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Salem Christian Academy, LLC
P.O. Box 309 , Clayton, Ohio 45315
(937) 836-9910 Telephone
(937) 836-7630 FAX

Staff

Principal/ AdministratorsTim & Ronda Kegley

Assistant Principal.....Preston Kegley

Administrative Assistant.....Cheryl Bigony

Office Assistant.....Rhonda Galvin

Kindergarten.....Janelle Maxwell

First Grade.....Beverly Denlinger
Karen Tanto

Second Grade.....Ruth Garber
Sandy Garrett

Third Grade..... Mariann Strozier

Fourth Grade.....Debbie Galvin

Fifth Grade.....Colleen Mihojevich

Sixth Grade.....Melinda Potts

Art.....Megan Cowley

Music.....Ruth Schick

Physical Education.....Jennifer Heuker

Intervention Specialist.....Lisa Richardson

Librarian.....Cheryl Bigony

Nurse.....Jennifer Worley

Speech Therapist.....Carol Messler

School Psychologist.....Carla Spriestersbach

Teacher Aides.....Anne Burr, Sheila Davee
Tammy Dorsten, Darlene Shearer

Extended Care.....Anne Burr, Tammy Dorsten
Darlene Shearer, Michele Tanner

Welcome
to
Salem Christian Academy, LLC

Dear Parents,

Welcome to a new school year at Salem Christian Academy. Our staff of dedicated and nurturing teachers are looking forward to working with you as we endeavor to meet the academic, spiritual, emotional, social, and physical needs of each student. Our goal is to convey the love of God to your child by providing a loving, caring atmosphere in addition to stimulating his or her desire to learn.

In order to maintain a smooth operation, we need the assistance of all school families. You can help us by becoming familiar with the information included in this handbook. We appreciate your careful attention to following school procedures.

We believe you will find this handbook helpful and ask that you keep it for future reference. It is our intent to clearly communicate the responsibilities of students, parents and school personnel in making Salem Christian Academy a positive learning environment. We pray you and your child have a great school year!

Sincerely,
Tim & Ronda Kegley, Administrators/ Principal

Organization

Salem Christian Academy was first chartered as a K-3 grade school by the Ohio Department of Education on June 13, 1988. Subsequently, each grade level was chartered as it was established. The final charter for K-6 was received November 8, 1993. SCA was re-chartered June, 2007. Our program is primarily self-contained in grades K - 6. Curriculum is selected from ABeka, Bob Jones University Press, Concordia, Loyola Press, McGraw Hill (Open Court) and Scott Foresman as well as various other high interest reading resources at the intermediate level. In addition, the core curriculum is supplemented by special classes in Art, Music and Physical Education. Through Northmont Schools, special needs can be met such as learning and speech differences. These programs are available for those students who, through parental consent and meeting the criteria for admittance, receive additional instruction to strengthen their weaknesses.

Philosophy

The purpose of Salem Christian Academy is to provide a nurturing environment in which students may develop to their fullest potential. Our goal is to help develop students academically, spiritually, emotionally, socially and physically. This will be accomplished in a stimulating environment which is characterized by acceptance of the individual student and meeting his or her needs. Our educational goals are to: (1) provide each student with the opportunity to excel academically, based upon his or her ability level; (2) teach students about God's principles for living an abundant life; (3) prepare students to ultimately cope with contemporary life in today's world; (4) help students discern their gifts and talents and develop them; (5) teach students how to maintain good health through proper nutrition and exercise; (6) teach students about the environment around them and to respect it; (7) preserve and promote a positive self-image in each student.

Mission Statement

The mission of Salem Christian Academy is to fulfill its divine calling to educate elementary school children within a biblical context. We will strive to carry out this ministry to SCA children not only by presentation, but also through modeling.

Statement of Faith

Salem Christian Academy was founded and functions upon the basic fundamental principles of the Word of God and follows the historic Christian view of life as presented in the Bible.

We believe...

1. In one God- eternally existent in 3 persons: the Father, Son, Holy Spirit – who is the creator of mankind.
2. The Bible to be the inspired and only infallible authoritative Word of God.
3. That Jesus Christ, eternally one with the Father, became incarnate by the virgin birth, lived a sinless life, died for our sins, arose from the dead, ascended into heaven, and will return again in power and glory.
4. That mankind is sinful by nature and that regeneration by the Holy Spirit is essential for salvation.
5. In the continuing ministry of the Holy Spirit within the Christian that enables us to live a holy life.
6. In the resurrection of all mankind with the promise of eternal life for the believer and eternal punishment of the lost.
7. In the spiritual unity of believers in our Lord Jesus Christ.
8. That the church is the body of believers added by Christ with the mission of preaching and teaching the Gospel of salvation to the world.

Admission Procedures

1. Student Registration form, health forms, parental authorization commitment form, teacher evaluation form, birth certificate, current grade card and the payment plan form must be completed and submitted to be considered for enrollment.
2. The registration and book fees are due at the time the form is filed. To be enrolled, a student must have a good record of conduct, attendance, character and attitude from schools previously attended.
3. Grade level screening is required for all new students.
4. All new families interview with the Administrator or Principal.
5. Additional general information forms must be completed and submitted before students begin classes.

The administration of Salem Christian Academy will assign each child to the classroom that, in our opinion, is best suited to that child. This decision is based on: teacher recommendation, balance of gender and race as well as availability. **Although** we understand that parents often have preferences, we are unable to honor those preferences because of the number of students involved and inability to meet **all** requests.

Admissions Requirements

Students at SCA are accepted after a family interview with the principal/administrator, review of the application, an assessment of the student's academic performance has been evaluated and registration fees are paid. The signature of the parents is required on the application form for admission. This indicates that the parents will loyally support the school through prayer and by paying tuition payments regularly and on time. It is understood that attendance at Salem Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of the school may forfeit this privilege.

At this time, SCA is unable to service students who have been diagnosed with Autism or display symptoms of someone who falls within the range of the autistic spectrum, (Pervasive Developmental Disorder, etc.) These students require the integration of specialized programs and extra staffing with which we are not equipped to handle.

SCA has established the following guidelines for admission:

1. A parent or parents must subscribe to the Statement of Faith and the Parent Handbook of SCA, sign the Parental Commitment Form, and desire to cooperate with SCA to develop their child into a strong Christian.
2. We are seeking students and parents who exhibit the following:
 - The student and the family faithfully attend a Bible-believing church.
 - The student has been promoted the preceding school year or the parents are willing to have him/her repeat a grade, if deemed necessary by SCA.
 - The student has a sufficiently positive record of discipline and emotional adjustment to school to insure adjustment at SCA.
 - The student does not have a court record.
3. Each new student/family is considered to be on a nine-week probation period.
4. SCA makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God.

Discrimination Policy

The governing board of the Salem Christian Academy, LLC, located at 6500 Southway Rd. in Clayton, OH 45315 has adopted the following racial nondiscriminatory policies: Salem Christian Academy, LLC, recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Salem Christian Academy, LLC, will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

Attendance

The Ohio Revised Code states that “every parent must send their child to school...for the full time the school is in session.” Absence and tardiness are a disruption to the education of your child. Tardiness is usually considered a form of rudeness and lack of adequate planning. Whenever a student enters a class late, or is dismissed early, the learning process is interrupted or delayed for all the students in the class.

Absence:

Absence is defined as missing ½ of the morning or afternoon of the school day. Students who arrive after or leave before 11:30 will be counted absent ½ day.

Parents are responsible for student attendance in school. If a student is absent or tardy due to illness or an emergency, a parent must call the office before 9:00 A.M. to leave a message. **Any time a child is absent from school is counted as an absence regardless of the reason. A doctor's excuse or a written explanation is required after *four or more consecutive days* of absence.**

*Permission for a ***PLANNED ABSENCE*** (vacation, etc.) must be obtained **two weeks prior** to the absent period. Parents may pick up an *Absence Request Form* from the office. Last minute plans are discouraged. Activities are to be planned in advance. Adding vacation days onto the beginning or end of spring break, Christmas break or Thanksgiving is discouraged. Adequate time off is given throughout the school year.

Teachers may be able to provide some of the homework for the scheduled absence, but are not required to do so. Responsibility for making up work lies entirely with the student. It is the parent's responsibility to go over all lessons with the child, being sure the child understands the material covered during the planned absence.

The number of days allowed for make-up work is equal to the number of days missed with a limit of **FIVE** days being allowed under normal circumstances and as is feasible. If make-up work is not turned in on time, a grade of “0” will be given for that work. Students missing 20 days or more per school year are in danger of repeating the grade.

Tardiness:

It is important for students to always be on time for school. Being prompt demonstrates self-discipline, responsibility and trustworthiness for both parent and child. These qualities are not only important for proper academic achievement, but they are essential for the development of positive habits in all of life.

School begins at 8:30. Therefore, a **student is late if he or she arrives in the classroom after 8:30 a.m.** When a student is late, he/she is to go to the school office and obtain a pass before reporting to class.

Tardy Penalties - PLEASE READ CAREFULLY.

First late arrival - within a grading period - issuance of a late pass to get into the classroom.

Second late arrival - late pass and verbal warning.

Third late arrival - late pass and verbal warning.

Fourth late arrival - late pass, miss 15 minutes of recess at teacher’s discretion and reminder note to parents.

Fifth late arrival and each subsequent late arrival within the grading period - late pass and detention - either recess or after school (teacher/principal/administration decision).

A \$ 5.00 CHARGE WILL BE ASSESSED TO YOUR ACCOUNT FOR EACH TARDY AFTER THE 5TH OCCURRENCE WITHIN THE QUARTER.

•NOTE: *If your child is frequently arriving late, please examine your morning routine.*

Accepted & excused late arrivals:

- | | |
|-----------------------------------|---|
| 1. doctor or dentist appointment* | (We do not excuse tardiness as |
| 2. weather related lateness | a result of riding in a car pool with a |
| 3. traffic tie-up due to accident | driver who is running late.) |

***All doctor/dentist appointments must have a written note from their office for an excused pass to the classroom.**

Students who have habitual tardiness and absences may be placed on probation or jeopardize their scholarships and privilege of attending SCA.

Soaring Eagles: Day Care

Soaring Eagles Morning Hours:	7:00 A.M. - 8:20 A.M.
Kindergarten:	11:20 A.M. - 6:00 P.M.
Soaring Eagles Afternoon (Grades 1-6):	3:00 P.M. - 6:00 P.M.

Note: Students who arrive before 8:20 a.m. are required to go to the “Soaring Eagles” extended care program. Teachers are not available to supervise students until 8:20. *

Students in A.M. kindergarten who are **not picked up by 11:30** and students in P. M. kindergarten-6th grade who are **not picked up by 3:10 P.M.** are taken to the “Soaring Eagles” extended care program.*

*** There is an additional cost for the “Soaring Eagles” extended care program.**

- A time sheet is kept for each child. The time will be rounded to the next half hour of attendance. There will be a one half hour minimum charge for each session.
- Soaring Eagles statements are sent home with students every two weeks on Mondays. A late fee will be assessed to unpaid balances.
- Part time Soaring Eagles fee = \$4.00 per hour and \$2.00 for any part of half an hour.
- There is a reduced rate for any additional children, which is \$3.00 per hour/ \$1.50 for any part of half an hour per child.
- Soaring Eagles closes promptly at 6:00 P.M. A late fee of **\$1.00 per minute per child** is assessed when children are picked up past 6:00 P.M. This fee goes directly to the caregiver who

AT NO TIME ARE PARENTS TO LEAVE VEHICLES UNATTENDED AT THE CURB. ALWAYS PARK IN A DESIGNATED PARKING SPACE BEFORE LEAVING THE VEHICLE.

If a child is to be picked up before 3:00, a note must be given to the teacher stating who will be picking up the child and at what time. **The person designated to pick up the child must check in at the office to sign the child out before going to the student's classroom.** A child leaving before 11:30 will be counted absent 1/2 day. **PLEASE LIMIT EARLY PICK-UPS FOR VALID REASONS. THIS PRIVILEGE IS NOT TO BE USED ROUTINELY AS A CONVENIENCE.**

It is imperative that parents inform their child's teacher in writing whenever there is any change in the child's routine. Ex: Going home with another child, staying for Soaring Eagles, being picked up by someone else, etc. **PLEASE NOTE**, students who live in one school district are not permitted, by law, to ride the school bus with a student who lives in a different school district. Parents must make other arrangements to get their children home under these circumstances.

In case of an emergency and an early pick up is not known in the morning, the parent should call the school before 2:30 and let office personnel know about the change. A message will be relayed to the child's teacher.

Concerning the safety of children at pick up time, the following guidelines **must** be followed when the children are released to their parents:

1. Children are **NOT** to run in hallways or through doors.
2. Children are **NOT** to wander around the building unsupervised.
3. Children are **NOT** to enter or reenter a classroom unless accompanied by a teacher or SCA staff person. Access to classrooms will be denied after the teacher has left for the day (except for emergency situations: a need for eyeglasses, inhaler).

Busing Information

Reimbursement:

Salem Christian Academy is State Chartered, therefore families are entitled to home district public school bus transportation, or monetary reimbursement if the public school does not provide transportation. Currently, Northmont Public School District provides bus transportation to SCA. There are forms to submit in order to receive this reimbursement if you live outside of this school district. If transportation is available and you choose not to use it, you are not eligible for reimbursement. Please contact the school office for further information on making arrangements for transportation.

Bus Conduct:

Student behavioral expectations on the bus are the same as while at school. Discipline measures will follow bus infractions.

Chapel

Students are required to attend Chapel service with their classroom on Wednesday mornings. Chapel is designed to be an on-site worship service geared for elementary age students. Chapel dress is required (see **Dress for Students**).

Extra-Curricular Activities

At times students of Salem Christian Academy are able to participate in extra-curricular activities scheduled after school hours. Information concerning these activities is made available to students and their families throughout the year. Please note, however, that when a child participates in an after school activity, it is the child's responsibility to get to his or her destination. Also, if a child stays after school for an activity and is not picked up from the activity on time, he or she will be sent to the "Soaring Eagles" Extended Care program.

Library

Students go to our Library once each week with their class. Students are allowed to check out library books for a three week period beginning in second grade; however, second grade students must leave their library book in their classroom. Grade Cards are held in the office for outstanding Library books.

SCA uses an Accelerated Reading program (AR). It is a computer program used across the country to help students improve their reading comprehension skills. Students are assigned a point goal to be attained each quarter which is determined by their personal reading level. Students take a computer test after reading an AR book to test their reading comprehension. Upon successful completion of the test, points assigned to that book are accumulated. AR begins the second semester of third grade.

Lunches

Children at Salem Christian Academy pack a lunch for school each day because cafeteria facilities are not available. Students who forget a lunch can be provided a minimal lunch for a fee of \$3.00. Our office personnel will handle the payment of the fee.

SCA encourages nutritious eating habits and physical activity, which promotes academic success and lifelong health. Parents are not to send carbonated drinks or candy to school for their children. The church policy states that red colored drinks are not permissible, as it stains the carpet. Students are not permitted to purchase items from the vending machines. Please send water bottles, drink boxes or a thermos. Some grades are permitted to bring a nourishing snack, such as fruit, which is eaten mid-morning. Teachers will communicate with parents if this applies to their student.

Students are not permitted to share food and drinks.

Parents are welcome to join their child/children occasionally for lunch. We simply ask that parents 'be a student with your child' (example: please observe the 10 minute quiet lunch rule for our K-2nd grade students). Depending on space available in the lunch room, parents may need to have a picnic lunch in another location.

As a fundraiser for the sixth grade trip, sixth grade parents have the opportunity to provide lunch for students to purchase. Information concerning these opportunities will be communicated prior to the event. Students are to purchase items that will be eaten during lunch. Items not eaten must be placed in the students lunch box or disposed of before leaving the lunchroom.

Curriculum Policy

The Curriculum Committee and librarian evaluate reading materials purchased for Salem Christian Academy either through school funds or auxiliary funds provided by the State of Ohio Department of Education. A book will be judged only against itself to be appropriate or inappropriate and, therefore, will stand by its own merit. Criteria considered when selecting any book are as follows:

1. does it promote or conflict with biblical principles
2. are family values upheld
3. are positive character qualities easily discerned
4. do characters suffer consequences for negative actions and words
5. can applications be made to real life issues or situations
6. does the book provide opportunity for the use of critical thinking skills
7. are topics and titles of a high interest level
8. is the book a mystery or does it promote the occult

Electronics

The elementary school setting is an inappropriate place for unnecessary electronics. Electronics, including cell phones, should not be brought to school. If a student brings unapproved electronics to school, the item may be confiscated and required to be picked up by a parent.

Code of Conduct

Christian conduct is expected of students at all times. It is important for our students to remember they are representing Jesus Christ and Salem Christian Academy on and off campus. It is the philosophy of Salem Christian Academy that each student be provided the opportunity to have optimum growth within a nurturing and caring environment in the following areas: academic, social, emotional, physical and spiritual. It is our goal that each student learns *self-discipline* and adheres to the boundaries and guidelines of each individual classroom, as well as to general school boundaries and guidelines. In order that optimum growth takes place for each student, there needs to be a structured and orderly climate. We believe in and practice positive methods of behavior modification. Assertive discipline is used whereby each teacher outlines his or her expectations and outcomes. These expectations are in line with general school policy. We believe all students *can* behave appropriately and we *expect* all students to behave appropriately, thus allowing the teacher to teach and all students to learn. It is our desire to guarantee your child, and all students the excellent learning climate they deserve.

Student Behavior Expectations

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.) Students shall address adults as Mr., Mrs. or Miss.
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)
4. Leave all disruptive or dangerous items at home. Threats and weapons, real or imagined, concealed or displayed, licensed or not, (except for authorized personnel) are not permissible or tolerated on our campus. Offenses of all types are handled at the discretion of the administration.
5. Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands off" policy.
6. Orderly conduct in the restrooms
7. Observance of appropriate playground rules
8. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
9. Avoid plagiarism, which is also a serious offense. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them."
10. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

Each staff member is dedicated to the total development of your child; we pledge to give 100% of ourselves to that end. We believe that home and school should work together in a joint effort of love and concern for the growth of our children.

The staff of SCA has adopted the Love and Logic approach to working with students. This approach:

- *Puts teachers in control
- *Teaches kids to think for themselves
- *Raises the level of student responsibility
- *Prepares kids to function effectively in a society filled with temptations, decisions, and consequences.

Discipline is used to correct thinking and behavior that is contrary to Christ-like character. Each teacher has a

classroom plan for maintaining discipline. When necessary, students are referred to the principal and administration. Time-out, missing recess, detention, suspension or dismissal is some of the methods used in our discipline procedures.

Suspensions

In-school suspension is removal of a student from the classroom to a place of isolation, but where student can be monitored. The student remains in isolation for a pre-determined number of hours or days except for restroom /exercise breaks. Schoolwork is expected to be completed and graded for credit.

Out-of-school suspension is removal of a student from Salem Christian Academy for a pre-determined number of days. Schoolwork missed is expected to be completed and will receive half credit. SCA fully expects parents to cooperate and support the purpose of out-of-school suspensions.

Detentions

Teachers or the Principal/Administrator give detentions as a consequence for academic, behavioral or tardy issues. When a detention is warranted, a notice will be sent home with the student. It must be signed by the parent or guardian and returned the following day. Detentions are scheduled from 3:10-4:10 the last full school day of the week. If a child misses the assigned detention, the detention will be made up the following week with two (2) lunch/recess detentions. Detentions are monitored by a teacher or administrative staff.

***SCA has the right to dismiss any student at any time who chooses to disregard policies, standards and mission of the school.**

Probation Policy

The problems for which a student may be placed on probation are academic, attitude, deliberate disobedience, excessive tardiness or absences. Probation is invoked when the problem has become serious. The probation time gives the student an opportunity to correct the problem under the guidance of a staff member. The student on probation is scrutinized at a significantly greater level than other students.

Academic:

Students performing below a 2.0 grade point average and/ or failing to make a concerted effort to complete homework will be placed on Probation. A student on probation for two consecutive quarters may jeopardize his/ her enrollment at SCA or affect placement for the following school year.

Behavioral:

A student with an unchanged rebellious spirit or a negative attitude that is a bad influence upon other students, or engages in continued deliberate disobedience of a teacher or of school rules will be placed on Probation. In extreme circumstances or in situations where a child or family does not desire to abide by our code of conduct, expulsion or withdrawal of a student may be immediate.

Restroom Conduct

Our facilities are owned by Salem Church of God and respectful treatment is expected by all students by adhering to the following:

1. Use proper manners and quiet voices in the restroom.
2. Flush the toilets and/or urinals.
3. Keep the floor, mirrors and walls neat and clean.
4. Never write on walls, doors, etc.
5. Never stand on toilet seats or hang on support bars or door stalls.
6. Throw paper towels in the wastebaskets, not in toilets, sinks, urinals, or on the floor.
(Use proper amounts of paper products)

“The real character of a student is shown by what he or she does when no one is watching.”

Dress for Students

As a Christian school, we desire our families and overall ministry to reflect “Christlikeness.” SCA seeks to encourage its students to think and act like Christian ladies and gentlemen. The dress code serves as a tool in fostering the academic and character development of the student. These guidelines are **minimum** standards and are to be used to help parents and students select clothing for school. **Modesty and neatness are used as the key measurements for our dress code.**

The administration has the discretion to determine the “modesty & neatness” of clothing and if it fits within the standards set.

Dress will:

- Honor and glorify the Lord
- Reflect modesty
- Reflect neatness and cleanliness
- Not be a distraction to the learning environment
- Not be a stumbling block for others

General Dress Code

- Head gear of any kind; head scarves, do rags, hats, bandanas, etc. are to be removed when inside the school building.
- Tattoos must be covered or removed at all school-related activities.
- Facial piercings are not permitted. Other body piercings must be covered at all school-related activities (not including ear piercing for girls).
- Only natural shades of hair color are permitted. Hair styles should be traditional and conservative in nature as to not distract from the educational environment.
- Gothic-like apparel and look is not permitted.
- Undergarments are to be covered at all times and top’s sleeve fabric must come to the edge of the shoulder.
- All clothing should be appropriately sized and worn as the manufacturer intended (i.e. the waist of the garment should be worn at the waist).
- Pant length should not be dragging on the floor.
- All clothing should be neat, clean, and free of “holes” and “frayed” design.
- **Below the knee capri pants and knee length or longer Bermuda style shorts are permitted during the months of August, September, April and May.**
- **Jeans, corduroys, khakis, dress pants, or cargo pants may be worn.**
- **Athletic attire and running or sweat suit style clothing are not permitted.** The only exception: SCA sweatshirts may be worn (not on chapel days).
- **T-shirts, collared shirts, polo shirts, blouses, turtle necks or sweaters may be worn.**
- All t-shirts / tops / shirts need to come at least to the waistline. Waistline tops / shirts must have an undershirt that is tucked in so no midsection / skin is showing when raising arms or bending over. **The neckline of all tops should be the “four-finger rule.” (Hold your hand sideways with the fingers together at the base of neck. The neck of the top should not be lower than your pinky finger.)**
- **Dresses / skirts and gauchos must be knee length or longer - front and back.**
- **All school attire must be free of suggestive words or pictures, offensive advertisements, promotion of worldly or ungodly values.**
- All shoes must have a back or a back strap and sandals require an arch strap. Laces must remain tied. Heelies are not permitted.
- Non-marking gym/tennis shoes are required for Physical Education.

Chapel Dress

Students are required to wear **appropriate Chapel dress** every Wednesday.

Girls - Dresses, skirts, gauchos or dress slacks are required. A belt must be worn with any garment that is designed with belt loops.

Boys - Dress slacks and collared shirts are required. Tailored shirts for chapel must be neatly pressed and tucked in. A belt must be worn with any garment that is designed with belt loops.

We are very excited to announce the transition to school uniforms. School uniforms are optional for the 2009-2010 school year. School uniforms will be mandatory for the 2010-2011 school year.

Student Recesses

All students (1 - 6) will also have a recess time following their lunch period. Temperature, playground conditions and wind-chill factor will always be taken into consideration before students are permitted to go outside.

Parents who want their child to miss recess following an illness or other medical condition, must send in a note each day requesting that the child be excused from recess. After two days, a doctor's excuse will be the only accepted reason for a child remaining in the building when the class is having outside recess.

During recess a supervisor is always on duty. Rules for outdoor recess will include, but not be limited to the following:

1. Follow teacher/supervisor directions at all times.
2. Refrain from throwing any objects to hit people or the building including snowballs and rocks.
3. Footballs, baseballs, and softballs are not permitted at recess, unless provided by SCA staff.
5. Playground equipment is provided by the school. Items/toys should not be brought from home.
6. No fighting, wrestling or play fighting.
7. Line up quickly according to classes when the whistle is blown.

Playground Equipment Rules

1. When using the swing set, swing straight and do not jump out of your swing.
2. When using the slide, please go up the stairs and down the slide (always go feet first).
3. Use the playground equipment for its intended purposes.
4. K-3 students may not flip or hang upside down on any of the bars of the equipment.
5. Students may not play tag/ chase games on the equipment.
6. Students are not to dig in the dirt or the sand on the volleyball courts.

The playground is closed, except to SCA students, during school hours.

Student Progress Reports

Your child's Progress Report can be of real value to his or her growth as a student. We would like to encourage you to discuss the report with your child, ***remembering that his or her achievement should be interpreted in light of his or her ability.*** Progress Reports will be sent home with your child quarterly. Parents will need to sign the Progress Report envelope and return it promptly to school. The elementary grading scale for Salem Christian Academy will be as follows:

Grade K

- O** - Outstanding
- S+** - Satisfactory Plus
- S** - Satisfactory
- S-** - Satisfactory Minus

Grades 1 - 6

- A** - Superior Achievement 100 - 93
- B** - Above Average Mastery of Skills 92 - 85
- C** - Average Mastery of Skills 84 - 75
- D** - Below Average Mastery of Skills 74 - 65

N - Needs Improvement **F** - Failure to meet Minimum Requirements 64 - 0
N/A - Not Applicable **M** - Modified Program
 N/A - Not Applicable

Art, Music, Physical Education and Writing

O - Exceeds basic standards or requirements
S - Meets basic standards or requirements
U - Does not meet basic standards or requirements

** Teachers have the option of using plus (+) or minus (-)*

Christian Character Development

+ is used when a particular Biblical principle, character quality, or skill is obviously perceived as positive in your child's life.
 - is used when that particular Biblical principle, character quality, or skill appears to be significantly lacking in your child's life.

Interims

It is our obligation as professionals to keep parents informed as to the academic and social progress of their child. The use of interim reports at the mid-point of each quarter is one way in which to communicate.

1. Interims will be given to students who are working below their ability, failing or who have unacceptable effort and/or conduct.
2. Teachers are encouraged to send interims to students showing improvement as a means of providing positive reinforcement.

Honor Roll

Students at Salem Christian Academy are encouraged and challenged to exceed academically. When they do they will be recognized accordingly:

Criteria

- All A's - Highest Honor Award (Principal's List)
- All A's and B's - Honor Roll Award

Homework Policy

Homework will be regularly assigned in grades one through six because it is an effective instructional technique. (1) It can have positive effects on achievement. (2) It can have positive effect on character development. (3) It can serve as a vital link between the school and the family. A general guideline to follow for the amount of assigned homework is ten minutes per grade level. Ex. Second grade=20 minutes.

Many SCA families attend Wednesday night church activities. Teachers are strongly encouraged to assign no homework on Wednesdays that is due the next morning. In addition, it is in the best interest of family activities to assign little or no homework on Fridays that is due the following Monday. This policy does not apply to homework that has been assigned prior to Wednesday or Friday and is due the following school day.

Field Trips

Field trips are taken at various times during the school year to places of educational interest and benefit of the students. Chaperones are a tremendous asset in assisting students to receive the maximum educational benefits of an off-site learning experience. We appreciate parents who take the time to support their children in their school activities. However, there are guidelines that drivers and chaperones must follow for the protection of our students and parents.

When volunteering to drive and/or chaperone a field trip, each parent will be expected to read the Driver and Chaperone Instructions form and fill out a Volunteer Driver Application Form (available in the school office). A copy of your driver's license and insurance card will need to be on file in the school office. **Under no circumstances will a parent or grandparent be permitted to drive until these forms are filled out and returned to the office.**

S.C.A. will furnish **free** childcare for SCA children when parents are returning from a sibling's field trip later than the 3:00 dismissal time.

If parents participate in a field trip, they are expected to supervise a group of children. Chaperones pay their own admission to field trip activities. Any chaperone volunteer attending an overnighter with students will be required to complete a fingerprint background check.

-YOUR SUPPORT OF THESE EXPECTATIONS IS GREATLY APPRECIATED-

Medications, School Nurse

Ideally, all medications should be administered at home under parent supervision. Yet, there are times when medication must be taken at school. The only medication that a student is permitted to have in his/her possession is a metered dose inhaler. State law makes it necessary for us to enforce the following policy on how we administer all medication to our students.

Any elementary student who is required to take medication during the regular school hours or the extended care hours should comply with the following school regulations:

1. The following Medication Authorization Forms are required and available through the office: Administration of Over the Counter Medication, Parent Request for Use of Inhaler, Food Allergy Action Plan (EpiPen), and Parent Request and Release for the Administration of Oral Medication (Prescription Medication).
2. Over-the-counter medications must be in the original container with detailed instructions for taking it. Prescription medication must be in the original container showing the student's name, dosage, and how often it is to be taken.
3. Whenever possible, the medication should be brought to school by the parent/guardian. The amount of the medication brought to school should be limited to no more than a one week supply. Students found with medications on their person are subject to disciplinary action which may include suspension or expulsion.

SCA assumes no responsibility for liability in association with administration of medications at school. A school nurse is on campus 1 day a week and performs hearing and vision screenings and other assigned duties in accordance with state regulations.

Emergency Procedures

Teachers are given specific instructions in order to implement rapid and safe procedures in the event of an emergency. Drills are conducted periodically to familiarize students with emergency procedures. No talking is allowed in the hall. Students are instructed to move quickly and quietly to the designated area for the appropriate drill or emergency and remain until the all clear is given.

Emergency Closings

All announcements concerning school closings at Salem Christian Academy will be broadcast on the television station:

WHIO/TV 7 and it's website (www.whiotv.com) under school closings

Consider signing up for the WHIO/TV 7 cell phone text alert

Please listen/ read for the announcing of Salem Christian Academy and follow that information only. Salem Christian Academy may CLOSE or exercise a 1 or 2 HOUR DELAY in unsafe weather conditions. SCA does NOT necessarily follow Northmont School District closing/delay information, yet it will guide our decision as to our morning schedule or the possibilities of EARLY DISMISSAL.

Kindergarten Delay Schedule: With a one hour delay, children will arrive at 9:30 and be dismissed at the usual time of 11:20. With a two hour delay, Plan B Kindergarten, the AM class will meet 10:30 – 12:30 and the PM class will meet 1:00 – 3:00.

If it takes you longer to travel to school because of treacherous roads, or your district is on delay, your child will not be counted tardy (within a reasonable amount of time).

Salem Christian Academy's Soaring Eagle's extended care program will be open for children already enrolled for daily care unless everything closes area wide.

Security

In order to monitor traffic flow through the academy, the following guidelines have been established for security purposes.

7:00 am-6:00pm - doors 1, 2 & 11 will admit you into the bldg.

7:30 am-9:00 am - door 9 is open for SCA & SCPS.

SCA uses security cameras to help monitor facility activities.

School Office

The school office is open Monday through Friday, 8AM through 6PM during the school year. All parents and visitors are welcome in the school and must sign in at the office and receive a visitor's badge. When a visit to the classroom is necessary, parents must report to the office first. Do not go directly to the classroom. Parents that want to talk with their child's teacher may arrange for a private conference by calling the office. Do not meet the teacher before or after school or detain the teacher from their responsibilities. Teachers are happy to arrange conferences with parents at scheduled times. Please be considerate of the teacher's schedules and responsibilities.

Lunches, homework, books and other items may be left in the school office to be delivered to a student. School phones are for business use only. Students are NOT permitted to use the phones without permission from their teacher or office personnel. Permission is not given to call home for homework, lunches or items forgotten.

If a parent wishes to change the child's pick-up routine, the office should be called by 2:30pm and the student is then notified. Please remember to give adequate time for notification.

Birthday Celebrations

Very often children want to celebrate their birthday by bringing in treats for their classmates. This is not discouraged, but should simply consist of a cookie, cupcake, or piece of candy. Please do not plan elaborate celebrations during school hours. Make arrangements with your child's teacher if you would like to bring in a treat. Invitations to birthday parties outside of school are not to be distributed at school, unless all of the students in your child's class are invited.

Additional Notes

- 1 Salem Church asks that no animals be brought into the building, except when prearranged.
2. Salem Christian Academy will use work/photos of students in conjunction with the school's webpage, bulletin boards, media productions, and yearbook projects. **If you do not wish for your**

child's work/photos to be posted in the above formats, as parent or guardian it will be your responsibility to contact your child's principal in writing to request that your child's work/photo not be posted or displayed.

3. Students are asked to not bring rolling backpacks to school due to space restraints and safety issues.

Lost & Found

The Lost and Found cubby is located just outside the Library. All items not collected at the end of each quarter are sent to area agencies such as the Goodwill or missions ministry.

Communication

Communication is one of the keys to excellent education. We make every effort to inform our families of their child's progress, events and activities, and of changes in procedures or policies. Listed below are the main communication tools used with our families.

Newsletters:

SCA publishes a monthly general newsletter to inform parents and students of the upcoming month's activities school wide. Teachers may send home periodic newsletters informing parents of detailed information as it relates to your child's class.

Homework Envelopes:

Third through sixth grade students bring home a weekly homework envelope. Included in the envelope are graded homework assignments and all pertinent communications to the parents. Parents must preview all papers enclosed and sign the outside of the homework envelope before the student returns it the following morning.

Student Planners/Agendas:

Third through sixth grade students are provided a planner/agenda for writing their assignments in. Parents should preview these regularly to stay abreast of their child's progress and verify assignments are being completed. The planner/agenda may also be a tool with which a teacher may communicate with the parent.

Homework Folders:

Kindergarten through second grade students use a homework folder which carries home important papers, completed daily work and maintains current homework assignments.

Open House and New Family/ Parent Orientations:

Evenings set aside for parents to get acquainted with the school, administration, classrooms and procedures, and your child's teacher.

Parent/Teacher Conferences:

Parent/Teacher conferences are set for the fall, (at the end of the first quarter) and the spring (in the middle of the third quarter). In addition, a parent is always welcome to schedule a conference with a teacher during the school year.

Parent/Student Handbook:

Parents are encouraged to read the handbook carefully. The handbook states the policies and procedures of SCA and has a tear out page at the end that must be turned into the teacher. The handbook is also available at www.salemchristianacademy.com.

Volunteer Program

Our volunteer program allows parents a tangible means of involvement in the ministry of Salem Christian Academy. We would be unable to accomplish many of the programs and activities without the support and time of our volunteers. There is a sign up sheet for these many and varied items. When you receive yours, please return it as soon as possible. Please contact the volunteer coordinator or the office for further information.

Volunteers are requested to not bring additional children/individuals with them to/on SCA fieldtrips/events.

Grievance Policy

Salem Christian Academy adheres to the guidelines in Matthew 18, particularly verse 15, to handle problems between staff members and parents. Always go first to the person with whom you have an issue, lovingly and prayerfully, in private, at a prearranged time. Talk and pray together to work out your difficulties. If for some reason an agreement cannot be reached, arrange to meet with a member of the Administration who can assist with the particular issue. All meetings will be conducted in a spirit of meekness and unity.

Change of Policies and Procedures

Salem Christian Academy reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice.

Acceptable Use Policy for Technology

SCA offers filtered Internet access to students. This access offers vast, diverse and unique resources and is provided to students and school personnel to promote educational excellence. The use of the internet must be in support of education and academic research and consistent with educational objectives of SCA. Students must sign Acceptable Use And Internet Safety Policy form located at the end of this handbook.

Withdrawal/Dismissal

To withdraw from Salem Christian Academy, a parent should complete a *Notification of Withdrawal Form* that is available in the school office. A parent can meet with the Principal first to discuss the situation and reason for leaving. All tuition fees continue until parents and students have completed official withdrawal procedures. A withdrawal fee of one month tuition plus the daily rate for each day the student is enrolled will be charged. Records are not released until all bills are paid and all textbooks and materials have been returned. Students who are dismissed from SCA are not considered for re-enrollment during the current school year.

The school office will **transfer students' final records** as requests are made by student's new school. When parents request additional copies of student records beyond what is normally requested (i.e. admission to new school), SCA will charge \$1.00 per document.

Visit us at our website www.SalemChristianAcademy.com

LIFESTYLE POLICY STATEMENT

Salem Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

PARENTAL COOPERATION STATEMENT

Salem Christian Academy's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become strained. To avoid such situations, the school requires parents enrolling their children or to maintain enrollment to affirmatively support and cooperate with the school.

As a parent: I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle. I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).

ACCEPTABLE USE AND INTERNET SAFETY POLICY For the Computer Network of Salem Christian Academy, LLC.

Salem Christian Academy is pleased to make available to students access to interconnected computer systems within the school and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. While the school's teachers and other staff will make reasonable efforts to supervise student's usage, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of Salem Christian Academy. If a student is under 18 years of age, he/she must have a parent or guardian read and sign the Policy. Listed below are the provisions of your agreement regarding computer network and Internet use. If any user violates this Policy, the student will be denied access and may be subject to additional disciplinary action. By signing this Policy, you are agreeing not only to follow the rules, but are agreeing to report any misuse of the network to a SCA staff member.

ACCEPTABLE USES

A. Educational Purposes Only.

If you have any questions as to this, please discuss your concerns with a SCA staff member.

B. Unacceptable Uses of Network

1. Violating the law or encouraging others to violate the law. Transmitting offensive or harassing messages, selling of substances; viewing, transmitting or downloading pornographic materials; intruding into other computers or networks; downloading or transmitting confidential, trade-secret information, or copy right symbols.
2. Uses that cause harm to others or damage their property. (Lying about others; uploading virus to the network).
3. Uses that jeopardize the security of other students access and of the network. (Using other student's password)
4. Uses that are for commercial transactions. Personal information should not be given over the Internet.

C. Netiquette. Abide by network etiquette.

1. Be polite. Use appropriate language. No swearing, obscenity or threatening language.
2. Avoid language that may be offensive to others (relating to gender, race, nationality, religion, etc.)
3. Forwarding of emails/attachments should have the original sender's permission.

INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users: Personal Safety

Access to electronic networks may include the potential for coming across inappropriate materials for school aged pupils. We all have responsibility to see that this does not happen. With proper instruction from home and the teacher, students can assist SCA in safeguarding our filtered network. If a student is concerned about a website, he/she should notify an SCA staff person immediately. Personal information should not be disclosed over the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for the internal administrative purposes or approved educational projects and activities.

B. Active Restriction Measures

SCA and in cooperation with our Data Acquisition Site providing Internet access, utilize filtering software and other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) or harmful to minors. All files shall be and remain the property of Salem Christian Academy, LLC and no user shall have any expectation of privacy regarding such materials.

FAILURE to Follow Policy/ Warranties & Indemnification

The use of the Internet and Network is a privilege, not a right. A user who violates the Policy shall at a minimum, have access to the computer network and Internet terminated.

SCA makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user.

Salem Christian Academy, LLC
Policy Agreement Form

By signing this Policy Agreement Form, I verify that I have read, understand and agree to comply with:

The Parent/ Student Handbook

The Lifestyle Policy Statement

The Acceptable Use and Internet Safety Policy for the computer network of SCA

I hereby release and agree to indemnify and hold harmless SCA from any and all claims and damages arising from my access, use, or inability to access or use the computers or network system.

I commit to support all SCA Staff, Administration and policies.

REQUIRED SIGNATURES

Student Name (Please Print) _____

Parent/ Guardian _____ Date _____

Please tear out and return to your child's teacher!