

Middle School and High School

2026-2027

Salem Christian Academy, LLC
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Staff

Superintendent……Jason Detty

Middle School and High School Principal……..…….. Cindy Nichols

Development Director…….…… Hannah Didier

Administrative Assistants..…….Shelley Combs & Morgan Reed

Athletic Coordinator……Morgan Reed

Book Keeper……Rhonda Galvin

Operations Coordinator……..Jessica Manley

School Counselor and Resource Room Teacher……..Saundra Didier

Middle School Science & Band Teacher……..……Justin Parker

Middle School/High School Bible and Art Teacher.……Amy Grile

High School Math and Spanish Teacher……Daniel Young

Middle School/High School History and High School Science Teacher…….David DeVore

Middle School Literature and Bible Teacher…….Joshua Salyers

High School Literature and ELA Teacher……Kristiana Spitzer

Middle School Math, General Music, Choir, & Praise Team Teacher……Clare Jamito

Study Skills and Study Hall Teacher/ Support Staff.……Rita Maury

Health Teacher and Nurse……..……Morgan Reed

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. In 2023, SCA added a High School program and in 2024 band was added and an expanded athletics 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. The middle school/high school offers additional required and optional electives to include, but not limited to, band, praise team and choir, and Spanish classes.

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 new students. High school students in grade 10th-12th might be able to skip the screening process if they can provide a copy of their high school transcript.
3. All new families interview with the school principal.
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 Tutoring 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 Tutoring 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 Tutoring 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.

Absence(Students):
An absence is defined as missing ½ or more of the school day. Students who arrive after or leave before 11:30 am will be counted absent ½ day.

Parents are responsible for student attendance in school. I**f 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 salemchristianmshs@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**. **A doctor's excuse or a written explanation is required after *four or more consecutive days* of absence.**

Adherence to the rule of being symptom free (diarrhea, fever, vomiting, etc.) for 24 hours before returning to school 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. A student MUST be symptom free for 24 hours before they will be permitted to return to school. Students who are sent to school with symptoms will be sent home immediately.

Teachers might provide some of the homework for an **illness related absence**. Assigned homework and daily assigned work can be viewed on FACTS under lesson plans. The number of days allowed for make-up work is equal to the number of days missed with a limit of **FIVE** days being allowed under normal circumstances and as is feasible. If make-up work is not turned in on time, a grade of "0" will be given for that work. 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.

*****A ***Notification of Planned Absence Form*** for vacation/leave must be obtained **two weeks prior** to the absent period. Parents may pick up this form from the office. Last minute plans are discouraged. Adding vacation days onto the beginning or end of spring break, Christmas break or Thanksgiving is strongly discouraged. Adequate time off is given throughout the school year. It is highly discouraged to plan absences over midterms, final exams, or state testing days. 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 20 days or more per school year are in danger of being unable to advance to the next grade. Twenty or more (partially unexcused) absences may result in the loss of the Ed Choice scholarship per the state of Ohio scholarship program rules.

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.

Middle school and high school students may arrive to their lockers at 8:00am, the classroom doors open at 8:10am, and students must be in their seat with all of their learning materials by 8:20 am. **Middle school and high school students arriving at 8:20 am or later will be considered tardy**. When a student is late to school, the student is to go to the school office to check-in.

Tardy to class during transitions: Attendance is taken in every class. If a student is tardy to class three or more times in a quarter, a student will receive detention.

Tardy To School 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 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 absence.

Accepted & excused late arrivals:

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

Drop Off and Pick Up Procedure

Please, follow the SCA Crestview traffic flow map. Yield for possible oncoming traffic in different directions as church members and the public do not follow the traffic flow pattern. Drive slow and watch for students. Dismissal is between 3:10-3:20pm. The bus can leave as early as 3pm.

BIRTHDAY CELEBRATIONS

Arrangements must be made with the MS/HS school office to bring a small birthday treat in for your student to share. Treats should be brought in before lunch time and should include an ingredients list with enough for the number of students in your child's lunch room. It is highly encouraged to distribute birthday invitations off-campus unless you plan to invite the entire grade level, all of the girls in the grade level, or all of the boys in the grade level.

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 grade level on Wednesday mornings. Chapel is designed to be an on-site worship service geared for middle school and high school age students. For appropriate Chapel dress, please see the school dress code.

Christian Leadership Training

Bible classes are held daily. Every student is expected to participate in bible classes and chapel. Students are expected to participate daily in the pledge to the American Flag, pledge to the Christian Flag, pledge to the Bible, Bible reading, and prayer.

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). Bringing vapes and/or using vapes on campus is prohibited.
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 morning break 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 includes the use of 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.
No writing on church walls, bathroom stalls, or tables.
13. A student whose behavior needs to be addressed on a continual basis jeopardizes his/her privilege of attending SCA.
14. There will be no gum chewing on campus.
15. Student are only to be in designated areas of the building during the school day.

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 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.

Hallway Expectations:
Students will walk on the right side of the hallway when possible and remain at a low volume during passing periods.
There is no horseplay, dancing, running, singing, making distracting noises, or loitering permitted in the hallway.
Students must be mindful of their items on their back as to not hit anyone and carry pencils in a safe manner.
Students should go directly to class, and should not stand in the hallway talking or playing.
Students should not block the hallway during passing periods.
Students should maintain the hands-off policy at all times.
There should be no food or drinks open or consumed in the hallway.

Students need to be in their classroom with all necessary items by the time the passing period ends, or they are tardy to class. Three classroom tardies in a quarter result is in a detention.

Locker Expectations:
There will be no drinks or water bottles placed inside or on top of a locker. Lockers are to be kept clean and organized. A consistently disorganized locker could result in loss of morning break to clean the locker or the loss of the privilege of using a locker. All items should be stored inside of lockers with the door completely closed. No items should be place on top of or in front of lockers. Students are encouraged to use locks (provide the school the combination). The school is not responsible for any items taken if students choose not to use a lock. The student is responsible for damage to a school locker other than normal wear and tear. Students should not create holes with the use of tacks or nails or use tape that will pull the paint off of lockers. Student are not to use empty lockers or share lockers with another student (unless assigned by a teacher). Students should not open another student's locker, remove items, or add items (including notes). The school will cut off the lock if the combination does not work/the lock breaks or the lock is left after the school year has ended. The school may look in a school locker at any time.

Hall pass and classroom sign-out:
Students must use a hall pass and sign out before leaving the classroom with teacher permission. Students should only go to the location indicated on the hall pass and then directly back to class.

Student Planners/Agendas:
Students 6th-8th are required to use their provided planner for assignments and events. It is recommended for students 9th-12th to use their planners to record assignments.

Middle School and High School Corrective Action Plan:
Step 1: Verbal Warning
Step 2: Conversation and prayer with teacher with email sent to parents or guardians
Step 3: Conversation with principal, restorative justice reflection plan completed in detention with discipline report sent home
Step 1 and 2, might be skipped if a student's behavior/action is detention warranted

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 3:20-4:20 on Fridays. If a child misses the assigned detention, the detention may be made up the following detention day. 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. The principals reserve the right to place any appropriate academic and/or behavioral restrictions on a student where it is deemed necessary for the student to succeed at SCA.

-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. Students placed on academic probation might be prohibited from participation in extracurricular activities.

-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 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.

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, 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, lesson plans, classwork, and homework. 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.

Resolving Grievances
SCA refers to Mathew 18 when problem solving and encourages all to go to the source first when faced with a problem. Middle school and high school students should try to problem solve first with the student, unless there is physical violence. If they are unable to problem solve, they should seek a teacher for help. Parents are encouraged to pray and request a meeting with the teacher first. If the problem continues, request a meeting with the principal.

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; therefore, the book 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:	7:00 A.M. - 8:00 A.M.
After School Hours:	3:20 P.M. - 5:00 P.M.

Note: **Students who arrive before 7:55 am will be sent to the morning care program. Teachers are not available to supervise students in classrooms until 8:00 am.**

Middle school and high school students who are not picked up by 3:10 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 sent home with students every two weeks on Mondays. A late fee will be assessed to unpaid balances.
- 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 5:00 P.M. A late fee of **$1.00 per minute per child** is assessed when children are picked up past 5:00 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 or purchase Church youth group snacks or drinks in the facility.
- Students must be signed out by parent or authorized representative.
- Students must stay in the Morning/After care room
- Students must participate in the activity planned or work on homework/read
- Distracting or inappropriate behavior will be disciplinary (all school rules apply)
- No cellphones, electronics, or computers

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 desire our families and overall ministry to reflect "Christ-likeness." SCA seeks

to encourage its students to think and act like Christian ladies and gentlemen. The dress code serves as a tool in fostering the academic and character development of the student. These guidelines are **minimum** standards and are to be used to help parents and students select clothing for school. **Modesty, neatness, and safety are used as the key measurements for our dress code. The administration has the discretion to determine the "modesty, neatness, & safety" of clothing and if it fits within the standards set.**

Dress will:

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

Middle School and High School Dress Code General Guidelines:

I. All students

1. Students are expected to dress according to dress code from the time they arrive on campus for school until they leave the campus for the day.
2. All garments must be modest, neat, and clean (no frays, holes, stains, etc).
3. All garments are to have a traditional fit. Oversize or form fitting clothing of any kind are not permitted. Items not permitted include, but are not limited to, pajamas, form fitting slacks, form fitting athletic pants, leggings, and tights except when worn under skirts or dresses that meets length requirements. Pants are to be worn at the waist (No sagging, wear a belt if needed).
4. Skirt/dress length is to be preferably knee length but no shorter than a three inches above the knee. Use consideration to the growth of your child when purchasing these items. Please check the outfit front and back to make sure it fits appropriately.
5. Modest pants, shorts, skirts/skorts traditional or relaxed fitting, no form fitting or overly baggy. Must fit at the waist. All shorts are prohibited except uniform shorts (cargo shorts are acceptable). Knee length (or longer) is preferred, but no shorter than 3 inches from the knee for shorts. Athletic shorts may only be worn for PE class and athlete sport practice only and can be no higher than 3 inches above the knee. Jean shorts are prohibited.
6. Tops must completely cover the midriff even when arms are raised or if there is a shirt underneath. All shirts are to be appropriately buttoned (all front buttons, but may leave the top one unbuttoned) and have sleeves (no sleeveless shirts, tank tops, or crop tops).
7. Modest shirts with sleeves (short or long), traditional or relaxed fitting, no form fitting or overly baggy. No large neck lines that show bra straps, shoulder, or cleavage.
8. Rompers or body suits are not permitted.
9. Shoes must have backs (a strap does not count as a back to include Crocs). No shoes or boots with narrow or high heels are permitted (except for cowboy boots). Athletic shoes are required for P.E and athletic practices. Shoes with wheels are not permitted.
10. Tattoos and body piercings (except for girl's earrings) are not allowed. Boys are not to wear earrings at school. Minimal accessories are allowable and should be conservative, in good taste, and not distracting.
11. Hairstyles are to be neat, clean, moderate, combed and in good taste. Shaved heads, mohawks, or shaved designs, letters, or numbers are not permitted to include ladder/line designs. Unnatural hair colors are also not permitted. Unnatural hair color must be colored back to a natural hair color within two weeks. If more time is needed, please speak to the principal.
12. A light layer of makeup is allowed in natural tones on female students and should not be distracting. Face paint is not allowed. Males are not permitted to wear makeup.
13. Hats, head coverings, etc. must be removed in the building unless exempted by administration.

14. Coats, hats, and other outer apparel may be worn to and from school, but hung in the classroom or locker during the school day. Students are permitted to wear hoodies and jackets if the hood is down.
15. Students musts wear clothing appropriately to include, but not limited to, arms through sleeves and head not tucked into the neckline.
16. No offensive characters, designs, logos, or wording. No divisive, political, societal, or gender exclusive messages (direct or indirect). No band t-shirts. Nothing that is contrary to God's standard as found in the Bible.
17. **Chapel Dress Code:** Khaki pants, shorts, skirts, skorts, or dresses. Polo or button up shirts or nice blouses for girls (short or long sleeves). No T-shirts, Sweatshirts/hoodies or Jackets are to be worn in chapel. Cardigan sweaters are permitted. No jeans or athletic wear (including sweatpants). Length restrictions still apply.
18. **Special Day Dress Code**: Special alternate dress days will be scheduled. Dress standards will be established by the building principal. These should be in writing and communicated in advance so parents can be informed and students can be appropriately dressed. The expectation of traditional fit, modesty and neatness will be expected. General Guidelines do apply.
19. Principal/administration will have the final decision concerning any questionable clothing worn by a student. The principal/administration reserves the right to require any student dressed unacceptably to change clothing before attending classes.
20. The dress code applies on the last day of school.

Dress Code Violations (within a grading quarter):

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

Second - issuance of dress code concern form and discipline report emailed to parents

Third - issuance of dress code concern form, assigned detention and a fee assessed.

Dress code concerns where modesty is an issue will receive a call home to bring clothing that respects school dress code.

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

Continued abuse of the middle school dress code will result in an implementation of the elementary uniform policy for the middle school and high school student(s). Administration reserves the right to change this policy at any time with prior notification to the parents. General guidelines must be followed (section I).

ELECTRONICS

The classroom setting is an inappropriate place for unnecessary electronics. Electronics, including cell phones, smart glasses, and smart watches, should not be brought to school. If a student brings unapproved electronics to school, the item may be confiscated and required to be picked up by a parent. This includes during extended care or other school activities. If there is a health issue, a cellphone may be used for monitoring, but must be approved by administration prior to use and can only be used for said health issue.

If a teacher or online class requires the use of cellphones, that teacher will discuss requirements, rules, and designated place in the office to store phones when not in approved use.

Standalone GPS trackers (not embedded in cell phones, smart watches, or other devices) may be used for parental tracking of their child for safety concerns only as long as they do not become a distraction to the student, teacher, or classroom.

Any use of approved devices outside of these guidelines will result in the item being confiscated and required to be picked up by a parent.

Please, see the MS/HS office for cell phone form and procedures if you require your student to have a cellphone at school to use after they leave campus for circumstances such as shared custody as the student

is going to another location after school.

By signing the cell phone form:
1. Students must turn their phone off and check it into the office where it will remain off until the student has left the parking lot. Students are not to use their phones for any purpose:calling parents, ordering food ect. The office will call home for the student if needed.

2. Students should not access their phones during morning or after care. Students must turn their phone off and hand it to the morning care teacher who will take it to the office. Students are not to get their phones from the office until they are leaving campus. If a student is staying for aftercare, their phone will be taken by office staff to the aftercare teacher.

3. No phones at events or the school bus: Cellphones on field-trips and sporting events must off and handed to the coach or teacher in charge. When a parent signs a student out from the event, they will collect the phone from the teacher or coach.

4. Student cellphones at dances and events a prohibited. They must be off and checked-in with at the dance check-in booth.

Violation of this cell Phone Policy Per Quarter:
First issue: Cell phone is taken to the principal's office, held there, and can only be released to a parent
Second issue: Cell phone is taken to the principal's office, held there, and can only be released to a parent with a $10 fee.
Third Issue: Detention
Fourth Issue: In-school suspension
Fifth Issue Out-of-school suspension
Sixth Issue: Expulsion
Administration reserves the right to adjust consequences for students who repeat violations each quarter.

MS/HS Computer Policy:

Students have access to an assigned school computer at the request of a teacher for class assignment. Computers are to be placed back in designated numbered slots on the computer cart and plugged in when not in use. Teachers will return the cart to administration when not using it for an assignment. The ELA classrooms will have desktop computers for A.R. test only, which can be used to take an A.R. reading test with teacher permission. Students are allowed to retrieve computers from the cart a teacher has checked out only when instructed. Computers are not to leave the school or the classroom that has the computer cart unless arrangements with administration have been made. The student will be responsible for any damage caused to a school computer. Students must obey computer policy and teacher directions when using a school computer. Inappropriate use of the computer will result in computer restrictions and students will have to use pencil and paper for assignments. Students do not have free access to computers. Students should not place a computer in a locker, book bag, or take it anywhere outside of the authorized classroom. Students should only use the computer for the assignment. Students should not use school computers for games, social media, email, to communicate with other students in any way to include but not limited to air dropping or google documents. Students should not use computers to take pictures of themselves, classmates, or teachers. Students should not use any form of AI unless authorized by the teacher, and use of AI on papers could be considered plagiarism. School computers should not be used to replace calculator needs. Parents are responsible to supply calculators if they are on the supply list. Students should not use computers to speak negatively about other students, faculty, of staff.

Students should not look at or distribute inappropriate images. Students cannot use school computers to place delivery orders.

Violation of this Computer Policy:
Per Quarter:
First issue: Computer privileges are taken away for a week.
Second issue: Computer privileges are taken away for two weeks.
Third Issue: Detention
Fourth Issue: In-school suspension
Fifth Issue Out-of-school suspension
Sixth Issue: Expulsion
Administration reserves the right to adjust consequences for students who repeat violations each quarter.

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.**

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

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 does NOT necessarily follow Northmont School District or SCA Preschool closing/delay information, yet it will guide our decision as to our morning schedule or the possibilities of 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.

Salem Christian Academy's extended care program may be open for children unless deemed unreasonable.

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

7:00 am -8:10 Morning door access at door 4
8:10- 5:00 pm - access to SCA through door 4 using the school security system.

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

EXTRA-CURRICULAR ACTIVITES

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. It is $1 per minute after 5pm.

Performance Requirements: When a student is enrolled in a class that requires participation in an event, students are required to attend the scheduled performances, concerts, art shows, spelling bees, speech meets, etc. Students receive grades related to participation in these events. Any student who does not attend will receive a "0" for that event.

Athletics/Band Fee:
There is an athletic fee for each sport and a band fee. Please, see office staff to make payments. Students are responsible for purchasing or renting their own band instruments. For more information, please, see the band teacher.

Athletics:
The main purpose of all athletics at SCA is to bring honor to God by presenting a positive Christian witness or example. Coaches will teach good sportsmanship and might include a devotional, bible lesson, and/or prayer in every practice. Prayer will precede all games. SCA is a member of the OCSAA Christian State championship tournament. Our athletics programs are open to any student who is qualified to participate. Prior to participation, students must have an annual physical with a physician's release on file with the school nurse. Academic eligibility rules apply to different levels of participation. See the SCA athletic handbook for information regarding athletics.

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 3:10 pm dismissal time but no later than 5:00 pm for middle school/high school students and 5:30 for elementary school students.

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. Sixth grade = 60 minutes to include but not limited to studying and reading.

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-8th 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.
Students are not to read, study, or sit in the library without an adult. They can be sent one at a time to check-out a book during ELA/Reading class only. Books are available in the missing work rooms and classrooms.

LOST & FOUND

The middle school/high school lost and found cart will be located just outside the office on a cart during school hours. It will be rolled back into the office and locked up when the school is closed. 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 in lunches for their 6th-8th grade children. The policy states that red colored drinks and Jello type products are not permissible, as it stains floors, carpets, and white tables. Please send a water bottle, drink box/pouch or a thermos with your student. Middle school and high school grades are permitted to bring a nutritious snack, such as fruit, which is eaten mid-morning during morning break. Students are to keep the food closed until they get to their morning break location and not eat it while walking in the school hallways. Students will not be able to eat snacks during break if they break the rule of eating in hallways or not placing trash in trash cans.

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.

Students are not able to order food to be delivered. You as a parent can order food to be delivered for your child only.
Parents must sign their children out, at the office, for a planned lunch date. Students will not be able to sign themselves out for lunch.

Parents cannot attend lunch in the lunchroom with their child. Siblings that do not attend the school can not attend lunch in the lunchroom.

Students are not permitted to take or purchase food, water bottles, or other beverages belonging to the church in the youth room area/high school lunchroom during school hours or present for school activities regardless of the fact of being a member of the church youth group. Students are not permitted to take food and beverages out of the teacher's lounge.

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 problems, 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.

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

NON-SCHOOL PERSONS ENTERING CLASSROOMS

1. Parents are asked to drop off 6th-12th grade students at the school entrance or fire door and allow students to walk themselves to their classroom. If parents need to speak with the teacher, we ask that you send a message or schedule an appointment rather than speaking to teachers at the door before school starts.
2. Must report to the office during school hours (before 3:05 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).

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 the office 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).

Student Drivers:
Please, read and sign all of the appropriate permission slips for student drivers from the office regarding driver and passenger rules and permission. The student will be required to pay a yearly parking fee and park in the student assigned parking area. Please, see the office for more information and permission slips for student drivers and student passengers of student drivers.

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.*** All 6th-12th 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:

Grades 6 - 12

A	- Superior Achievement	100 - 90
B	- Above Average Mastery of Skills	89 - 80
C	- Average Mastery of Skills	79 - 70
D	- Below Average Mastery of Skills	69 - 60
F	- Failure to meet Minimum Requirements	59 - 0

Some elective classes

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

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.

Morning Break

All students (grades 6-12) might have a morning break if their schedule permits. Temperature, outside 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 outside morning break following an illness or other medical condition, must send in a note each day requesting that the child be excused from outside morning break. After two days, a doctor's excuse will be necessary for a child remaining in the building when the class is having outside break.**

Missing Work Room:

When staff is available, students will be sent to the missing work room for morning break to work on any missing assignments or tests they might have. A student on academic probation might be assigned to the missing work room until all grades are at a "C" or higher. There are no negative denotations in school reporting systems for being placed in the missing work room.

During break, a supervisor is always on duty. Rules for outdoor break 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 morning break balls (this includes snowballs).**
4. **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 break area without approval from the supervisor.**
7. **Use the equipment according to its intended use.**

Equipment Rules:

No Hanging on the nine square bars.

No sitting on the wall of the gaga pit.

No opening the gym closet and/or storage area to remove items. Do not touch the gym closet/ storage area key.

Morning Break Ball Cage:

Morning break teachers will retrieve items and replace items out of the cage. Students are not to unlock the ball cage.

Inside Morning Break:

Students should stay in the morning break room-no side rooms. Students are never to enter the high school lunch area except for lunch. They can not use it as another work or hang out space during the day. They should not go behind the counter or ever take waters/beverages or food from this area. Students are not able go into the teacher's lounge or youth closet. Students are allowed to use SCA games.

Students should never be in a room unattended. **The outside break areas are closed, except to SCA students, from 8:00 a.m. - 5:00 p.m. The break area is closed to all persons except extended care students and school personnel from 3:00 p.m. - 5:00 p.m.**

Middle School and High SCHOOL HOURS

Salem Christian Academy Hours: Morning Care 7:00 a.m. - 7:55 a.m.

Middle and High School (6-12) 8:10 a.m. - 3:05 p.m.
After School Care 3:10 p.m. - 5:00 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.