

***Sully Christian School
Parent/Student
Handbook
2022-2023***

“Sully Christian School will provide Christ-centered academic excellence with the Word of God as our foundation.”

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MISSION STATEMENT

Adopted 2012

“Sully Christian School will provide Christ-centered academic excellence with the Word of God as our foundation.”

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 volunteering in various ways at the school.

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, though not an exhaustive statement of faith, contains key elements of the belief system to which Sully Christian School subscribes:

We believe in the infinite, personal God, eternally existent in three persons: Father, Son and Holy Spirit. He is omnipotent, omniscient and omnipresent.

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory to judge the living and the dead.

We believe that regeneration by the Holy Spirit, which produces an individual's response of acceptance of the gospel message, is absolutely necessary for the salvation of lost and sinful men.

We believe salvation is by grace through faith alone.

We believe the Christian life is possible only by the indwelling power of the Holy Spirit enabling the believer to live a godly and sanctified life.

We believe in the resurrection of both the saved and the lost – the saved to a resurrection of life and the lost to a resurrection of damnation.

We believe in the unity of believers through the sharing of common life in Christ Jesus.

We believe that God offers redemption to all who confess and forsake their sin. (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

We believe that God creates each human as uniquely male or female, and that each person is made in God's own image. (Genesis 1:26-27)

We believe marriage is the union of one man and one woman in a single, exclusive union (Genesis 2:18-25; Mark 10:6-9). We believe God intends sexual intimacy to occur between only a man and woman who are covenanted together in this unique union of marriage (1 Corinthians 6:18; 7:2-5; Hebrews 13:4).

We believe that any form of sexual immorality (including, but not limited to, adultery, fornication, homosexual behavior, bisexual or transgender conduct, bestiality, incest, polygamy, as well as orientation or identity with these behaviors) is sinful and outside of God's will (Matthew 15:18-20, 1 Corinthians 6:9-10)

We believe that all human life is precious as created in God's image. We believe this extends to the fetus, the aged, the physically and mentally challenged and every other stage of human life from conception through natural death. We are therefore called to defend, protect and cherish all human life (Psalm 139)

We believe that, while we cannot condone, endorse, or in any way participate in the expression of beliefs or lifestyles that are at odds with this statement of faith, all persons must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31). In this context, we do not believe that disagreement with another's beliefs is to be equated with intolerance or a form of "hate speech". While God sets clear ethical standards through His infallible word – the Bible – for which we are to stand without compromise, He loves all men and women, even those who reject His moral imperatives.

We believe that in order to preserve the ministry, values and integrity of Sully Christian School's mission, and in order to maintain our fundamental convictions as based on the Scripture, it is imperative that all parents who enroll their children and all person's employed by Sully Christian School in any capacity, or who serve as volunteers, must agree to and abide by this Statement of Faith, including specific beliefs regarding marriage, gender, and sexuality (Matthew 5:16, Philippians 2:14-16; 1 Thessalonians 5:22).

Vision Statement

The vision of Sully Christian School is to educate students with God's true knowledge, to develop Christlike character, and to equip them to be doers of the Word



PHILOSOPHY OF EDUCATION

Through Christ-centered education, Sully Christian School will academically prepare students to develop their 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 Christian Schools International. 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 Nonpublic 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. It takes active interest in legislation pertaining to educational issues and has an active lobbyist.

-The Iowa Association of Nonpublic 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 education 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 to providing quality Christian education. 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. 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 educational 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

New Student/Family Enrollment

A in-person registration night will be held late July/early August. This night will cover parent handbook, fundraising/room parent, T.R.I.P, technology set-up (JMC app), and an in-person online registration walk through. At this time payments will be due for 1st month's tuition (1/10 of the yearly amount), ½ of bus fees, and minimum \$50 hot lunch.

Student/Family Re-Enrollment

Online Registration forms will be sent out in July. Online forms will have a scheduled completion deadline along with payments due for 1st month's tuition (1/10 of the yearly amount), ½ of bus fees, and minimum \$50 hot lunch.

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. If they do arrive before this time they are not allowed to go to their lockers and/or classrooms. They are to stay in the entryway until the bell rings.

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 1st quarter. Beginning the 2nd quarter of the year, Tuesday is added to the week, (Mon., Tues., Wed., Fri.) making a four-day week. Beginning the 3rd quarter of the year, Thursday is added to the week, making a five-day week. This schedule does not apply to students choosing the optional full-time kindergarten program.

Recess Time

Morning	10:00 - 10:15
Noon	12:15 - 12:45
Afternoon	2:05 - 2:15

ABSENCES

Parents must call or email the school or send a note to the teacher if a child is not going to be in school for any reason. 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 scheduling 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: A written excuse to the teacher or phone call to the school office is required.
2. Students in Grades 5-8: Written excuses are not required, but appreciated.
3. Sign In/Sign Out sheets in the lobby **MUST** be completed by all parents or authorized persons when students leave the school building during the school day as well as when students return or arrive at school after the school day has begun.

Tardiness

Tardy times 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/head teacher 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/head teacher. Following the parent discussion with the administrator/head teacher, 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 **Warrior Connection (SCS Newsletter)** is published and distributed each month normally on the last Friday of the month if a Sunday proceeds, with the exception of June and August. Distribution process is through e-mail and churches. It is also posted on our website under the NEWS tab. 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 inform the school office of their name and address.

Bits n' Pieces is published every Wednesday and is an in-house communication especially for parents of students. It keeps parents informed of various school activities and current topics of discussion related to school. It is emailed and is also available on our website under the NEWS tab.

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’s 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, backtalk, threatening another person, physical altercation, and repeated misbehavior.

1. A first 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?”
 - One-day in or out-of-school suspension (left to the discretion of the principal/head teacher)
 - Student will fill out a “Plan of Action” that will be signed by the parents.
2. A second 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/head teacher)
 - Student “Plan of Action” completed
 - Staffing with principal/head teacher, teacher, parents, and possibly the student. This will result in a development of behavior plan.

3. A third 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/head teacher)
 - Parents and child meet with the Education Committee to determine whether the student will be allowed to continue enrollment at Sully Christian.
 - Student’s 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.
 - Plan will be developed with input from at minimum: the Education Committee, principal/head teacher, parents, and teachers.

Procedure for Behavior Detention

1. A student is informed by the teacher and principal/head teacher that s/he received a detention. The teacher giving the detention gives written notification to the principal/head teacher 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:
 - First Detention: Student completes a “Plan of Action” which is sent home and returned when the student serves the detention.
 - 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/guardians, and the student serves a detention.
 - 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.
 - 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.
 - 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/head teacher. Examples of behavior that could warrant a suspension include, but are not limited to: bullying, disrespect for authority, backtalk, 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/head teacher. Examples of behavior that could

warrant a suspension include, but are not limited to: bullying, disrespect for authority, backtalk, 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 throughout 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/head teacher 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/head teacher/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. This includes holes or rips in jeans or shorts.
2. All shorts must be finger-tip length. No biker shorts.
3. No tank-top type clothes may be worn. This includes muscle shirts or t-shirts with large cutout sleeve openings. Sleeveless shirts are permitted for students.
4. No clothes with midriff showing.
5. Skirts must be finger-tip length. If leggings are worn students must wear a finger-tip length shirt or dress over them.
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 the 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. 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 the 8th Grade Graduation may have no spaghetti straps, no low-cut fronts or bare backs, and must be knee length or longer.

DISMISSAL

Dismissal: All students must stay in their classroom until 1st bell rings. Students not riding the busses will remain in the classrooms and be dismissed AFTER the buses are dismissed. The Kindergarten class can wait in the hallway and still follow the dismissal procedure as their classroom is not visible.

Safety: Students and/or parents should never walk between, in front of, or behind busses.

Busses: Busses will not be dismissed until after the 2nd bell rings.

FOOD AND DRINK POLICY

The only drink that is allowed is a water bottle. If students bring drink to school in another container they will have to finish it and then throw it away before going to class. You may bring pop, juice, etc. for birthday treats. Please give class treats/drinks to the teachers to distribute at appropriate time.

Students may bring snacks to school but at the end of the day they need to bring home any leftover food they brought from home or lunch that they did not finish. We do not need food left at school to spoil or food that should be refrigerated.

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 available on our website. Milk is included in the price of the meal. If your child takes a lunch from home, they may purchase milk at school.

Each student ID# is linked to the respective family account. This will allow you (parent) to go to JMC online (or App) and check your lunch account balances at any time. You will also be able to check your child(ren)'s individual purchase history on JMC website only. Please be sure to not to share your JMC ID# or PIN# with anyone as that will allow them to access your account information. Forms for applying for free or reduced price meals are available from the secretary or on our website.

If there is money in your account, students will be allowed to get extra sides & entrees (main dish), however, there will be no ½ or ¼ entrees or sides allowed.

When your lunch account reaches a low balance, you will be alerted by email daily until your account is over your family threshold. JMC automatically sets a family threshold for 5 remaining meals (per child). This is based on your total family account balance and number of children per family.

PAYMENT OF MEALS AND REQUIREMENTS

- Families must pay a minimum of \$50 per child at registration for their Hot Lunch account.
- Families who believe they will be eligible for reduced meals still must make a minimum payment of \$20 (total) at registration for Hot Lunch. This will cover the costs of any extras taken by their child(ren) and/or the cost of any Guest Meals.
- Hot Lunch Accounts must be current to start the new school year.
- Families who are delinquent and have a negative balance of any kind – Child(ren) will be served a Peanut Butter & Jelly sandwich & milk and will not be allowed to get extras until their account is current. Absolutely no charging of meals or extras. Please keep in mind that the Peanut Butter & Jelly sandwiches and milk will be the same cost as the regular school lunch.
- A parent signature and date will be required each year at school registration to acknowledge the terms.

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. Third through 8th grades can be viewed on JMC in real time with each assignment. Kindergarten through 2rd grade will only have report cards at end of each quarter.

Grades 3-8 use the following percentage schedule:

A = 100-96	C = 78-75
A. = 95-92	C- = 74-72
B+ = 91-89	D+ = 71-68
B = 88-85	D = 67-64
B- = 84-82	D- = 63-60
C+ = 81-79	F = 60 and below

Report Cards

Report cards for all students are issued after each nine-week marking period. The fourth quarter report cards will be available one week after the last day of school. These reports consist of grades and comments regarding academic achievement, effort, work habits, and character development.

School Testing

Iowa Assessments are given to all students in grades 1-8. Results of the Iowa Assessment 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 K-6th graders in the fall, mid-year, and spring of each school year. 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 parents' 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, tums and cough drops 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.
5. If your child becomes ill at school, arrangements must be made to get them **as quickly as possible**.
6. If your child has a fever over 100 degrees, he/she may not return to school until temperature is normal for 24 hours.

Hearing Screening

Hearing Screening tests are given yearly. Hearing screening is done in grades K-2nd and 5th. Parents will be notified if a student needs additional testing.

LOCKERS

Students may only use magnets to hang stuff up in their lockers, no tape is allowed.

PARENT INVOLVEMENT

Advancement

The Advancement Committee oversees all aspects of fundraising at SCS. Each year, all families of 1st- 8th graders are asked to sign up to participate in at least one committee. Fundraisers include:

- Food & Fun Night
- Dutch Letters
- Golf

All About Kindergarten Night

All About Kindergarten 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. The student's grades, conduct, and progress are discussed. A conference is also held in the spring to discuss Iowa Assessments results. Other conferences may be arranged between parent and teacher as desired.

Room Parents

Each year two 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 attached to registration forms.

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 Advancement Committee has many activities which need volunteers. There are also many ways you can help classroom teachers. Call the school office to find out ways you can be involved.

SCHOOL CLEANING

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

SCHOOL CLOSINGS AND EARLY DISMISSALS

School Closings

Parents will be notified through JMC messaging system of changes to the school schedule due to urgent issues or inclement weather.

Winter Weather

Sully Christian School will assess road conditions and weather events

Heat

When classes are dismissed early due to extreme heat, announcements of the dismissal will be made by 10:30 a.m. of that day through JMC messaging system to parents. When classes are cancelled for the entire day due to extreme heat, announcements of the cancellation will be made that morning prior to start of school. 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 ensuring 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.

SECURITY

All outside doors will be locked during the school day from 8:30 a.m. - 3:20 p.m. Entry can only be gained through an intercom/buzz in system located at the west main entry door. If the door does not open for you after a brief wait, please push the button to get the attention of a staff member. You may be asked to identify yourself if we do not recognize you. In the event that no one assists you, please call the school to get a hold of someone to let you in.

STUDENT INVOLVEMENT

Academic Services

The staff of Sully Christian School works hard to meet the needs of students. In addition to the regular educational 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. 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 on 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/Reading recognition practice
- iii. Math flashcard practice
- iv. Spelling practice
- v. iXL online learning application
- 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

- i. What Homework Looks Like in 7-8
- ii. Assigned readings
- iii. Work completion
- iv. Writing assignments

- v. Test preparation
- vi. Individual practice
- vii. Research/Projects
- 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.

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 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. Grade 5 also participates in art and writing. 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 categories as they wish, but we would urge parents to discuss with your son or daughter, the amount of time which you wish 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 categories. Help your student make wise choices.

Band

The 5th – 8th graders are offered a band program at Sully Christian School. Band classes along with individual lessons are held on Monday and Thursday of each week.

Band fees are assessed each year.

5th grade students, and all other students in 6th-8th grade who are not currently in band, may join band during the school year.

Junior High Sports

The sports program at SCS is comprised of four sports seasons for both the boys and girls. The girls participate in volleyball, cross country, basketball, track and softball/baseball. The boys participate in the same sports, the exception being football instead of volleyball. All of this is offered on a voluntary basis. Our aim is to teach all the children the necessary fundamental skills and give them a chance to decide if they are interested in pursuing athletics in high school. Students can choose to go to Pella Christian or Lynnville-Sully and participate with them in these sports.

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 7th and 8th student must have an updated physical annually.
2. Uniforms for all sports are provided by Pella Christian or Lynnville - Sully.
3. Practice schedules vary according to the sport and the availability of coaches. Saturday and before or after school practices are possible.
4. Both Pella Christian and Lynnville - Sully are members of the IHSAA (Iowa High School Athletic Association) and therefore follows IHSAA requirements and rules for 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 transportation is available to Pella Christian. 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 5-8 grades participate in the area Christian schools track and field day. Parents are welcome to attend.

Intramurals

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

Music

General music instruction is scheduled on Monday and Thursday of each week and is required for all students in K-8.

Physical Education

Physical education is required for grades K-8. Students have two P.E 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; if not, this privilege will be taken away.
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 number of books a student may check out (within a reasonable amount);

however, if a teacher desires, he/she may place a limit on the number of books a student checks out. If there is a problem, 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

A chapel is held on the first day of school to introduce the new Kindergarten class and any new students and staff members. Chapels are held once or twice a month at 8:40 a.m. for the students and staff. A devotional topic and singing constitute the majority of the chapels. Occasionally special speakers come to share different topics. There is also a special chapel throughout the year for each grade(s). Parents and visitors are always welcome to join us during these chapel times.

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 communicated to parents 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 scheduled once a year. 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, if possible, during staff devotions which are held from 8:00 – 8:20 a.m. each Monday morning. Teachers and students will not be called to the telephone during class except for an emergency. Communication/information for teachers during the school day must be directed to the school secretary who will relay the information to the teacher. Students are not allowed to use the school telephone without a good reason and then only with permission from a teacher. Parents are expected to arrange after-school activities with their children before leaving home in the morning to avoid phone use during the school day.

Cell Phones/Electronic Devices

Use of cell phones, I-pods, or other communication devices by students on the school premises during school hours or on field trips is prohibited. Upon permission from the faculty or staff members, students may use the phone provided in the school office. Students may have an electronic device at school, but it must be turned off and stored in a locker or backpack during the school day. Devices not in a locker or backpack may be confiscated, and parents may be contacted.

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 Four-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 students 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 winter clothing and boots are not available, Jr. High students must sit at their desk. The Jr. High students are not allowed to use this time to catch up on schoolwork, they may choose a library book to free read. Lower elementary teachers may use their discretion on students doing schoolwork.
18. During winter months, recesses will be in the gym when temperature is 10 degrees above zero or below. (Rule is subject to teacher discretion)
19. Personal property such as balls, toys, snowboards, etc., used at recess is not the responsibility of the school in case of theft or damage.
20. 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.
21. Sound of buzzer means all students must 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/head teacher, 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/head teacher, 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/head teacher, 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 ensure 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, e.g., 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.

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. 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 you 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

God give us guiding principles in the Bible for human relationships.

*Genesis 1:27 – So God created man in his own image,
In the image of God he created him; male and female he created them.*

Luke 6:31 – Do unto others as you would have them do unto you.

Luke 22:39 – Love your neighbor as yourself.

We are God's ambassadors, and our behavior represents God to our neighbor. Each person is valued by God, so our interactions with each other should reflect the value that God has placed on our fellow image bearers, treating each other with love and respect. No type of harassment or bullying initiated by student, staff, or volunteer in school or at any school activity will be tolerated and is against school and state 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 returning it to the principal/head teacher within 24 hours. The principal/head teacher 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/head teacher 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.

The **Anti-Harassment/Anti-Bullying 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:

People Involved:

Teacher on Duty: _____ Reported: YES NO

Student Signature: _____ Date: _____

Grievance Report

Parent Form

Name of Filer _____ Date _____

Description of Incident:

People Involved:

Teacher on Duty: _____ Reported: YES NO

Student Signature: _____ Date: _____

Grievance Report

Staff Form

Name of Filer _____ Date _____

Description of Incident:

People Involved:

Reported to Principal/Head Teacher: YES NO

_____ Date: _____

Staff Member's Signature

Home School Student Policy for Students Returning/Entering Sully Christian School

Sully Christian School will build a cooperative and positive relationship with home school families. Because Sully Christian School seeks to supplement the home and act as an extension of the Christian home, it will seek to cooperate with the Christian home school setting. Sully Christian School will participate at different levels with Christian home school students depending on circumstances of individual requests.

SPECIFIC GUIDELINES

- A. The Sully Christian School Board approves enrolling home school students on a part-time basis at Sully Christian School.
 - a. Service will be provided for a fee and will support the mission and educational flow of Sully Christian School.
 - b. Sully Christian School will maintain its accreditation status with the Iowa Department of Education.
 - c. Students will be expected to abide by school policies listed in the Board Policy Manual and summarized in the school handbook.

- B. Sully Christian School will work with Christian home school students under the following conditions:
 - a. Home school students will be allowed to enroll only on a space available, first come basis. Educational planning priorities will always be for the fulltime students. Enrollment is not secured until two weeks before the school year or the desired academic unit begins.
 - b. Standardized scores of the home school students will not be included in the class or school norms.
 - c. The staff's work load will not increase significantly by the request.
 - d. A school calendar will be provided to the home school parents. It will be the responsibility of those parents to make arrangements during modified schedules due to vacation, snow days, field trips, etc.
 - e. The parents will provide current immunizations records to the school as required by the State of Iowa.
 - f. Once the student(s) is enrolled, it is expected that the student will remain enrolled through the remainder of the school year or the elected academic unit. The non-refundable tuition is required before services are received, unless arrangements are made with the finance committee.

- C. Application for home school services at Sully Christian School:
 - a. The school will require and maintain the same entry requirements (Application for Admission, Physician and Immunization forms, etc.) for home school families as it does for those in fulltime attendance.
 - b. An online application form for home school services through Sully Christian School must be submitted.
 - c. Sully Christian School must be provided with a copy of the student's state certificate of authorization to be home schooled.

- D. School Responsibilities
 - a. Assist in enrolling families/students into the Sully Christian School educational program.
 - b. Supervise all financial matters.
 - c. Placement of home school student(s) in approved class setting which will be determined by the Administrative team, Education Committee, and class Teacher based upon recommendations by the head teacher.
 - d. Maintain student files which will contain the following:

- i. Board approved student application form
 - ii. Chart of student's progress in selected academic units
 - iii. Testing results
 - iv. Previous school records
- E. Staff Remuneration
- a. A teacher's salary may be supplemented if additional work or expectations are placed upon them.
 - b. No additional remuneration is to be expected if the home school child is part of a regular class and within the confines of a regular class load.
- F. Home school students shall be eligible for the services listed on the home schooling services list provided by Sully Christian School. Participation in competitive school events is not available to home school students unless they are enrolled in a minimum of one core subject.

Asbestos

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

Board Policy Handbook

Adopted: 12/90

Reviewed: 4/94, 1998, 2004, 2007, 2008, 2009, 2011, 2013, 2014, 2016, 2020, 2021

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

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 school office.

Level One Investigators

Bethany Tanke: 641-594-4180

Level Two Investigator

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

Communicable Disease Policy – Blood Borne Pathogens

Policy is located in the school office.

Blood-Borne Pathogen Team: Bethany Tanke

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; participating in officially recognized activities and sports; dates of attendance; degrees and awards received; and the most recent previous 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 are posted in the teachers' workroom.

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 92nd 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 textbooks or other teacher resource material, care will be given to meet 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 with 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 cultures.

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 (Tobacco-free/ Nicotine-Free Environment)

Sully Christian School facilities and grounds, including school vehicles, are off limits for tobacco use, including tobacco-like products and the use of nicotine products that are not FDA (Food and Drug Administration) approved for tobacco cessation. (Examples include but are not limited to cigarettes, electronic smoking devices, cigars, chewing tobacco, snuff, pipes, snus, etc.) This requirement extends to students, employees and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

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, 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.