

# POLICY AGREEMENT FORM

## PARENT AUTHORIZATION SECTION

All enrolled families have agreed to abide by the following:

I/We give permission for our child to take part in **all** school activities, including school-sponsored trips away from the school premises for the current school year. In the event my/our child becomes ill or is injured while under school supervision, I/we authorize the school authorities to take the following steps: (a) contact a parent of the student and follow his/her instructions; (b) in the event neither parent can be reached, contact the student's physician and follow his/her instructions; (c) if the student's physician cannot be reached, to contact, at their own discretion, a licensed practicing physician and follow his/her instructions. I/We release Salem Christian Academy LLC, its employees, agents and representatives from any claim I/we may have resulting from any illness or injuries sustained by our child while under school supervision whether at school or away from school premises. I/We further agree to hold harmless Salem Christian Academy LLC, employees, agents, and representatives from any injury or damage which may be caused by my/our child(ren). These above statements do not in any manner lessen or negate the expected responsibility that SCA should have in adequate and proper oversight of my/our child(ren).

By signing the Policy Agreement, I/we agree that the continued enrollment of my child(ren) is dependent on parental support of SCA, its staff and its policies. I/We will encourage the Salem Christian Academy staff and administration in teaching the principle of the Christian faith as stated:

*I/We understand that SCA believes in and teaches the divine inspiration and literal interpretation of all scripture; the forgiveness of sin through the atonement of Christ's death on the cross which assures salvation; the repentance of sin by the believer; the resurrection of Christ and His personal return.*

By signing the Policy Agreement, I/we acknowledge the following:

- A. SCA'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 difficult. To avoid such situations, and to maintain enrollment, I/we will support, and cooperate with the school. As the parent(s):
  1. I/We 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(ren) or other people following the Matthew 18 principle.
  2. I/We understand that 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.

- B. My/Our commitment to pay the tuition either annually or semi-annually to Salem Christian Academy or monthly via EFT electronic withdrawals. If I/we am/are unable to pay on the date established, I/we will fill out the 'EFT Adjustment Request Form' a minimum of three (3) business days prior to arrange a delay with the SCA office before the withdrawal is due. I/We further understand I/we will be liable to my/our bank for the charge of the overdraft and to Salem Christian Academy for the NSF charge they incurred and any late fees assessed.
- C. I/We further agree to the following financial policy on early withdrawal or late entry.
  - 1. **EARLY WITHDRAWAL:** Student withdrawals are figured on the basis of teacher contract days. The student will be billed for one month tuition fee plus each day the student is enrolled. Registration fees are non-refundable.
  - 2. **LATE ENTRY:** Students entering after the first official day of school are assessed tuition and classroom fees based on actual teacher contract days remaining from the beginning of the entry month. The Registration fee must be paid in full.
- D. I/We realize that all progress reports will be held until accounts are current or paid in full. School records will not be transferred if money is due Salem Christian Academy.

## **STUDENT/ PARENT COMMITMENT SECTION**

*\*Families who find themselves in disagreement with the following should carefully consider a continued partnership with SCA. All positional and foundational statements, beliefs, mission/vision, policies, and procedures, etc. are not subject to change due to those who disagree.*

### **LIFESTYLE POLICY STATEMENT**

Salem Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like 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.

### **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(s): 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 and staff 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 SCA. Academy 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*  
**Policy Agreement Form (Signed by student and parents and returned to SCA)**

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

- The Parent Student Handbook
- The Parent Authorization Section
- The Student/Parent Commitment Section
  - Including: Lifestyle Policy Statement
  - Parental Cooperation Statement
  - Acceptable Use and Internet Safety Policy

**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 Teachers, Staff, Administration and Policies.**

**REQUIRED SIGNATURES**

Student Name (Please Print) \_\_\_\_\_

Student Signature (6<sup>th</sup>-8<sup>th</sup> grade) \_\_\_\_\_

Parent/ Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_