**Sheldon Christian School**

**Student/Parent**

**Handbook**



Sheldon Christian School prepares God’s children for a lifetime of Kingdom service by providing quality God-centered education.

Updated July 2020

Updated July, 2014

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**BEGINNINGS—**

Christian grade school education in the Sheldon community began with the establishment of a Christian school constitution in 1914. Three years of prayer and planning were needed to prepare for the first classes held in 1917. A frame structure on Eighth Street was the Christian school building until 1949, when classes were moved to the present facility at 1425 East Ninth Street. Today’s qualified staff and modern facility are evidence of God’s blessing throughout the years.

**ORGANIZATION –**

Sheldon Christian School is an accredited private school. This means that our school is regularly inspected and approved by the Department of Education of the state of Iowa. Great care is taken by the staff and board to provide an education which meets or exceeds standards determined by our state or federal government. The education provided here does even more however. The word “Christian” is not used lightly in the name of our school. The staff and board of Sheldon Christian take great care to provide an education which is in accord with the Word of God. Our school maintains through all of its programs that Jesus Christ is our Savior and the Lord of creation. The mission of this school is to lead each of its students to this realization while training them how to live for this King in all areas of life.

All Christians who agree with and believe in articles two and three of our school constitution are welcome to join the school society and send their children to this school. Our constitution can be found at the end of this booklet. The Sheldon Christian School is a private school, governed by its society through the board of directors. We are not an extension of any church or ecclesiastical organization.

Our school does belong to a service organization called Christian Schools International, or CSI. This organization has been established to offer various services to member schools. Examples of these services include in-service training for teachers and board members, employee benefit programs, Christian textbooks, as well as many others.

**UNIQUE APPEALS –**

Sheldon Christian is more than prayer in the classrooms, chapel, and Bible classes. A well-structured curriculum is provided to meet the child’s spiritual, mental, physical, emotional and social needs. This on going care for the total child can be seen in the regular classroom as well as through our resource program, media program, and enrichment program. Sheldon Christian is a school in which each subject is taught in a way that will enable students to gain more knowledge of God’s kingdom, and develop a better understanding of their responsibilities as a child of God in that kingdom.

**SUPPORT –**

As previously stated, Sheldon Christian is a school established and supported by its society. Financial support comes mainly through tuition paid by parents. Other society members generously support the school’s general fund as well as the Sheldon Christian School Foundation. Interest from this Foundation account is turned over to the general fund of the school. Other forms of financial support include the Christian School Auxiliary, board sponsored drives and fund raisers, and offerings from supporting churches. One of the most important ways that anyone can support this school is through constant prayer for its students, teachers, and supporters.

**THE SCHOOL'S MISSION**

**HISTORY—**

Sheldon Christian School opened in 1917 as a private Christian school with the goal of offering a high quality education with a Christian perspective on all life. Throughout the years it has provided a God-centered education through a solid curriculum, dedicated faculty, and strong parental involvement.

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1. **MISSION STATEMENT:**

Sheldon Christian School prepares God’s children for a lifetime of Kingdom service by providing quality God-centered education.

1. **AIM AND PURPOSE OF SHELDON CHRISTIAN SCHOOL**
* To prepare the child as an image-bearer of God for meaningful participation in society.
* To enable the child to see his/her life’s calling in the context of the Kingdom of God.
* To show the child the way to total commitment and surrender to Christ.
* To guide the child in understanding that the radical consequences of such a commitment affects all areas and relationships of life.
1. **PHILOSOPHY—WE BELIEVE THAT**
* The Bible God’s inspired, infallible revelation of Himself,

 the nature of man and creation,

 His redemptive plan through Jesus Christ on man’s behalf,

 and His will for mankind.

 *(II Timothy 3:16-17, Psalm 111:10, James 3:17)*

* Triune God Father, Son and Holy Spirit,

 the Father is creator and sustainer of the universe,

 the Son is Savior of those who, through grace, believe in him,

 the Holy Spirit dwells in our hearts to motivate us to seek God and serve him.

 *(Genesis 1:1, John 3:16, I Corinthians 2:12)*

* The World Created perfect, but distorted by man’s fall into sin.

Only Christ’s redemptive work can restore all of creation, including man, to the glorification of God.

*(Romans 1:21, Ephesians 4:18, Romans 12:2)*

* Education Process by which our children are led to see the entire word

 as God’s handiwork and God’s plan of reconciliation.

 Includes the development and expression of the whole child:

 social, emotional, intellectual, physical, aesthetic, spiritual.

 Enables the child to gain knowledge of God’s Kingdom and his/her

 responsibilities as a child of the King.

 Children of believers must receive an education which is firmly

 rooted in the Word of God.

 *(Col. 2:3)*

* The Students Created in the image of God,

 The student requires an education which nurtures an

 understanding of his/her privilege and responsibility as a disciple of Jesus Christ.

 *(Genesis 1:27, Romans 12:1, Matthew 28:19-20)*

* The Teachers Guide every student in to a deeper understanding of God and His Creation; helping every student to perceive their unique opportunities to serve their Lord.

 *(Ephesians 4:11)*

* The Parents Have the primary responsibility to provide a God-centered

 education for their children because of God’s covenental

 relationship with His believers.

 This education should be carried out in the home, the church, and in schools whose purpose are consistent with the Word of God.

 *(Deuteronomy 6:6-7, Proverbs 22:6, Romans 12:5)*

* Christian Community Embraces parents, children, and the larger body of Christians. Because Christian education contributes directly to the advancement of Christ’s Kingdom, it is the obligation of the entire Christian community to pray for, establish and financially support Christian schools.

 *(I Peter 2:9, Genesis 17:7, Acts 2:39)*

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**Appendix**

Sheldon Christian School Constitution - 1977

Auxiliary Constitution

**ADMISSION**

Sheldon Christian School admits all children (regardless of race, color, sex, or national origin) whose parents show evidence of a genuine positive interest in Christian education, who believe in God and in Jesus Christ as their personal Lord and Savior, and who accept and agree to have their children taught from the Biblical perspective outlined in articles two and three of the school’s constitution (found at the end of this booklet).

**AGENDA MATTERS**

Any society member is welcome to present matters of concern to the board when it is in regular session. Such concerns, however, must be presented to the board president or the administrator at least one week prior to the date of the regular monthly meeting.

**ARRIVAL AND DISMISSAL**

Classes begin at 8:20 A.M. Students who do not ride the buses should arrive at school no earlier than 8:00 A.M. When students arrive at school they should wait in their designated area until the first bell rings. If students have to arrive at school early for some reason, please make special arrangements with the Administrator.

All students will be dismissed at 3:10 P.M. Students should leave the school and the school grounds and go home at that time unless special arrangements have been made with the Administrator or with their teacher.

On the 2nd and 4th Wednesdays of each month, school dismisses an hour early to allow staff in-service opportunities.

**ATTENDANCE**

1. The Board of Directors of the Sheldon Christian School shall determine the annual compulsory attendance period as permitted by the Code of Iowa. In all cases, this period shall meet or exceed guidelines set by the state of Iowa.
2. Truancy: Absence from school without parental consent.
3. First offense will be dealt with by the Administrator.
4. Second offense will result in an automatic one day “in school” suspension.

1. Third offense will result in a consideration of the matter by the education committee of the board of directors. This committee has the option of recommending to the board that the offending student be expelled.
2. In all cases the parent will be notified.
3. Parents or legal guardians should notify the school office by 8:20 A.M. in the event that their child is absent from school.
4. Tardiness will be dealt with in the following manner as per each quarter:
5. First tardy will result in a verbal warning to the student.
6. Second tardy will result in a contact to the parent or guardian.
7. Third and subsequent tardies will result in the loss of that day’s noon break.
8. Excused absences will be given for the following reasons:
9. Illness.
10. Illness or death in the immediate family.
11. Funerals of family members or close friends.
12. Medical appointments.
13. Family outings/vacations.
14. Other family emergencies.
15. Unexcused absences, any absence not named in number 1-6 above, will result in the following:
16. Grades of 0% for all classes missed.
17. Students will make up all missed work.
18. A 40 minute after school detention.
19. Students and parents wishing to have a review of a teacher’s or Administrator’s decision concerning tardiness or attendance may notify the school office of their request in writing. The Administrator will call for a meeting of and listen to all concerned parties. Following this meeting the Administrator will affirm, reverse, or modify the original decision.
20. A student must be in school the full day of an after-school event to participate, unless excused for a valid reason accepted by the Administrator.

**BAND**

A band program is offered to students in fifth through eighth grade. The following rules apply to all band students:

1. Each band student is required to have a certain amount of practice time each week. The amount will be determined by the teacher.
2. Students in band are expected to be in attendance at all the functions in which the band participates.

3. It is recommended that students beginning percussion lessons have at least

 two years experience on the piano or keyboard.

4. Students who use a school-owned instrument will be charged an annual

 repair/maintenance fee of $75.

**BEFORE AND AFTER SCHOOL SAFETY**

Students and parents are reminded that certain hazards are present both before and after school. There is no parking or stopping to drop off or pick up students on the south side of Ninth Street. At all times students are advised to use extreme caution when crossing neighborhood streets.

**BULLYING AND HARRASSMENT POLICY**

Sheldon Christian School intends to provide its employees, volunteers, and students an environment that is free of offensive behavior. Conduct –whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God himself.

 I. Statement of Policy:

 A. SCS does not condone or allow harassment or bullying of others by teachers, administrators, support staff, students, or other persons present in our facilities or who have contact with SCS students, teachers, administrators, support staff, or volunteers by way of telephone, email or any other form of communication.

 B. Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.

 C. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this behavior will be disciplined.3

 D. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or administrator. Teachers should report any offense to the Administrator or, when appropriate, the SCS board of education president. Sheldon Christian School treats complaints seriously, confidentially and fairly. Harassment complaints are investigated thoroughly, fairly, in reasonable confidence and in a timely manner. Corrective action for persons who violate policy will be prompt and appropriate. The law and SCS policy prohibit any retaliation against anyone making a complaint about

 harassment or a hostile work environment. Any indication of retaliation directed toward any SCS student, teacher, administrator, support staff member or volunteer or the school itself will result in disciplinary action.

 II. Definitions:

 A. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a SCS student, teacher, administrator, support staff member or volunteer that is:

 1. Based on any actual or perceived trait or characteristic of the student and their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

 2. Creates any objectively hostile school/work environment that meets one or more or the following conditions:

 a) Places the person in reasonable fear of harm to the individual’s person or property.

 b) Has a substantially detrimental effect on the person’s physical or mental health.

 c) Has the effect of substantially interfering with the person’s ability to participate or benefit from the services, activities, or privileges provided by a school.

 B. The following activities, occurring inside or outside the classroom, do not constitute harassment or bullying:

 1. Instruction and participating in lessons and worship services.

 2. Discussion 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 within 24 hours. Students should report to a teacher or administrator. Teachers must then report the incident to the Administrator. Teachers must report perceived harassment to the Administrator or, when appropriate, the SCS board of education president.

 Each report will be given serious consideration and investigated thoroughly, in a timely manner and in reasonable confidence.

 IV. Investigation:

 A. Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Administrator or his/her designee, or, when necessary and appropriate, the SCS board of education president. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

 B. Reports of harassment and subsequent investigations will be handled as discreetly as possible to avoid embarrassment of the person making the report or a person who may be unjustly accused.

 C. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, or criminal charges if they are filed.

 D. Criminal charges will be handled by civil authorities.

 It is the policy of Sheldon Christian School to provide equal education

 and employment opportunities and not to illegally discriminate on the basis of race, national origin, age, marital status, gender, or disability in its educational programs, activities, or its employment and personnel policies. Students shall be integrated in all areas on the basis of race, national origin, gender, and disability. As a Christian school, Sheldon Christian School reserves the right to discriminate or impose qualifications based on religion, gender identity, or sexual orientation as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9) Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment to the Constitution of the United States of America.

**BUS SERVICE**

Bus service is available to all Sheldon Christian School students who live within the Sheldon Community School district and a minimum of one mile from the school which is closest to their residence (includes St. Patrick’s and Community Schools). Transportation is provided on buses operated by the Sheldon Community School District. Comments/concerns about bussing matters should be directed to the Sheldon Community School.

**CANCELLATION OF SCHOOL**

School closings will be announced over KIWA, or can be found on the KIWA website, www.kiwaradio.com.

**CELL PHONES**

Students will drop off their cell phones upon entering the school in the “Cell Phone Drop Box” located in the office. They can pick up their cell phones after school is dismissed. Students may use their cell phones during breaks for emergency/parent use with the permission of a staff member.

**CHRISTIAN CONDUCT**

Our children are disciples of Jesus Christ and must receive guidance to help them:

1. Demonstrate their love for God and His Holy Word.
2. Reflect their love for God through their relationships with their neighbors.

Classroom teachers, the Administrator, and parents, must work together to accomplish these goals. Open communication is encouraged to ensure good working relationships.

**CLASSROOM VISITS**

All visitors, including parents, are required to sign in at the office immediately upon their arrival in the building.

**COMMUNICATION PROCEDURE**

As previously stated, good communication is essential between home and school. Although parent-teacher conferences are held twice each year, we cannot rely only on these times to communicate effectively. Parents and teachers should both be free to call or write the other party. If the communication is about a problem that can’t be resolved by the teacher and parent, the Administrator should become involved. The next step in the communication process will involve the education committee of the board. If the situation still exists, the full board will be brought into the matter. To work effectively, no step of this communication process should be ignored or skipped.

By working in this order:

1. Teacher
2. Administrator
3. Education Committee
4. School Board

the parent will be able to have his/her concern addressed.

**COMMUNICATIONS**

The Sheldon Christian School Newsletter is the primary source of information for the school’s constituents. School news items, as well as monthly school board reports and policy items, appear in this publication. The newsletter is distributed in each of the supporting churches and by mail to those society members who attend other churches. If you are not currently receiving the newsletter and would like to, please call the school office.

A weekly home bulletin is sent home to each family on the first day of the school week. This contains the weekly menu and items concerning “in-house matters” (special announcements, report card information, testing dates, sports activities, etc.).

Other school news and student work is shared with the greater community through the Sheldon Mail Sun school page, Facebook, JMC, and www.sheldonchristianschool.com.

**DEVOTIONS**

Prayer and devotions are important parts of the typical day at Sheldon Christian School. Occasions for large group devotions and chapel occur each month.

**DISCIPLINE**

A. Discipline in the Sheldon Christian School, by its very nature, exists to aid the process of leading students to Christ. Our students, as members of the human race, are conceived and born in sin. Discipline exists in this school to lead students to a realization of their sin, to help them overcome the effects of that sin, and to realize the saving grace we have in Jesus Christ

 At no time should discipline be used in a manner which humiliates, intimidates or degrades a student. Rather, the discipline process should be handled in such a manner as to lead to correction and reconciliation.

1. The Sheldon Christian School, in keeping with the laws of the state of Iowa, prohibits the use of corporal punishment under any circumstance.
2. Physical restraint may be necessary in cases where actions of a pupil may inflict harm to himself, herself, or others. Teachers and administrators must feel free to use reasonable and appropriate means of physical restraint necessary to prevent a pupil’s actions that might cause harm.

1. Students of the Sheldon Christian School represent the school not only during the time that they are in class or in our building, but at all times of their life. If a student’s out of school actions make that student unworthy to represent the ideals, principles, and standards of the Sheldon Christian School, action may be taken to submit the student to the discipline policy of the Sheldon Christian School. All students must be aware of the fact that they need to be good citizens of their school, their community, and of the family of God.
2. Extracurricular Participation: Participation in extracurricular activities at Sheldon Christian is a privilege, not a right. Students who demonstrate lack of respect to fellow students or authority, demonstrate poor attitudes, drop below the passing mark in any course, or do academic work below their level of ability may lose the opportunity to participate in extracurricular activities. The following procedures will be followed:
3. Parents will be notified of possible probation.
4. Lack of improvement will result in a suspension from all extracurricular activities for a minimum of one week; permission to participate in extracurricular activities will not be granted until improvement is obvious.

 In severe cases the probationary period may be waived and the student declared immediately ineligible.

 The use of alcohol or any other controlled substance, including tobacco, will result in a minimum ineligibility period of six weeks.

1. Smoking, drinking, vaping, and the use of or possession of any controlled substance on the Sheldon Christian School property is prohibited. If a student disobeys this rule, the first offense will result in an automatic suspension from school for a period determined by the Administrator and education committee and loss of eligibility for six weeks. The second offense in the same semester will result in a suspension from school and a meeting between the education committee, the student and his/her parent before the student can return to school. A third violation of this rule will result in an automatic expulsion of the student by the board of directors.
2. Weapons of any kind, lighters, laser lights, matches, water guns, and nuisance items may not be brought on school property or on a bus. Appropriate disciplinary action will be taken when students violate this policy.

1. The Administrator of the Sheldon Christian School has the authority to suspend students from school for a period of up to three days. During the time of suspension the student will receive grades of 0% for all academic work missed, although the student will be required to complete all work when he/she returns.

 Expelling a student from this school can only be done by the board of directors - usually at the recommendation of the education committee.

 The Administrator has the right to remove a student from the school premises

 at any time during the academic day if the actions of the student are such

 that the safety of the student, other students, or the staff of the school is

 in question. Before the Administrator removes the student from the school

 premises, he or she will make every possibleattempt to contact the

 parent or legal guardian of the student. If no contact can be established,

 the student will remain in the Administrator’s office until the family can be

 notified. In cases where emergency removal of a student is necessary, the

 school may transport the student to his/her home, or call appropriate

 authorities.

I. In school suspensions can be assigned to students who knowingly and/or

 willfully disobey one of the rules of this school. This kind of suspension,

 not to exceed three days, will demand that the student be separated from

 the rest of his/her class. The Administrator will send written notice of the

 suspension to the student’s parents.

J. Detention: Detention periods may be assigned by the Administrator or any

 teacher of the Sheldon Christian School. Detention periods, generally 40

 minutes in length, will be held either before or after school. Parents of the

 students who receive a detention period will be informed of the period in

 advance so that transportation can be arranged. Noon hour detentions

 can also be assigned.

K. Due Process: The Sheldon Christian School encourages and supports

 close contact between its staff and its parents. In this way parents and

 teachers can work together to administer discipline and correct improper

 behaviors of the students. If at any time the parent or student does not

 agree with an ineligibility ruling, a suspension, an expulsion, or any other

 disciplinary method, they may call for a hearing with the Administrator of the

 school. If the results of this hearing are unacceptable, the parent or

 student may ask for a hearing before the education committee of the

 board of directors. The third step in the due process method involves

 requesting a hearing before the full board of directors. In all cases the

 decision of the full board will be binding and final.

**DRESS AND GROOMING**

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

1. Appropriate shorts may be worn in August, September, October, April, and May. The hem of all shorts should be of a modestlength (atfingertip length).
2. Tank tops or other shirts with straps or large arm holes are not allowed.
3. Clothing which promotes slogans, lifestyles, products, etc. which are offensive to the Christian community may not be worn under any circumstance.
4. Skirts and dresses must be of modest length (at fingertip length); immodest clothing such as bare midriffs or extremely tight fitting clothing are not allowed.
5. Shoes must be worn at all times. Flip flops and sandals are not allowed.
6. Tattoos, body piercing (except earrings for girls), and other things that call undue attention to a student will not be allowed.

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

**ELECTRONIC DEVICES**

Cell phones, iPads, tablets, and all such electronic devices must be turned off and left in the student's school bag during school hours. Technology brought from home may be used for educational purposes, but only with teacher permission.

Personal technology items, including but not limited to cell phones, iPads, and tablets must be left in students' school bags or pockets during any school sponsored event, including field trips and class outings, Devises may be used when appropriate to take pictures and for necessary communication with parents or guardians; teachers are authorized to determine when any electronic device may or may not be used. Sheldon Christian School is not responsible for personal items that are lost, damaged or stolen.

**EMERGENCY DRILLS**

A minimum of four fire drills (two each semester) will be held during the year. Students are to walk out of the building in an orderly fashion. The first students through the doors are to hold them open until all the students have passed through. Each teacher will make sure that all windows and classroom doors are closed before leaving the room.

A minimum of four tornado drills (two each semester) will be held during the year. When the warning bell rings, teachers will escort their students to their prearranged interior areas of the school.

An emergency evacuation drill will also be held each semester.

**EXTRANEOUS ITEMS**

Certain items need not, and should not, be brought to school. Unless you have permission from a teacher to do so, please do not bring toys, animals, squirt guns, gum, candy, etc. to school. Such items may be confiscated.

**FACILITIES**

Sheldon Christian School consists of ten classrooms, a music room, a library, a lunch room, computer facilities, a gymnasium and a kitchen. Care is taken to maintain and update these facilities yearly through cleaning, painting, remodeling, etc. The constituency of Sheldon Christian takes great pride in our facility and is committed to maintaining it, often through volunteer labor. All families are expected to participate in the summer cleaning project.

**GYM USE POLICY**

1. Groups desiring to use the school facilities are to make their arrangements through the school office. Any other arrangements will be considered invalid, and groups entering the school by any other authority may be asked to leave.
2. Groups must confine their activities to the areas agreed upon in advance. Normally this would be the gym and the gym restrooms. The stage may be used for programs, but it must not be used as a playing area.
3. Smoking anywhere within the building is forbidden.

1. Those playing floor games in the gym must wear non-marking footwear. Groups who mark up the floor excessively will be asked to clean it.
2. Facilities must be left free from excessive dirt. Please sweep the floor after you use the gym.
3. School items (chairs, tables, sports equipment) must be returned to their places after they are used. Gym use includes only the use of those items agreed upon in advance.

1. Individuals and groups using the gym will be held responsible and liable for any items broken, damaged, or missing, (including personal student items in

 the shower rooms) up to the full cost of replacing the items. Use of the school

 assumes agreement with this stipulation.

1. The person representing the group who has made the arrangements for the use of the gym is responsible for turning out the lights and locking the doors after the gym has been used. This person must be over 21 and be responsible for seeing that the foregoing rules are observed, and will be the responsible party if any of the rules have not been observed.
2. The person who makes arrangements for the use of the gym is expected to make a donation for the use of the gym according to the following schedule:
3. No charge for gym use by our supporting churches (First CRC and Immanuel) with activities such as GEMS, Cadets, or CRC Young People’s Society.
4. $15.00 for any athletic team that consist of a majority of Sheldon Christian School students.
5. $50.00 minimum for two hours or less, plus $5.00 per hour for each additional hour or part of an hour for society members.
6. $25.00 additional for use of the kitchen.
7. $80.00 minimum for two hours or less, plus $5.00 per hour for each additional hour or part of an hour for any other groups.
8. Payment should be made as a contribution to the school and be paid through the office. Persons who rent the gym are expected to be honest in determining the appropriate amount of payment in accordance with the time they were using the gym.

**HEALTH CARE**

Good health care begins at home. Stress to your children the importance of proper nutrition, rest, cleanliness, neatness, and the fact that their body is the temple of the Holy Spirit.

All students are given vision and hearing tests each year. The State of Iowa requires that each student complete a series of immunizations prior to enrollment. Contact the school office to find out the current immunization requirements. Students who enter school as preschoolers or kindergarteners must make arrangements to receive a physical examination before coming to school in the fall. Sixth, seventh, and eighth grade students must also have a yearly physical as a pre-requisite for their participation in interscholastic sports.

The O’Brien County Health Nurse reviews health records to maintain standards, give boosters as needed, and offer advice on health problems.

Board policy number 683.2 specifically addresses communicable disease. A complete copy of the policy is available upon request. School policy number 528 also deals with communicable diseases such as Hepatitis B. This policy is also available upon request.

**HOMEWORK**

Students in grades kindergarten through second will usually be given enough time to finish their work during the school day. Students in grades three through five may have homework in some subject areas. Students in grades six, seven, and eight will have homework on a regular basis. Some children, no matter what their age, will obviously have a greater amount of homework than their classmates.

**HOT LUNCH**

Hot lunch is served each school day. The hot lunch price will be published at the beginning of each year and at least one month in advance of any change. Free and reduced price lunches ($.40) are available to those whose income is within the federal income guidelines. Contact the Administrator for application forms.

The federal program disallows any subsidy given toward the purchase of an extra carton of milk. Consequently, those who wish an additional milk to drink, besides the subsidized milk provided with the lunch, will be required to pay for its full cost ($.30/carton).

Parents are asked to maintain a school lunch account. Deposits can be made at any time through the school secretary. Any remaining hot lunch balance is transferrable to the next school year.

Unpaid meal charges will result in the following:

* An email sent to parents reminding them when accounts are low.
* If no response, a notice is sent home with the student.
* A telephone call will be made after two weeks.
* Students with negative account balances can only purchase regular

lunch meals.

**INSURANCE**

Information regarding student insurance can be obtained at the start of each school year. This is a service made available through the school. Student insurance is not an official Sheldon Christian School program. Enrollment in the insurance program is on a voluntary basis.

**INTERSCHOOL ATHLETICS**

Students in grades six, seven, and eight participate with other Christian schools in athletic competition. Interscholastic sports consist of volleyball (for girls only), soccer, basketball, and track.

The following policies concerning athletics have been instituted.

1. Representation on all teams which compete on an interschool basis shall consist of members from grades six, seven, and eight.
2. The athletic teams are not to be confused with the school’s physical education classes. Participation on all athletic teams is on a volunteer basis while physical education classes are mandatory.

1. Sheldon Christian School maintains a no cut policy. Any student who wishes to participate and meets eligibility requirements will be a team member.
2. Participation in extracurricular activities at Sheldon Christian School is a privilege, not a right. Students, as representatives of the school, must also express its goals and ideals.
3. Any student participating in any athletic practice or event must have written evidence from a qualified physician of being in good physical condition.

2. A feeling of worth will be developed in each student through a significant

 amount of playing time per season.

1. Starting line ups will be determined by ability, effort, and attendance at practices.
2. All team members will be given ample playing time.

**LOST AND FOUND**

Articles found anywhere on the school grounds or in the school building should be taken to the office. Articles unclaimed at the end of each school year will be donated to charity.

**NORTHWEST IOWA CHRISTIAN SCHOOL INTERSCHOLASTICS**

Extensive planning and preparation by students, teachers, and administrators goes into the work of interscholastics each year. We believe that this affords opportunities for the development of talents which students can put to use in their lives of kingdom service. Events that Sheldon Christian School students participate in include: speech, writing, art, instrumental and vocal solos and ensembles, and choir.

**PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are held in the fall and spring (see school calendar). The school secretary will schedule times for each parent to meet with their child(ren)’s teachers. Parents may call for a conference at any other time in the school year. Close communication will help ensure a successful working relationship between parents and teachers.

**PERSONAL PROPERTY**

It may be a good idea to put names on personal property that your child wears or brings to school (physical education clothing, shoes, boots, notebooks, etc.).

Bikes must be parked in the bike racks and left there while school is in session. Mopeds that are ridden to school by licensed riders must be parked on the south east corner of the cement behind school. Students are to stay away from bikes and mopeds during the school day.

SCS is not responsible for any lost or damaged items.

**PROPERTY SEARCHES**

School authorities may, without a search warrant, search areas (including but not limited to clothing worn or carried by a student, a student pocketbook, briefcase, duffle bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind on a reasonable ground that a search will produce evidence that a student has violated or is violating either the law or a school district policy, rule or regulation. The search shall be conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive. Nothing contained in this student search rule shall limit or prevent school authorities from conducting random, periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities and spaces owned by the school and provided for the use of students as otherwise provided in this Parent/Student Handbook. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility provided. (Pursuant to Iowa Code Chapter 808A)

**REGISTRATION**

Registration is held each summer on board established dates which will be published in the July Newsletter.

**REPORT CARDS**

Report cards are issued after each quarter. Report cards will be sent home with the students. Parents are asked to sign the report card and return it to school with their son or daughter. The card may be kept at home after the last quarter.

**RULES FOR STUDENTS TO FOLLOW**

1. Students are not to regulate thermostats, shades, windows, etc., unless given permission by the teacher.
2. The school telephone should be used for important calls only (dealing with emergencies and school activities). Students are not to use the school telephone without their teacher’s permission.
3. The parents of students who destroy school property will be held liable for payment of the repair or replacement (to be determined by the Administrator and/or board of education) of said property.
4. No gum chewing is allowed at Sheldon Christian at any time during the school day.

**SCHOOL AUXILIARY**

The object of this group is “to work for the interest and welfare of the school,” (from the School Auxiliary Constitution). A large part of their work, since the Auxiliary’s beginning in 1952, has been financial. Many worthwhile projects, raising thousands of dollars, have enhanced the program of the school over the years.

**TEACHERS**

The faculty are all qualified teachers licensed by the Iowa Department of Education. All teachers are required to maintain high academic standards (for themselves and their students) and demonstrate an obvious Christian commitment to the education of young people.

**TESTING**

A standardized achievement test (Iowa Assessment) is given each year to students in grades 3-8. Reading achievement tests are given periodically to determine student progress. Various other achievement tests are used to monitor each student’s growth.

Professional testing services of all types are available through the Northwest Area Education Agency.

**TEXTBOOKS AND SUPPLIES**

Textbooks are supplied for students. Students are to keep the books neat and may not write in the hardcover books. The parents of students who write in textbooks, lose them, or abuse them in any way are liable for the cost of replacing the books.

Most supplies are furnished to students in preschool and kindergarten. All children in grades 1-8 are expected to bring their own supplies of pencils, paper, crayons, glue, etc. Individual classroom teachers will notify parents if additional items are needed. A published list of school supplies will be handed out with the report card in June and also available at registration.

**TUITION POLICY**

Enrolling your child at Sheldon Christian School requires a financial commitment to pay the entire balance by the end of the school year. If this condition cannot be met, arrangements must be made with the finance committee.

SCS currently offers tuition assistance and NICSTO funds to families that qualify based on income level. We encourage families to apply for tuition assistance at the beginning of the school year; note deadline to submit is December 1st. Disbursement of funds is based on a family's income level and tuition payment status. Families who fail to make regular payments throughout the year and fail to communicate with the SCS board of education regarding the need for alternative payment options may minimize their assistance funding or even jeopardize their eligibility for such funds.

**USE OF RENTED SCHOOL EQUIPMENT**

School equipment such as chairs, tables, (tables from the SCS storage garage) etc. may be used by the supporting constituency. Arrangements for renting the equipment should be made only through the school office. If any rented equipment is returned damaged, the building and grounds committee will be notified. The committee will determine an appropriate settlement for the damages.

**USE OF THE SCHOOL KITCHEN**

1. The person in charge of the kitchen work group must meet with the school’s head cook prior to the use time. At this meeting the head cook will familiarize the work group leader with our kitchen equipment and capabilities.
2. Kitchen use times do not include the use of the convection oven, dishwasher, and school owned food, paper products, and other supplies.
3. Dish cloths and towels should be washed and brought back to the kitchen within 48 hours.
4. Groups using the kitchen are expected to clean the kitchen after their use. This includes but is not limited to sweeping and mopping the floors, wiping down the counters and sinks, and disposing of all garbage in the dumpsters.

**SHELDON CHRISTIAN SCHOOL CONSTITUTION - 1977**

Article 1 Name

 The name of this organization shall be the Sheldon Christian School Association, with headquarters in Sheldon, Iowa.

Article 2 Purpose

 The purpose of this organization is the establishment and maintenance of an institution for Christian instruction which has as its foundation the unchangeable Word of God interpreted according to the formulas of unity of the Reformed churches, i.e. the Heidelberg Catechism, the Thirty-seven Articles of the Belgic Confession, and the Canons of Dort.

Article 3 Educational Principles

 Section 1: Christian education has its foundation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child’s personality is formed by instruction in the truth of God and human knowledge enlightened by that truth.

 Section 2: The responsibility for Christian education rests upon the parents. They may delegate a part of this responsibility to an institution which is able to carry out their God-given task. The authority of the teacher is discipline and character training is delegated by the parents, and the teacher derives authority in subject matter from faithfulness to the laws of God in special and general revelation.

 Section 3: The child is first of all a spiritual-physical being, created in the image of God, capable of learning and being, created in the image of God, capable of learning and knowing the truth of God’s Word and the laws of His creation. He is at the same time a social being, standing in relation to his fellow man, having moral, intellectual, and emotional needs.

 Section 4: The curriculum of the Christian school is one medium through which the child is oriented to a life in Christ and to the culture of this world for fellowship with and service to God in this life and the life to come.

Article 4 Association Membership

 Section 1: All parents and guardians of children attending the school maintained by the association and who agree with articles two and three of this constitution are members of the association.

 Section 2: All other persons eighteen years of age or older agreeing to articles two and three of this constitution and contributing to the association may be members.

 Section 3: Membership includes the privilege of voting at all meetings of the association and participating in activities of the association for the school. Voting rights shall be allocated among the members on the basis of one vote per person.

Article 5 Association Meetings

 Section 1: Association meetings shall be held annually for conducting the regular business of the association. The agenda of the meeting shall be determined by the board of directors.

 Section 2: Special meetings may be called by the board of directors. Special meetings must be called with fourteen days if requested by six board members or if requested by written petition stating the purpose for the meeting and signed by twenty-five or more association members.

 Section 3: Meetings may be held upon notice given in advance by direct communication, by letter, or by public announcement.

 Section 4: Meetings shall be opened with prayer and scripture reading and shall be closed with prayer.

Article 6 Board of Directors

 Section 1: The board of directors shall consist of nine members elected by the association for three year term, with three of the board members retiring each year and with three new members being elected in their places.

 Section 2: For each board of directors’ vacancy the board shall submit two names in nomination and the association may submit one name in nomination at the time of the association meeting.

 Section 3: Election of board members shall be at the annual association meeting. Vacancies occurring during the year shall be filled at the first stated association meeting.

 Section 4: Membership on the board of directors shall be limited to no more than two association members from non-supporting churches. The others shall be association members from supporting Reformed churches. Churches making contributions from regular monthly offerings are considered to be supporting churches.

 Section 5: The board of directors shall hold one stated meeting each month. When five or more of the board members are present the meeting is legal.

 Section 6: The board of directors shall elect from their number the board and association president, vice president, secretary, and treasurer.

 Section 7: The president and secretary shall serve as the official representatives of the association and shall sign all documents.

Article 7 Board of Directors’ Activities

 Section 1: The board of directors shall conduct the regular business of the Sheldon Christian School for the association.

This business includes:

 a. The appointment of a Administrator, teachers, and non-teaching personnel, and the

 determination of salaries for all personnel.

 b. The supervision of the operation and maintenance of the school.

 c. The supervision of the instruction and curriculum of the school, including

 classroom visiting.

 d. The collection of tuitions, contributions, and other revenues, and the payment of

 school and association obligations.

 e. The provision for an annual audit of the treasurer’s books and of other financial

 records of the school.

 f. The provision of information to the association about the operation and the

 finances of the school.

 g. The appointment of necessary committees; i.e. standing committees of the board –

 education, maintenance, promotion, finance committee and special committees.

 Association members may also serve on board appointed committees.

 Section 2: The board of directors is also responsible for any special matters relating to the school and the association, including but not limited to the following:

 a. Meeting with any association members who may wish to meet with the board

 about matters pertaining to the school, to any teacher, or to instruction in the

 school.

 b. Planning for growth and change in the school facilities and the curriculum of the

 school.

Article 8 School Clientele

 Section 1:

 a. Parents or guardians agreeing to have their children taught in accordance with

 articles two and three of this constitution and in accordance with the curriculum

 of the school are encouraged to enroll their children in the school.

 b. The board shall not discriminate against applicants or students on the basis of

 race, color, and national or ethnic origin.

 Section 2: Continuance of children in the school depends upon:

 a. Continued parental acceptance of the agreement stated in section one of this

 article.

 b. Meeting of financial obligations to the school.

 c. Acceptable student behavior in school.

 Section 3: In the event of student misconduct in school, the Administrator shall notify both the parents and the board of directors. Actual dismissal of any student shall be by direction of the board.

 Section 4: School property that has been willfully or maliciously damaged or destroyed by a student shall be restored by that student’s parents.

 Section 5: Parents, guardians, and other association members are welcome to visit the school’s classes via appointment.

 Section 6: Children shall be admitted to school at a minimum age as determined by the board of directors and in accordance with state laws.

 Section 7: All students shall receive instruction in accordance with the provisions of this constitution, the curriculum of the school, and the requirements of the education laws of the state of Iowa.

Article 9 School Personnel

 Section 1: A Administrator shall be appointed by the board of directors. This Administrator:

 a. Must be a confessing member of a Reformed church and must unconditionally accept

 the stipulations of articles two and three of this constitution.

 b. Should be qualified as a Administrator and certified according to the law of the state of

 Iowa.

 c. Shall be the instructional and curricular leader of the school, advising the board on

 matters of education and supervising the teachers.

 d. Shall oversee and supervise non-teaching personnel, and advise the board on matters

 relating to the functioning and maintenance of the school.

 Section 2: Teachers shall be appointed by the board of directors. Except in an emergency situation, teachers shall be confessing members of Reformed churches and shall accept the stipulations of articles two and three of this constitution. Teachers should be qualified for their teaching assignments and certified according to the law of the state of Iowa.

 Section 3: Non-teaching personnel shall be hired by the board of directors according to the needs of the school.

 Section 4: Resignation of school personnel should be made in written form three months in advance of the time of actual resignation.

 Section 5: Dismissal of school personnel should be made in written form by the board to the person being dismissed. The board has the right and authority to dismiss any teacher who proves to be unfit for the work or because such teacher’s life and/or teaching conflict with the basis and purpose of the association.

 Section 6: Salaries and work assignments and other specifics relating to personnel employment shall be based upon agreement between the individual and board of directors.

Article 10 Instruction

 Section 1: The school schedule, i.e. the length of the school year, vacation periods, and scheduling of classes, shall be recommended by the Administrator and approved by the board of directors.

**SHELDON CHRISTIAN SCHOOL AUXILIARY CONSTITUTION**

ARTICLE I Name

 The name of the society shall be the Sheldon Christian School Auxiliary.

ARTICLE II Object

 The object of the society is to work for the interest and welfare of the school.

ARTICLE III Membership

 All mothers of children enrolled in the school, and any woman interested in furthering the cause of Christian education, and who assumes the duties of membership as stated on the constitution is eligible for membership.

ARTICLE IV OFFICERS

 The offices of this society shall be President – whose office shall be for one term; Vice President – serves one year as Vice President and the second year automatically becomes President; Secretary – whose term of office shall be for one year; Vice Secretary – serves one year as Vice Secretary and the second year automatically becomes Secretary; Treasurer – whose term of office will be for one year; Vice treasurer – serves one year as Vice treasurer and the second year automatically becomes Treasurer. No officer is eligible for re-election at the expiration of her term of office. Officers are to be chosen by nomination and elected by ballot vote. A simple plurality vote constitutes election of offices. These officers shall constitute the Executive Board. This board shall formulate plans and procedure for society activities, subject to the approval of the membership.

ARTICLE V Meetings

 Section 1: There shall be one regular meeting held three of the months of the school year at the time and place to be specified in the by-laws.

 Section 2: The annual election of officers shall be held at a special business meeting to be held in April.

ARTICLE VI Service

 Each member will be asked to serve on a project or to donate food.

ARTICLE VII Amendments

 Amendments to the constitution may be presented at any regular meeting, but shall not be voted on until the next regular meeting. A majority vote of all active members present at the meeting shall be necessary for adoption.

(see president for a copy of the by-laws)