



Equipping Students Today...For Service Tomorrow

2011 - 2012

Student Handbook

*"Whatever you do, work at it with all your heart, as working for the Lord, not for men."
Colossians 3:23*

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SECTION 1—PURPOSES AND OBJECTIVES

Mission Statement: *The mission of Salem Christian School is to assist parents in developing a God-centered worldview in their children by providing a quality educational and spiritual environment where Godly character and unity in Christ can flourish, thereby enabling students to serve God and impact the world through biblical thought and action.*

Statement of Philosophy and Objectives

The educational process in a Christian School is dependent on a Biblical philosophy that provides the right world view and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for Salem Christian School is as follows:

Salem Christian School's primary purpose is to assist parents in their divinely appointed responsibility to raise their children in the nurture and admonition of the Lord.

The school family believes that all truth is God's truth. The Bible is the only completely accurate guide to understanding truth. A proper education must rest on a Scriptural foundation. The school strives to provide a Biblically-based, Christ-centered education.

"We will not hide them from their children, showing to the generation to come the praises of the Lord, and His strength, and His wonderful works that He has done. For He established a testimony in Jacob, and appointed a law in Israel, which He commanded our fathers, that they should make them known to their children: that the generation to come might know them, even the children which should be born; who should arise and declare them to their children: that they might set their hope in God, and not forget the works of God, but keep His commandments..." (Psalm 78:4-7)

The school seeks to provide an environment in which students can discover their unique abilities and exercise their God-given talents to the ultimate end of glorifying their Creator. The course of study and related activities should be viewed as opportunities through which they can express obedience to God. A strong effort is made to help students achieve their full potential spiritually, mentally, socially, and physically.

"And Jesus increased in wisdom and stature, and in favor with God and man." (Luke 2:52)

The school functions as an extension of the home, assisting parents to fulfill their Scriptural responsibility of educating their children.

"And these words, which I command you this day, shall be in your heart; and you shall teach them diligently unto your children." (Deuteronomy 6:6,7)

The teacher fills the role of "in loco parentis" -- in place of the parent -- during the school day. By parental request Salem Christian School becomes a partner in providing educational opportunities. In this process the parents and teachers are dependent upon the work of the Holy Spirit to achieve a position of true knowledge and righteousness for the student.

"Which things also we speak, not in the words which man's wisdom teaches, but which the Holy Spirit teaches; comparing spiritual with spiritual." (1 Corinthians 2:13)

STATEMENT OF FAITH

- 1 We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God.
- 2 We believe in the total depravity and lost condition of all men by nature.
- 3 We believe in the Triune God—Father, Son and Holy Spirit.
- 4 We believe in the virgin birth, deity, and bodily resurrection of the Lord Jesus Christ.
- 5 We believe in the shed blood of Jesus Christ, the only atonement for sin.
- 6 We believe in justification by faith in Christ, God's Son.
- 7 We believe the Holy Spirit is a person who convicts the world of sin, and regenerates, indwells, enlightens, and empowers the saved.
- 8 We believe in the personality of Satan.
- 9 We believe that the saved are called unto a life of separation from all religious apostasy, and from all worldly and sinful practices.
- 10 We believe in the eternal security and everlasting blessedness of the saved, and eternal punishment of the lost.

Spiritual Objectives for Salem Christian School

- 1 To lead students to a personal relationship with Jesus Christ as Lord and Savior and help them discover their place in the Body of Christ.
- 2 To teach the Bible and its doctrines as the inspired Word of God, the final authority for our life and faith, and the source of answers for all of life's problems.

- 3 To motivate students to be disciplined in Bible study.
- 4 To encourage students to participate in active Christian fellowship through regular church attendance and involvement with other Christians on a daily basis.
- 5 To promote a desire to support Christian missionary endeavors and to become personally involved in leading others to a saving knowledge of Jesus Christ.
- 6 To develop in students a Christian world and life view and enable them to defend their beliefs.
- 7 To promote holy Christian living in which love for the Lord and love for others exceed self love.
- 8 To promote in students the desire to be receptive and obedient to the will of God.
- 9 To build a mutually beneficial relationship between the church and the school.
- 10 To teach students that the chief end of man is to worship and glorify God, and to do so in our school.

Academic Objectives for Salem Christian School

- 1 To motivate students to achieve their full potential in all academic disciplines.
- 2 To instill in students a love for learning while keeping academics in perspective in regard to God's eternal values.
- 3 To teach and encourage the use of good study habits, proper research methods, and to develop successful communication skills.
- 4 To provide students with the knowledge and skills appropriate for future career development.
- 5 To produce in students an awareness of their attendant responsibilities of good citizenship.
- 6 To encourage students to be creative after the image of God their Creator.
- 7 To help students gain knowledge of the world and interpret current events in the light of God's sovereign plan.
- 8 To teach students to think soundly using valid principles of reason and logic.
- 9 To encourage students to develop an appreciation for the fine arts.

Personal and Social Growth Objectives

- 1 To develop in students a sense of self-esteem and a well balanced personality.
- 2 To teach students to be good stewards of their time, material possessions, and God-given abilities.

- 3 To instill in students the desire to treat their bodies as God's temple and practice physical fitness, good nutrition and personal hygiene.
- 4 To develop in students a Biblical view of life, work and values.
- 5 To encourage students to develop wholesome and moral personal relationships based on Christian love.
- 6 To teach students to become accountable for their actions and to be respectful toward authority.
- 7 To prepare students to become contributing members of society.

Home-School Relationship Objectives

- 1 To develop open lines of communication between the school and home and to clearly define the roles of each.
- 2 To encourage parental involvement, cooperation and input into the school program.
- 3 To serve as a resource for the home.

SECTION 2 - ADMISSIONS

Statement of Nondiscrimination

Salem Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It further does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, financial aid program, athletic and other co-curricular school administered programs.

Admissions Procedures

Policies and procedures regarding application for admission are available by requesting the brochure, *Guidelines For Admission*, from the school office. Application forms and other important information are also made available in the school office.

Entrance Testing

Each applicant is to provide evidence of potential academic success in the school's program, based on past transcripts and records. In the event those records are not available or are incomplete, an incoming student will be administered the reading, mathematics, and language sections of a standardized achievement test.

SECTION 3 - GENERAL POLICIES & INFORMATION

School Hours

Elementary

8:00—8:25	Student drop off (gymnasium)
8:30	School begins
11:30	Kindergarten dismissal
12:08—12:33	Lunch begins
12:33—12:50	Lunch recess
2:55	Dismissal

MS/HS

8:00—8:20	Student drop off
8:25—8:40	MS/HS Homeroom
8:43—9:23	Period 1
9:26—10:06	Period 2
10:09—10:49	Period 3
10:52—11:22	MS Lunch
10:52—11:32	HS Period 4
11:25—12:05	MS Period 4
11:35—12:05	HS Lunch
12:08—12:48	Period 5
12:51—1:31	Period 6
1:34—2:14	Period 7
2:17—3:00	Period 8



Morning Arrival Procedures

Elementary Students: Students are to assemble in the gym after being dropped off by parents or buses. They may arrive any time beginning at 8:00 am. They will be dismissed to their classrooms by 8:30 am. Students arriving after 8:30 am are to report to the office to receive a tardy pass to class. All tardies require a written excuse by a parent, to be turned in to the office within 48 hours.

Middle/High School Students: Students may wait in the lunchroom until the 8:15 bell rings, when they are to go to their lockers and prepare for their morning classes. Homeroom begins at 8:25 am. Students arriving after 8:30 must report to the office for a late pass. All tardies require a written excuse by a parent, to be turned in to the office within 48 hours.

Afternoon Dismissal Procedures

Elementary Students: Students are to line up in the proper bus line and wait until the teacher on duty leads them to their bus. During inclement weather, classroom teachers will dismiss the students at the proper times. All elementary students are dismissed at 2:55 to load buses.

Middle/High School Students: Students are to exit the building quickly and orderly. Student drivers or those who are riding with them are to go directly to the vehicle in which they will be riding. All other students are to report directly to their buses. If a bus is late, students are to wait for the bus outside on the sidewalk or grassy area beside the building. Anyone remaining for after school activities should be in the locker room or in another designated room preparing for that activity. All middle/high school students are dismissed at 3:00.

Early Dismissal (12:00)

Elementary teachers will give their classes special dismissal instructions during inclement weather. MS/HS will be dismissed from their regular class. Students who drive may leave at that time.

Emergency Closing of School

During the winter months school may be cancelled or delayed because of snow or ice, making the roads impassable. If this seems likely, listen to WFMZ Channel 69 (Television), 100.7 FM (WLEV), (WCTO), 790 AM (WAEB), B-104 FM, 107.5 FM (WBYN), or www.wfmz.com on the web.

If a local school district does not provide transportation, students residing in that district are not responsible to be at school (the absence is excused). Should SCS delay opening for a longer or shorter period of time than the public school district, students may use the district transportation and will be cared for upon arrival at SCS.

During inclement weather please stay tuned to local radio and television stations throughout the day for early dismissal announcements. Always follow your local district transportation provider's instructions. Note that SCS may dismiss early in the event of inclement weather on the mountain.

2 Hour Delay Start Time:

- ▶ 10:00 – 10:25 Bus arrival and student drop-off
- ▶ 10:30 – MS/HS homeroom begins.
- ▶ 10:30 – Elementary classes begin.
- ▶ **Preschool and Kindergarten** will have no school on a 2 hour delay**

Fire Drills & Emergencies

Fire drills are a very important practice in any school. The signal for a fire drill is identical to that of a fire emergency—continuous ringing of the bells in the hallways. The fire alarms should never be ignored, whether they sound during the regular school day, in the evenings, or on weekends. All must evacuate the building.

General instructions for the evacuation of the building are as follows:

- 1 Students will leave in a single file.
- 1 The students in the row along the windows will close all windows before leaving.
- 2 In case any exit is blocked, go directly to the nearest available exit.
- 3 As the students leave the room, all talking must stop.
- 4 The first students to approach an exit will hold the door open.
- 5 Teachers will be the last person to leave the classrooms, closing the door behind them.
- 6 Teachers should take an accurate roll call outside the building. Report to the Principal immediately anyone not accounted for.
- 7 Students are to return to classes in single file.

Health Services

SCS complies with state requirements as they relate to the general health of the students. Students will have vision and hearing tests. Height and weight records, dental examinations, and immunization records are checked and kept current.

These services are administered at various grade levels from Kindergarten to Twelfth grade.

Illness and Accidents

On the day following an absence due to personal illness, the student must bring an excuse and present it to the teacher. The excuse is to include the DATE of absence, the REASON for the absence, and a PAR-ENT'S SIGNATURE. The absence will be recorded as an illegal absence if the excuse is not received within 3 days of the student's return to school.

In the event a student becomes ill during school, the student should report to the office. Students who are ill are not permitted to leave the building without receiving permission from the school office.

If at any time a student notices another person in need of first aid because of illness or accident, the student should act promptly, securing help from any available person. These cases should always be reported to the school office.

It is the responsibility of all faculty persons and members of the school

support staff to see that school safety rules and regulations are consistently enforced. Students are responsible to school faculty and staff while at school or when attending any school sponsored events on or off the school's premises.

Taking Medication At School

The school's policy provides for parents to arrange for a child to take (or be given) medication at school. Parents are expected to provide a note to the school nurse/office requesting the administration of the medication. Furthermore, the medication shall be sent to the school in a container with an attached label which includes the child's name, name and purpose of medication, and dosage.

For prescription medications, the name and address of the doctor shall also be included on the label. All medications must be brought to the school office for secure storage prior to the student's going to home-room at the start of the school day. The student should report to the school nurse/office for the administration of the medication at the designated time. Only medicine which is to be taken during the school day should be sent to school.

Chapel

Chapel is scheduled weekly for all students. Students are expected to bring Bibles to chapel. Students are encouraged to enter with an attitude of reverence and to actively participate in worship and singing. They are welcome to use musical talents God has blessed them with in specials. In Middle School/High School Chapels, the singing is lead by the Praise Team.

Physical Education

In order to obey God's Word in taking care of the "temple of God" (I Corinthians 3:16), physical education is a required course.

If a student cannot participate, a signed excuse from a parent or a doctor must be given to the PE teacher. This excuse must explain why the student cannot participate in class. Please refer to Dress Code requirements regarding **Physical Education Clothing**.

Hall Procedures

Students are reminded that poor hall conduct affects safety. Students should move through the halls in an orderly fashion, staying to the right. Loitering in the halls is not permitted. Sitting in the halls is safety hazard and is not permitted. Inappropriate behavior such as displays of affection should not occur. Food and drink are not permitted in the halls (except during break times). Running and horseplay are never allowed.

Lunch Period

Students are to bring their lunches and are to eat in the lunch room. Milk, juice, and ice cream snacks are available for purchase. Elementary Students are to give money and orders for milk and ice cream at the beginning of each day. **Microwaves are not available for Elementary students.** For elementary grades, a recess is scheduled after lunch. At no time should food be taken out of the room, into the hallways, or outside of the building. Each class will be responsible to clean the lunch tables and floor.

Hot lunch is served once a week for all grades. Orders must be returned by the date noted on the order form to guarantee that a lunch will be available for purchase.

Middle /High School

Seniors may eat their lunch outside, weather permitting, in the picnic pavilion but not in cars or the parking lot. All other students must remain in the lunchroom. Milk, ice tea, juice, soda and snacks may be purchased during lunch time. A limited number of microwaves are available, so there may be a line waiting to use them. Students are required to help keep the lunchroom clean, and will take turns fulfilling various responsibilities during lunch.

Change of Address

It is ABSOLUTELY NECESSARY that any change of home address be reported to the school office immediately.

Damaged Clothing/Property

Any student whose inappropriate behavior causes damage to another person's clothing or property, or the school property, shall be liable for the cost of that clothing or property. A student may be suspended for willful destruction of school property. If a student should damage something by accident, it is the student's responsibility to report it to a teacher or the office immediately.

Lost & Found

Items left out of lockers or in restrooms will be turned in to the lost and found located in the hallway of the bell tower. These items will be kept here for a short period of time and will occasionally be placed out for parents or students to claim. Unclaimed Items will periodically be given to a charitable cause.

Textbooks and similar school materials may be confiscated by teachers if left out.

Phone Messages to Students

Students are not to receive personal phone calls during the school day. Student cell phones are not permitted to be used at any time during regular school hours. If a parent needs to get a message to a student, please do so through the office before noon. Emergency contacts only following 12:00 noon.

School Pictures

In the Fall all students will have their pictures taken by a professional photographer. Payment for these will be made before they are taken. If parents are not satisfied with the pictures, retakes will be arranged.

Telephone

The office phones are not available for student use, except for the following reasons only:

- ▶ Illness
- ▶ A schedule change that occurs that day on Salem's part; for example, a cancelled game due to inclement weather.
- ▶ An urgent matter, as determined by a teacher or office staff.

Textbooks

Textbooks are provided by the school with certain exceptions. Students must have their own Bibles. The standard versions used for school are the New International Version, the (New) King James Version, or the New American Standard Version. Other translations to be used will be approved either by the teacher or the administrator.

All textbooks are to be covered with name and subject printed neatly on the cover. Texts are checked periodically by the teachers. Students must pay for lost or damaged books before report cards will be issued.

Visitors

Visitors are welcome. All visitors must first check in at the school office. Student visitors are welcome when arrangements have been made in advance for the visit. Alumni visitors may not disturb classes in session.

SECTION 4 - ATTENDANCE

Students enrolled in SCS are subject to Pennsylvania's Compulsory School Attendance Laws, which apply in grades 1 through 12. Regular school attendance is required by the state until the age of seventeen. Under state code, more than 3 days of illegal absences makes the parents subject to fine. All absences and tardies must be accounted for in writing by the parent.

For students to make the best use of the educational opportunities at SCS they must be in class regularly, on time, and be prepared. Both home and school must encourage habits of good attendance and preparation. Even a few days removed from the classroom can be a critical factor in the progress of a student, the progress of the class, and the workload of a teacher.

Procedures Regarding Absences and Tardiness

An absence for one class period or less during the school day will be recorded as a tardy. An absence involving two to four periods will be recorded as a half day absence, and one involving five periods or more will be recorded as a full day absence.

Absences of more than 15 days must have a physician's verification for each additional day absent, or an otherwise acceptable reason. For students in grades 1 through 8, absence of more than 20 days in a school year, may require tutoring or summer school before promotion to the next grade. For students in grades 9 through 12, absence of more than 20 days in a school year will result in lost course credit.

Absenteeism: For any absence students are required to make up any missed work within 2 days of each absence. (Lengthy absences will be worked out with teacher/student/parent). Parents or older siblings may gather work from teachers for extended absenteeism. One day's notice is necessary before coming in to pick up missed work.

Illegal (unexcused) absences may result in work not be counted or counted as a zero. Work must be completed regardless of the reason for absence.

Tardiness

Students who arrive late to school must report to the office and receive a pass to be admitted to class. When buses arrive late the bus students will not be considered late. If a student arrives at school after 8:30 a.m. or a MS/HS student arrives after 8:25 a.m. (except for late buses), a note from the a parent concerning the lateness must be provided that day, or at the latest, the next school day. Three unexcused tardies in a marking period will result in one unexcused absence.

Medical-Dental Appointments

Parents are asked to avoid scheduling medical or dental appointments during the school day. If it is unavoidable, request an early morning appointment. A parents must sign the student out at the office. A note is required upon return to school. On the day of the appointment, a note should be given to the student's teacher in the morning informing him or her of the appointment. Any work missed must be made up.

Unexcused Absences or Lateness

In the case of an unexcused absence, the student is responsible for requesting and completing any classwork or homework missed. Any graded work due or any tests/quizzes missed during the absence may be recorded as zeroes.

Absence and lateness due to, but not limited to the following reasons will be recorded as unexcused.

- 1 Oversleeping
- 2 Missed the bus
- 3 Job interviews
- 4 Unauthorized trips (hunting, fishing, etc...)
- 5 Unauthorized military tests
- 6 Photo sessions
- 7 Hair appointments

Approved, Unexcused Absences

A student may have up to five approved, unexcused absences per school year. These may be used for family vacations, non-school youth retreats, hunting trips, etc. To receive approval, a request from parents must be made at least one week in advance. The note must specify the date/s and nature of the absence. The student will be permitted to make up the work for full credit if completed in the time set by the teacher. Generally, no absences for the above reasons are approved during days when standardized testing is in progress.

Illegal Absences

Any unexcused absence that has not been approved by the administrator in advance will be considered illegal. Failure to submit an absence note by parent within a 3 day period will make the absence illegal.

Family Trip Requests

It is best to plan family trips during school breaks and summer months. A school calendar is provided to each family to help in this planning. However, there are exceptions to this where a family may need to travel during school time. If a student is to miss school due to a family trip, please notify the student's teacher(s) at least 1 week prior to the trip. Please note that the student may or may not receive all the work to be covered during the time of absence. Work will need to be completed upon return to school.

Death In Family

If a student is absent due to a death in the family, a parent or guardian should send a signed note stating that reason. Usually these absences should not exceed 3 days unless special permission is granted. Absences to attend funerals of non-family members may be requested as "approved, unexcused absences."

Permission To Leave School Early

Consistent with the school code, students are expected to be in school throughout the school day unless there is a compelling reason for leaving prior to the end of the school day. In that case the student must bring to the office at least one day prior, a written request, signed in ink by a parent or guardian, stating the time the student is to leave and the reason for his/her leaving. This written request must be approved by the Principal, and initialed by the teachers of the classes he/she will miss.

Before leaving school, the student must provide the office with the written request, and sign out. If the student then returns to school, he/she must report to the office and sign in before returning to class.

Under normal circumstances students will not be allowed to leave school for haircut appointments, or other such commitments that can be scheduled on weekends or after the school day.

Withdrawing From School

Students planning to withdraw from school, or who are transferring to another school, should adhere to the following guidelines:

- ▶ Arrangements for withdrawal from SCS should be made with the office at least five days before the student's last day of attendance.
- ▶ The school office should be given the name, address, and telephone number of the school to which the student is transferring.
- ▶ Health records will be transferred upon request from the new school.
- ▶ Academic records will be transferred only after all financial obligations are satisfied, as per the school's Financial Policy.



SECTION 5 - ACADEMICS

Elementary Grades 1—5

Students in elementary grades are in self-contained classrooms. In addition to their core subjects, they also experience special subjects, including Art, Music, Computer Lab, Physical Education, and Library.

Middle School Grades 6—8

Middle School classes are semi-departmentalized. Students change classes to meet with teachers who specialize in their subject areas. In addition to core subjects, students also will have Art, Music, Computer Lab, and Physical Education.

High School Grades 9—12

General Studies Requirements

- ▶ Bible: 1 credit for each year enrolled
 - ▶ English/Literature: 4 credits
 - ▶ Social Studies: 4 credits
 - ▶ Mathematics: 3 or 4 credits
 - ▶ Science: 3 or 4 credits
 - ▶ Foreign Language: 1 credit
 - ▶ Physical Education: 1 partial credit each year
 - ▶ Health: 1 partial credit
 - ▶ Electives: 1 to 2 partial credits each year
 - ▶ Total: 22.60 credits over 4 years
- * Note: Minimum of 5.65 units to be scheduled each year

Academic (College Preparatory) Requirements

- ▶ Bible: 1 credit for each year enrolled
 - ▶ English/Literature: 4 credits
 - ▶ Social Studies: 4 credits
 - ▶ Mathematics: 4 credits
 - ▶ Science: 4 credits
 - ▶ Foreign Language: 2 credits
 - ▶ Physical Education: 1 partial credit for each year
 - ▶ Health: 1 partial credit for each year
 - ▶ Electives: 1 to 2 partial credits each year
 - ▶ Total: 24+ credits over 4 years
- * Note: Minimum of 6.0 units to be scheduled each year

Grading Scale—Kindergarten

O = Outstanding

S = Satisfactory

U = Unsatisfactory

Grading Scale—Grades 1-12

99-100	A+	96-98	A	94-95	A-	Excellent
91-95	B+	88-90	B	85-87	B-	Above Average
81-84	C+	77-80	C	73-76	C-	Average
70-72	D+	67-69	D	64-66	D-	Below Average
0-63	Failing					

The school's grading system represents the teachers' evaluation of their students' progress. Each student is directly accountable to God Himself for his/her studies. In 2 Timothy 2:25, we are taught, "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the Word of truth." Scripture also teaches that, "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward." (Colossians 3:23, 24)

Mid Term and Final Exams

Mid-term and final exams are given in all major courses for grades 9-12. Testing in other subjects is at the discretion of each teacher. Seniors may be exempt from the final exam of any course in which they have earned an A for all 4 quarters.

Students unable to take final exams at the regularly scheduled time will take them after the last day of school. This will necessitate a \$10 per exam late testing fee.

Mid Term and Final Exam grades for High School are worth 20 % of the semester grade.

Report Cards

Report cards are issued at the end of each quarter. Parents are to sign and return them for the first three quarters.

Parent—Teacher Conferences

At the end of the first quarter, conference times are scheduled for parents to meet with teachers to review their children's academic and overall progress and to discuss any other issues that may be of importance. These conferences are vital to meeting the Home - School Relationship Objectives for Salem Christian School. At other times during the year, conferences may be initiated by either parents or teachers, as necessary

Honor Roll

Elementary and Middle School

Honor Roll	Quarterly average of 85 or higher, no D's or F's
Principal's Honor Roll	Quarterly average of 94 or higher, no D's or F's

High School

Honor Roll	Maintain a GPA of 3.5 or higher
Principal's Honor Roll	Maintain a GPA of at least 3.75

Honors Recognition for Seniors

Final class rank and senior honors are determined after eight semesters by the weighted numerical averaging of the percentages of grades for all courses taken during the years of high school attendance at SCS. Only courses taken at SCS will be counted toward class rank and senior honors. A senior graduating with GPA of 3.50 or higher will be recognized as graduating **with honors**. Those seniors graduating with a GPA of 3.75 or higher will be recognized as graduating **with high honors**. Each year a Valedictorian and Salutatorian will be recognized. To qualify for these awards a student must attend SCS at least for the full junior and senior years. The student that has the highest average will be named **Valedictorian**. The student with the second highest average will be named **Salutatorian**. At the graduation exercises both the Valedictorian and Salutatorian will have the opportunity to present an address.

Promotion Policy

Teachers may recommend that a student be retained in the same grade for the following year. Upon consultation with the administrator, the decision will be made. Factors which influence this decision are age and maturity, class work, grades, and achievement test results.

Testing Program

All students in grades K-8 take the Stanford Achievement Test in the Spring of the year. Parents receive a report of the test results when the scores are returned to the school.

Students in grades 1, 3, 5, and 7 also take the Otis-Lennon Mental Ability Test in the spring of the year.

Students in grades 10 and 11 may take the PSAT/NMSQT at the school. This test is offered once a year during the month of October. It is highly recommended that the students take this test in the eleventh grade in order to qualify as a National Merit Scholarship Student.

Juniors and Seniors will receive registration bulletins concerning the SAT college tests offered throughout the area. It is recommend that students take the SAT in the spring of their Junior year and again in the Fall of their Senior year.

Other standardized tests may be administered throughout the school year at the discretion of the administration.

Homework Policy

General Policy: Students are required to take home work they have not finished during the day. There are certain subjects which demand homework on a regular basis to insure standard competency.

Limited homework will be assigned on Wednesday. SCS would like to see all students involved in church activities on these nights. MS/HS teachers will try to keep homework from interfering with church commitments.

Sometimes tests on Thursday cannot be avoided. If a test must be given on a Thursday, it will be announced to students no later than Tuesday of the week that it is to be taken.

Students must accept full responsibility for completing all school work assignments, including homework.

Parents should require as much as possible that the student bear the responsibility of getting homework done. Parents should also allow the student to suffer the consequences at school and establish consequences at home if the daily assignments are not completed.

Parents and teachers should establish and maintain an attitude of cooperation regarding homework (Mt. 18:15-18).

Policies regarding each subject will be reviewed by the teachers during the first few days of school, and will be periodically reviewed throughout the school year. Parents are encouraged to speak with teachers regarding specific policies at the orientation meetings in September

Church Retreats/Missions Trips: Students in grades 6-12 may be involved with church retreats and/or missions trips at different times throughout the year. Please notify teachers in writing of upcoming events or activities so that an extension of time to complete work can be granted.

Parental Involvement With Homework

Parents should:

- ▶ Encourage and offer advice, but never do the actual work.
- ▶ Provide transportation within reasonable distance to resource materials (e.g. library).
- ▶ Provide adequate, distraction-free space for student to work.
- ▶ Provide adequate time in family schedule for student to utilize.

- ▶ Establish consequences at home if assigned work is not completed.
- ▶ Stand behind the prescribed consequences at school if student fails to complete assigned work.
- ▶ Maintain an attitude of respect for the teacher's discretion in making a given assignment.
- ▶ Maintain an attitude of excitement and eagerness toward learning--including homework.
- ▶ Reward achievement, including the completion of homework, with adequate praise and attention.
- ▶ Limit the student's involvement in extracurricular activities such as sports, television watching, clubs, etc., according to his/her ability to handle homework assignments.
- ▶ Keep abreast of student's long term projects, help him/her budget time to avoid last minute cramming.
- ▶ Maintain communication and cooperation with teachers regarding homework.
- ▶ Observe student's achievement to determine what his/her individual needs are.
- ▶ Provide, with your own resources, extra stimulating activities for the extreme over-achiever; and provide extra help for the underachiever.

If a student is consistently spending more time doing work at home than the prescribed time, the parent should contact the teacher. If the student is consistently falling behind the class's average time for completing work, the teacher will contact the parents. In either case a program will be worked out which will benefit the individual student

Homework Guidelines

Kindergarten- Limited homework will be assigned, such as Bible verses to be reviewed or work sheets to be completed.

First Grade - no more than 15 minutes per night

Second Grade - no more than 20-30 minutes per night

Third Grade - no more than 30-45 minutes per night

Fourth and Fifth Grades - no more than 45-60 minutes per night

Grades 6-12 - Students in grades 6 - 8 should not be consistently taking home more than 1 to 1½ hours of homework.

Students in grades 9-12 should not be consistently taking home more than 1 1/2 to 2 hours of homework. Some of the higher math courses may require additional time.

Teachers will try to schedule tests so that students will not take more than two tests on any given day.

The faculty makes every effort to work together in planning major assignments. Research projects will be assigned with proper notification of the due date.

ACADEMIC PROBATION

Level One Academic Probation - (Note home to be signed and returned)

Each mid-term and end of quarter, students who meet the following conditions will be placed on Level One AP:

- 1 - One F in any class
- 2 - Two or more D's in any classes
- 3 - Any incomplete work at the time of evaluation

The student will remain on Level One AP for two weeks. At the end of this grace period, the Principal will review the student's progress. If the student has shown improvement through completed work, overall attitude and effort, and willingness to seek help, he/she will be removed from probation. If there is no improvement in two weeks, the student will be placed on Level Two AP

Level Two Academic Probation - (Student conference with Principal and note home to be signed and returned)

Students will be placed on Level Two AP when they meet the following conditions:

- 1 - Failure to show improvement on Level One AP
- 2 - Two or more F's at mid-term or end of quarter

The student will remain on Level Two AP for two weeks. During this time, the student may not participate in any extra-curricular activities, i.e., after school programs (drama, Puppets, etc.), student government activities and athletic events (student athletes may attend practice at the discretion of parents, but may not play in games).

At the end of the two week probation the Principal will review the student's progress. If the student has shown significant improvement through completed work, overall attitude and effort, and willingness to seek help, he/she will return to Level One AP to be reviewed again in two weeks. If there is no improvement during this time, the student will be placed on Level Three AP.

Level Three Academic Probation - (Parent conference with Principal)

Students will be placed on Level Three AP after failure to improve on Level Two AP. Students on Level Two AP will not be allowed to participate in any extra-curricular activities. They will be dropped from any sports team, Puppet Team, or Drama role; forfeit any leadership roles they are in; and they will not be allowed to attend any after-school activities. They will be assigned to Study Hall during 8th period electives.

Students will remain on Level Three AP until the next mid-term or report card. After meeting with the student's teachers and parents, the Principal will determine whether he/she stays on Level Three AP or returns to Level Two AP.

Note: Other academic intervention may be instituted anywhere during this process, as deemed necessary.



SECTION 6 - CONDUCT AND DISCIPLINE

Discipline: Basis and Principle

The application of discipline at Salem Christian School is grounded in Scripture. Discipline is training which is designed to move the child of God from a condition of no control to self-control, and to Spirit control through God's grace in order to produce a harvest of righteousness and peace in Him. It is not to be equated with punishment, but should be based on the positive aspects of teaching, training, modeling, encouraging, and loving the student. Punishment, when necessitated by the situation, should be used only to the degree required to bring the offender within the bounds of acceptable behavior. Attitudes and responses should be modeled after Christ. Real discipline is discipleship.

Teachers and the administrator are responsible to God for the young people entrusted to their care during the course of the day. As such, the school is given the authority by parents to discipline, and are to administer it within the parameters of this policy. Parents will be kept informed of disciplinary actions taken. Students are responsible to God to obey and respect school authorities, as they would their parents.

It is expected that these discipline policies will be observed and will be enforced while students are at school, while being transported on buses or vans, and during all school functions.

General Behavioral Rules

- ▶ The use, possession, being under the influence of, or the sale/purchase or attempt to buy/sell tobacco, drugs, and/or alcohol is strictly forbidden. A breach of this conduct will be grounds for suspension or expulsion.
- ▶ Gum chewing is not permitted in the school building or on the school grounds before, during, or after school hours. The only exceptions are athletic games and some special events.
- ▶ SCS maintains a closed campus. Once on school grounds, students may not leave without special permission.
- ▶ Students are expected to practice a hands-off policy at SCS. Shoving, pushing, hitting, holding hands or other displays of affection are considered inappropriate.
- ▶ Inter-personal relationships among students must be wholesome and in good taste.
- ▶ Bullying of any kind, including but not limited to teasing, oral or written taunting of another student, name-calling or other put-downs, threats, intimidation, and/or other aggressive behavior of any kind is strictly forbidden and will be considered a serious offense.
- ▶ Students found using or in possession of drugs, alcohol, tobacco, pornographic literature, etc. outside of school are at risk of suspension or expulsion.

The following items are not to be used at school:

- ▶ Cell phones/cell phone cameras
- ▶ Radios, Walkman's, etc.
- ▶ MP3 Players; iPods
- ▶ CD players or DVD players
- ▶ Video games or video players of any kind

The following items are not allowed at any time, including on buses:

- ▶ Magazines with inappropriate content
- ▶ Books that would not be allowed in our Library
- ▶ Fireworks of any kind
- ▶ Dangerous or illegal weapons
- ▶ Pornographic literature
- ▶ Computer or board games

Note: Any such items will be confiscated and parents will be notified. All disciplinary policies will be enforced.

Detention (MS/HS)

Detentions are held on Wednesdays from 3:10 – 4:10 in the supervising teacher's classroom. Students may be given special work assignments to be completed during detention. No homework or tutoring will be permitted during this time.

Students arriving late to detention will be dismissed later or assigned an additional detention. Failure to report to detention may result in an in-school or out-of-school suspension, depending on the number of offenses.

Detention will be assigned from Wednesday to Tuesday of the following week. This allows for 24 hours notice to parents for transportation arrangements. Detention for holidays and the last week of school will be arranged by the school Principal.

Transportation and schedule adjustments are the responsibility of parents. Parents must call the school if detention cannot be served as scheduled. Work and appointments are not excused absences.

Detention may be assigned for, but not limited to, the following reasons:

- 1 Inappropriate behavior in or out of the classroom
- 2 Inappropriate behavior in the lunch room.
- 3 Defiant attitude
- 4 Disrespect of personal property or school property
- 5 Chronic homework problems (incomplete work)
- 6 Second and third dress code violations
- 7 Tardy (unexcused) for homeroom, 3rd offense and further offenses
- 8 Tardy (unexcused) for class, 3rd offense and further offenses
- 9 Discipline referral to the Principal
- 10 Failure to return a written absence excuse within 3 days
- 11 Failure to return a signed mid-term report within 3 days
- 12 Failure to return a signed bus report within 3 days
- 13 Failure to return any discipline report within 3 days
- 14 Failure to return Library materials
- 15 Improper hallway conduct, loitering, running, or roughness
- 16 Possession of food or drinks in halls or classrooms
- 17 Sleeping in class, study hall, or Chapel
- 18 Card or game playing in class or study hall
- 19 Violation of driving or parking lot regulations
- 20 Violation of school bus regulations

Any student that accumulates more than 8 detentions during the school year may not participate in school-sponsored trips or extra-curricular activities.

Suspension

For serious offenses, a student may be suspended for up to 3 days. Parents will be notified when a suspension is assigned. Suspension may be served at home or at school, to be determined by the Principal. A suspension is counted as an unexcused absence. All suspensions will be reported to the School Committee. In order for a student to return to classes, parents must first meet with the Principal. In the case of a second suspension, parents will be asked to meet with the School Committee before the student is reinstated.

Teachers will provide daily assignments must be completed by the suspended student. If assigned to an in-school suspension, the student must bring his/her lunch and eat in a separate area. Also, he/she will not be excused for early dismissal, music, athletic or extra-curricular functions and activities. In-school suspension will begin immediately following homeroom period and will continue until the end of the school day.

Following are examples of some situations that may lead to suspension:

- 1 Defiant behavior
- 2 Cutting class or any other scheduled time or event
- 3 Cutting school
- 4 Multiple detentions for the reasons listed
- 5 Failure to serve detention by the assigned date
- 6 Forging/changing information on any school forms, notes to leave school, or excuse/tardy slips
- 7 Serious violations of parking lot, driver, or school bus regulations
- 8 Minor vandalism and/or misuse of property belonging to the school, faculty, or other student

Suspension will automatically be assigned for, but not limited to, the following behaviors:

- 1 Abusive behavior or profanity directed at school personnel or other students (3-day suspension)
- 2 Cheating/plagiarism
- 3 Fighting
- 4 Involvement in any threats, harassment, physical altercation, or other inappropriate aggressive behavior

- 5 Leaving school building/property during school without permission (1st offense - detention; 2nd offense - 3-day suspension)
- 6 Possession of any tobacco product in a school building, on school grounds, on a school bus, going to or from school, or at any school function (3-day suspension)
- 7 Smoking in a school building, on school grounds, or at any school function or activity (3-day suspension)
- 8 Stealing
- 9 Intimidating others for personal gain

Automatic 3-day suspension with possible expulsion will be assigned for, but not limited to, the following behaviors:

- 1 Exhibiting behavior which is disruptive to the school program, especially where such disruption interferes with the educational program of other students
- 2 Extensive vandalism and/or misuse of property belonging to the school, faculty members, or students
- 3 Performing actions which constitute hazard to self and/or others
- 4 Immoral conduct
- 5 Performing physical, verbal, or written actions that are injurious to others
- 6 Possession, purchase, attempt to purchase, transfer or and/or under the influence of narcotics, mood altering substances, look-alike drugs, paraphernalia or illegal chemical substances
- 7 Possession or use of alcoholic beverages
- 8 Possession and/or use of dangerous weapons, fireworks, or explosives on school property, buses, or during school-sponsored functions or activities (may lead to longer suspension)
- 9 Possession and/or distribution of pornographic materials
- 10 Reporting by telephone, in writing, in person, or electronically a threat known to be false
- 11 Unauthorized entry into or tampering with any school building, property, vehicle, or employee vehicle

Please Note: The administration has the right to assign detention and to suspend students who commit any inappropriate or illegal acts while under school jurisdiction. Expulsion will first be considered by the administration and School Committee.

Disciplinary Probation

Disciplinary probation may be assigned for a period of time and under conditions that are appropriate to the specific situation. The time and conditions will be specified in writing. Any student suspended will automatically be placed on disciplinary probation.

SECTION 7 - ELEMENTARY SPECIFICS

Playground Guidelines

Good Weather

When classes are dismissed for recess, students are to exit the building in a quiet, orderly fashion. Once outside, students are not to come into the building without permission from the supervisor on duty.

Proper use of playground equipment is important for safety reasons.

Teachers will go over playground rules during the first days of school.

Leather balls or air-filled balls may be used if the playground is not too crowded. This decision is up to the teacher on duty at the time. Hardballs, softballs, or hard rubber balls (super balls) are not to be used during recess. Balls or jump ropes brought from home are permitted; however, any other toys or playthings brought from home should not be used during recess time. Squirr guns are not to be brought to school.

Inclement Weather

When weather does not permit students to go outside for recess, students will stay inside their classroom. At such times, they may play quiet table games, or may participate in other activities directed by the classroom teacher. Students may be permitted to use the gym if available.

When there is snow or ice on the ground, students are to remain on designated areas of the parking lot. Snow, ice, snowballs, etc. may not be thrown at any time (even if it is not being thrown at somebody). Appropriate warm dress should be worn on colder days. Students without boots must stay clear of the snow-covered areas as much as possible.

Library

Elementary students visit the Library each week for reading and instruction in library usage. They may check out books, and are responsible for

returning them by the date due. For late or unreturned books, fines may be issued or report cards withheld until they are returned. Library usage rules are posted in the Library.

Special Programs

Elementary musical presentations are performed each year, usually at Christmas and in the Spring, and are special highlights of the school year. Please note these dates on the school calendar. Each class has a part in these programs, therefore it is important for each student to be present. Parents are encouraged to attend and to invite family and friends.

SECTION 8 - MIDDLE SCHOOL SPECIFICS

Middle School “Challenge”

“Challenge” is a specially designed event for Middle School students. Each fall they travel to a Christian camp or conference center for a two or three-day retreat. A special youth speaker is invited to lead the sessions and to challenge the students in God's Word. In addition to these sessions, students enjoy a variety of group activities and games. This is a great opportunity for students, old and new, and teachers to become better acquainted with each other. Parent chaperones are welcome!

SECTION 9 - MIDDLE/HIGH SCHOOL SPECIFICS

Lockers

During school hours Middle School students are to take their books and supplies for two periods at a time. Senior High students may use their lockers between periods, as time and distance allow.

Lockers are to be kept clean, neat and organized. Teachers or administration may check them at any time. Stickers, magnets, or decorations are not allowed on locker fronts. Lunch bags are to be taken home at the end of each day. Items left out overnight will be placed in lost and found. Coats and jackets should be hung on hooks or racks provided.

Library

Middle and High School students may use the Library for research, study, or projects, under the supervision of a teacher, subject to the availability of the Library.

Study Halls

Study halls are scheduled for the benefit of students. The time is to be used for individual study only, unless the supervising teacher permits group study. Study halls are to be used for productive school work and not for casual conversation or socializing.

Computer Lab

In addition to scheduled computer classes, the Lab may be used for research projects, online courses, or other school assignments. No student may use the Computer Lab (or any other school computer) without teacher supervision. Students may be required to purchase a computer storage device when taking one of the computer courses.

Class Attendance

Attendance is required for all scheduled classes. Skipping a class may result in a day of in-school suspension. Skipping a class includes talking in the hall, leaving the building, discussing problems with friends, doing a class activity, etc., without permission of the sponsoring teacher and the teacher in charge of the class. Students must always check with the teacher before leaving class.

Plagiarism

Plagiarism is the act of submitting the writing or ideas of someone else as your own. It is considered a criminal act - a form of stealing. It is unethical and inevitably causes serious damage to the reputation of the guilty party.

Because of the legal and moral implications, acts of plagiarism cannot be condoned or go undisciplined within our school community. In order to insure fairness and consistency in handling this problem, incidents of plagiarism will be dealt with as follows:

- 1 A student found guilty of plagiarism in a class assignment will 1) receive an "F" for the assignment in question; 2) be assigned up to 3 days of an in-school suspension; 3) be required to attend a conference with parents, Principal, and grade/subject teacher before the student may re-enter the class.
- 2 If the offense is extra-curricular the student will be dismissed from the activity for the remainder of the year.

SECTION 10 - HIGH SCHOOL SPECIFICS

Student Government

The Student Council is established to promote leadership skills, develop in students a strong sense of responsibility, and to provide a means of communication between the student body, faculty, and administration. It also has the task of planning social events and constructive programs that will enhance the school and community.

In the Fall of each year, each class will elect its own representatives to the Council. The officers will be selected from among those representatives.

High School “Advance”

Advance is a program designed by the faculty, administration and student government to set a positive spiritual tone for the school year. It is an opportunity to welcome new students and teachers to the High School, to develop and cultivate friendships, and to be challenged in God's Word as the course is set for the new year. A per student fee is used to cover housing, food, transportation and speaker costs. Parent chaperones are welcome!

Since this is such an important part of the total school program, every student is expected to attend the Advance.

For students who are found to be disobedient or non-cooperative in any way while on the trip, parents will be called to take them home, at the parents' expense.

High School Missions Trips

Each year students in grades 9-12 will participate in an extended missions experience. Trips vary and will be announced well ahead of time.

Through these experiences, students are given the opportunity to put into practice their Christian walk. A nominal fee is charged for each trip to cover expenses and sometimes help with the cost of the project. It is the desire of the school that each student participate. If finances are a problem, please inform the office. If your family is able to sponsor another student, please also contact the school office.

Student Drivers

Driving to school, while necessary for some students, is a privilege with certain responsibilities. Students are not to be sitting in cars before school starts. Immediately upon arrival, students are to go to the designated areas until school starts. At the end of the school day, students are to leave immediately.

Cars are off limits during the school day. Individual cars are not to be used when drivers go to away games unless permission is granted by the administrator and written permission is provided by parents of the driver and any passenger. This permission will only be given in extenuating circumstances. Only students who have gained administrative permission and written permission of the parents will be permitted to use cars during the school day.

Common sense and safe driving techniques should be used driving to and from school. Speed is limited to 5 m.p.h. while on school property. Student drivers in violation of any of the above mentioned standards may have the privilege of driving to school suspended by the administration, either temporarily or permanently, depending on the nature and frequency of the offense.

Student drivers exceeding three tardies per marking period for reasons other than medical emergencies will have their school driving privileges revoked for a period of five school days. Continual lateness violations may result in permanent suspension of school driving privileges. Student drivers must park their cars in the designated student area.

SECTION 11 - PARENT TEACHER FELLOWSHIP (PTF)

SCS believes that in Christian Education the parents are responsible to the Lord for the education of their children. By entrusting your children to SCS you have chosen to share part of this responsibility. All parents and teachers of Salem Christian School are PTF members..

PTF meetings are planned jointly by the Administrator and the PTF Committee each year. A variety of topics is presented and is designed to cultivate knowledge and understanding of Christian education. It is expected that at least one representative from each school family be present at each meeting.

The PTF has projects throughout the year which require volunteer help in many different capacities, including fund raising, classroom assistance, hot lunch, and special activities. Each family should consider how they can be actively involved in this partnership.

SECTION 12 - Extracurricular Activities

Attendance

To participate in after school extracurricular activities, a student must be in school by 11:00 AM the day of the activity. This participation includes both practices and games for sports, or rehearsals and performances for other groups.

Sports

The school is a member of the Mid-Atlantic Christian School Association (MACSA) and participates in student activities sponsored by this organization.

The school is also a member of the Association of Christian School International (ACSI) and participates in student activities sponsored by this organization.

General Information

SCS encourages as many students as possible to become involved in the sports program. Students need not be super athletes in order to try out for any of the teams. SCS does ask that students be aware of their Christian testimony to their fellow teammates, the fans, the officials, and the opponents.

SCS offers the following sports:

Boys: MS/HS Soccer, MS/HS Basketball, HS Baseball, and MS/HS Track

Girls: MS/HS Volleyball, MS/HS Basketball, HS Soccer, MS/HS track, and cheerleading.

Eligibility for Athletic Involvement

Academic

Eligibility will be determined based on mid-term reports and quarterly report cards. See [Academic Probation](#).

Disciplinary

The administration reserves the right to evaluate the over-all progress of a student to determine in which activities he/she may participate. If a student is found to be a poor risk to the testimony of the school and home, participation in athletic activities may be withheld.

Puppet Pals

Students in grades 9-12 may participate in the ministry of the SCS Puppet Pals. This performing group is occasionally opened to 8th graders, as space permits. Puppet Pals is an elective and may be taken for fine arts credit.

Drama Team

Students in grades 9-12 may participate in the ministry of the SCS Drama team, Witness. It may be opened to 8th graders as space or roles permit. Drama may also be taken as an elective credit for fine arts credit.

Awards Program

MS/HS Awards Programs are held each Spring. Awards are given for academic honors, athletic honors, and special achievements.

SALEM CHRISTIAN SCHOOL DRESS CODE

This dress code gives standard guidelines to follow based on the principles of modesty, neatness, practicality, and cleanliness. A student's appearance should represent Salem Christian School in a positive manner and should glorify the Lord.

Regular School Dress Code

Bottoms:

No blue jeans, Capri pants, wind pants, athletic wear (includes knit and velour), camouflage, or shorts.

Girls: No dresses or skirts shorter than 1 inch above the knee (including slits). This still applies with tights or leggings.

Tops:

No sleeveless shirts; no T-shirts

No words or pictures. Emblems/logos are limited to left front of shirt.

No hooded sweatshirts

Boys: Shirts must be tucked in unless finished and squared off.

Other:

No tight-fitting clothing

No oversized clothing

No outerwear to be worn indoors during school hours

Students should wear appropriate layers when required by weather.

Shoes:

No flip-flops or athletic sandals

Elementary: Shoes must have backs or backstraps.

Hair:

Extreme styles are to be avoided.

Only natural hair colors are permitted.

Hair must be trimmed above the eyes.

Boys: Hair should fall no longer than the middle of the ear and the top of the standard collar.

PE Uniforms:

Only SCS PE T-shirts (purchased through the school) and navy blue shorts (fingertip length) may be worn for gym.

Socks and sneakers are required.

Grades K-4 may wear PE uniforms to school on PE days.

Navy sweat pants or wind pants are required over the uniform.

NOTE: Students not wearing SCS PE uniforms will be considered unprepared for class.

Casual Day:

Casual day is the first Friday of every month and as offered for incentives and special activities.

Clean, neat blue jeans are allowed, with regular dress code tops or any *Salem Wear* tops.

Consequences for Dress Code Violations:

First offense: Warning notice sent home to be signed by parents and returned the next day. If necessary, student will need to change into acceptable clothing.

Second offense: Same as first offense, with detention assigned.

Continual offenses: Phone call/conference with parents. Detention or suspension assigned (to be determined by administration).

Please Note: *The administration reserves the right to interpret what constitutes proper dress in individual cases not specifically covered by the dress code.*

NOTES:

*“O LORD, our Lord, how majestic is your name in all the earth.”
Psalm 8:1*

NOTES:

“The fear of the LORD is the beginning of knowledge, but fools despise wisdom and discipline.”

Proverbs 1:7

NOTES:

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”
Colossians 3:23