the SCS Web page, SCS Newsletter, Bit's n' Pieces, Newspaper, Radio and Television will require written permission by the parents at registration.

### **Telephone Use**

Parents who wish to talk to teachers are asked to call school before classes begin in the morning (8:00 - 8:30 a.m.) or after classes dismiss in the afternoon (3:30 - 4:00 p.m.) Calls should not be made during staff devotions which are held from 8:00 to 8:20 a.m. every Friday morning. Teachers and students will not be called to the telephone during class except for an emergency. Messages for teachers and students can be relayed to them by the school secretary or the school voicemail system (note: teachers usually check their voicemail at the beginning of the day and after the buses are released at the end of the day).

Students are not allowed to use the school telephone without a good reason and then only with permission from a teacher. Students should arrange after school activities with their parents before leaving home in the morning and not by phone during the school day.

### **Cell Phones**

Use of cell phones, by students on the school premises during school hours is not allowed.

### **Lost and Found**

A “lost and found” box is located in the school for items left by students. Parents and students are encouraged to check it periodically. At the close of each school year, all unclaimed items are donated to a local cause.

### **Playground Rules**

1. All students are expected to go outside during recess times except for grades 5-8 during scheduled intramural activities.
2. Students must enter and exit appropriate doors at recess and may not enter building during recess time without permission from the teacher on duty.
3. No balls on rubber tire pieces.
4. No kicking balls except on open field area beyond swings.
5. No balls (except 4-Square) on cement by school building.
6. No games involving pretend shooting, killing, weapons, etc.
7. No tackle football.
8. No climbing on backstops.
9. No throwing rubber tire pieces or moving piles of tire pieces.
10. No climbing on trees.
11. No baseballs allowed.
12. No snowball fights unless supervised by the students’ teacher and only with those who wish to participate.
13. No playing in adjacent farm fields.
14. No climbing up slides.
15. Only one student down a slide at a time – must be feet first.
16. All students must wear appropriate outerwear including boots as assigned by the teacher on duty.
17. If appropriate clothing and boots are not available, Jr. High students must sit in their desk – schoolwork is not an option. Lower elementary teachers may use their discretion on students doing schoolwork.
18. Personal property such as balls, toys, snowboards, etc. used at recess is not the responsibility of the school in case of theft or damage.
19. Students must be visible on the playground at all times. Students may not be in front of the building, on the east and west ends or behind the school storage shed.
20. Sound of buzzer means all students stop playing and hustle into the school building.

## **TRANSPORTATION**

### **Bus Policy**

The safety of every child on the buses is of great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely. This requires the cooperation of parents, children and school officials.

Driving a bus is a difficult and responsible task. Our drivers are carefully selected and meet all state requirements. Their entire attention must be on their driving responsibility at all times.

Anything that happens on the bus to divert the driver's attention from their job immediately endangers the safety of the riders. It is therefore absolutely necessary that the students conduct themselves in a respectful manner. Furthermore, transportation equipment represents a large capital investment. This is another important reason for expecting the utmost cooperation from students on our buses.

The operation of a safe, efficient, and economical transportation program requires that all passengers observe the attached set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in case of an infraction of the rider.

1. If there is a problem with your child on the school bus, the driver will discuss the problem with your child. The driver will also contact you, as the parent, to let you know that a problem does exist and to enlist your help in solving the problem. This will be the first violation.

2. If a second violation occurs, an "unsatisfactory bus conduct report" will be filed by the school bus driver with the principal. A copy of this report will be sent to you by mail. This shall be known as the second violation.

3. If a third violation occurs, a second "unsatisfactory bus conduct report" will be filed. The parents will be informed of the violation and a meeting of the parents, bus driver, principal and bus board member shall take place. This meeting will be to address the violation and proper corrective action concerning the violation. The student may be informed immediately that they may be dismissed from the bus for a total of up to five (5) school days. This shall be known as the third violation.

4. When in the judgment of the bus driver and the principal, behavior by a rider is such that it becomes an immediate threat to the safety of other riders, the bus driver or to the bus itself, the driver will file violation four without going through the steps listed above. Also, if a fourth violation occurs from unsatisfactory bus conduct, a third "unsatisfactory bus conduct report" will be filed. The parents will be informed of the violation and a meeting of the parents, bus driver, principal and bus board member shall take place. This meeting will be to address the violation and proper corrective action concerning the violation. The student may be dismissed from all bus transportation for the remainder of the school year. Either of these shall be known as the fourth violation.

We will expend every effort to insure safe transportation for your child; we trust that you will support us in our effort to achieve this goal.

### **Bus Rules and Regulations**

1. School bus riders shall conduct themselves in a respectful manner. Formal classroom behavior is not required of students riding a school bus. An informal atmosphere, which encourages pupils to relax and enjoy the ride, is desirable.
2. The driver is responsible for the safety of his/her passengers. The bus driver is in complete charge of the students who ride his/her bus. The driver's relationship to bus passengers is the same as the relationship between teacher and class.
3. Enter and leave the bus promptly without pushing and crowding.
4. Remain as quiet as the bus driver wants it.
5. Refrain from shouting or other boisterous activity.
6. Show due consideration for the bus driver and his/her problems.
7. Rider shall remain in a normal seated position while the bus is in motion. This is for rider protection.

8. Each student must go directly to his/her seat when entering the bus and remain seated until the bus stops and the driver indicates it is time to leave.
9. The bus driver has every right to assign seats to students riding his/her bus.
10. Students will keep their feet off the seats.
11. The aisle shall be kept clear at all times.
12. A student who damages seats or other equipment will be expected to pay the cost for repair or replacement.
13. At NO time should a student put their hands, heads or anything else outside the window. No objects are to protrude from the bus windows nor should any objects be thrown from the bus.
14. No swearing or abusive language.
15. Older children should treat younger ones the way they would like to be treated.
16. Students are to respect other children's property, i.e. backpacks, lunches etc.
17. All instruments are to be kept in their case.

In addition to the above items, pupils are encouraged and instructed to:

- A. Follow the bus driver's instructions promptly and cheerfully.
- B. Notify the bus driver in advance when he/she will not be riding the bus. The night before would be greatly appreciated.
- C. Be ready and waiting at the designated loading point before the bus arrival time.

#### 18. Severe Weather:

If a severe thunderstorm or tornado warning is issued for our area the buses and children will be held at school until such warning is expired. If buses are already on the route when "warning" is issued the drivers are notified by their cellular bus phones. The bus driver will then determine if safety evacuation is necessary.

### **Bicycles**

Students may ride bicycles to and from school but not while at school. All bicycles are to be parked in the bike racks in the area designated on the school grounds.

### **VISITORS**

Parents and other interested adults are welcome to visit the school. Feel free to visit at any time. We do ask that you make arrangements with the classroom teacher in advance so that you do not arrive and find that a particular class is on a field trip or is involved in testing and not able to have visitors at that particular time. If you wish to have a school lunch while your are visiting, please let the office know ahead of time so the kitchen can be notified to prepare the proper amount of food.

### **POLICIES**

The Sully Christian School has a variety of policies that pertain to policies and procedures for the operation of the school. The following are some of these policies and a description thereof. They are available for review by our society or the public.

#### **Anti-Harassment/Anti-Bullying Policy**

Pursuant to Iowa Code Section 280.28

- I. Statement of Policy.

- A. School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior.
- B. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
- C. School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

II. Definitions.

- A. Harassment and Bullying 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, and
  - (2) Creates an objectively hostile school environment that meets one or more of the following conditions:
    - a. Places the student in reasonable fear of harm to the student's person or property.
    - b. Has a substantially detrimental effect on the student's physical or mental health.
    - c. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- B. The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:
  - (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.

III. Reporting.

Suspected incidents of harassment and bullying should be reported by completing a grievance form and turning it in to the Principal within 24 hours. The Principal is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.

IV. Investigation.

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Principal 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.

V. 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 Code of Student Conduct apply to violations of this policy.

VI. Publication. This policy shall be published in the student handbook, the employee handbook, and the parent/guardian handbook.

# Grievance Report

## Student Form

Name of Filer \_\_\_\_\_ Date \_\_\_\_\_

Description of incident:

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People involved:

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Teacher on Duty: \_\_\_\_\_ Reported: YES NO

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Grievance Report

## Parent Form

Name of Filer \_\_\_\_\_ Date \_\_\_\_\_

Description of incident:

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People involved:

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Teacher on Duty: \_\_\_\_\_ Reported: YES NO

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Grievance Report

## Staff Form

Name of Filer \_\_\_\_\_ Date \_\_\_\_\_

Description of incident:

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People involved:

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Reported to Principal:    YES    NO

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Asbestos**

Asbestos inspections, recommendations and updating by the CHART Services of Des Moines, IA. Policy is located in the file cabinet in the teachers' lounge.

## **Board Policy Handbook**

Adopted: 12/90

Reviewed: 4/94, 1998, 2004, 2007, 2008, 2009

Policies cover: 1) Introduction, 2) Organization, 3) Administration, 4) Business, 5) Personnel, 6) Students, 7) Instructional.

Each Board member has a Policy Handbook and there is a copy in the Principal's office.

## **Child Abuse Reporting - Level One and Two**

Policy on identifying and reporting child abuse, a procedure for investigating allegations of abuse of students by school employees. Policy is located in the Principal's office.

### Level One Investigators

Scott Roose: 641-594-4180

Sheryl Hanthorn: 641-628-4394

### Level Two Investigator

Jasper County Sheriff's Dept.: 641-792-5912

## **Communicable Disease Policy - Blood Borne Pathogens**

Policy is located in the Principal's office.

Blood-Borne Pathogen Team: Scott Roose & Lyn Howerzyl

## **Family Educational Right and Privacy Act of 1974 (FERPA)**

The Sully Christian School has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school's policy is available for review in the school office.

This law requires the school to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Sully Christian School has designated the following information as directory information: student's name, address and telephone number; date of birth; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school in writing no later than September 15 of each school year.

## **Federal and State Employment Information**

All Federal and State Employment Related Posters and Information is posted in the Teachers' Lounge.

## **Multicultural/Nonsexist Policy**

It is the policy of Sully Christian School to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, or national origin in its educational programs, activities, or its employment and personnel policies.

Sully Christian School will provide program activities, a curriculum, and instructional resources which will reflect a racial and cultural diversity and the variety of careers and roles open to both men and women in our society. The objective of our school's program is to reduce stereotyping and bias on the basis of gender, race, ethnicity, or disability and instead foster respect and appreciation for people as God's image bearers.

Inquiries or grievances related to this policy may be directed to School Administration, 12629 S 92<sup>nd</sup> Ave E, Sully, Iowa, 50251, 594-4180, the director of the Iowa Civil Rights Commission in Des Moines, Iowa, or the director of the Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa, 50319.

### **A PLAN FOR MULTICULTURAL NONSEXIST EDUCATION AT SULLY CHRISTIAN SCHOOL**

Goals for Students:

1. To help students understand themselves and others as image bearers of God acting within a cultural context.
2. To help students recognize and respect God's diverse population.
3. To understand how being a disciple of our Lord Jesus Christ affects our values, attitudes, and behavior.
4. To help students understand the dynamics of discrimination, bias, prejudice, and stereotyping.
5. To develop helping skills so that each student can be an effective servant in Christ's Kingdom.

Goals for the Curriculum:

1. Curriculum review and development procedures will adhere to the Board's multicultural, nonsexist philosophy.
2. In selecting new textbook or other teacher resource material care will be given to meeting multicultural, nonsexist criteria.
3. Curriculum guides will reflect multicultural, nonsexist content.
4. Instruction will be delivered in a manner that allows each student equal opportunity to learn.
5. Instructional strategies will encourage contributions and collaboration from all students regardless of ability or gender.

Provisions for Infusion into Curriculum:

A copy of this plan and the Board's policy statement will be given to the Education Committee. The committee will document where multicultural, nonsexist concepts have been infused into the curriculum. The committee will meet annually to review progress in implementing the goals of the multicultural, nonsexist plan within the educational program.

Key Concepts:

**Bias:** A mental slant or leaning to one side: a highly personal and unreasoned distortion of judgment.

**Cultural Awareness:** Consciousness of cultural similarities and differences.

**Cultural Literacy:** Knowledge of history, contributions, and perspectives of different cultural groups.

**Culture:** The ways of believing, feeling, and behaving of a group of people.

Discrimination: An overt or subtle act prompted by prejudice.

God's Law: Love the Lord your God above all and your neighbor as yourself.

Prejudice: An attitude, usually negative, toward an entire category of people.

Social Action: Commitment to and participation in activities designed to help solve the problem of inequality based on race, sex, ethnic group, culture, language, socioeconomic status, and ability.

Stereotypes: Mental categories that are based on exaggerated, inaccurate, and rigid favorable or unfavorable generalizations about a group of people.

Goals and Desired Outcomes:

1. Goal: Student understands self and others as image bearers of God within a cultural context.
  - a. Student identifies self and others as members of several groups by virtue of race, age, ethnic group, language, sex, religion, and ability.
  - b. Understands that people are both alike and different and are part of God's creative plan.
  - c. Analyzes own feelings and behaviors toward those who are different and recognizes God's requirement.
  - d. Recognizes the significance of cultural perspective in understanding self and others.
2. Goal: Student recognizes the diversity in the world's population.
  - a. Defines the U.S. as a multicultural, multiracial, multiethnic society.
  - b. Infers ways that U.S. culture is shaped by contributions, viewpoints, and experiences of diverse men and women.
  - c. Compares U.S. diversity to that of other nations.
3. Goal: Student will understand the dynamics of discrimination, bias, prejudice, and stereotyping.
  - a. Identifies how prejudice, discrimination, bias, and stereotyping impact interpersonal and intergroup relationships as well as impacting aspirations and achievement of individuals and groups.
  - b. Detects beliefs and actions based on prejudice and bias in self, others, and institutions.
  - c. Uses accurate information as clues for understanding individuals or groups.
4. Goal: Student demonstrates skills for effective social interaction between racial, ethnic, sex, cultural, and ability groups.
  - a. Confronts prejudice and discrimination.
  - b. Extends own cross-cultural experiences and understandings.
  - c. Practices a Christ-like acceptance of diverse cultural

Dissemination of Comprehensive Policy:

Federal and state regulations require that the nondiscrimination policy, the identity, address and phone number of the local educational equity coordinators and notification about the existence of the grievance procedure be disseminated annually, or on an on-going basis to students, parents, employees, applicants for employment and unions or professional organizations holding collective bargaining agreements with the school. This information must be included in major annual publications or formal communications, targeted at these groups such as:

Parent/Student Handbooks  
Teacher Handbooks  
Board Policy Handbooks

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is the section of the Rehabilitation Act of 1973 (P.L. 32-112) which applies to persons with physical or mental impairments. commonly known as the “Civil Rights Legislation.” Section 504 is a civil rights act which protects the civil and constitutional rights of persons with a disability. It states that no person with a disability (including a “hidden disability”) can be excluded from or denied benefits of any program receiving or benefiting from federal financial assistance.

### **Substance Abuse Policy**

No student may smoke or chew tobacco, consume alcohol or use drugs at school. This includes transportation vehicles and covers all school activities.

The Education committee of the School Board will study the situation on a case-by-case basis and make a recommendation that may include detention or suspension.

### **Weapons and Dangerous Objects Policy**

Weapons and other dangerous objects such as, but not limited to fire arms, explosives, knives and brass knuckles, are not to be brought on school property. This includes transportation vehicles and covers all school sponsored activities. Weapons are defined as anything used or usable in injuring another, or an instrument or object designed for or used in fighting. Weapons and other dangerous objects cause material and substantial disruption to the school environment. They 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.

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.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident.

Any student who brings a firearm to school or to a school activity shall be suspended immediately and the Education Committee of the School Board shall study the situation on a case-by-case basis and make recommendations.