



Elementary Student Handbook

2026-2027

Salem Christian Academy, LLC
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Staff

Superintendent.....Jason Detty

Elementary Principal.....Eric Holman

Dean of Students.....Mark Cox

Development Director.....Hannah Didier

Director of Operations.....Jessica Manley

Business Manager.....Rhonda Galvin

School Nurse.....Amber Smith

Kindergarten Teachers.....Annie Davis and Megan Oakes

First Grade Teachers.....Gail Christenson and Maleah Young

Second Grade Teachers.....Tammy Dillak and Kirsten Howard

Third Grade Teachers.....Sandy Seim and Ashley VanWyk

Fourth Grade Teachers.....Larry Price and Cara Goldy

Fifth Grade Teachers.....Katie Combs and Gloria Combs

Art Teacher.....Samantha Walker-Baskin

Music Teacher.....Marluta Correll

Physical Education Teacher.....Jenny Heuker

Librarian.....Amelia Guiguo

Before/After School Care.....Siddie Combs, Kaylee Matske, and Lila Davis

Intervention Tutor.....Janelle Maxwell

Speech Therapist.....Keri Mitchell

Support Staff.....Colleen Mihojevich and Tiffany Malleck

Technology Support.....Jan Dillak

Welcome
to
Salem Christian Academy, LLC

Dear Parents,

Welcome to an exciting new school year at Salem Christian Academy. The Christ-following, dedicated, and nurturing staff of SCA are looking forward to partnering with you to meet the academic, spiritual, emotional, social, and physical needs of your student. Our goal at SCA is to convey the love of God to your child by providing a loving, caring, God-honoring atmosphere and to inspire each student to become all that God has for them to be. Additionally, the SCA staff will teach and model a Biblical worldview, instill a love of learning, and prepare each student to succeed academically and make a positive impact for Christ in their communities.

In order to accomplish these goals, we need the active partnership of all school families. You are an integral part of the learning process for students and can help by becoming familiar with the information included in this handbook. Your careful attention to following school procedures is appreciated.

This handbook contains important and helpful information for you as a parent, and is intended to be used for future reference. The following handbook clearly communicates the responsibilities of students, parents and school personnel that help make Salem Christian Academy a positive God-honoring learning environment. May the Lord bless you and your child(ren) with a great school year!

Sincerely,
Mr. Detty
Administrator

History:

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. In 2022, SCA added a middle school program. Curriculum is selected from Abeka, Bob Jones University Press, Loyola Press, 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, Physical Education, Library, and Computer Lab.

PURPOSE

SCA POSITIONAL FOUNDATION

Salem Christian Academy (SCA) is a ministry dedicated to teaching and training students to know and live their lives for Jesus Christ. SCA has been called of God to partner with parents who desire a Christian education for their child/children.

SCA is purposed to establishing relationships within the area communities as an effort to make a positive impact for Christ.

SCA is purposed to the advancement of the Kingdom of God. This key aspect of the school's purpose is accomplished with intentional efforts, in cooperation with Salem Church of God, to spread the Gospel of Jesus Christ, first to the students and families of the school, and then to the area communities and its people.

SCA exists to:

- Glorify God in every aspect of the school's ministry
- Lead students to know Jesus as their Lord and Savior
- Teach students to honor God with a Christ-like character
- Provide a safe God-honoring environment conducive to a student's spiritual growth
- Be a positive influence for Christ in area communities
- Build the Kingdom of God in the greater Miami Valley area
- Offer a quality education that prepares students for success in the future that God has planned for them

Purpose Statement

Salem Christian Academy exists to glorify God by leading students to a personal knowledge of Jesus Christ and to prepare them academically and spiritually for the future God has planned for them.

MISSION

Salem Christian Academy is to glorify God in every aspect of the school's operation on a daily basis. SCA will seek to accomplish this mission by:

- Integrating Biblical principles into every subject taught
- Supporting, promoting, and providing opportunities for spiritual development among those associated with SCA
- Following a Biblically based discipline plan
- Developing, maintaining, and implementing a scriptural accountability program for school staff members and students
- Encouraging and providing opportunity for the professional development of school staff members

Salem Christian Academy seeks to partner with its families and area communities. SCA will seek to accomplish this mission by:

- Extending an invitation to parents to any and all school functions
- Providing parents' access to and encouraging communication with their child's teacher and the administration of the school
- Offering parents and members of the community opportunities to participate in the educational process
- Seeking opportunities of partnership with parents, area churches, community businesses, and organizations
- Encouraging parents, area churches, community businesses, and organizations to support SCA activities and fundraisers

Salem Christian Academy seeks to provide a high quality education from the perspective of a Biblical worldview (a point of view or perspective that is based on Biblical standards). SCA will seek to accomplish this mission by:

- Using academically sound Biblically-based curriculum
- Teaching students age-appropriate critical thinking
- Constantly seeking methods to further improve communication between school staff and families
- Employing highly qualified and certified teachers in the classroom
- Providing a meaningful and relevant spiritual program

Salem Christian Academy seeks to prepare students to impact their culture and their communities for Jesus Christ. SCA will seek to accomplish this mission by:

- Employing a dedicated staff of believers in Christ who model Christ-like attitudes and behavior
- Utilizing curriculums and teaching methods that are taught from a Biblical worldview
- Teaching students about Christ's offer of salvation and giving students the opportunity to choose to place their faith in Him
- Teaching students how to share their faith in Christ with others
- Implementing programs with an intentional and purposed spiritual emphasis
- Maintaining an expectation of staff, students, and parents to support a knowledge of and an attempt to honor God in all ways
- Teaching students the importance of being a Christ-like servant leader by offering them community service and mission opportunities

Mission Statement

Salem Christian Academy will partner with families to provide a high quality Christian education taught within the context of a Biblical worldview, and will follow the guidance of the Holy Spirit to equip students to impact their communities for Jesus Christ.

VISION

Salem Christian Academy is committed to a sustainable growth level in all areas of school operation that does not alter the quality of education, the culture and attitude of family, and is committed to teaching and operating within the context of a Biblical worldview. The ten-year plan strategic plan to fulfill this commitment will serve to guide the process of implementing the goals established to achieve the vision God has given for SCA.

In an attempt to be good stewards, the desirable strategy for growth is to maximize the fullest potential of the facilities before considering new facility construction or growth beyond the current property limitations. All growth, both short and long term, will remain dependent upon the Lord's provision, the school's financial status, and the existing school program obligations. The primary vision and goal of growth at SCA is to build God's Kingdom as He directs. The secondary vision and goal is to meet the needs of area parents who wish to partner with a Christian school in educating their children within the context of a Biblical worldview. As the local communities grow and change, SCA will seek to grow with it at a sustainable rate, and be an accurate reflection of the area communities.

Vision Statement

Salem Christian Academy is committed to growth that allows the school to offer area parents a high quality Christian school option that prepares students to influence their culture for Christ, allows SCA the ability to increase the impact for Christ in the surrounding communities, and building the Kingdom of God in the greater Miami Valley area.

PHILOSOPHY OF EDUCATION

SCA seeks to offer parents a positive alternative to secular education. The faculty, staff, and administration at SCA recognizes the need to provide a high quality education, both spiritually and academically. With this realization, SCA seeks to provide a quality and challenging academic education taught from a Biblical worldview. The core philosophy of education at SCA is founded on a Biblical worldview. Thus, it is the philosophy at SCA that a complete education can only be obtained when taught from a Biblical worldview. The following are the pillars of the SCA philosophy of education.

1. **The ministry of teaching:** SCA promotes the belief that teaching is a ministry to students and their families. The act of ministering involves addressing more than simply teaching academic subjects.
2. **Ministering to the whole child:** This method of ministering/teaching involves a comprehensive approach to address the development of the whole child physically, mentally, emotionally, morally, spiritually, socially, and culturally.
3. **Tripod approach:** SCA believes in a coordinated educational effort that involves the home, the school, and the church working together for the good of the student. The focus of this effort is on the core belief that Jesus Christ is the central aspect in all learning and living. All knowledge and academic subjects are to be evaluated in light of God's Word, including all extra-curricular activities.
4. **Character training:** SCA considers character training, respect, and obedience to be crucial in the cultivation of self-discipline, which is essential to the emotional, mental, physical, social, and spiritual well-being of the student.
5. **Authority and discipline:** SCA believes that the teacher/adult authority figure is to be respected by all students. When necessary, authority figures at SCA understand that discipline is to be administered fairly, firmly, and lovingly. In an effort to minimize the need for disciplinary measures, SCA will strive to instill in each student a love for God and others, obedience to God and the authorities He establishes, and a desire to choose that which is righteous and good in God's sight. This will equip them for their individual role in God's plan for their lives, and for their place in society.
6. **Reality:** As the personal and purposeful Creator of the universe, God is the ultimate reality. Reality in education involves helping students come to an experiential knowledge of God.
7. **Truth:** As Christian educators we take the position that God has revealed Truth to us through Jesus Christ and the Bible (John 14:6; 17:17; 1 Corinthians 2:9-16; Colossians 1:25-27). Revelation has priority over man's reason since man's ability to perceive truth has been affected by the fall of mankind.
8. **Knowledge and Wisdom:** Since there is a disparity between earthly knowledge and wisdom, and spiritual knowledge and wisdom, the Word of God must be the standard by which all knowledge and

wisdom are measured (1 Corinthians 1-2; 7:10-16; James 3:13-18). Recognition of this principle is vital to the handling of actual information in the curriculum of the school.

STATEMENT OF FAITH

1. SCA believes in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
2. SCA believes in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. SCA believes that Jesus Christ was the only begotten Son of God the Father, conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, is both God and man, and will one day return to Earth.
4. SCA believes that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also spiritual death (which is separation from God), and that all human beings are born with a sinful nature.
5. SCA believes that the Lord Jesus Christ died for the sins of all people, according to the scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him as their Lord and Savior, are justified on the grounds of His shed blood.
6. SCA believes in the resurrection of the crucified body of our Lord, His ascension into Heaven, and in His personal future return to Earth in power and glory.
7. SCA believes in the sanctifying power of the Holy Spirit, by whose indwelling, a true believer in Jesus is enabled to live a holy life.
8. SCA believes that all, who by faith, receives the Lord Jesus Christ as Lord and Savior are born again, and thereby become children of God.
9. SCA believes in a final judgment in which those who have believed in Jesus as Lord and Savior will inherit eternal life in Heaven, and in which those who have not believed in Jesus will inherit an eternal separation from God.
10. SCA believes in water baptism as an outward sign of a belief in Jesus as Lord and Savior.

Core Values

The following are the Biblical values taught at SCA in all areas of school life, both academic and extra-curricular:

1. Students are to respect authority and must demonstrate that respect in their words, actions, and attitudes.
2. The teaching of the Bible as a core subject and is essential to the academic curriculum.
3. Parents have the prime responsibility for the education of their children, and the Christian school exists to assist, not replace, parents meet that responsibility.
4. Students need to learn how to process information, apply age-appropriate critical thinking, and think within the context of a Biblical worldview.
5. Staff and students are committed to academic and spiritual excellence, striving to maximize each student's God-given potential.
6. Staff and Students are to be involved in fulfilling the Great Commission (Matthew 28:19,20) via community service and mission opportunities.
7. Christian education provides a means of evangelizing, nurturing, and disciplining students for a life of service to God and society.

POSITION STATEMENT

Salem Christian Academy is open to students and their families who come from a wide range of experiences and belief in God. Nevertheless, there are some Biblical topics that may be covered at SCA which are not universally agreed upon by all, even in the Christian church. These topics are the result of how Salem Christian Academy interprets Scripture. SCA desires that you, as parents of SCA students, be aware of the position the school takes in the four areas mentioned below.

SCA takes the following stance in these specific areas:

1. SCA interprets Scripture to teach Biblical creation over evolution. Genesis 1:1, Romans 1:19-25, Psalm 100:3
2. SCA interprets Scripture to support the sanctity of life, particularly the life of an unborn child. Psalm 139:13, Jeremiah 1:5, Luke 1:15, 44

3. SCA interprets Scripture to approve of sexual activity only in a marital relationship between a husband (male) and a wife (female). Exodus 20:14, Galatians 5, Galatians 5:19, I Corinthians 6:18, Leviticus 18:22, Romans 1:27
4. SCA interprets Scripture to be in opposition to various forms of teaching that are considered “worldly” from a Biblical perspective. A “worldly” teaching perspective formulates from a philosophy that views all academic subjects, and life in general, from a perspective that eliminates God from His position as creator and supreme authority on all subjects. This also includes teachings that instruct people to obtain special revelations, insights or knowledge through the use of spirits, séances, horoscopes, Ouija boards, prisms, crystal balls, metaphysical techniques, imaging, and other similar means. Lev. 19:31, Col 2:8, I John 4:1, Rev. 22:18

GOALS

The goals for SCA include, but are not limited to the following:

1. To encourage each student to receive Jesus Christ as their personal Lord and Savior
2. To develop in each student a Biblical worldview.
3. To teach the basic Biblical doctrines and principles as articulated in the SCA Statement of Faith.
4. To function as a partner with parents, aiding them in their Biblical responsibility of training a child to know, love, and obey God.
5. To purposefully and effectively integrate subject matter and all learning experiences with Biblical principles.
6. To teach toward academic excellence in all academic curriculums.
7. To offer students the opportunity to develop and excel in extra-curricular areas such as athletics, fine arts, and academic competitions.

ADMISSIONS PROCESS

A parent(s) 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.

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 positive record of conduct, attendance, character and attitude from schools previously attended to insure adjustment at SCA.
- The student does not have a court record.

1. Submitting all application documents along with the registration fee begins the Admissions process.
2. Grade level screening is required for all new students.
3. All new families interview with the Administration.
4. Additional general information forms must be completed and submitted before students begin classes.
5. Each new student/family is considered to be on a nine-week watch period

Student records are kept in a secure location for use by authorized personnel only.

Students with Differing Learning Needs:

Students seeking admission into SCA who have an established Individual Education Plan (IEP) will be evaluated based on the diagnosis and required accommodations found in their IEP. Students with multiple learning needs, or needs with a severity beyond what SCA can accommodate in regular classroom setting, will be referred to Morgan Education for educational services. Services may include, but not be limited to, one on one instruction, subject specific instruction, or full-time inclusion into a Morgan Education classroom. For further information on the services provided and the outlining of how those services are delivered, please refer to morgantutoring.com.

Salem Christian Academy and Morgan Education admits students of any race, color, gender, disability, age, religion, sex, ancestry, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, age, ancestry, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

NON-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, religion, gender, national origin, disability, or age to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, religion, gender, national origin, disability, or age 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, gender, disability, or age 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 and other students in the class.

Absence(Students):

An absence is defined as missing $\frac{1}{2}$ or more of the school day. Students who arrive after or leave before 11:30 am will be counted absent $\frac{1}{2}$ 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 contact the office before 9:00 A.M. (937-836-9910 or email scateachers@gmail.com).** In adherence to Alianna’s Law, if the SCA office has not been notified of a child’s absence, you will be contacted to ensure the safety of your child. Any time a child is absent from school, regardless of the reason, it is counted as an absence.

Illness or Injury

Adherence to the rule of being symptom free (diarrhea, fever, vomiting, etc.) for 24 hours, without the use of medication, before returning to school is required. For example: If a student went home from school with a fever, or was vomiting, they should not come back to school the next day. Students who are sent to school with symptoms will be sent home immediately. **A doctor’s excuse is required after three or more consecutive days of absence.**

Teachers may be able to provide assignments for students who are absent due to illness. Students will have the same number of days they were absent to complete make-up work, up to a maximum of **five days** under normal circumstances and when reasonably possible. Any make-up work not submitted by the deadline will receive a grade of 0. Completing missed assignments is solely the student’s responsibility. Parents are responsible for reviewing all lessons with their child and ensuring the child understands the material.

Planned Absence

A Notification of Planned Absence Form for vacations or planned leave must be submitted to the office at least two weeks before the absence. Parents may obtain this form from the office. A maximum of **five days** may be excused. Last-minute travel plans are discouraged. Extending school breaks—such as Spring break, Christmas break, or Thanksgiving break—by adding vacation days before or after is strongly discouraged, as ample time off is already provided during the school year.

Teachers may be able to provide some of the homework for an absence, but are not required to do so. All work given in advance of vacation/leave is due on the first day of the student’s return to school to receive full credit. Assignments turned in late will receive a 10% deduction per day late, with a limit of five days being allowed (under normal circumstances and as is feasible), at the end of which will result in a “0”. If a previously assigned book report, research paper, or project is due during the vacation/leave time, the student must turn in said assignment(s) before leaving. 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.

Students missing more than 20 days per school year, regardless of excuse, are in danger of being unable to advance to the next grade. Students missing more than 20 unexcused days are in jeopardy of losing any scholarships (e.g., EdChoice).

Tardiness:

Tardiness is a disruption to the student who is tardy, as well as to the rest of the class. 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. 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.

Elementary classroom doors open at 8:20 am and school begins at 8:30 am. Therefore, an **elementary student is late if arriving to the classroom after 8:29 am.** When a student is late, that student is to go to the school office to check in.

Tardy Penalties (within a grading period):

First late arrival - issuance of a tardy pass.

Second late arrival - tardy pass and verbal warning.

Third late arrival - tardy pass and verbal warning.

Fourth late arrival - tardy pass and Discipline Report.

Fifth late arrival - tardy pass, half day unexcused absence, Discipline Report, and \$10 fee.

There will be a \$10 fee for every tardy after fifth.

Every fifth tardy results in a half day unexcused absence.

Accepted & excused late arrivals:

1. Doctor or dentist appointment with note from their office.
2. Administrative excused due to weather or traffic issues.

BIRTHDAY CELEBRATIONS

Arrangements must be made with your child's teacher if you would like to bring in a simple treat to celebrate your child's birthday. Invitations to birthday parties outside of school are not to be distributed at school, unless all of the students in your child's class, or all girls or all boys are invited.

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. Parents must retrieve and submit all reimbursement forms 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. Contact the school office for further information.

Bus Conduct:

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

CHANGE OF PROCEDURES

Salem Christian Academy reserves the right at any time to change school policies or procedures at the discretion of the administration. Reasonable notice may be given when necessary or possible.

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. For appropriate Chapel dress, please see the school dress code.

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, Salem Christian Academy, and their family while 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 God-honoring, 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 Biblically-based methods of behavior modification administered with loving intent. 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. Repeat

infractions may be a symptom of a deeper issue. Our goal is to encourage personal and spiritual growth and not enable behavior that is not conducive to growth. It is our desire to guarantee your child, and all students the excellent learning climate they deserve.

Student Behavior Expectations:

1. Practice respect, courtesy, and kindness in your association with teachers, school employees, fellow students, parents, and visitors. (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., Miss, Ma'am, or Sir.
3. Abstain, both on and off campus 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/witness. (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 the SCA campus. Offenses of all types are handled at the discretion of the administration.
5. Refrain from 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 an appropriate "hands off" policy.
6. Orderly and appropriate conduct in the restrooms.
7. Observance of posted and 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." This also includes the use of artificial intelligence (AI).
10. All school rules apply on all field trips and at all school-sponsored events both on the school campus and away from it.
11. No personal play items or electronics are to be brought to school, unless pre-approved by the teacher or administration.
12. Respect for person and property is expected. Damage to property may result in both discipline and financial consequences including incurring damage fees or replacement costs.
13. A student whose behavior needs to be addressed on a continual basis jeopardizes his/her privilege of attending SCA.

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, school, and local church should work together in a joint effort of love and concern for the growth of all SCA students.

The staff of SCA has adopted in part 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/or administrator.

Classroom Discipline:

Each teacher establishes the rules for classroom behavior for their classroom. Each student is expected to be on time, prepared, and comply with the teacher's classroom expectations.

Detentions:

Detentions are assigned as a consequence for academic and behavioral violations. When a detention is warranted, a notice will be sent home with the student as well as e-mailed through FACTS SIS. It must be signed by the parent or guardian and returned the following day. Detentions are typically scheduled from 3:10-4:10 on a given school day of the week. If a child misses the assigned detention, the detention may be made up with consecutive lunch/recess detentions. Detentions are monitored by SCA staff. A fee will be assessed for each detention.

Discipline Report:

Disciplinary Reports are sent home for discipline concerns and require a parent's signature for acknowledgement of receipt (not agreement). Parents will receive an email via FACTS SIS and the student will bring home a hard copy for parent's signature to be returned back to the school.

Probation Policy:

Probation is invoked when the academic, attitude, deliberate disobedience, excessive tardiness or absences 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 or influence upon other students, or who 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, un-enrollment or withdrawal of a student may be immediate.

Suspension:

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

Out-of-school suspension is the removal of a student from Salem Christian Academy for a predetermined number of days. Schoolwork missed cannot be completed for a grade and will receive no credit. SCA fully expects parents to cooperate and support the purpose of out-of-school suspensions. An out-f-school suspension may be served in-school at the discretion of administration.

Un-enrollment:

Students may be administratively un-enrolled at any time due to behavioral, attendance and/or academic concerns, or student/family disunity with SCA. Students who are administratively un-enrolled from SCA are not considered for re-enrollment during the current school year. If a student is administratively withdrawn, the remaining tuition is required to be paid.

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. We use emails, phone calls, newsletters, homework envelopes/folders, student planners/agendas, and parent-teacher conferences for many of these communications.

FACTS SIS:

SCA uses FACTS SIS (School Information System) which allows parents to view grades, calendar items, etc. Email communications and text alerts are generated through FACTS SIS to parents from SCA as well. Once a student is enrolled at SCA, parents will need to set up a FACTS SIS account for parental access. Please see the school for details and questions.

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. Does the book inappropriately promote the occult or other sinful practices

EXTENDED CARE

Morning Hours:	7:15 A.M. - 8:15 A.M.
After School Hours:	3:10 P.M. - 5:30 P.M.

Note: Students who arrive before 8:15 am. are required to go and will be sent to the morning care program. Teachers are not available to supervise students until 8:20 am.

Students in Kindergarten-5th grade who are not picked up by 3:05 pm. are sent to the after school care program.

There is an additional cost for the extended care program.

- A time sheet is kept for each child in half hour increments.
- Extended care statements are emailed to parents every two weeks. A late fee will be assessed to unpaid balances not paid a week after the statement was communicated to a parent.
- Part-time Extended Care fee: \$5.00 per hour and \$3.00 for any part of half an hour.
- There is a reduced rate for any additional children, which is \$3.00 per hour/ \$1.75 for any part of half an hour per child.
- After School Care closes promptly at 5:30 P.M. A late fee of **\$1.00 per minute per child** is assessed when children are picked up past 5:30 P.M. This fee goes directly to the caregiver who has stayed late with your child. Please do not ask for any exception.
- If students want or need a healthy snack during Extended Care, they need to bring one from home. Students are not permitted to use vending machines in the facility.
- Students must be signed out by a parent or authorized representative.

State law requires that Extended Care programs are self-sustaining through your payments. Part-time Extended Care fees will continue to be paid in the SCA office. **A late fee will be added to unpaid part-time Extended Care fees. If there is an unpaid Extended Care fee after two weeks, services will be suspended until balance is paid.**

DRESS CODE

As a Christian school, we want our families and our ministry to reflect Christ-like character. SCA encourages students to think and behave as Christian ladies and gentlemen. Our dress code is one of the tools we use to support students' academic growth and character development. In general, students are expected to wear plain, solid-color, traditional school uniforms in the designated colors, without logos or designs. These guidelines serve as minimum standards to help parents and students choose appropriate school clothing. Modesty, neatness, and safety are the main principles behind our dress code. The administration has the authority to determine whether clothing meets these standards.

Clothing will:

- **Honor and glorify the Lord**
- **Demonstrate modesty**
- **Show neatness and cleanliness**
- **Avoid distracting from the learning environment**
- **Avoid being a stumbling block to others**
- **Be non-offensive and non-divisive**

General Guidelines:

1. Students must follow the school uniform dress code from the moment they arrive on campus until they leave for the day.
2. Clothing must be modest, clean, and in good condition (no holes, fraying, stains, etc.).
3. All clothes should have a traditional or relaxed fit. Oversized/baggy or tight/form fitting items are not allowed. This includes form-fitting pants, yoga pants, leggings, or tights—unless worn under skirts or dresses that meet length requirements. Pants must be worn at the waist; belts should be worn if needed.
4. Shorts, skirts, and dresses should ideally reach the knee and must be no more than three inches above the knee. Consider your child's growth when choosing these items. Check the fit from both the front and the back to ensure they are appropriate.
5. All tops must have sleeves, be properly buttoned (all front buttons except possibly the top one), and must cover the midriff even when arms are raised.
6. Shoes must have closed toes and closed backs (a strap does not count). Narrow or high-heeled shoes/boots are not permitted. Athletic shoes are required for P.E.
7. Tattoos and body piercings are not allowed, except for girls' earrings. Boys may not wear earrings.
8. Hairstyles must be neat, clean, moderate, and appropriate. Shaved heads, Mohawks, shaved designs (letters, numbers, etc.), and unnatural hair colors are not allowed.
9. Accessories must be minimal, conservative, and not distracting.
10. Hats and head coverings must be removed inside the building unless approved by Administration.
11. Coats, hats, and other outerwear may be worn to and from school but must be stored in the classroom during the day. Sweatshirts and hoodies may be worn as a jacket, but are to be taken off in the building.
12. During the cold months, students may wear hoodies, sweatshirts, or sweaters (zip, button, or pull-over) that are solid-color or purchased through SCA over-top of their uniform clothes for added warmth in the classroom; however, these items must not replace the required uniform tops and **hoodies and sweatshirts are not to be worn to chapel**. The cold months are defined as December, January, and February.
13. Clothing may not display logos, characters, slogans, lettering, or designs. Exceptions may include: items purchased through SCA, Jeans Day clothing, and designated spirit/themed days (see details below).
14. Altering uniform items in ways that change the intended traditional fit may make them non-compliant with the dress code.
15. The principal/administration has the final say on whether clothing is acceptable. Students dressed inappropriately may be required to change before attending class.
16. The administration may make changes to this policy at any time and will notify parents beforehand.

Dress Code Violations (within a grading quarter):

First - issuance of a dress code concern form.

Second - issuance of a dress code concern form and verbal warning.

Third - issuance of dress code concern form and Discipline Report.

Forth - issuance of dress code concern form, assigned Detention and a fee assessed.

Dress code issues exceeding this are dealt with in increasing severity.

GIRLS (K-5) Uniform:

Skirt/Skort:	Any solid color (navy, khaki, or black are preferred), plaid, plain (no embellishments or designs), flat or pleated. Preferably knee length (or longer) but no shorter than 3 inches above the knee. Modest shorts should be worn under skirts.
Jumper/Dress:	Any solid color (navy, khaki, or black are preferred), plaid, plain (no embellishments or designs), flat or pleated. Jumpers and dresses should be preferably knee length (or longer) but no shorter than 3 inches above the knee. Modest shorts with dresses should be considered for playground activities. Jumpers and dresses without sleeves require a sleeved shirt to be worn underneath.
Tights/Hoses/ Leggings:	Any solid color (navy, white, red, or black are preferred), plain (no designs or embellishments), worn to mid-calf or ankle. <u>These can only be worn under shorts, skirts, skorts, dresses, or jumpers that meet uniform qualifications.</u>
Pants/Slacks:	Any solid color (navy, khaki, or black are preferred), plain (no embellishments or designs), flat or pleated, pants should be Docker or cargo style, traditional fit (not form fitting), and non-stretch material.
Shorts/Capri's:	Any solid color (navy, khaki, or black are preferred), plain (no embellishments or designs), flat or pleated, Docker or cargo style, traditional fit (not form fitting), and non-stretch material. Preferably knee length but no shorter than three inches above the knee.
Polo/Oxford/ Peter Pan Collar Shirts:	Any solid color (red, white, light blue, or navy are preferred), plain (no embellishments or designs), long or short sleeved, or white Peter Pan collared shirt. Shirt length cannot be longer than finger tips and must cover midriff.
Sweaters:	Any solid color (red, white, light blue, or navy are preferred), plain (no embellishments or designs), button/zipper cardigan, pullover, crew or V-neck, or vest type. All sweaters should be waist length.
Socks:	Socks are required (any length or color).
Shoes:	Athletic shoes, boots, or dress shoes with covered toes and a full back (a strap does not count as a back). No narrow or high heels. Athletic shoes are required for P.E.

BOYS (K-5) Uniform:

Pants/Slacks:	Any solid color (navy, khaki, or black are preferred), plain (no embellishments or designs), flat or pleated, pants should be Docker or cargo style, traditional fit (not tight or form fitting), and non-stretch material.
Shorts:	Any solid color (navy, khaki, or black are preferred), plain (no embellishments or designs), flat or pleated, Docker or cargo style, traditional fit (not form fitting), and non-stretch material. Preferably knee length but no shorter than 3 inches above the knee.
Oxford/Polo Shirts:	Any solid color (red, white, light blue, or navy are preferred), plain (no embellishments or designs), long or short sleeved. Shirt length cannot be longer than finger tips.
Sweaters:	Any solid color (red, white, light blue, or navy are preferred), plain (no embellishments or designs), button/zipper cardigan, pullover, crew or V-neck, or vest type. All sweaters should be waist length.
Socks:	Socks are required (any length or color).
Shoes:	Athletic shoes, boots, or dress shoes with covered toes and a full back (a strap does not count as a back). Athletic shoes are required for P.E.

P.E. (K-5) Uniform:

Students may wear their normal uniform as described above, or they may wear SCA branded or solid colored t-shirts, sweatshirts, shorts (that meet length requirements), or sweatpants. Athletic shoes and socks are required.

Chapel days:

Chapel day is a “dress up” day. Students may wear their normal uniform as described above, or they can wear dress shirts, dress pants, and ties. They may also choose to wear dresses, skirts, sweaters, or shirts with prints/designs (no characters or slogans) and dress shoes (no high or narrow heels). Clothing not to wear on chapel days include t-shirts, sweatshirts, hoodies, jeans, or any clothing tight fitting or revealing. Please follow the general guidelines section above.

Spirit and Themed Days:

Special alternate dress days will be scheduled throughout the year. The building principal will determine the dress themes for these days. These themed events will be provided in writing and communicated in advance so parents are informed and students can dress appropriately. Expectations for traditional fit, modesty, and neatness still apply, and all general guidelines (from the General Guidelines list above) remain in effect.

Jeans Days:

On Jeans Days, students may wear solid-color denim jeans or solid-color denim jean shorts, skirts, or skorts (no jeggings). These items should preferably be knee-length or longer, and may not be shorter than three inches above the knee. SCA sweatpants and SCA athletic shorts may also be worn instead of jeans.

Shirts with logos, characters, slogans, lettering, or designs are allowed on Jeans Days; however, they may NOT include anything offensive, divisive, political, societal, or gender-exclusive—whether directly stated or implied. Clothing must not conflict with God’s standards as taught in the Bible. Please follow the general guidelines.

ELECTRONICS, COMPUTER, AND ARTIFICIAL INTELLIGENCE (AI)

As a Christian school, we are committed to providing an educational environment that honors God, supports the development of each student’s unique gifts and abilities, and encourages wisdom, integrity, responsibility, creativity, and perseverance. Our school establishes policies and practices that reflect our educational mission, values, and understanding of what is developmentally appropriate for our students.

At the elementary level, we believe that students learn best through direct instruction, personal effort, meaningful relationships, hands-on experiences, communication, creativity, and the process of thinking through challenges independently. For these reasons, unnecessary electronic devices and Artificial Intelligence (AI) technology is not considered an appropriate tool for use within our elementary program.

Electronic Devices from Home

Students may not bring personal electronic devices to school, including but not limited to cell phones, smart watches, AI-enabled devices, or similar technology. This prohibition applies throughout the entire school day, including extended care programs and all school-sponsored activities and events.

Exceptions may be granted by the Principal for documented medical, health, or other approved circumstances. Approval must be obtained prior to bringing or using the device at school. Approved devices may only be used for the specific purpose for which authorization was granted.

Standalone GPS tracking devices (not integrated into cell phones, smart watches, or other electronic devices) may be used solely for parental safety and location tracking, provided they do not disrupt the student, teacher, or classroom environment.

Any unauthorized electronic device, or any approved device used outside the scope of its authorized purpose, will be confiscated. Confiscated items must be retrieved by a parent or guardian. Repeated violations of this policy will result in progressive disciplinary action, up to and including additional consequences as determined by school administration.

For policies regarding AI-enabled devices, applications, software, and other artificial intelligence technologies, please refer to the school's [Artificial Intelligence Policy](#).

School Computer Usage

School-issued computers are provided solely for educational purposes during the school day. Students are expected to handle all school technology with care and respect.

Computers may only be used for teacher-directed instructional activities, assignments, and approved educational purposes. Any unauthorized use, misuse, or intentional damage to school technology may result in the suspension or revocation of computer privileges, financial responsibility for damages when applicable, and disciplinary action of increasing severity.

Artificial Intelligence (AI) Policy

Artificial Intelligence tools, applications, programs, and AI-enabled devices are not permitted for student use in the elementary school setting.

Students may not use AI to assist with, create, complete, revise, or generate any portion of school-related work. Students are expected to complete all work using their own knowledge, effort, creativity, and understanding.

Rationale for the Policy

Our elementary program is designed to build strong academic foundations and character development. Allowing AI tools in elementary education can interfere with these important goals by:

Replacing essential learning experiences: Students develop skills through practice, effort, problem-solving, and perseverance. When technology completes these processes for students, valuable learning opportunities are lost.

Limiting independent thinking: Elementary students are developing the ability to reason, make decisions, communicate ideas, and solve problems. These skills must be intentionally practiced and developed.

Reducing opportunities for creativity and personal expression: A student's work should reflect his or her own thoughts, abilities, and God-given creativity.

Preventing accurate assessment of student growth: Student work allows teachers to understand what students know and where additional instruction is needed. AI-generated work does not accurately represent a student's individual progress.

Creating concerns regarding accuracy, responsibility, and appropriate use: AI tools may provide information that is incomplete, incorrect, or unsuitable. Elementary students are still developing the judgment necessary to evaluate and responsibly use such tools.

Use of AI by Teachers and School Personnel

AI will not be used as a teaching tool, instructional resource, grading tool, or assessment tool within the elementary program.

Instruction, evaluation, feedback, and academic support will continue to be provided through the professional judgment, experience, and personal involvement of our teachers and staff. We believe the teacher-student relationship is an essential part of effective education and cannot be replaced by artificial technology.

AI-Enabled Devices and Technology

Students may not bring, access, or use devices, applications, or technology that contain AI capabilities while at school, on the school bus, or during school-sponsored activities. This includes glasses, headphones, or any other type of wearable. Any violation of this policy will result in a zero grade on the assignment, confiscation of the device, loss of school computer usage privileges, and/or other disciplinary actions in increasing severity.

This policy supports our commitment to:

- Protecting the integrity of student learning.
- Encouraging personal responsibility and academic honesty.
- Maintaining a focused and meaningful learning environment.
- Protecting student privacy and safety.
- Preserving the importance of human relationships in education.

Commitment to Students and Families

Our goal is not to reject technology, but to ensure that technology is used in ways that support our mission and are appropriate for the age and developmental needs of our students. We believe elementary education should reflect biblical principles and prioritize the formation of God-fearing students, who are strong learners, selfless individuals, and responsible leaders who use their abilities with wisdom and purpose.

By limiting the use of AI in the elementary setting, we are intentionally creating an environment where students are encouraged to think deeply, work diligently, create independently, and grow in confidence through their own efforts.

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.

School 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.**

Please follow Salem Christian Academy announcements only.

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

If it takes longer to travel to school because of treacherous roads, or your district is on delay, Administration may excuse tardiness for a designated length of time.

Security:

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

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

8:15 am - doors 2 & 11 will admit you into the main church lobby

8:15 am - 8:45 am - double wooden doors above the main church lobby open to gain access to the school

8:45 am - 5:30 pm - access to SCA & SCAP is through door 9 only using the security intercom system

Security cameras are used on campus to help monitor facility activities.

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 Extended Care program.

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 permission be given to drive until these forms are filled out and returned to the office.** If reasonable and feasible, SCA will furnish **free** childcare for SCA students when parents are returning from a sibling's field trip later than the 3:00 pm dismissal time but no later than 5:30 pm.

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. **Chaperones may not bring additional children/individuals with them to/on SCA field trips.**

HOMEWORK POLICY

Homework will be regularly assigned because it is an effective instructional technique. It can have positive effects on achievement, character development, and 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 (but not required) 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.

LIBRARY (Accelerated Reading)

SCA has a library for student use. Checked out books must be returned to the library in a timely manner and in the condition they were checked out in. Damaged books will be charged to the students account for replacement. Grade cards are held in the office for outstanding library books.

SCA uses an Accelerated Reading program (AR) for 3rd-5th grade students. 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 books with available quizzes are published on the SCA website.

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 ministries.

LUNCHES

Children at Salem Christian Academy pack a lunch for school each day because cafeteria facilities are not available. SCA cannot provide lunches for students who fail to bring their own.

SCA cannot guarantee that students with severe food allergies will not be exposed to the food allergen. We do provide a separate table for students with food allergies. Specific concerns should be discussed with administration and the risk assessed by both parties.

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 and Jello type products are not permissible, as it stains the gym floor. Please send a water bottle, drink box/pouch or a thermos with your student. Some grades are permitted to bring a nutritious snack, such as fruit, which is eaten mid-morning. Teachers will communicate with parents if this applies to their students.

Because of allergy concerns, and so that you are aware of what your student is eating, students are not permitted to share food and drinks.

Parents must sign their children out, at the office, for a planned lunch date.

MEDICAL

SCA assumes no responsibility for liability in association with administration of medications at school. A school nurse will visit our campus occasionally and performs hearing and vision screenings and other assigned duties in accordance with state regulations.

Medication

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. You must have doctor's written approval for a student to be able to have this inhaler on his/her possession. State law makes it necessary for us to enforce the following policy on how we administer all medication to our students.

Any 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. SCA Student Medication Form and an Emergency Action Plan must be completed by both parent and physician to dispense any and all medication other than over-the-counter cough drops (which does not require a physician signature).
2. All 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 month supply. Students found with medications on their person are subject to disciplinary action which may include suspension or expulsion.

Medical Limitation

When a student is unable to participate in daily school activities due to an injury or health issues, a note and action plan are required from the student's doctor stating the student's injury, limitations, and the duration of the restriction. This is especially important for concussions, broken bones, and other such injuries.

MISCELLANEOUS

Salem Christian Academy will use work/photos/videos of students in conjunction with the school's webpage, bulletin boards, media productions, Facebook, and yearbook projects. **If you do not wish for your child's work/individual 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/photos/videos not be posted or displayed.**

Salem Church asks that no animals be brought into the building, except when prearranged, and with the permission of the principal.

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

NON-SCHOOL PERSONS ENTERING CLASSROOMS

1. Must leave the classroom before 8:30 am so that the teacher can begin the school day on time.
2. Must report to the office during school hours (before 3:00 pm) to pickup their child for appointments.
3. Non-SCA students are not permitted on campus unsupervised without prior administration approval.

PARENT PICK-UP

Vehicle:

In the interest of safety, always park along the curb near the exit door for your child(ren). When more than one child in elementary is riding in a vehicle, all the children will be dismissed through the exit door of the oldest, child in the group.

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 dismissal time, a note should be given to the teacher/office 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.** A child leaving before 11:30 am 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 daycare, 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 pm and let office personnel know about the change. A message will be relayed to the child's teacher. Your child may be released to someone on your pickup list that is acting on your behalf.

While students/children are on campus, they are expected to walk and to remain supervised at all times. Students are not permitted to enter or re-enter 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).

PAYMENT POLICY

Tuition:

Tuition may be paid once a year (the first week of August), twice a year (the first of week August and the first week of January), or monthly.

School session only tuition is a **YEARLY FEE**, broken down into twelve (12) equal (monthly) installments for ease of payment.

All monthly tuitions will be paid using Electronic Fund Transfer (EFT) through the bank SCA uses. Monthly tuition payers will have an EFT on the 1st or 15th of the month (July - June).

For any account that is not processed due to Non-Sufficient Funds, there will incur an NSF charge of \$20. After the second time an account is not processed, the NSF charge will increase from \$20 to \$30. In addition, late payments will incur a \$15 charge.

Returned Checks:

The bank assesses a fee to Salem Christian Academy's account when a check is returned. Therefore, there will be a \$20.00 charge for any check returned to us. After two returned checks, cash only payments will be accepted.

SCA cannot maintain outstanding balances. In the event that our office is notified by the bank of Non-Sufficient Funds this balance must be brought current by the next months withdraw.
Any outstanding balance jeopardizes enrollment at SCA.

Copies:

Copies required by students can be made for a charge of \$.50 per black/white copy and \$1.00 per color copy.

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.*** Kindergarten students will bring their Progress Reports home quarterly. All 1st-5th grade Progress Reports will be emailed through FACTS SIS quarterly. IEP Progress Reports will also be sent home quarterly. The grading scale for Salem Christian Academy will be as follows:

<u>Grade K</u>		<u>Grades 1 - 5</u>	
Y	- Yes, meets requirements	A	- Superior Achievement 100 - 90
P	- Progressing	B	- Above Average Mastery of Skills 89 - 80
I	- Improvement Noted	C	- Average Mastery of Skills 79 - 70
N	- Not Yet	D	- Below Average Mastery of Skills 69 - 60
Blank	- Not Evaluated	F	- Failure to meet Minimum Requirements 59 - 0

Art, Music, Physical Education, Computer Class, and Writing

O - Outstanding

- S+ - Very Good
 S - Satisfactory
 U - Unsatisfactory

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. Interim reports are issued in the middle of each quarter. A weekly summary of grades is automatically sent through FACTS SIS.

Honor Roll:

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

Criteria

1. All A's & B's Honor Roll Students must earn letter grades of B- and higher, and maintain an S or O in special classes.
2. All A's Honor Roll Students must earn an A in every subject area and maintain S or O in special classes.

RECESS

All students (grades 1-5) have a recess time every full day of school. 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 necessary 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. **Be kind and respectful in all interactions.**
2. **Follow teacher/supervisor directions at all times, the first time they are given.**
3. **No throwing any inappropriate objects other than playground balls (this includes snowballs).**
4. **Playground equipment is provided by the school. Items/toys should not be brought from home without permission from the teacher and/or administration.**
5. **No fighting, wrestling or play fighting.**
6. **No Leaving the established playground area without approval from the playground supervisor.**
7. **Use the playground equipment according to its intended use.**

Playground Equipment Rules:

1. When using the swing set, swing straight and do not jump out of your swing.
2. When using the slide, go up the stairs and feet first down the slide one person at a time.
3. Do not crawl up the slides or sit at the base of the slide.
4. K-2 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 or around the equipment.
6. No sitting on the tops of the equipment.
7. Kindergarteners use Arm Pit Slide with their arm pits only (not sitting on it).
8. No Hanging on the nine square bars.
9. No sitting on the wall of the gaga pit.
10. No walking on top of the equipment.

The playground is closed, except to SCA students, from 8:00 a.m. - 5:30 p.m. The playground is closed to all persons except Daycare students and school personnel from 3:00 p.m. - 5:30 p.m.

SCHOOL HOURS

Salem Christian Academy Hours:	Morning Daycare	7:15 a.m. - 8:20 a.m.
	Kindergarten	8:30 a.m. - 2:50 p.m.
	Elementary (1-5)	8:30 a.m. - 3:00 p.m.
	After School Daycare	3:10 p.m. - 5:30 p.m.

VOLUNTEERS

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 required to sign in at the office and receive a Visitors Badge. Volunteers should not bring additional children/individuals with them to any SCA events.

WITHDRAWAL

To withdraw from Salem Christian Academy, a parent should notify the school and complete a withdraw form for their student. 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 accounts are current and all textbooks and materials have been returned. Students who are administratively un-enrolled 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. No records will be released until all monies owed to the school for tuition, fees, extended care, any necessary book replacements, etc.) are paid.